

**Human Resources / Insurance Committee Meeting**  
**Blount County Courthouse**  
**April 19, 2016 at 5:00 pm**  
**Agenda**

- A. Roll Call**
- B. Emergency Announcement**
- C. Input on Items on the Agenda**
- D. Approval of January 19, 2015 Minutes**
- E. Revenue and Expenditures**
- F. Benefits Updates**
  - 1. Update on Plan 2 Enrollments**
  - 2. Update on ACA Look Back Period**
  - 3. Update on Policy for Benefits Termination Dates**
- G. Input on Items not on the Agenda**
- H. Adjournment**

**Blount County Government**  
**Human Resources/Insurance Committee Minutes**

Tuesday January 19, 2016 5:00 pm  
Room 430 Blount County Courthouse

Members Present: Mayor Ed Mitchell, Commissioners Mike Lewis, Tom Stinnett, Mike Caylor, Rick Carver, Human Resource Insurance Committee Member David Murrell, Register of Deeds Phyllis Crisp, Sheriff James Berrong

Members Absent: Commissioner Grady Caskey, Sheriff James Berrong, Highway Superintendent Vacant Seat

Others Present: Human Resources Director Jenny Morgan, Human Resources Specialist Jodie King, CBIZ Broker Cole Harris

**Input on Items on the Agenda**

Motion was made by Tom Stinnett to remove item "G" – Insurance Committee Discussion from the agenda and was second by Ed Mitchell. All was in favor.

**Approval of Minutes**

Mike Caylor made the motion to approve August 18<sup>th</sup> and August 27<sup>th</sup> 2015 minutes and was second by Phyllis Crisp. All was in favor.

**Monthly Revenue/Expenditures**

Jenny Morgan discussed with the committee the revenue and expenditures spreadsheet. She also showed the committee a breakdown of subscribers on the medical insurance as of December 31, 2015. Jenny asked Cole Harris to explain the process of runout fees regarding the transition from Humana to Allegiance for 2016. Cole stated any claims incurred in December 2015 should process 60/90 days into 2016. Then will see a noticeable shift in the plan around late March 2016 from the plan design implemented January 2016.

**2016 Open Enrollment**

Jenny Morgan stated to the committee the process of open enrollment went well with a few exceptions. Open enrollment was completed through Kronos for all County employees. She stated it was a learning process for all involved and that the process for open enrollment next year should go much smoother.

**Input on items not on the Agenda**

None at the time

**Motion was made to adjourn at 5:20 PM**

**2016 Benefits Plan 2 Enrollment Data**  
**Enrollment offered from April 1 - April 15, 2016**  
**\*\*This information is as of 4/14/2016\*\***

General County Employees (includes BCSO)	5
School Employees	8
Retirees	3
<b>Total</b>	<b>16</b>

EE Only	9
EE + Spouse	4
EE + Child(ren)	1
Family	2
<b>Total</b>	<b>16</b>

**The information listed below is for item # F2 on the Human Resources / Insurance  
Committee Meeting April 19, 2016 Agenda**

**Current Plan Document Language**

An individual who is employed by the County other than a full-time Employee and is classified as a Variable Hour Employee and completes a Measurement Period of three (3) consecutive months, during which the Variable Hour Employee averages thirty (30) hours per week of actual work and/or paid leave, FMLA leave or jury duty whether paid or not, for three (3) consecutive months.

“Measurement Period” is the period of time adopted by the Plan for Variable Hour Employees during which such Employees’ work hours and applicable leave are measured to determine whether such Employees are eligible for coverage.

Class II - For Variable Hour Employees, the last day of the month following thirty-one (31) days from the end of the Measurement Period defined in “Employee Eligibility” subsection above. If elected, coverage under this section shall continue for a period of not more than six (6) consecutive months provided the Participant remains employed by the Employer regardless of the number of hours worked during that time period. This period of time is the Coverage Period.

A Variable Hour Employee will remain covered for a period of time not to exceed six (6) months from the effective date of coverage (the Coverage Period) regardless of the number of hours worked and applicable leave, as long as the individual remains employed by the Company. At the end of the Coverage Period, if the individual remains employed as a Variable Hour Employee and averages at least thirty (30) hours per week during the Coverage Period, the individual will remain covered for a period of time not to exceed an additional six (6) months.

“Coverage Period” is the maximum period of time Variable Hour Employees can be covered under the Plan as active Employees after completion of a Measurement Period as defined in the “Eligibility Provisions under the “Employee Eligibility” subsection.

### **Proposed Plan Document Language**

An individual who is employed by the County other than a full-time Employee and is classified as a Variable Hour Employee and completes a Measurement Period of **twelve (12)** consecutive months, during which the Variable Hour Employee **130 hours per month** of actual work and/or paid leave, FMLA leave or jury duty whether paid or not, for **twelve (12)** consecutive months.

“Measurement Period” is the period of time adopted by the Plan for Variable Hour Employees during which such Employees’ work hours and applicable leave are measured to determine whether such Employees are eligible for coverage.

Class II - For Variable Hour Employees, the last day of the month following **twenty-eight (28)** days from the end of the Measurement Period defined in “Employee Eligibility” subsection above. If elected, coverage under this section shall continue for a period of not more than **twelve (12)** consecutive months provided the Participant remains employed by the Employer regardless of the number of hours worked during that time period. This period of time is the Coverage Period.

A Variable Hour Employee will remain covered for a period of time not to exceed **twelve (12)** months from the effective date of coverage (the Coverage Period) regardless of the number of hours worked and applicable leave, as long as the individual remains employed by the Company. At the end of the Coverage Period, if the individual remains employed as a Variable Hour Employee and averages at least **one hundred thirty (130) hours per month** during the Coverage Period, the individual will remain covered for a period of time not to exceed an additional **twelve (12)** months.

“Coverage Period” is the maximum period of time Variable Hour Employees can be covered under the Plan as active Employees after completion of a Measurement Period as defined in the “Eligibility Provisions under the “Employee Eligibility” subsection.