



City of Elkins

Personnel Committee Meeting

March 4, 2024
1:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of February 5, 2024
4. **New business**
 - a. Plan for deposits in employee PEIA Plan C Health Savings Accounts (FY 2025)
 - b. Reappointment of city attorney
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 4, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 5, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's meeting of February 5
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. personnel committee - 2024_02_05 - minutes_proposed

PERSONNEL COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
February 5, 2024
1 p.m.***

Present were Committee Members: R. Chenoweth, M. Hinchman, and C. Thompson.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Melissa Washington (human resources), J. Deighan (communications), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

MINUTES

Hinchman MOVED APPROVAL OF THE MINUTES OF THE JOINT MEETING OF THE FINANCE AND PERSONNEL COMMITTEES OF JANUARY 8. The motion carried.

NEW BUSINESS

a. *Nomination of municipal court judge*

Thompson MOVED THAT THE COMMITTEE ENTER EXECUTIVE SESSION UNDER THE PERSONNEL EXEMPTION FOR THE AGENDA ITEM “NOMINATION OF MUNICIPAL COURT JUDGE.” The motion carried. The executive session began at 1:01 p.m. and ended at 1:06 p.m. The chair announced that no decisions were made and no actions were taken.

Thompson MOVED RECOMMENDING THAT COUNCIL APPOINT REBECCA DAY AS MUNICIPAL COURT JUDGE. The motion carried.

b. *HSA administration (presentation from vendor and recommendation for action)*

Washington presented information about HSA administration services available from AFLAC and Health Equity.

Chenoweth **MOVED RECOMMENDING THAT COUNCIL SELECT AFLAC/HEALTH EQUITY AS THE HSA PLAN ADMINISTRATOR.** The motion carried. With this motion, the committee recommended that council take the following actions:

- That council select Aflac/health equity as the HSA plan administrator under the terms of Aflac’s letter of understanding (after review by the city attorney)
- That any current supplemental insurance policyholders be grandfathered after any changes, and
- That human resources personnel be authorized to take the steps necessary to implement the letter of understanding after council approval.

c. *Revising policy for emergency government closures*

Stokes presented proposed changes to the city’s policy for emergency closures in response to inclement weather and similar emergencies. The intention of the changes is to shift responsibility for announcing closures to the mayor, rather than closing automatically in response to the governor declaring a state of emergency. Other changes would clarify certain matters related to pay during weather and similar emergencies.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE PROPOSED CHANGES.** The motion carried.

The meeting adjourned at 1:57 p.m.

The foregoing minutes were approved at the meeting of _____.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 4, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Plan for deposits in employee PEIA Plan C Health Savings Accounts (FY 2025)
Recommended By:	Human Resources
Summary:	Having selected a high-deductible health insurance plan for FY 2025 (PEIA Plan C), council must next choose how deposits will be made into employee Health Savings Accounts. As explained more fully in the attached memo, staff is recommending that the entire deductible amount (single: \$1,600; family: \$3,200) be deposited at the beginning of each fiscal year for persons employed by the city at that time. Employees who join the city's employment after the beginning of a fiscal year will receive a prorated amount based on the number of months remaining in the fiscal year.
Fiscal Impact:	As presented previously, the cost of fully funding PEIA Plan C premiums and deductibles for all employees currently enrolled in city-offered health insurance plans will avoid about \$100,000 in new FY25 costs.
Recommendation:	Consider for recommendation to council
Attachments:	1. HSA Funding for PEIA Plan C Personnel 20240304

Funding of FY 2025 Employee Health Savings Accounts

As previously determined by council, the city has selected PEIA Plan C as the city's base plan for insurance in FY 2025. Council has selected Health Equity to administer the associated Health Savings Accounts (HSAs). For FY 2025, council has also determined to fully fund the annual deductible amounts for all employees selecting Plan C (single: \$1,600; family: \$3,200).

The recommendation from the Admin team is to use a "lump sum/up front" approach to funding the HSAs. The reason for this recommendation is to ensure that employees with high ongoing prescription and other essential costs are not penalized in the early months of adoption of this new approach to employee health insurance benefits. This recommendation can be revisited each new plan year.

- Seeding the HSA with Employer Contributions in one lump sum at the beginning of the year helps with adoption as it reduces the fear factor of facing a deductible with low balances in the HSA.
- This money vests immediately, so the employee has funds to reimburse expenses incurred early in the deductible year. As an example of how this could be beneficial, employees and their dependents may be able to negotiate repayment terms with hospitals and physicians when they don't have funds to pay a bill immediately, but they must pay up-front for prescription drugs. A front-loaded annual contribution places funds in employees' accounts and may offer options for such out of pocket eligible expenses if they occur.
- New hires will have the amount prorated from their date of hire.
- Under Plan C it is important to remember that the deductible is met with prescription drugs and your cost of healthcare.
- The city will encourage eligible employees to add funds to their accounts as well. The maximum annual contribution allowed by the IRS is higher than the amount the city will be funding. Employees will be advised to consider making their own contributions too, as long as total contributions do not exceed the IRS limit. Remember, unused HSA deposits roll over from year to year.
- *Other options can be considered for future years:*
 - Periodic payments from the employer contribution into equal semi-annual, quarterly, monthly, or per-pay period installments throughout the year is one scenario that may be visited in following years. This approach can help relieve concerns about employees who are given their full contribution up front leaving the company before they've "earned" the full annual deposit. (Buckhannon, which uses the "lump sum" approach, has not experienced significant issues with this.)
 - Smaller lump sum and periodic deposits where the employer provides some money up front and the remaining balance in periodic equal installments. This approach provides employees with some seed money but requires them to earn the balance by remaining employed during the year. They may encounter unaffordable medical costs early in the year under this approach.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 4, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reappointment of city attorney
Recommended By:	City Clerk
Summary:	Elkins City Code Section 32.18 provides for the appointment of a city attorney for a one-year term of office commencing on April 1 of each year. The incumbent, Geraldine Roberts, wishes to be reappointed under the same terms as currently and will provide documentation to the committee at the meeting.
Fiscal Impact:	n/a
Recommendation:	Consider for recommendation council
Attachments:	None