

It is expected that a Quorum of the Personnel Committee, Board of Public Works, and Common Council will be attending this meeting: (although it is not expected that any official action of any of those bodies will be taken)

**CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
October 5, 2015
6:30 PM
or immediately following Common Council
AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL/EXCUSED ABSENCES
- C. MINUTES TO APPROVE
 - 1. [Administration Committee, 9/21/15](#)
- D. ACTION/DISCUSSION ITEMS
 - 1. [Joint Powers Agreement Winnebago County Emergency 911 System, Dec. 1, 2015 - Nov. 30, 2016.](#)
 - 2. [Request to apply, receive, and spend a National Council on Aging: *Aging Mastery* Program grant with the Neenah-Menasha YMCA.](#)
 - 3. 2016 [Health, Dental, Vision](#) Insurances.
- E. ADJOURNMENT

"Menasha is committed to its diverse population. Our Non-English speaking population and those with disabilities are invited to contact the Menasha City Clerk at 967-3603 24-hours in advance of the meeting for the City to arrange special accommodations."

CITY OF MENASHA
ADMINISTRATION COMMITTEE
Third Floor Council Chambers
140 Main Street, Menasha
September 21, 2015
MINUTES

DRAFT

A. CALL TO ORDER

Meeting called to order by Chairman Nichols at 7:35 p.m.

B. ROLL CALL/EXCUSED ABSENCES

PRESENT: Aldermen Krautkramer, Langdon, Keehan, Zelinski, Spencer, Nichols, Taylor
EXCUSED: Alderman Benner

ALSO PRESENT: Mayor Merkes, PC Styka, DPW Radtke, CDD Keil, ASD Steeno,
PHD McKenney, Clerk Galeazzi

C. MINUTES TO APPROVE

1. Administration Committee, [8/3/15](#) & [9/8/15](#)

Moved by Ald. Keehan seconded by Ald. Langdon to approve minutes of 8/3/15 & 9/8/15.
Motion carried on voice vote.

D. COMMUNICATIONS

1. [Office of the Commissioner of Insurance, 7/27/15; Continuance of the LGPIF.](#)

2. [CVMIC 2016 Premium Projections.](#)

3. [CVMIC Workers Compensation and Employers Liability Insurance 2016 Premium Estimate Report.](#)

4. [CVMIC, 9/3/15; Insurance coverage for damages to Police vehicle.](#)

No discussion.

E. ACTION/DISCUSSION ITEMS

1. Election of Vice-Chairman.

Chairman Nichols opened the floor to nominations.

Moved by Ald. Keehan, seconded by Ald. Langdon to nominate Ald. Spencer for
Vice-Chairman of Administration Committee.

Hearing no other nominations Chairman Nichols closed the nominations.

Motion for Ald. Spencer as Vice-Chairman carried on roll call 7-0.

2. [O-16-15 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances \(Residential Outdoor Lighting\) \(Introduced by Ald. Zelinski and Ald. Taylor\).](#)

General discussion ensued on how the ordinance addresses residential outdoor lighting;
different lighting situations within the community; enforcement of excessive outdoor
lighting.

Moved by Ald. Taylor seconded by Ald. Zelinski to recommend to Common Council
O-16-15 An Ordinance Amending Title 11, Chapter 2 of the Code of Ordinances
(Residential Outdoor Lighting).

Motion carried on roll call 6-1. Ald. Nichols voted no.

F. ADJOURNMENT

Moved by Ald. Taylor seconded by Ald. Keehan to adjourn at 7:54 p.m.

Motion carried on voice vote.

Respectfully submitted by Deborah A. Galeazzi.

**JOINT POWERS AGREEMENT
WINNEBAGO COUNTY 911 EMERGENCY SYSTEM**

WHEREAS, Winnebago County and the municipalities located within the boundaries of Winnebago County have implemented an Emergency 911 System for the purposes of providing emergency services to residents and visitors of these municipalities, including fire fighting, law enforcement, ambulance, medical and other emergency services; and

WHEREAS, Sec. 256.35(9), Wis. Stats. "Joint Powers Agreement", requires that in implementing a 911 system as has been done in Winnebago County, municipalities shall annually enter into a Joint Powers Agreement, which Agreement shall be applicable on a daily basis and which shall provide that if an emergency services vehicle is dispatched in response to a request through the Winnebago County 911 System, such vehicle shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional boundaries.

THEREFORE, in consideration of the mutual promises, agreements, and conditions contained herein, it is hereby jointly agreed between Winnebago County and the City of Menasha, municipality", as follows:

1. That effective December 1, 2015, this Agreement shall, thereafter, be applicable on a daily basis from said date through November 30, 2016.
2. That if an emergency services vehicle operated by the municipality, or operated by an agency with which the municipality contracts for that particular emergency service, is dispatched in response to a request through the Winnebago County Emergency 911 System, such vehicle (whether owned and operated by the municipality or by the agency) shall render its services to the persons needing the services, regardless of whether the vehicle is operating outside the vehicle's normal jurisdictional (or as defined by contract) boundaries.
3. That a Winnebago County Communications and Information System Advisory Committee shall be established to develop and recommend policy and procedures for emergency services communications and public safety records management issues in Winnebago County. A User's Guide that was developed in 1994 has been updated as necessary, and includes directives and guidelines for the proper use of E911 communication devices (which may include, but not be limited to, radios, computers, mobile data devices and pagers). Violation of User Guide directives could result in disciplinary action being imposed by the employing agency. The committee will be charged to effectively recommend equipment/software purchases and resource allocation with the authority to develop sub-committees as needed to accomplish that task. The committee may develop special ad-hoc, advisory task forces to research regional communication

network(s) with neighboring public safety departments or other County E911 Systems. The Advisory Committee will report to the County Executive and service that position in an advisory nature. Membership on the Advisory Committee shall consist of 9 representatives (appointed by the County Executive) from the following:

4 – Police Agency (separate departments) Representatives (normally the Police Chief or his/her designee).

4 – Fire Agency (separate departments) Representatives (normally the Fire Chief or his/her designee).

1 – Emergency Government Representative.

The Advisory Committee shall elect one Chair and Vice-Chair each year commencing in January.

4. That a copy of this Agreement shall be filed with the State Department of Justice, as required by Sec. 146.70 (9)(c), Wis. Stats.

WINNEBAGO COUNTY

By: Mark L. Harris
Winnebago County Executive
Mark L. Harris

Date: 9/17/15

By: Susan T. Ertmer
County Clerk
Susan T. Ertmer

Date: 9-3-15

CITY OF MENASHA

By: _____
Mayor

Date: _____

By: _____
City Clerk

Date: _____



MEMORANDUM

TO: City of Menasha Administration Committee

From: Nancy McKenney, RDH, MS, Public Health Director

Date: October 1, 2015

RE: Request to Apply, Receive, and Spend a National Council on Aging: *Aging Mastery Program* grant with the Neenah-Menasha YMCA.

The purpose of this Memorandum is to seek approval to apply for \$12,000 and \$4,800 in program materials, receive, and spend a National Council on Aging: *Aging Mastery Program (AMP)* grant with the Neenah-Menasha YMCA.

BACKGROUND

The Aging Mastery Program® (AMP) helps baby boomers and older adults take key steps to improve their well-being, add stability to their lives, and strengthen their ties to communities. It is funded by a three-year grant from the National Council on Aging. The program consists of courses a 10-week curriculum designed to provide the skills and tools needed to achieve measurable improvements in managing health, remaining economically secure, and contributing actively in society.

A total of 13 awards will be made to organizations in Wisconsin. Each grantee will receive \$12,000 in funding plus an in-kind grant of \$4,800 of program materials. NCOA and Greater Wisconsin Area Aging Resources (GWAAR) will also provide extensive technical assistance on program implementation and sustainability strategies. The application is due on November 13, 2015. The grant period will run from January 1, 2016 to December 31, 2017.

Grantees will be required to: send two staff members to attend a one-day training in Wisconsin; participate in regular technical assistance and training activities; assist with data collection and entry for evaluation purposes; provide at least three, 10-week courses to a total of 80 - 90 participants over 24 months; and work with GWAAR and NCOA to develop and implement sustainability strategies.

ANALYSIS

According to the 2009-2013 American Community Survey, it is estimated that over 25 percent of the City of Menasha residents are over the age of 55. The Menasha Senior Center, warmly welcomes any adult 55+ to participate in health and wellness activities offered. The Menasha Senior Center, participants, and the community stand to benefit from this program. The City of Menasha and Neenah-Menasha YMCA have a track record of strong collaboration that supports the application and management of this grant program.

FISCAL IMPACT

Training, travel, and program costs will be covered by NCOA grant funds and in-kind participant materials. Current staff will be responsible for program planning, operation, evaluation, and sustainability. Grantees will work with the NCOA and GWAAR to develop sustainability strategies.

RECOMMENDATION

Staff recommends approving this request to apply for \$12,000 and \$4,800 in program materials, receive, and spend a National Council on Aging: *Aging Mastery Program (AMP)* grant with the Neenah-Menasha YMCA.



MEMORANDUM

To: City of Menasha Administration Committee
From: Peggy Steeno, Director of Administrative Services
Date: September 30, 2015
RE: Health Insurance - 2016

BACKGROUND

In November of 2014, the City of Menasha contracted with Wisconsin Counties Association/Group Health Trust (WCA/GHT) to be the City's medical insurance carrier for the calendar years 2015 and 2016, per the plan details on the attached document.

By selecting this plan, the City saved approximately \$138,000 in comparison to the renewal offered by the City's previous provider Wisconsin Education Association Insurance Trust (WEA), for the same benefits.

WCA/GHT has delivered on all of the commitments made to the City as part of this agreement. While there are always things that can be improved upon, the overall experience with WCA/GHT has been positive. In regard to the issues that have arisen, in the areas of coverage and customer service, I am pleased to report that all issues have been resolved.

ANALYSIS

As part of the two year contract signed in November of 2014, the second year renewal pricing was guaranteed to be 8% or less. Again, WCA/GHT delivered on that commitment. The initial renewal rate provided to the City was 7%. However, after discussions with WCA/GHT, the increase was reduced to 5.5%. And, with a few minor plan design changes, the increase will be 2.5% for 2016.

The recommended plan design changes are as follows:

- (2% Premium Reduction) City agrees to participate in a local clinic being set up exclusively for the Menasha School District and the City of Menasha by offering the clinic to employees as another care option (employees will save money if they choose to participate) (flyer of a similar clinic attached),

- (1% Premium Reduction) The addition of a \$100 co-pay for high tech imaging, including MRI's, CT scans, and PET scans. This co-pay can be reduced to \$50 per occurrence if the covered member chooses to go to Smart Choice MRI (flyer attached), and
- (No cost addition or reduction) The addition of a health club reimbursement of \$120 (Single)/\$240 (Family) per year.

In addition, WCA/GHT provides the following as part of the contract with the City:

- Health Risk Assessments and Biometrics Testing,
- A Wellness Grant, and
- Pays all ACA Fees.

Currently, City employees are not required to pay a contribution toward the premiums. The absence of a premium contribution is a carryover from the transition from a traditional health care plan to a high deductible plan which took place in 2012.

The current Collective Bargaining Agreement for our Police Officers includes a 2.5% employee premium share beginning in 2016. In conjunction with this, we are recommending a 2.5% employee premium share for all employees participating in the City's health insurance program.

FISCAL IMPACT

The recommended changes do not impact the City's Health Insurance Budget. However, there are both pluses and minuses for the employee's, based on the premium sharing and the changes in plan design.

RECOMMENDATION

There is no action required on the agreement with WCA/GHT, since the City already committed to a two year agreement covering the 2015 and 2016 calendar years. However, approval is requested / needed for the plan design changes listed above and the premium contribution of 2.5% by all non-represented employees.

REQUESTED ACTION: Approval of the following:

- Plan Design Changes
 - Participation in the local clinic;
 - Addition of a \$100 Co-Pay for High Tech Imaging, and
 - Addition of a health club reimbursement benefit of \$120 (Single)/\$240 (Family).
- A Premium Contribution of 2.5% by all non-represented employees.

City of Menasha
 Option 1: Current Benefit Match Medical Cost Analysis
 Effective Date: January 1, 2015

Insurance / Risk Advisory / Employee Benefits HORTON		WCA	
		UHC +	
		In-Network	Out-of-Network
Rate Guarantee		2 year NTE 8%	
<u>Enrollment</u>			
Single	30	\$490.00	
Employee/sp	23	\$1,035.00	
Employee/ch	6	\$910.00	
Family	53	\$1,594.00	
Estimated Monthly Premium		\$128,447.00	
Annual Premium		\$1,541,364.00	
Total Current Annual		\$1,541,364.00	
Deductible			
Individual		\$1,500	\$3,000
Family		\$3,000	\$6,000
Coinsurance		100%	80%
Out-of-Pocket Limit			
Individual		\$1,500	\$4,250
Family		\$3,000	\$8,500
Hospitalization		ded/100%	ded/80%
Emergency Room		ded/100%	ded/100%
Urgent Care		ded/100%	ded/100%
Primary Care Copay		ded/100%	ded/80%
Specialty Copay		ded/100%	ded/80%
Maximum Out-of- Pocket (MOOP)		\$3,000/6,000 - Rx Only	
Prescription Drugs - Retail		Copay	
VCDP*		\$0	
Level 1		\$10	
Level 2		\$25	
Level 3		\$50	
Specialty			
WELLNESS		HRA Included Wellness Grant Included No ACA Fees	

OPENING JANUARY 2015!

Your New Health Wave Employee Clinic

Your new clinic is on its way, and available exclusively to plan members of Oshkosh Area School District, the City of Oshkosh and Winnebago County.

- No cost
- Personalized medical care
- Convenient hours

We sincerely care about you and your health. That means offering programs, tools, and resources which empower people to proactively engage in healthy behaviors that drive personal and work success.

With our partners, we choose to make health and wellness a priority by providing primary care and preventive health resources, and health coaching.



Health Wave Clinic

This list of services is only a partial list of Family Physician Assistant offerings. Our Family Physician Assistant is capable of performing many other services.

Physician Assistant Scope of Care

- Provide primary and preventive medical care
- Diagnose and treat illnesses
- Prescriptive authority
- Focus on health promotion and wellness
- Partner with you to manage chronic illnesses (non-insulin dependent diabetes, asthma, cholesterol, etc.)
- Order, perform and interpret diagnostic studies such as lab work and x-ray (x-rays not performed at clinic)

Health Promotion & Wellness

- Comprehensive Health Risk Assessment (HRA)
- Results shared with you via coach and/or physician assistant
- A plan for wellness coordinated, at your request, by the physician assistant

Patient Education

- Partnership with physician assistant
- Results of HRA could trigger need to provide additional education
- Health prevention and promotion
- Education before, during and after appointment with physician assistant

Disease/Case Management

- Identify high risk employees through HRA
- Develop plan based on individual results
- Ongoing monitoring

Services Not Performed by the Physician Assistant

- Specialty care - management of chronic pain, insulin therapy, eye and hearing exams
- Procedures - excision of moles or skin lesions, suturing
- Diagnostic testing - EKG, x-rays, mammograms
- Emergency care - acute chest/abdominal pain, anaphylactic reactions, difficulty breathing, etc.

Physician Assistant Primary Medical Care

- Routine physicals
- Well baby visits
- Routine gynecological visits
- Comprehensive primary and preventive care
- Blood pressure monitoring
- Blood glucose monitoring
- Care for injuries-lumps, bumps, etc.
- Care for occupational injuries-work related injuries
- Allergies
- Athlete's foot
- Bladder infections
- Camp physicals
- Cold and flu symptoms
- Cold sores
- Ear infections
- Impetigo
- Insect bites
- Laryngitis
- Minor burns and rashes
- Mononucleosis
- Pharyngitis
- Poison ivy
- Ringworm
- Sinus infections
- Sore throat/strep throat
- Sports physicals
- Styes
- Swimmer's ear
- Upper respiratory infections
- Wart treatment
- Immunizations and screening





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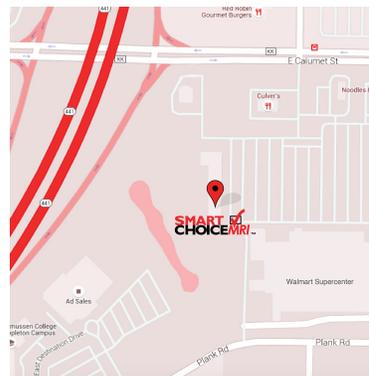
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Appleton, WI 54915
(HWY 441/KK Next to Walmart)

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- Kenosha, WI
- Sheboygan, WI
- Richfield, WI
- Waukesha, WI

Bonus Incentive for YOU!



WCA GHT is offering a \$50.00 Visa Gift Card to spend on anything you wish!

SMART CHOICE MRI™
Every MRI, just \$600.



MEMORANDUM

To: City of Menasha Administration Committee
From: Peggy Steeno, Director of Administrative Services
Date: September 30, 2015
RE: Dental and Vision Insurance - 2016

DENTAL

The City is self-insured for dental coverage, and the plan is administered through Delta Dental. Our insurance administrator has provided experience information for claims and administrative fees for the most recent twelve (12) month period. *Staff has reviewed this information, and no increase in premiums is required for 2016.*

Attached is a Renewal Summary, from the plan administrator, as well as an analysis, prepared by staff, showing a five year history of the of the dental insurance fund and premium rates.

<u>Current Rates (2015)</u>	<u>Rates for 2016</u>
Single Plan - \$43.05 per month	Single Plan – No Change
Family Plan - \$114.67 per month	Family Plan – No Change

In regard to payment of premiums, the City pays 90% and the employees pay 10%. In addition, the City charges COBRA rates at the same level as employee rates. The City does have the ability to add an additional 2% on COBRA policies, however it has no done so in the past and staff is not recommending it for 2016.

VISION

The City contracts with Superior Vision (previously known as Vision Insurance Plan of America) to provide vision insurance, for materials only, to its employees. A three year contract for this was approved and signed in 2013, covering the calendar years of 2014, 2015, and 2016. Therefore, the plan and rates are already set for 2016. In regard to payment of premiums, the City pays 90% and the employees pay 10%.

Rates for 2014 – 2016

Single Plan - \$4.84 per month
Limited Family Plan - \$9.68 per month
Family Plan - \$12.77 per month

REQUESTION ACTION: No action is necessary / requested at this time.

Renewal Summary

A review of experience results, administrative fee for your renewal period, and COBRA rate analysis.

Experience Results

	Experience Period August 2014 - July 2015
Paid Claims	\$104,071
Administrative Fees	\$7,155
Total Cost	\$111,226
Number of Claims	698
Average Claims per Employee	6.20
Average Paid Claim	\$149.10
Average Enrollment	113

COBRA Rate Projections For Renewal

Revenue Generated at Current COBRA Rates	\$127,242
Projected Total Cost	\$116,366
Calculated Adjustment to Rates	-8.5%
Experience Credibility Factor	43.0%

COBRA Rate Recommendation*

	Current Rates	Renewal Rates	Rate Change
Employees Only	\$39.98	\$39.98	0.0%
Employees w/Family	\$106.77	\$106.77	0.0%

* The recommended rates do not include the plan sponsor's 2% administrative allowance.

Administrative Fee For Renewal Period January 2016 - December 2016

	Per Employee Per Month
Present Rate	\$5.30
Renewal Rate	\$5.50
Percent Change	3.8%

CITY OF MENASHA

95212-00000



**Dental Premiums Analysis
9/30/2015**

<i>History of Fund 735 - Dental</i>	<u>2010 ACTUAL</u>	<u>2011 ACTUAL</u>	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>Estimate - 2015</u>
Revenues (Premiums)	\$117,162.30	\$127,083.53	\$125,012.49	\$128,415.16	\$134,085.58	\$137,935.34
Expenditures (Claim & Admin. Fees)	(\$123,458.11)	(\$126,514.95)	(\$124,435.56)	(\$116,780.89)	(\$110,922.36)	(\$121,488.06)
Net for the Year	(\$6,295.81)	\$568.58	\$576.93	\$11,634.27	\$23,163.22	\$16,447.28
Fund Balance	(\$599.24)	(\$30.66)	\$546.27	\$12,180.54	\$35,343.76	\$51,791.04

# of Employees in Each Plan			
2013	2014	2015	
20	22	20	S
86	91	94	F

Proposed Premiums

	<u>From Company</u>	<u>City Established Rates</u>
	Same rates as 2015	
2016 S	\$39.98	\$43.05
F	\$106.77	\$114.67
<i>Actual Premiums</i>		
2015 S	\$39.98	\$43.05
F	\$106.77	\$114.67
2014 S	\$39.98	\$43.05
F	\$106.77	\$114.67
2013 S	\$38.80	\$43.05
F	\$103.36	\$114.67
2012 S	\$37.40	\$43.05
F	\$99.88	\$114.67
2011 S	\$36.44	Multiple Rates
F	\$97.06	Multiple Rates

History of Rates for Dental

2016 S	No Change	
F	No Change	
2015 S	No Change	
F	No Change	
2014 S	No Change	
F	No Change	
2013 S	10.95%	
F	10.94%	
2012 S	15.11%	
F	14.81%	
2011 S	Multiple Rates	
F	Multiple Rates	