



CITY OF GERMANTOWN TENNESSEE

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Personnel Advisory Commission *Thursday, February 19, 2015 - 5:30 p.m.* Administrative Conference Room 1930 S. Germantown Road

MEMBERS PRESENT: Scott Williams, Chairman; Michael Dowdy; Mark Holland; Steve Priddy;
Holly Turner; Alderman Rocky Janda; Steve Wilensky

MEMBERS ABSENT: Sudhir Agrawal, Mark Devine

PRESENT NON MEMBERS: Sharon Hailey

Call to Order

Packets were distributed to members as they arrived. Chairman Scott Williams called the meeting to order at 5:30 p.m.

Welcome & Introductions

Members introduced themselves and Mayor Mike Palazzolo briefly stopped by to introduce himself and to welcome and thank members for being part of the commission. Contact information was distributed.

Establishment of a quorum

Consideration of Minutes from 2014

The minutes from the meeting June 11, 2014 were accepted as presented.

Purpose Statement/Role of Commission/Ethics Form

Chairman Scott Williams described the role of the commission as advisors rather than decision makers. Members provide their expertise on subject matter in a consensus manner. Members were encouraged to review and sign the ethics form included in their packet. Members were reminded that this does need to be done annually for all commissions. Steve collected completed forms.

Distribute Summary of most recent Employee Engagement Survey

Summary of employee engagement survey was included in packet. Steve Wilensky highlighted some of the key points in the summary, pointing out that after a decline over the last four years, there was an increase in both respondents and scores this year. Employees are happy, turnover is low, lots of resumes come in regularly and there are lots of long term employees. He sees more opportunities to increase satisfaction in education, training and communication.

Status update on RFI for Employee Wellness Clinic

Steve Wilensky gave update on moving forward with an on-site clinic. A task force has been formed and will meet again the first of March. There is an expectation that there will be even more response on the RFP than the RFI. Hopefully, the RFP will be issued within 45-60 days, followed by a process of approximately 3-months process for responses, and once a decision is made, about 120 days to establish the clinic. There is a possibility of a joint venture with the City of Germantown, Germantown Municipal Schools and Occupational Health.

Status update on annual compensation analysis

Steve Wilensky is meeting with Centre Group tomorrow. Annual analysis should be completed before May and usually drives decisions of changes.

Identify areas of interest for review by this commission

- a. Compensation
- b. Benefits
- c. Wellness initiative
- d. Employee engagement

Scott Williams stated the interest in identifying cost saving areas. Previous commission members have done in-depth research for easy cost-cutting finds and current members are invited to do the same. Mark Holland pointed out that from his experience, many times the employees' perceptions are as important as the benefits themselves. He stressed the importance of communication and spotting underutilization due to lack of understanding. Holly Turner and Michael Dowdy described their areas of specialty and where they can contribute insight. Scott Williams suggested adding to included list training, on-boarding, education and, to some extent, retirement (though it is a separate entity).

Distribute summary of existing benefits

1-page summary of benefits included in packet to clarify for commission the benefits that are offered to employees. Steve Wilensky added that there are multiple coverages (ex: working spouse) in which employees were grandfathered in. Also included in the packet was ACA required document summarizing health benefit plan from Health Cost Solutions. Alderman Rocky Janda stressed the importance of reviewing our benefits expenses in detail and to consider options that will allow the city to more effectively managing rising healthcare costs.

Review current policy regarding eligibility for city health insurance coverage

a. Appointed individuals

Alderman Rocky Janda presented the issue of of five appointed non-employees currently on the Health Insurance plan. He asked the commission members to consider removing coverage for the non-employee appointed individuals at the end of the fiscal year or the health plan's calendar year. Commission members inquired about compliance issues and contractual agreements.

Schedule upcoming commission meetings

Next meeting will be scheduled based on email communication with members. 5:30 – 6:30 p.m. seems to be good time.

ADJOURNMENT

The meeting was adjourned at 7:15 p.m.