

## Human Resources Committee Meeting

### Douglas County, Nebraska

Monday, November 21, 2016

The meeting convened at 1:04 P.M. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the November 14, 2016, issue of *The Daily Record*. County Commissioners present at the meeting were Mike Boyle, Clare Duda, James Cavanaugh, P.J. Morgan, and Mary Ann Borgeson. Others present at the meeting included Patrick Bloomingdale, Joe Lorenz, Leia Baez, Catherine Hall, Cheri Albin, and Diane Carlson, Administration; Carol Donnelly, Karen Buche, Kathy Adair and Matthew Oberle, Human Resources; Larry Miller, Assessor/Register of Deeds; Tom Riley, Carol Jennings, and Martha Wharton, Public Defender's Office; Debbie Otwell and Amber Michalski, Corrections; and Sheri Larsen and Constance Mierendorf, Douglas County Clerk/Comptroller's office. Mary Ann Borgeson chairs the Committee.

A video recording of the meeting is available on the Douglas County Website:

<http://commissioners.douglascounty-ne.gov/board-meetings/videos>

### Conflict of Interest Reporting Form

- Patrick Bloomingdale presented a draft of a Conflict of Interest statement (Attachment A) that was recommended by Mike Dwornicki, Internal Auditor. This is something every organization should have. It will be presented for County Board approval.
- Karen Buche asked where the Conflict of Interest Policy is.
- Mr. Bloomingdale said he would talk to Mr. Dwornicki about the policy. There is no timeline for the approval of a Conflict of Interest Statement.

### Non-union Salary Increase Recommendation

- Karen Buche presented a Memorandum outlining the 2017 Non-union Annual Pay Structure Increase Recommendations (Attachment B). Human Resources (HR) recommends:
  - 3% increase for employees on step pay scales
  - 4% increase for employees on range pay scales; the additional 1% increase is in recognition of the disparity in pay increases between step and range pay structures.
- The projected cost of this annual adjustment is \$752,375.
- Human Resources also recommends the same percentage increase (4%) for Legal/Court Employees and other Non-Civil Service Non-union employees.
- The long-term strategy is to consolidate non-union pay structures; develop a matrix –based increase structure for those jobs in a range pay scale; complete job descriptions and pay scales

for County Attorney and Public Defender jobs; and develop pay scales for other County employees without pay scales.

- Commissioner Boyle asked about the total cost of the increases.
- Ms. Buche said the total is approximately \$2.2 million.
- Joe Lorenz said based on \$110 million, 3% was budgeted for the increase or \$3.3 million.
- Commissioner Morgan said that those employees who are not members of a union might choose to organize as a result of pay inequities. That could be a potential outcome.
- Ms. Buche said that was a possibility. Of the approximately 300 non-union employees, all but 10 could form their own union and negotiate. Those 10 are department directors.
- Tom Riley said his goal was to equalize salaries between the Public Defender's office and the County Attorney's office. The \$175,000 Human Resources is proposing for the Public Defender's office will be distributed to employees based on experience and responsibility.
- Mr. Riley said he has never seen the numbers of crimes and serious crimes as high as they are now. His office has 135 sexual assault felony cases open right now. 42 people are in jail awaiting murder trials. His challenge is to keep experienced lawyers and give them incentives to stay.
- Commissioner Borgeson said the fairest approach to the salary consolidation plan at this point is to give it some time to finalize.

#### Dental Only Coverage

- Commissioner Borgeson said there are a handful of employees who would like to choose dental coverage apart from medical coverage. In the past, the County did not believe this was possible, but Aon investigated this option and said it is possible. Commissioner Borgeson spoke with Human Resources about the possibility of offering this option, but it was too late to offer in the current open enrollment period. She said she would like it to happen in a special open enrollment at the first of the year.
- Karen Buche said it is doable to offer different levels of health coverage. The option of a special enrollment period is complicated because the entire system could be disrupted. The County cannot let people out of medical insurance in the middle of the year if they wanted to opt to take dental insurance only. The best option would be to offer the dental option during the next regular open enrollment period next fall for implementation in 2018.
- Kathy Adair said she had been approached by only a couple of people who wanted dental only. A further complication of a special open enrollment period is that employees have already enrolled in the Flex Spending Plan and cannot change it. The Human Resources department is currently overwhelmed with the transition to Blue Cross Blue Shield for January 1.
- Discussion followed about the various possibilities for offering dental only at an earlier date than the next enrollment period. If the split option is offered (where employees can select dental only), during the next open enrollment period in fall 2017, there will be adequate time for promoting the option and educating employees as well as for testing.

- Ms. Adair explained that there was an issue with setting up Oracle for open enrollment with Blue Cross Blue Shield and HR had to take off the fast formula which allowed one person to enroll splitting dental and medical coverage for 2017. Ms. Adair contacted the employee and told him that this was an error and that he would not be able to enroll in dental only for 2017. All of the on line instructions for open enrollment explain current policy.
- Discussion followed about the ramifications of allowing him to have the coverage:
  - What would allowing one person to have dental coverage only mean for other employees who might want it but followed policy?
  - What would the impact be on the individual who enrolled based on a computer glitch and what would it mean for the County if he was denied dental coverage only for 2017?
  - Would it be possible to purchase separate dental coverage for him and others who want it?
- Commissioner Duda said the Board should stay with current policy. Open enrollment is closed. Next year, the County can offer the dental only option in an orderly fashion. One person's accidental enrollment should not drive the entire County policy.
- Commissioner Boyle and Commissioner Borgeson asked that HR report back on the employees who chose split plans, what they chose, and whether they did so intentionally.
- Ms. Buche said that offering the plan to one person would mean it would have to be offered to all employees. Otherwise the County could be faced with a discrimination in coverage claim. The County's policy has not changed and the enrollment by the employee was an error, which he is aware of.
- Patrick Bloomingdale advised that at this point, he believed the County Attorney's office would advise that the County should stick with current policy.

### 2017 Legislative Priorities

- Commissioner Borgeson presented a list of 2017 Legislative Agenda Priorities (Attachment C). The Board needs to let the lobbyists know what its priorities are.
- The Standing Shared Support items are items the County has worked with other Counties on.
- Commissioner Boyle suggested adding "crime lab expenses" to Item #2 of Standing Shared Support items.
- 2017 Legislative Items 1-10 are items the Board has considered in the past or has mentioned through the course of the year.
- Board members agreed that all of the priorities should stand.
- Commissioner Borgeson said that the next step for the Board is to prioritize the 10 items and asked that Board members send her their lists of their top 5 priorities. The Kelleys need to know which are the top priorities.

- Commissioner Borgeson said she will present the priorities again at the next Human Resources meeting, so they can be prioritized and put on the Board agenda for January as the Board's legislative package.

The meeting adjourned at 2:49 P.M.