



# CITY OF GERMANTOWN TENNESSEE

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## **Personnel Advisory Commission**

*Thursday, February 23, 2017 - 5:30 p.m.*

Administrative Conference Room

1930 S. Germantown Road

**MEMBERS PRESENT:** Claire Shapiro, Chairman; Mark Holland; Sammy Jobe; Ronald Pokrandt; Mike Stavropoulos; Alderman Dean Massey; Steve Wilensky, HR Director

**MEMBERS ABSENT:** Mark Devine, David Jackson

**PRESENT NON MEMBERS:** Sharon Hailey

### **Call to Order**

Claire Shapiro called the meeting to order at 5:34 p.m.

### **Welcome & Introductions**

Chairman Claire Shapiro introduced herself and covered the objectives of the year for the Personnel Advisory including advising on HR practices, Benefits and Compensation for Fiscal Year 2018. The members then introduced themselves, their reasons for volunteering their time for this commission and what they love about Germantown. Members' time and experience both in Germantown and in HR-related fields is vast and they are prepared to share their knowledge and experience to help the City.

### **Establishment of a quorum**

5 of 7 members were present.

### **Consideration of the Minutes**

Minutes from the August 16 meeting were approved as presented.

### **Purpose Statement**

Chairman Shapiro shared information from the City ordinances explaining the establishment and purposes of the Personnel Advisory Commission which include making recommendations regarding the following: annual merit increases for employees, benefits program, class & compensation reviews and innovative and cutting edge policies, etc. being used by corporate America. HR Director Steve Wilensky also collected completed ethics forms from commission members.

### **Setting meeting calendar for the rest of the year**

Members confirmed that the last Thursday of each month at 5:30 p.m. is generally a good time for them to meet. It was advised that if they were out of town, but available during that hour, they have the option of calling in. Next anticipated meeting dates are March 30 and April 27 - to be confirmed with a calendar invite from the HR Director prior to the meeting. It was reiterated that the focus for this commission would be recommendations for FY18 and most meetings would occur prior to the 3rd reading of the budget in June with meetings scheduled as needed for the remainder of the year.

### **Identify areas of interest for review by this commission**

#### **Benefits**

Steve Wilensky distributed schedule of medical benefits and premium rates for active employees and retirees, noting that the active rates have not changed since 2014 and the retiree rates have not changed since 2010. This includes approximately 400 full time employees and 101 retirees and dependents of both.

In recent years, medical, dental and vision claims have remained flat, but prescription rates have gone up 25%. Total spend for City claims is approximately \$4 million/year. The City would like to encourage the use of OTC and generic medication.

#### **Compensation**

Currently, the City uses a pay pool system for merit increases. Non Department Heads get increases effective in July and Department Heads get increases effective in October. Police and Fire are on a step program.

The City is currently in the midst of a Comp & Class Study - the first since 2001 - contracted with Steve Thompson of Burriss, Thompson, & Associates, who specializes in municipalities. The study is reviewing job structures and job descriptions and the City positions appear to be competitive and in range. The study should be completed soon and hopefully Steve Thompson will be able to present to the PAC in March or April.

The City is interested in effective ways to educate and communicate with Employees their total benefits package, trends, how we compare with others and sustainability.

#### **Wellness initiative**

Last year \$350,000 was added to the budget to contract with a vendor for a Wellness Clinic, but it was decided that it was not in the best interest of the City based on demographics and the cost risk of building and maintaining a facility. Because Methodist Healthcare is in-network and has locations around the greater-Memphis area (30 locations and 4 urgent care clinics), the City was able to work out an agreement with them so that on-duty employees in uniform could be seen quickly and all employees were given a call center number to have access to primary care physicians. The City already has a contract with Lifesigns for employees covered on the health plan to get annual physicals.

The Shelby County Health Department is working with the City of Germantown to provide free biometric screenings to employees on April 5. They are also offering nicotine cessation classes for both employees and citizens.

There is discussion on the table for increasing rates for smokers and/or requiring wellness checks. The City would like recommendations from the commission on how to begin to shift the rates and maintain employee engagement. The previous commission had discussed the idea of creating a culture in which small increases are normal, and also encourage a Wellness mindset by helping employees understand they can all work together to keep costs down. It was stressed that the message delivery is key to keeping employees satisfied.

The City is currently looking at Wellness Program vendors such as Humana, Propel and Rival, that have contracts with other municipalities that we could piggy-back off.

### **Adjourn**

Members were encouraged to submit questions and comparable good plan ideas that might benefit the City to the HR Director. **The commission members requested additional information on total benefits package, total spend for each benefit and cost share splits.**

The meeting was adjourned at 7:00 p.m.