

== NOTICE OF MEETING ==



HUMAN RESOURCES COMMITTEE

Wednesday, July 22, 2020 – 9:30 a.m.
Council Chamber – Branson City Hall – 110 W. Maddux

AGENDA

- 1) Call to Order.
- 2) Roll Call.
- 3) Acknowledgment of February 19, 2020 Minutes.
- 4) Discussion of New Hires/Promotions/Reclassifications.
- 5) Discussion on Insurance Premium Refunds.
- 6) Discussion of 2021 Employee Insurance Benefits.
- 7) Recommendation on Completion of the 2020 Employee Wellness Plan.
- 8) Recommendation on the 2021 Employee Wellness Plan.
- 9) Human Resources Director's Report.
- 10) Adjourn.

Where Values are the Difference

JULY: TEAMWORK/COOPERATION

Less me; more we; working towards a common goal.

Posted: July 17, 2020

At: _____ By: _____

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For more information please visit www.bransonmo.gov or contact:

Lisa Westfall, City Clerk, 417-337-8522

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

February 19, 2020

1) Call to Order

The Human Resources Committee met in the Fishbowl of City Hall, Wednesday, February 19, 2020. The meeting was called to order by Human Resources Director Jan Fischer at 9:29 a.m.

2) Roll Call

Committee Members present: City Administrator Stan Dobbins, Alderman Kevin McConnell, Alderman Rick Castillon and Bryan Cossiboom. There is a quorum.

Also present: Human Resources Director Jan Fischer, Kimberly Cooper, Bob Smither, Kelly Farner, Gina Stech, Jamie Rouch, Traci Henderson and John Akers.

3) Acknowledgement of January 15, 2020 Minutes.

Motion to approve: City Administrator Stan Dobbins; Second: Alderman Kevin McConnell; Vote: 4 yes, 0 no.

4) Discussion of New Hires/Promotions/Reclassifications.

Discussion led by Human Resources Director Jan Fischer.

5) Discussion of 2020 plan for 2021 Benefits.

Discussion led by Jan Fischer and John Akers.

Jan stated the main goal for 2020 is for renewals to take place in August to be ready for open enrollment by late October. John added that it is imperative to have August and September employee meetings on schedule to keep that timeline in place. He also noted the significance of the College Tuition Reimbursement Program, as well as the offering of Pet Insurance and review of Life Insurance.

Jan further discussed that improvement is needed in ensuring correct bill reconciliations and in providing more information on life insurance conversion costs for employees leaving employment. Additionally, a plan is in place involving the IT and Finance Departments for improving the ease in data transfer.

6) Discussion of Medical Insurance Broker Scorecard.

Discussion led by Jan Fischer and John Akers.

Jan commended Ollis, Akers, Arney for their significant gain in relationship and performance. The change from Maxwell to American Fidelity at no cost was a major contributor to the improvement, with confirmation in good feedback from employees. Jan confirmed that it was a smooth transition for the Human Resources Department as well. Kimberly Cooper added that the Ollis, Akers, Arney staff has been outstanding in handling employee claims issues.

The Committee Members will be given the opportunity to review the template for the 2020 Broker Scorecard.

7) Discussion of the 2019 Turnover Data.

Presented by Jan Fischer.

MINUTES

HUMAN RESOURCES COMMITTEE

CITY OF BRANSON, MISSOURI

February 19, 2020

8) Update from the City Risk Manager.

Update given by Bob Smither. No vehicle accidents or injuries since last month's update. Claims – frequency is good, severity can be improved. Confirmed that pre-employment testing is in place through ARC Physical Therapy to detect any prevailing injuries. Current training – Slips, Trips and Falls. City Administer Stan Dobbins recommended installation of cameras in stairwells for safety and security. Discussion that information given at new employee orientation along with improved departmental relationships have helped reduce lawsuits.

9) Human Resources Director's Report.

Update given by Jan Fischer. The City's Backing Policy is under review by the Employee Human Resources Committee and the Directors and will be updated. The On Call/Call Out Policy is under revision to meet the universal standard. Comp Time Accrual Max to included IFF.

10) Adjourn.

Motion to adjourn: City Administrator Stan Dobbins; Second: Alderman Rick Castillon; Vote: 4 yes, 0 no.
Time Adjourned: 10:08 a.m.

Promotions and Transfers

| Name | Date of Change | Position | Department | Promotion or Transfer |
|---------------------|----------------|------------------|--------------|-----------------------|
| Tanner Muckenthaler | 03/28/2020 | Police Sergeant | Police | Promotion |
| Amber Edie | 07/10/2020 | Police Officer I | Police | Promotion |
| Steven Jones | 02/27/2020 | Master Mechanic | Public Works | Promotion |

Hires

| Name | Date of Hire | Position | Department | Rehire or New Hire |
|----------------|--------------|----------------------------|-----------------|--------------------|
| Sonya Seitz | 02/24/2020 | Human Resources Specialist | Human Resources | New Hire |
| Lori Hodge | 04/01/2020 | Dispatcher I | Police | Rehire |
| Larry Crow | 04/01/2020 | Plant Operator I – WWT | Utilities | New Hire |
| Jason Weeks | 04/06/2020 | Maintenance Worker I | Parks | New Hire |
| Breanne Benton | 05/05/2020 | Dispatcher I | Police | New Hire |
| Brittany Davis | 05/19/2020 | Dispatcher I | Police | New Hire |

MEMORANDUM

TO: Human Resources Committee Members
FROM: Jan Fischer, Human Resources Director
DATE: July 22, 2020
SUBJECT: Medical, Dental and Vision Insurance Refunds

Anthem, Delta Dental and Delta Vision have indicated they will be providing refunds on their respective premiums in upcoming bills for service. The specific refunds have been provided by Delta Dental and Delta Vision, while estimate amounts have been provided by Anthem. Such refunds are (estimated) as follows:

| | |
|---------------|---|
| Anthem: | estimated to be between \$31,700 and \$47,550 |
| Delta Dental: | \$9,334.69 |
| Delta Vision: | \$796.19 |

MEMORANDUM

TO: Human Resources Committee Members
FROM: Jan Fischer, Human Resources Director
DATE: July 22, 2020
SUBJECT: 2020 Wellness Plan Update

Because of the lack of availability of employee health care providers during the initial phase of the COVID-19 pandemic, the deadlines for the Employee Wellness Plan were eased. Primarily, that involved the initiation and completion of coaching surrounding identified health conditions and the deadlines for establishing a relationship with a primary care physician.

With less than three months remaining in the Wellness Plan year, there may not be enough time for any employee who has not already started coaching to complete the coaching. Additionally, with the spike in COVID-19 cases, the ability to schedule a primary care physician visit may yet be problematic.

In checking with CoxHealth, a majority of employees have already completed the coaching and have met with their primary care physicians.

So to complete the year, there is one of two options for the Employee Wellness Plan that will ultimately take Board of Aldermen approval to modify:

1. "Forgive" employees who have not yet completed the elements of coaching around biometric challenges and those who have not seen their primary care physicians and give them credit for having met the requirements.

Or

2. Keep the requirements "as is," and allow each employee to follow the appeal process to the Human Resources Committee on a case by case basis providing information (without disclosing Protected Health Information) as to why, based on timing or availability of a provider, the requirements could not be met.

MEMORANDUM

TO: Human Resources Committee Members
FROM: Jan Fischer, Human Resources Director
DATE: July 22, 2020
SUBJECT: 2021 Wellness Plan

Based significantly on the current COVID-19 pandemic, it is recommended to modify the 2021 Employee Wellness Plan for employees to get the best discount to focus on three primary elements:

1. Test negative for nicotine or complete the coaching.
2. Complete a Health Risk Assessment as outlined in the attached document.
3. Show evidence of having a Primary Care Physician.

2021 EMPLOYEE WELLNESS PROGRAM

SECTION 1. OVERVIEW

The Employee Wellness Program is designed to incentivize qualifying full-time employees to get healthy or to remain healthy by providing additional discounts on the employee-only portion of their base medical insurance plans. This incentive will be awarded after employees complete the program on time, as outlined below in the Outline of the Primary Elements to the Wellness Program.

The Wellness Program plan year will run from October 1, 2020 through September 30, 2021, and because of the availability of time to complete various elements, the program will have different requirements based on each employee's date of hire. Those employees hired later in the plan year will have less to fulfill than those employed for the entire year. Details are outlined below in the Wellness Plan Application for Employees section.

The Board of Aldermen has established that, irrespective of any Wellness Program participation, all employees who participate in the medical insurance benefit will receive at least a 70% discount on the employee-only portion of the base plan. However, any employee wanting an additional discount must complete some or all of the requirements of the Wellness Program. The percentage of discounts will correlate to the completion of the Wellness Program as outlined in the Tier Level Determination section, below.

The Wellness Program will be administered by CoxHealth Wellness Department, based in Springfield, Missouri. Employees must submit all forms, all data and direct all Wellness Program communications to CoxHealth Wellness. The Human Resources Department will not send, accept or monitor employee health data.

This is a voluntary program. Hiring, promotional, transfer or other employment decisions shall not be affected by any employee's participation, or lack of participation, in the Wellness Program. Neither shall an employee be disciplined for participating or not participating in the Wellness Program. The only discipline that would occur is if it is found that an employee tried to turn in falsified documents or provided false information in regard to his or her submission of information to complete the Wellness Program.

Additionally, employees need not incur any out-of-pocket expenses for participating in the Wellness Program as the City will provide all employees with at least one Employer-directed no-cost resource to complete all elements of the Wellness Program, as described below. Employees may, of their own volition and expense, choose to use health care providers or resources that are out-of-network or utilize testing services that are not covered by the City's medical insurance plan or paid for by the City. The City bears no responsibility for costs or reimbursement in these kinds of discretionary expenses.

SECTION 2. OUTLINE OF THE PRIMARY ELEMENTS TO THE WELLNESS PROGRAM

1. Be nicotine free, or complete the nicotine cessation coaching as outlined in the Being Nicotine Free section, below;
2. Complete a Health Risk Assessment; and
3. Establish/Maintain a Relationship with a Primary Care Physician, on at least an annual appointment with a primary care physician, preferably to have an annual Wellness Examination.

SECTION 3. WELLNESS PROGRAM DETAILS

A. BEING NICOTINE FREE

To qualify for the first element of the Wellness Program, Being Nicotine Free, employees must show evidence that they are nicotine free through testing by the prescribed due date, preferably performed by CoxHealth Wellness. However, the testing may be performed by the employees' primary care physicians if the test/methodology is of a standard protocol approved by CoxHealth Wellness. Tests may be through urine tests, oral swabs or blood draws.

If an employee tests non-negative (positive) for nicotine, he or she may still qualify for the being nicotine free element of the Wellness Program (as well as the discount), provided that the employee successfully completes the nicotine cessation coaching and submits such certification of completion to CoxHealth Wellness by the prescribed due date.

If an employee discloses that he or she is a nicotine user, such employee need not take a nicotine test, but must still complete the nicotine cessation coaching in order to qualify for the nicotine free element of the wellness program.

Testing outcomes and completion (or not completing) on time of coaching can have an effect on the 2021 medical insurance premiums and may affect the 2022 premiums paid by employees.

Beginning in 2019, employees who tested non-negative for nicotine (or who disclosed that they used nicotine) for three consecutive years, will in that third year not earn the nicotine free requirement of the wellness program and will only receive the base 70% discount on base medical or the health savings account insurance plan. Irrespective of the plan, they will be at Tier 3 and be required to pay 30% of the premium from payroll deductions or their personal funds. If they are participating in the High Deductible insurance plan, they will receive the Tier 3 level of employer contribution to their Health Savings Account (HSA).

Other rules also apply for those who fail to qualify for one of three categories in the sections, below.

B. COMPLETE A HEALTH RISK ASSESSMENT

Meeting the second element – completing a health risk assessment – of the Wellness Program was designed to help employees identify dangerous health measures, dependent upon the specific Biometric Factor, listed below.

Metabolic Syndrome is a cluster of conditions that occur together, that can increase one's risk of heart disease, stroke and type 2 diabetes. These conditions include increased high blood sugar, excess body fat around the waist, high blood pressure and abnormal cholesterol and/or triglyceride levels.

To be clear, the Non-high Risk Numbers are not optimal for good health, but having numbers greater than the Non-High Risk Numbers substantially increases a person's chances for having the conditions described as Metabolic Syndrome.

| Biometric Factor | Non-High Risk Numbers | High Risk Numbers |
|--------------------------|----------------------------------|----------------------------------|
| 1. Blood Hemoglobin A1C | <=6.0% | >=6.1% |
| 2. Waist to Height Ratio | >=.35 or <=.62 | <=.34 or >=.63 |
| 3. Blood Pressure | Systolic <=135 or Diastolic <=90 | Systolic >=136 or Diastolic >=91 |
| 4. Total Cholesterol | <=249 | >=250 |
| 5. Triglycerides | <=199 | >=200 |

Non-high Risk Numbers are mostly easily affected by heredity, diet, exercise, medication or a combination thereof. Whichever means (outside of heredity factors) that an employee is able to affect these numbers would be to his or her benefit.

To test for these biometric factors and to qualify for completing this part of the Wellness Program, employees may participate at no cost in the City-sponsored **Health Risk Assessments (HRAs) planned for January 29 and February 5, 2021**. Rather than participating in the City HRAs, employees may choose to have their primary care physicians perform the biometric testing. When a personal physician performs the testing, the employee is responsible for ensuring that the physician completes and signs a form provided by CoxHealth Wellness. The employee is responsible for ensuring such form is delivered to CoxHealth Wellness by the prescribed due date as list in the Wellness Program Required Dates, below.

An acceptable HRA will be one that measures the five biometric factors listed above; incomplete HRAs will not meet the standard to qualify for this part of the Wellness Plan. Completion (or not completing) of the HRA can have an effect on the 2022 medical insurance premiums paid by employees.

C. ESTABLISH/MAINTAIN A RELATIONSHIP WITH A PRIMARY CARE PHYSICIAN

Establishing a relationship with a primary care physician is the most effective means for reducing a person’s need for other, more invasive and expensive healthcare interventions, according to Dr. Jay Moore, Senior Clinical Director for Anthem Blue Cross Blue Shield of Missouri in his report to the Branson Board of Aldermen study session in June 2016. Based on Dr. Moore’s recommendation, the Board of Aldermen chose to adopt this factor as one of the three primary elements of the Wellness Program.

To keep it simple, employees need only schedule and attend an appointment with a primary care physician for a wellness checkup (no charge under the current medical insurance plan) or for any other primary care physician office visit. At this visit, the employee is responsible for ensuring that the physician complete and sign a form provided by CoxHealth Wellness. The employee is responsible for ensuring such form is delivered to CoxHealth Wellness by the prescribed due date.

A visit to an Emergency Room physician, an Urgent Care physician or to a Live Health Online physician does not meet the requirements of this element of the Wellness Program to enable the employee to achieve a discount on medical insurance.

Providing proof of a primary care physician visit (or not providing proof) on time can have an effect on the 2022 medical insurance premiums paid by employees.

SECTION 4. ESTABLISHMENT OF TIER LEVELS FOR EMPLOYEE MEDICAL INSURANCE DISCOUNTS

There are three tier levels associated with employee discounts to medical insurance premiums for employees in this Wellness Program. All discounts are equivalent based on a dollar amount, but the percentage of the discount may vary based on the insurance coverage level chosen by the employee.

The actual percentage of discount provided is based on the current cost of the base medical insurance plan. The percent of discount may be less for more expensive plans and greater for less expensive plans.

EMPLOYEES MUST NOT TURN IN ANY CERTIFICATES OF COMPLETION (NICOTINE TESTING, NICOTINE CESSATION OR HRA COMPLETION) TO HUMAN RESOURCES; these are qualifying medical examinations and it is a violation of HIPAA standards for the employer to know the employee's specific health information. The must be turned in BY THE EMPLOYEE to directly to CoxHealth. Human Resources will not accept any certificates of completion.

| Did you test negative for nicotine OR complete coaching*? | Do you have evidence that you completed a Health Risk Assessment through CoxHealth or your primary care physician? | Have you provided a certificate of an annual physical exam through your primary care physician? | If your answers all correspond to a set of responses in a horizontal line below, you qualify for that Tier level for 2022. | Your additional discount for 2022 employee-only medical insurance is... |
|---|--|---|--|---|
| Yes | Yes | Yes | Tier 1 | 30% |
| Yes | No | Yes | Tier 2 | 15% |
| Yes | Yes | No | Tier 2 | 15% |
| Yes | No | No | Tier 3 | 0% |
| No | Yes | Yes | Tier 3 | 0% |
| No | Yes | No | Tier 3 | 0% |
| No | No | Yes | Tier 3 | 0% |
| No | No | No | Tier 3 | 0% |
| Yes or No* | Yes or No* | Yes or No* | Tier 3 | 0% |

* Test non-negative for nicotine and complete the coaching

Anyone who tests non-negative for nicotine and does not complete the nicotine cessation coaching will be in Tier 3 for 2022.

Additionally, for what began in 2019, employees who test non-negative for nicotine for three consecutive years, will earn the Tier 3 level starting that the third year.

The City of Branson is committed to helping you achieve your best health. Rewards for participating in a wellness program are available to all employees. If you think you might be unable to meet a standard for a reward under this wellness program, you might qualify for an opportunity to earn the same reward by different means. Contact Human Resource to direct you the Wellness Program provider who will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

CoxHealth Wellness will collect all employee wellness information and determine Tier levels based on the chart above. Human Resources will collect these designations from CoxHealth Wellness and enter the corresponding tier level information for each employee into the City's payroll system.

SECTION 4. WELLNESS PLAN APPLICATION FOR EMPLOYEES

A. EMPLOYEES HIRED MARCH 1, 2021 AND EARLIER

Employees who test non-negative for nicotine testing at the 2021 HRAs who are at Tier 1 or Tier 2 during the HRA time frame will remain at that Tier level through the end of the wellness plan year and processing time period. These employees will have until September 30, 2021 in order to finish their coaching to continue on with their Tier level.

If they do not complete the coaching, they will move to Tier 3 effective November 1, 2021. When they test at the 2022 HRAs, if they test negative, they will have an opportunity to take a second test to confirm that they remain negative between March 1, 2022 and March 15, 2022. If they have the second confirmed test as negative, they can then be moved to the appropriate qualifying Tier (1 if they completed the Wellness Program portion, 2 if they did not) effective April 1, 2022.

Employees who are at Tier 3 during the HRA time frame and test negative at the 2021 HRAs, will have an opportunity to take a second test to confirm that they remain negative between March 1, 2021 and March 15, 2021. If they have the second confirmed test as negative, they can then be moved to the appropriate qualifying Tier (1 if they completed the Wellness Program portion, 2 if they did not) effective April 1, 2021.

Employees who are at Tier 3 during the HRA time frame and test non-negative at the 2021 HRAs, will continue on Tier 3 through December 31, 2021. If they complete the coaching by September 30, 2021, they will have met the nicotine portion of the Wellness Program and could move to the appropriate qualifying Tier (1 if they completed the Wellness Program portion, 2 if they did not) effective January 1, 2022.

B. EMPLOYEES HIRED BETWEEN MARCH 1, 2021 AND SEPTEMBER 30, 2021

Employees in this category will only be required to take a nicotine test to qualify for the incentivized rates for insurance through December 31, 2022.

If they test negative for nicotine, they will be placed on Tier 1 through December 31, 2022.

If they test, non-negative for nicotine, they will be placed on Tier 2 throughout the 2022 plan year or until they complete the nicotine cessation coaching. When they complete the offered coaching, they will be able to move to Tier 1 at the beginning of the month following completion. Otherwise, the next opportunity to change Tiers will be during the 2022 HRAs.

If an employee who tested non-negative during pre-employment testing, did not complete the coaching prior to the 2022 HRAs, and subsequently tests negative at the 2022 HRAs, he or she will have the opportunity to take a second nicotine test between March 1, 2022 and March 15, 2022 to confirm that they have remained negative. If the second test in 2022 is negative, they will then be moved to Tier 1 effective April 1, 2022; if they test non-negative, they will then be moved to Tier 3 effective April 1, 2022.

If those who tested non-negative for nicotine in their pre-employment testing again test non-negative at the 2022 HRAs, they will be moved to Tier 3 effective April 1, 2022. If they complete the coaching between February 8, 2022 and September 30, 2022, they will have met the nicotine portion of the program and could move to the appropriate qualifying Tier (Tier 1 if they completed the other Wellness Program portion; Tier 2 if they did not) effective January 1, 2023.

SECTION 6. WELLNESS PROGRAM IMPORTANT DATES

A. ALL EMPLOYEES

Wellness Plan Year

October 1, 2020 to September 30, 2021

Medical Insurance Plan Year

January 1, 2021 to December 31, 2021

HRA Dates offered at Branson RecPlex

January 29, 2021 and February 5, 2021 (two days only)

HRA performed by employee's Primary Care Physician Completion Dates

January 1, to February 29, 2021

HRA performed by the CoxHealth Wellness Department Completion Dates

1011 East Montclair, Springfield, MO 65807

February 8, to February 29, 2021

Primary Care Physician HRA Certificate Due to CoxHealth Wellness Department

(if not performed at the Branson RecPlex or by CoxHealth Wellness)

January 2, to March 13, 2021

Nicotine Coaching

Latest start date: June 1, 2021

Latest completion date delivered to CoxHealth Wellness: September 30, 2021

CoxHealth Wellness Reports Employee Tier Levels to Human Resources

October 15, 2021

SECTION 7. APPEAL OF WELLNESS TIER DETERMINATION

Any employee participating in the Health and Wellness Incentive Program who does not agree with the final results reported by the City's wellness program provider may make an appeal to the City Administrator through the Human Resources Committee.

However, testing non-negative (positive) for nicotine cannot be appealed through this process. It can only be retested one time within two days of the initial testing.

If an employee makes an appeal, it must be done on the appropriate form through Human Resources. The Human Resources Director will ensure the name of the employee is not disclosed to the Human Resources Committee so it can impartially consider the appeal solely on the facts presented in writing by the employee.

The Human Resources Committee will make its decision on the appeal and render a recommendation to the City Administrator for final disposition of the matter. The Human Resources Director will notify the employee in writing the results of the appeal process.

Petitioning the City Administrator directly is the final possible appeal after the employee is notified by the Human Resources Director of an appeal declined by the Human Resources Committee.