

Warren County
SUPPORT SERVICES COMMITTEE
(INSURANCE)

July 1, 2010 9:30am

Information Submitted By: Amy Clute, Insurance Administrator

- I. **Committee meeting called to order by Chariman.**

- II. **Motion to approve minutes of prior committee meeting.**

- III. **Action agenda – matters requests Resolutions of the Board and / or committee approval.**
 1. Health Insurance Broker Services. Committee discussion and resolution requested to select a health insurance broker for the period of 9/22/10-9/22/13 with the renewal option for 9/22/13-9/22/16.

- IV. **Old business – pending items.**
 1. Return to Work policy. The CSEA has made demands for changes to the policy. At this time, the Insurance Administrator is working with Human Resources and the Department Heads to facilitate RTW as appropriate without a “policy.” It is important that departments have an open mind for this discussion. This method seems to be working and as such I would like to remove this item from the pending list.

- V. **Reports / updates.**
 1. Safety Committee. The Employee Safety Committee is recommending that the Health Services Department be recognized with the first annual safety award for making Warren County a safer place to work with their suggestion to equip the nursing cars with snow tires. The DPW will also be recognized for their part in the project. The Safety Committee hopes to present the certificate at a Board of Supervisors meeting soon.
 2. Emergency Action Plan. The Safety Committee along with Needham Risk Management has been working on the Emergency Action and Response Plan for the Human Services Building. Employees will soon be trained on Evacuation, Bomb Threats, Lock downs and Shelter in Place. The Municipal Center will be reviewed after the HSB plan is complete.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: Self-Insurance

DATE: 7-1-2010

- (a) Purpose of Request: Appointing a Health Insurance Broker

- (b) Details: Appointing Capital Financial Inc for Health Insurance Broker Services for the period of 9-22/10-9/22/13 with the option of renewal for 9/22/13-9/22/16. It is agreed that Capital Financial Inc will accept commissions of not more than 1.4% on the CDPHP health insurance plan and standard commissions on all other plans.

- (c) Previous Resolution Number: 303 of 2007

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: no direct funding from Warren County

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS