

MINUTES OF THE REGULAR MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE CITY OF SUNSET HILLS, MISSOURI  
HELD ON TUESDAY, FEBRUARY 24, 2015

BE IT REMEMBERED that the Personnel Committee of the City of Sunset Hills, Missouri met in regular session at City Hall Quarters, 3939 S. Lindbergh Blvd., in said City on Tuesday, February 24, 2015. The meeting convened at 6:58 p.m.

ROLL CALL

Present:	Dee Baebler	-Chairman
	Bob Beumer	-Member
	Scott Haggerty	-Member
	Gary Dolle	-Member
	Laura Rider	-Ex Officio Member
	Bryson Baker	-Ex Officio Member
	William LaGrand	-Ex Officio Member
Absent	Gary Mathes	-Member
	Jeff Steinhart	-Member
	Richard Gau	-Member

**APPROVAL OF THE MINUTES**

Copies of the minutes of the December 2, 2014 meeting were distributed to the members for their review. Alderman Haggerty made a motion to accept the minutes as submitted. Mr. Beumer seconded the motion, and it was unanimously approved.

Alderman Baebler stated there were some changes to the minutes of July 24, 2014 brought to her attention by Alderman Hoffmann and she would like to reflect the changes. The minutes were amended on CITIZENS COMMENTS Paragraph 1, Sentence 1 and Sentence 2, "Alderman Hoffmann stated that recently the Personnel Committee recommended giving Christmas Eve off bringing the total number of holidays to ten. She stated she was disappointed to find out the former Mayor allowed the staff to be dismissed 2 ½ hours early on December 23, 2013 and 2 hours early on December 31, 2013" and changed to "Alderman Hoffmann stated that recently the Personnel Committee recommended giving Christmas Eve off bringing the total number of holidays to ten, and she was happy that the Board of Aldermen approved this. She stated she was surprised to find out the former Mayor allowed the staff to be dismissed 2 ½ hours early on December 23, 2013, since they had just been given the entire day of December 24<sup>th</sup> off. They were also dismissed 2 hours early on December 31, 2013. Furthermore, she went to City Hall on Friday, May 23, and found a note on the door stating that City Hall was closing at 3:00 for the Memorial Day holiday and would reopen for business at 7:30 am on Tuesday, May 27. Why would the city close early on a Friday for a holiday on Monday". Alderman Haggerty made a motion to accept the minutes as amended. Mr. Dolle seconded the motion, and it was unanimously approved.

**CITIZEN COMMENTS**

There were none.

**Diane Andrea, JW Terrill, Wellness Consultant**

Alderman Baebler stated Diane Andrea, a Wellness Consultant from JW Terrill was present. She stated Ms. Andrea was going to help the City get back into the Wellness program.

Ms. Andrea stated she was a Wellness Consultant who worked with the team from JW Terrill to focus on wellness issues. She stated her background included being a registered and licensed dietician and a certified health coach who served clients with wellness programs. Ms. Andrea stated each program is very customizable. She stated the wellness services are a part of the JW Terrill employee benefit service. Ms. Andrea stated she had a wellness box and she would go over the available resources. She stated in order to start a wellness program she would like to know what the City has done in the past and if there was already a plan in place or if the plan would be starting from scratch. Ms. Rider stated there was a wellness committee made up of employees four or five years ago. She stated it started with a health fair. She stated a survey was distributed asking employees which topics they were interested in and then concentrated on those topics. The topics covered stopping smoking, diabetes, fitness classes etc. She stated the wellness group momentum never really took off and then the chairman resigned and since has been inactive. Ms. Andrea suggested program participation be incentive based to get employees involved and then offering premium differentials. She stated screenings offered through Coventry to members at no charge may be a nice new way to begin. She stated Coventry offered a health risk assessment on their portal. Ms. Andrea stated there is a lot of good information available on the portal that directs the employee down the right path. She stated some groups do not want to move toward premium discount programs but they still offer some incentive based programs. She stated another program employers use is a point based system where an employee collects points for various wellness items and then turns the points in at the end of the term for a wellness incentive. Ms. Andrea stated some ideas include a wellness day off or a gift card to a sporting goods store. She stated many programs include weekly reminders to keep employees motivated.

Alderman Baebler asked if the premium differential was the survey based program. Ms. Andrea stated that program is attached to a screening process and a health questionnaire. She stated the screening process included drawing blood and then a health questionnaire. She stated then Coventry could provide the City with how many are taking part in the questionnaire. Ms. Andrea stated this is a great place to start because it provides an assessment of what types of programs could help the employees in the City. Alderman Baebler asked if the questionnaire would then be shared with the company and used as a monitor of how much premiums are charged. Ms. Andrea stated it would not be used to write premiums. She stated premium differential due to smoking cessation was brought to her attention. She stated this is a step many clients are taking. Ms. Andrea stated the employees are being asked to fill out an affidavit stating they are not smokers and then employees that are smokers can attend a smoking cessation plan and once they have quit are eligible for the premium discounts. She stated the premium can be substantially lower for a non-smoker and research shows that if the premium can be reduced by at least \$40 a month there is a greater chance of employee participation. Mr. Baker asked what negatives would come with offering this for example would the other premiums go up. Ms. Andrea stated this was just a premium discount the City would take part in and express the premium rates versus non-smoking rates to employees showing the difference. Alderman Haggerty asked if the screening was also administered this way. He asked if the employee did not take part in the screening process would they not receive a lower rate. Ms. Andrea stated the City could also do that. She stated there are many different ways to offer wellness programs to the employees. Ms. Andrea stated the City could go a step further with a blood pressure screening but that would require a third party vendor. She stated Coventry has vendors who will perform the screening and then the City can establish differentials based on screenings. Ms. Andrea stated it can be designed in many ways. Ms. Rider asked would that mean that employees would all have different premiums. Ms. Andrea stated there are levels. There was discussion the City should start the wellness committee again. The

question of how many employees used the facilities at the community center came up and it was thought there may be 8 -10 using the facilities. Chief LaGrand pointed out that the police officers work 12 hours shifts and when they get off work they would not necessarily want to go work out in the community center because they are due back on the job in 12 hours. Mr. Baker stated the program that sounded the best is signing the affidavit stating being a non-smoker and receive a \$40 discount which could become incentive for the smokers. He stated if the smokers sign an affidavit and then get back to normal that is not really an incentive for them to quit, but if they could take part in the cessation program and truly stop smoking that will continue to save the City money. It was asked if all City buildings are smoke free. Ms. Rider stated city buildings and vehicles are. Ms. Andrea asked if there were any incentives with the previous program. Ms. Rider stated there were no premium incentives but there were some gift card incentives etc. Mr. Baker stated at his previous employer if an employee attended the health fair, went for the screenings and did the online questionnaire they received a \$75 gift card from a choice of vendors they were allowed to pick from. He stated many employees took part for that incentive. Alderman Baebler asked if the wellness committee could be brought back together. Ms. Rider stated that Mr. Brown would represent the Parks Dept. and then there would be one employee from each department so the committee would have at least five members. Ms. Andrea asked if there would be support from the top. Ms. Rider stated she thought they would be supportive. Ms. Andrea stated it is imperative they support the wellness group and communicate it to the employees. Ms. Rider stated the wellness program could be communicated to the employees via the Mayor and/or Aldermen at the annual renewal meetings. Alderman Haggerty asked Ms. Andrea if there was any one thing that worked better than others. Ms. Andrea stated wellness is a process but when an incentive is added it will catch on. Discussion among the members covered various questions regarding individual wellness issues and programs. Mr. Dolle asked what the timing for a budget amendment would be in rolling out a wellness program. Ms. Rider stated the new budget starts January 1<sup>st</sup> but there has been some money set aside and there could always be a budget amendment request.

### **Sick Leave, Bereavement Leave, Drug Testing Policy**

Alderman Baebler stated the next order of business is the review of personnel policies. The first policy to be reviewed is the drug testing policy. She stated that after speaking with Mr. Jones, the City Attorney, Paragraph 3 in the Personnel Manual could be deleted. Ms. Rider asked for a motion because it would have to go to the Board of Aldermen for a resolution. Alderman Haggerty made a motion to recommend to the Board of Aldermen to delete paragraph 3 in Section 14.8 Confirmation of Test Results in the Personnel Manual. Mr. Dolle seconded the motion and it was unanimously approved.

Alderman Baebler stated in reviewing the spreadsheet on bereavement there are different numbers on various cities. Chief LaGrand stated he also reviewed many policies for various police departments and most did define what family member meant. There was discussion among the members regarding Sunset Hills Policy allowance of 3 days per calendar year versus per occurrence. The department heads stated there has been no abuse of this policy among the employees. Mr. Beumer made a motion to recommend to the Board of Aldermen to change the bereavement leave from 3 days per calendar year for family members to four work days for spouse, domestic partner, child or parent and up to two work days for other family members. Other family members are defined as brother, sister, aunt, uncle, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandparent-in-law, grandchild, stepparent, stepbrother, stepsister, or relative permanently living in the same house as employee. Such leave is on a per-occurrence basis or as approved by the Department Head. Alderman Baebler seconded the motion and it was unanimously approved.

Alderman Baebler stated the Sick Leave policy would be addressed next. There was discussion among the members regarding the current Sick Leave policy. There were many suggestions regarding a method of rewarding employees for not using sick leave. After discussion it was decided to increase the maximum accrued sick leave from 65 work days to 90 work days to carry an employee to long term disability. Alderman Haggerty made a motion to recommend to the Board of Aldermen to increase the

maximum accrued sick leave from 65 work days to 90 work days. Mr. Beumer seconded the motion and it was unanimously approved.

### **OTHER MATTERS**

Ms. Rider stated she met with the representatives from JW Terrill. JW Terrill stated they requested renewal information from Coventry by March 1<sup>st</sup>. Ms. Rider stated that JW Terrill asked if the City would like them to go out to market or wait to get the rates from Coventry. JW Terrill indicated if the City goes out to market each employee will have to fill out a brief individual application. If the City does go out to market for new rates the biggest factors driving the rates are age and tobacco use. Ms. Rider stated some other items to be considered beside the wellness committee are tobacco credits or spousal surcharges and/or exclusions if they have other coverage available. She stated she would hope to keep the contribution rate the same as far as the HSA and also the percentage the employee pays.

Ms. Rider stated that in October of 2013 she approached the committee regarding the reclassification of the recording secretary to assistant finance director so that employee could assist her with the financial information. She stated since then it hasn't worked out that way because there have been 4 new committees added with a total of 16 active committees. Ms. Rider stated the Board of Aldermen meetings are consistently lasting 3 hours which requires more typing time. Ms. Rider stated she would like to propose hiring a part time secretary to type some minutes and free up time for help with some of the finance duties. She stated there was temp hired the summer of 2013 and they were able to get the minutes typed in about 16 hours a week but that is all they were doing. There was discussion among the members regarding the ability to see the minutes quicker. Alderman Baebler asked Ms. Rider if she had an idea of what an hourly cost would be. Mr. Rider stated she thought approximately \$15 an hour. Alderman Haggerty made a motion to recommend to the Finance Committee hiring a part-time secretary to work up to 20 hours per week to transcribe meeting minutes. Alderman Baebler seconded the motion and it was unanimously approved.

Mr. Baker stated he wanted to let the committee members know he and Mr. Brown would be coming back before the Personnel Committee to request some reclassifications of positions.

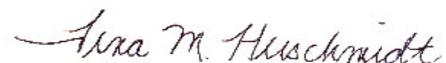
### **NEXT MEETING DATE**

The next meeting has not been scheduled.

### **ADJOURNMENT**

Alderman Baebler made a motion to adjourn the meeting at 8:32 p.m. Mr. Dolle seconded the motion, and it was unanimously approved.

Tina M. Heischmidt



Recording Secretary