

MINUTES OF THE FINANCE AND HUMAN RESOURCES MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, JANUARY 29, 2020

1. Meeting called to order and roll call

The meeting was called to order by Ald. Saryan at 6:00 P.M.

Present: Ald. Kastner Present
Ald. Bailey Present
Ald. Saryan Present

Also present: Paula Schafer, Finance Director
Julie Foley, Human Resources Administrator
Michael Neitzke, Mayor
Scott Jaquish, Director, Parks and Recreation
Tim Sowinski, Deputy Comptroller
Kent Perleberg, Parks & Facilities Supervisor

2. Approval of the December 11, 2019 Finance and Human Resources Committee minutes

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the December 11, 2019 Finance and Human Resources Committee minutes as presented.

The motion carried unanimously.

3. Discussion and Decision Regarding Data Use Agreement for Vital Records Data between the Wisconsin Department of Health Services, Division of Public Health, and the Greenfield Health Department. (D. Rausch)

Mayor Neitzke stated that he received an email from Mr. Rausch stating that he had another commitment and would not be out until 6:30 p.m. He stated that this item is not complicated and is a standard agreement the City receives every year. Ald. Bailey asked to clarify that this item is an agreement between the health records data, the Greenfield Health Department, and the Wisconsin Department of Health Services. Mayor Neitzke stated that this was the case.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve Data Use Agreement for Vital Records Data between the Wisconsin Department of Health Services, Division of Public Health, and the Greenfield Health Department.

The motion carried unanimously.

4. Discussion and decision for approval to create job description, set salary, recruit and hire Parks Maintenance Coordinator for the Department of Parks and Recreation.

(S. Jaquish)

Mr. Jaquish stated that this Parks Maintenance Coordinator position is within the Parks specifics side of the Parks and Recreation Department. This position is a full-time salary exempt position. This position is strictly for the Parks area. Mr. Jaquish stated that this position is approved within the 2020 budget. The job description was created with the help of Julie Foley in the Human Resources Department. The job description should be attached to the agenda packet.

Ald. Saryan asked if this position is different from what the City currently has. Mr. Jaquish stated that the City does not have this position currently and this is a new position based on some restructuring that was done within the Parks and Recreation Department internally.

Mayor Neitzke stated that the only change that was made to this year's budget, which was explained throughout the entire budget process, was the creation of a second full-time position in the Parks and Recreation Department to help Kent Perleberg, the Supervisor that is in charge of the Parks and Recreation Department. He stated that there was a whole bunch of reshuffling of positions and budget items to fund this position. The attached job description on the agenda packet includes the full job description, the salary and wage scale, and the associated items for the budgeted position, which was the only real significant change in the entire budget this year for the Parks and Recreation Department. The position has already been approved within the budget, and is already funded within the budget, the City just needed to make sure this position was passed within the budget, which it was. Mayor Neitzke stated that with every new position that is created, the new position requires a job description, a salary pay range, and amending the Non-Represented Protection Services agreement consistent with these things.

Ald. Bailey asked if the Parks and Recreation Department lose part-time positions because of this new position. Mayor Neitzke answered that the Parks and Recreation Department did lose part-time positions. Mr. Jaquish added that there were multiple part-time positions lost to create this new position. He stated that the Parks and Recreation Department has evolved over the last number of years with all the special events, evenings, weekends from early April all the way through late year, the Community Center, all winter long there is snow removal there is way too much for one person to handle. He stated that this is basically a 20 hour long operation daily. Mayor Neitzke stated that this is to supervise the parks, and to supervise the recreational, seasonal, and part-time people throughout the year. Having one person for basically an 18 hour a day operation every day is too difficult.

Ald. Bailey asked if this person would be spending most of their time at the Community Center or at Konkell Park. Mr. Jaquish answered that it would be throughout the entire Parks system. He stated that Konkell Park would be the home

base, but the maintenance throughout the entire Parks system, all the neighborhood parks, the Community Center, City Hall, Kulwicky Park. Mayor Neitzke stated that this is not a static position, this is not a position where you just spend your time at Konkel Park and you go home, you would move around as needed throughout the Parks system. Ald. Bailey asked if this person would be doing maintenance and cutting grass. Mr. Jaquish answered that this person would be doing general maintenance throughout the whole spectrum, but also supervising and managing the seasonal staff that is working on evenings and weekends, the rentals at the Community Center, there are Little League games all summer long. He stated that there are so many things going on from 7:00 a.m. to almost 10:00 or 11:00 p.m., 7 days a week for the majority of the year. Mayor Neitzke stated that this is also very helpful because with the seasonal help, you need to have supervision. One of the issues that was recognized with the previous Parks Supervisor, was that there were the grass cutting crews, and other crews, that were not being supervised in the extent that they should have been. Mayor Neitzke believes this new position will help tremendously with this issue. There would also be more productivity with the crews being supervised. Mayor Neitzke concluded that this position does not have an impact to the budget, this new position has already been budgeted.

Motion by Ald. Saryan, seconded by Ald. Kastner, to approve to create job description, set salary, recruit and hire Parks Maintenance Coordinator for the Department of Parks and Recreation.

The motion carried unanimously.

5. Discussion and decision to approve agreement between UnitedHealthcare and the City of Greenfield pertaining to the Flexible Spending Account debit card use. (J. Foley)

Ms. Foley stated that this is one of the agreements pertaining to the change for all the insurances to UnitedHealthcare (UHC) as of January 1, 2020. This is specifically pertaining to the Flexible Spending Account (FSA) and how it interacts with the Health Reimbursement Account (HRA). Because these two accounts are basically connected, this agreement is a standard hold harmless agreement, meaning hold harmless against UHC, in the event that there is a duplication of payment on the same service. There is a slight risk that this could occur where the HRA is reimbursing a deductible claim and somebody is using their FSA debit card to pay for that same service. This is creating a duplication of a payment and it would be the City's responsibility to get that payment back. Ms. Foley stated that historically, the way this has been working is the exact same way the City is now asking UHC to administer it. The City has had very little situations that involve that actual scenario. Ms. Foley stated that she is very comfortable moving forward with continuing that same practice.

Ms. Foley stated that the agreement has been run past our City Attorney as well as our insurance broker Benefits Attorney. Both of them are comfortable moving

forward with the agreement. There are numerous ways, under the IRS regulations, that the City would be able to make it right if somebody did have duplication of payments. This maybe could occur, but is not as likely to occur under UHC as it was under Humana, because of how UHC is administering the health insurance plan along with the HRA. Ms. Foley stated that UHC is comfortable administering this and that they have already started administering it and allowing the use of the debit card even without the City signing the agreement. Ms. Foley stated that she is looking for approval to have the agreement signed.

Ald. Kastner stated that it is what it is. There is a potential problem and it would be education then. Ms. Foley stated that during the open enrollment meetings, the employees were all educated about not using your FSA debit card up front for deductible expenses because your HRA is going to be making that payment first, so wait until you have the final balance and then use your debit card. Any copays, prescriptions, medical copays, you can definitely use the FSA debit card, you are never going to have a duplication of payment. Ald. Kastner stated that he imagines that most people would not use their FSA debit card that way. Ms. Foley answered that people would not because people will not be asked to pay up front for a deductible service, they would be balance billed after the fact. Both the payment on the medical side and HRA side are going to be made at the same time. The only amount people would see is the true balance due, not a higher dollar amount due and then get the HRA payment after the fact. There is less risk now than when the City still had Humana.

Mayor Neitzke stated that the City does need to sign the agreement. Ms. Foley stated that if somebody does accidentally have a duplication, they would be in touch with her. She can fix it easily. The employee would not want their money paid twice or reimbursed wrong because the money ends up being taxable to them.

Mayor Neitzke stated that people are very diligent when it comes to their FSA and the HRA. If you get a \$10,000 medical bill and there is a deductible, the portion that the City pays, and then the HRA kicks in and pays more of the deductible up to a certain point. If there was still something that was requiring to be paid, the Flexible Benefit portion would kick in. The person is not wanting to have their Flexible Benefit money and HRA overlapping, they are going to want to make sure they are going to get the maximum out of the HRA and the FSA. In the event they are trying to commit some sort of fraud, they could say that the HRA paid up to the deductible and they requested of UHC that portion from their FSA because they happen to have a statement, which is sort of fraudulent because this has already been paid. This would not be reimbursable and there would be danger for a person to do that. The City has the obligation to collect it back. Ms. Foley stated that the only reason UHC wants this hold harmless agreement is this is not generally the way that they would set an account up when the two plans are connected. Because the City is requesting something to be administered slightly different than the standard, is the purpose of

the hold harmless agreement. This is because of the HRA and FSA component acting at the same time under the same umbrella.

Mayor Neitzke stated that there have been a couple former employees that have asked where the agreement was and where did the City approve UHC. He stated that in the past, there have been numerous meetings and numerous concerns about health insurance and the rate and how expensive it was going to be. The last minute there was essentially three or four options the City could choose from and UHC was agreed by the City as the best option in comparison to the other options by far. UHC blended well with the budget that the City had proposed. UHC provided the same level, generally speaking, of the previous health insurance. Because of the nature of it, there was not a contract for it, we do not enter an agreement with UHC to say yes we are entering an agreement for health insurance. The City says we want the coverage, UHC provides the City with a certificate of insurance.

Mayor Neitzke stated that two and a half years ago when Humana came through, there was an agreement when the City switched from BlueCross BlueShield, which was held by the City for a number of years. Because Humana wanted to have a policy for two years, as opposed to the one year renewal that typically happens, there was an agreement that was entered into with Humana. Mayor Neitzke stated that people have said that in the minutes it never talks about the City switching to UHC, the City proceeded as directed, the City bound coverage with UHC, the City talked about the ability for UHC to do our FSA and HRA which saved us money, it is less expensive doing it this way. Mayor Neitzke mentioned that he wants it clarified that there was no secret meeting where we picked a random health insurance company, we talked about this at nauseam. There was not technically an agreement that went through Council for it. There was the authority to proceed with UHC because they were the best of the three or four that came before them at the time, and that was how we proceeded. He stated that he remembers reviewing things regarding health insurance for hours on end, and being very grateful that UHC was there almost at the last minute. He was grateful that the City had a broker that was very aggressive with all of the providers. This is unique simply because of the mixing of the HRA and the FSA and the ability to "double dip". There are practical safeguards built in, what people would not want to "double dip". This would essentially be taking money from themselves.

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the agreement between UnitedHealthcare and the City of Greenfield pertaining to the Flexible Spending Account debit card use.

The motion carried unanimously.

6. Approval of schedules of disbursements in the amount of \$1,762,080.05

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the following schedule of disbursements:

Minutes are not official until formally approved by the Common Council at the next scheduled meeting.

AP DISBURSEMENT SCHEDULES:

AP CHECKS	1/3/2020	\$	701,050.19
AP CHECKS	1/10/2020	\$	87,394.78
AP CHECKS	1/17/2020	\$	367,211.51
WIRE TRANSFERS	DEC 2019	\$	349,199.38
P-CARDS/DECEMBER 2019 STATEMENT	12/23/2019	\$	232,955.93
TAX REFUNDS	1/9/2020	\$	1,896.90
TAX REFUNDS	1/15/2020	\$	6,645.88
TAX REFUNDS	1/22/2020	\$	15,725.48
TOTAL \$			1,762,080.05

The motion carried unanimously.

- a. Approval of schedules of disbursements in the amount of \$1,131,728.42

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the following schedules of disbursements:

AP DISBURSEMENT SCHEDULES:

AP CHECKS	12/6/2019	\$	109,943.89
AP CHECKS	12/13/2019	\$	146,721.51
AP CHECKS	12/20/2019	\$	306,839.76
AP CHECKS	12/27/2019	\$	187,016.05
P-CARDS/NOVEMBER 2019 STATEMENT	11/23/2019	\$	381,207.21
TOTAL \$			1,131,728.42

The motion carried unanimously.

7. Approval of mileage reimbursements in the amount of \$2,247.67

Motion by Ald. Bailey, seconded by Ald. Kastner, to approve the mileage reimbursements in the amount of \$2,247.67.

The motion carried unanimously.

8. Investments and reinvestments

Motion by Ald. Kastner, seconded by Ald. Bailey, to approve the investments and reinvestments as follows:

LOCAL GOVERNMENT INVESTMENT POOL

December 2019 Statement

November Ending Balance	\$	16,196,776.73
2 Deposit (s) in December		6,000,000.00
0 Withdrawal(s) in December		-
December Interest Earnings @ 1.63%		25,941.18
TOTAL	\$	22,222,717.91

DECEMBER 2019
INVESTMENTS

Institution	Princ Amt Invested	Investment Date	Maturity Date	Yield	Interest Earned	ID #
Money Mkt/Tri-City Bank	\$1,538,357.22	12/31/2001	variable		\$82.68	21901270
Money Mkt/BMO Harris Bank	\$510,553.90	6/28/2011	variable		\$215.58	46370511
Ehlers Investment Partners X-2055705 GRD GEN INV	\$8,459,890.12	12/9/2014	variable			
Associated Bank Investments	\$6,361,895.89	12/10/2014	variable			
Totals	\$14,870,697.13				\$298.26	

The motion carried unanimously.

9. Accept November 2019 financial statements

Motion by Ald. Kastner, seconded by Ald. Bailey, to accept November 2019 financial statements.

The motion carried unanimously.

10. Other topics for future agendas

N/A

11. Adjourn

Minutes are not official until formally approved by the Common Council at the next scheduled meeting.

Motion by Ald. Kastner, seconded by Ald. Bailey, to adjourn the meeting at 6:26 p.m.

The motion carried unanimously.