

Benefits Focus Group Minutes (11/6/02)

Committee members, alternates and staff advisors present:

Benita Saldutti
Linda McKinney
Dick Minster
Rick Winters
John Glanden
Robert Blinch-Edwards
Stacey Monroe
Gil Fernandez
Andy St. John
Bill Tatum
Joyce Dolan
Veda Mahadi
Marquett Becker (for Dolly Gamble)
April Bryan

Benita Saldutti called the meeting to order at 1:00 p.m., November 6, 2002. Roll was called.

Linda McKinney brought up the subject of choosing alternates for Group members. She asked if the Group would like to put some structure together for the selection of members and alternates. Discussion followed about whether there should be a "job description" to give to new members. Ms. Saldutti suggested developing a mission statement. Ms. McKinney will draft a mission statement and member responsibilities for guideline and information purposes only, as well as an updated member list.

Ms. McKinney passed out monthly comparison of costs through June 2002 for general information only. She also passed out a draft of a survey to go out with paychecks to employees regarding health screenings. The survey asks employees why they did or did not participate in the screenings. Ms. McKinney also distributed an information sheet that was received through the housing department from Sarasota County Government showing cost of their plans and benefits. Ms. McKinney asked the Group to review the handouts to be discussed at the next meeting.

Robert Blinch-Edwards passed out a copy of Sarasota County's final wellness program for review and comment at next meeting. He asked the Group to look at anything that may be used for the City's Wellness Program. Phase 1 would be the health risk assessments and screenings, and Phase 2 would be developing some sort of reward system in points/dollars.

Mr. Blinch-Edwards handed out a sample of Sarasota County's health risk assessment. The County is willing to do assessments for the City through their software at a cost of \$10/each. They would also assist with screenings for an additional \$10/each. He suggested mailing out the health risk assessments to employees two weeks in advance

of any scheduled screenings. The employees would then bring the completed assessment with them to the screening.

Ms. McKinney said the Group needs to put parameters around the program and decide exactly what they want. Then it needs to be presented to the City Manager to get feedback as far as approval going forward. Need to provide the City Manager with a cost estimate also. Mr. Blinch-Edwards will prepare a one-page draft as a starting point for discussion stating estimated costs and explaining phase I. The Group's goal is to get approval and something implemented by February or March. The plan would start with employees and then be offered to retirees. Phase 2 could be implemented in the 2004 plan year. Ms. McKinney said she would like to have something to present to the City Manager before the end of the year.

Mr. Blinch-Edwards said he will try to provide the Group with examples from other entities, such as the Orange County School District.

Minutes from the meetings of September 4 and October 2, 2002 were approved as written.

Ms. Saldutti asked Ms. McKinney if she thought the 2003 plan changes could be kept intact for the 2004 plan year. Ms. McKinney responded that would depend on the level of funding provided by the City and whether there were any catastrophic claims. She will ask the City Manager to try to get some determination from the Commission. Ms. Saldutti said it would go a long way toward improving employee morale if the benefits could be kept intact for at least 2 years.

Ms. McKinney advised the Group that there was no longer a contract with the Gehring Group if there was any costing to be done.

Ms. McKinney said she will check to see if the City Manager has communicated information from the monthly comparison of costs to the Commission.

Mr. Blinch-Edwards will prepare a draft flyer on gastroenterology for review at next meeting.

Meeting adjourned at 2:00 p.m. Next meeting is December 4, 2002, 1:00 p.m. in the Commission Chambers.

Items for next meeting:

- Ms. McKinney will prepare a draft mission statement for the Group.
- Ms. McKinney will prepare a draft statement of member responsibilities and an updated member list
- Mr. Blinch-Edwards to prepare a one-page draft wellness plan for discussion, stating estimated costs and explaining phase I
- Mr. Blinch-Edwards to provide samples of wellness plans from other entities

- Ms. McKinney to get feedback from City Manager on City funding for medical fund and communication with Commission
- Mr. Blinch-Edwards to prepare draft gastroenterology flyer for approval

Minutes Approved: December 11, 2002

Benita Saldutti, Vice-Chairperson