Robertson County Budget Committee
Minutes of February 8, 2022 Meeting

The Budget Committee met at 4:30 P.M. with the following members present: Keith Hoover, James Bowens, Bobby Couts, Burton Glover and Faye Stubblefield were all present in person. Mayor Billy Vogle and Jody Stewart were also present in person. This meeting was originally a Joint Meeting with the Personnel Committee, because only two (2) Personnel Committee members were present, this is not enough for a quorum, the two (2) committee members stayed to observe the meeting. This meeting became a Budget Committee Meeting, due to the lack of a quorum for the Personnel Committee.

Mr. Keith Hoover called the meeting to order and the following main discussions and actions took place during the meeting:

The minutes of February 1, 2022 were approved.

Marisa Combs-Smith, Five Points Representative, now newly acquired by the Arthur J. Gallagher Company, the County's contractually agreed upon Human Resources (HR) Consultant presented HR Consulting items as follows:

A. The HR Consultant contract has been signed by both parties and will be effective February 1, 2022 instead of January 1, 2022 due the transition period and all documents were signed in February.
B. Plans to perform group meetings beginning the week of April 10, 2022 concerning benefits training. A key area of focus will be to explain disability planning in order to help address maternity leave concerns and explain the extra benefit the County offers during Family Medical Leave Act (FMLA).
C. Recommend meetings for HR focused training for all Department Heads and Supervisors to include actual work place practical examples involving a hands-on approach.
D. Comprehensive Pay Plan Study Cost: Analyze a total compensation package including medical and all benefits offered by the County. A cost for this study will be available on March 1, 2022.
E. Grievance process was an immediate key area of focus for the Mayor. A written grievance process draft document will be available by February 18th or February 25th for review.
F. Fifth HR item is in the beginning stages of evaluating the proposed Ambulance Service Department sick and vacation policy. A formal recommendation will be forth coming after more research.

Marisa Combs-Smith, Wes Dozier and James Smith, Representatives from Five Points A Gallagher Company, presented information about a Worksite Medical Clinic for County employees, School System employees and City of Springfield employees. This shared clinic services agreement simply means each of these three (3) entities will execute a separate contract with Medical Analysis the Medical Services Company providing the medical services to all employees. The monthly/yearly cost to each entity is estimated based upon the number of eligible employees allowed to participate from each worksite. The total overall costs to operate the clinic is divided and allocated to each entity based upon percentage of participation usage by each entity. There is a three (3) year cost guarantee. The cost to each entity is based upon two components: fixed costs and a variable cost which depends upon prescription and lab costs of the clinic.

The clinic's average wait times are estimated to be 8 to 10 minutes plus or minus on average, providing a quick and convenient high quality basic medical care service. The clinic will be staffed with a Nurse Practitioner, MA/LPN Nurse and Medical Tech/Front Desk and will be open 40 hours per week and closed for 10 holidays and 4 professional days for a total of 14 days per year. Medical Analysis agreement lists the County's shared costs on page 12 and they are based upon 300 total employees being eligible to use the services of the clinic. Monthly base fee is $3,750 x 12 equals a yearly base fee of $45,000. Monthly reporting and technology platform fee of $645 x 12 equals $7,740, whereas these two amounts total $52,740 per year. All County employees are eligible to use the medical clinic services except employees participating in the Health Savings Account (HSA) per Federal IRS ruling. HSA participants are excluded for a second benefit. Part-time employees and County Commissioners are included in the 300 eligible employees. The clinic will be located in the old WIC building at 900 S. Brown Street and is estimated to be open on July 1, 2022.

1. It was moved by Bobby Couts and seconded by Faye Stubblefield to recommend the Medical Analysis Proposed Service Agreement for the Employee Health & Wellness Clinic as explained by James and Marisa in the above paragraphs for County Employees to the County Commission. All voted yea.

The meeting adjourned at 5:30 P.M.

Keith Hoover, Chairman

Jody Stewart, Finance Director