

**\*\*\*ATTACHMENTS\*\*\***

**Minutes  
Mead Public Library  
Human Resources Committee  
September 18, 2014**

The meeting of the Mead Public Library Board Human Resources Committee was held on Thursday, September 18, 2014 in the Library Board Room. Present committee members were: Henry Nelson, presiding; Maeve Quinn, Kathie Norman, Present staff members: Garrett Erickson and Debbie DeAmico. Others in attendance: Dolcye Johnson.

Nelson called the meeting to order at 3:40 pm. Nelson determined there was a quorum present. Quinn **moved** to approve the Human Resources Committee minutes of August 14, 2014. The motion was **seconded** by Norman. The motion **passed**.

Nelson **Motioned** to convene in closed session for the purpose of evaluating the performance of the library director under the exception set forth in Wisconsin State Statues 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility board to accept the motion. Quinn **seconded** the motion. Roll call vote on the motion Aye being Nelson, Quinn & Norman **motion passed**.

Human resource committee chairman Nelson began closed session at 3:42 pm. Human resource committee chairman reconvened in open session at 5:15 pm.

**Possible action on library director performance appraisal.** Quinn moved to report on the Library Director's appraisal to the full Board of Trustees in closed session at the September 25, 2014 Board of Trustees meeting.

**Future Human Resources Committee agenda items** were tabled to the next scheduled Human Resource Committee meeting.

**Future Human Resource Committee agenda items:**

- Quinn requested the creation of a calendar with a chronology of topics to be addressed by the trustees throughout the year
- Adopting City of Sheboygan Salary and Grievance Committee recommendations for changes in benefits, if passed by the full Common Council
- Organization of library personnel-related information and policy
- Library staff parking
- Cleaning vendor update

Next meeting: As needed

Adjourn: Norman **moved** to adjourn the meeting at 5:18 pm Seconded by Quinn. Nelson concluded the meeting at 5:18 pm. The motion **carried**.



# 2015 Medical Insurance Changes



TO: City of Sheboygan Non-represented Benefits Eligible Employees  
 FROM: Sandy Rohrick, Human Resources Director  
 DATE: October 10, 2014

All of us are affected by the escalating cost of health care. While the current Consumer Price Index lists inflation to be around 1.5%, medical cost inflation is closer to 11%. One way the industry is attempting to help contain costs is to shift the philosophy of paying for care to a consumerism-driven model. Consumerism is the concept that when people spend their own money, they make better choices. The City of Sheboygan has decided to explore the consumerism model and will be offering eligible employees a choice in medical insurance plan designs in 2015.

**Option 1: \$750/\$1,500 First-Dollar-Deductible Plan**

Option 1 is similar to the current medical insurance with a \$750 single deductible and \$1500 family deductible. However, in 2015, the deductible must be met first before office visit and other copays apply. (Pharmacy costs will not be subject to a deductible.) The employee cost to be on this plan will also increase from 12% of the premium minimum to 15% minimum (18% without participation in the health risk assessment "HRA").

**Option 2: \$1,500 / \$3,000 Qualified High Deductible Health Plan (HDHP)**

Option 2 is a consumer-driven plan design supported through a Health Savings Account (HSA). Under this plan, all preventive visits continue to be covered at 100% without being subject to the deductible, and some preventive medicine moves directly to a copay arrangement. However, all other coverage is subject to deductible. And if family coverage is elected, the family deductible must be met, by one or more members of the family, before co-pays apply. Just as in 2014, office visit copays after the deductible will be \$30 per visit, and specialty copays will be \$50 per visit, etc.

In the HSA plan, the employee's share of the premium is reduced. Participants of this plan will be given a health savings account (HSA) which belongs to the employee. In 2015, the City will contribute to this account, which may be used to help pay for qualified medical expenses, including deductible. In addition, if employees take the money they save from the reduced premiums and deposits that money into their HSA, their deductible is either *almost covered* (for single) or *more than covered* (for family). If there are no medical expenses in 2015, the money stays in the employees account and can be used in the future (the HSA is **not** a "use-it-or-lose it" account). Flexible Spending Accounts can be utilized for employees in the HSA plan, but are limited to dental or vision expenses.

2015 Employee Monthly Premium Costs	Single	Family
<b>Option 1: \$750 First-Dollar-Deductible Plan</b>	\$109 Minimum (\$131 w/out HRA)	\$257 (\$308 w/out HRA)
<b>Option 2: \$1500/\$3,000 HDHP HSA Plan</b>	\$ 55 (HRA Required)	\$129 (HRA Required)
<b>2015 HSA Contribution Single: \$750 Family: \$1,500 (only available in a HDHP)</b>		

**Spousal Surcharge:** Spousal surcharge will apply for either plan and is increasing from \$50 per month to \$100 per month.

**Interra Health Clinic ("County Clinic"):** The Clinic will continue to be available at no charge for employees and family members covered through the City's insurance, providing access to either a nurse practitioner or chiropractor at no fee.

**Informational Meetings:** Starting the **week of October 27, 2014**, informational meetings will be held at various location and will provide additional details on both plan designs, as well as information you will need in preparation for the 2015 Open Enrollment (Nov 3 – 21, 2014).

## **BYLAWS AND POLICY STATEMENTS**

### **of the Mead Public Library Board**

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#### 2. Employee Performance Appraisal

- a. The Board shall adopt and the Director (or designee) shall administer a system of periodic employee performance appraisal to take place no less frequently than annually.
- b. The Board shall review the Director's work performance periodically in such a manner as adopted by the Board.
- c. Orientation Period: New full-time and part-time employees shall be reviewed periodically during the orientation period.
- d. Trial Period: Promoted full-time and part-time employees shall be reviewed periodically during the trial period.
- e. Full-time and part-time employees: All such employees shall be reviewed periodically throughout the duration of their employment.
- f. Page Series and Temporary Employees: All Page Series and temporary employees shall be reviewed periodically throughout the duration of their employment.
- g. Continuation of employment is predicated on consistent achievement of satisfactory performance as evidenced via employee review(s). The Director is authorized to terminate the employment of employees whose performance is below the level expected and who are not able to improve their performance in the time period specified.

MPL - Staff Parking Estimates

<b>Number of Employees per Department</b>	<b>Full-time</b>	<b>Part-time</b>
Administration Services - Day Work Schedules Full-time staff @ 40 hrs per week	5	
Public Services - Day, Evening and Week-end Work Schedules Full-time staff @ 40 hrs per week Part-time staff @ 30 hrs per week part-time staff @ 20 hrs per week	10	3 5
Support Services - Day, Evening and Week-end Work Schedules Full-time staff Pages	8	21

<b>Location of Permitted Parking closest to the Library</b>	<b># of Stalls Available</b>	<b>Cost per Month</b>
Lot 3 - Location 9th & Niagra Ave. (Behind the Weill Center)	37	\$29.00
700 Block of N 9th St. (Between New York & Wisconsin Ave) (There are about 5 stalls being used by permits already)	14	\$22.00
800 Block of 9th St (City Hall and Fire Department have some of these rented)	16	\$22.00
10 Hour Meters in parking lot behind MPL		\$.30 per hour

Average monthly cost based on 21 working days per month:	Per Day Average	Total Per Year
Permitted Stall Parking	\$1.38 per day	\$348.00
Permitted Street Parking	\$1.05 per day	\$264.00
10 Hour Meter Parking - Based on 8 hours	\$2.40 per day	\$624.00