

Belleville Area District Library Board  
Personnel Committee Notes  
Thursday, June 16, 2011

In attendance: Mike Boelter, Christina Brasil, Joe Monte, Debra Green and Mary Jo Suchy.

The meeting convened at 7:03 p.m.

Christina Brasil moved to add setting dates for the Library Director's Performance Evaluation to the agenda. Mike Boelter seconded. Motion carried unanimously.

The committee discussed the timeline for the Director's evaluation. The Director's self evaluation with proposed goals will be due July 15, 2011. The library board evaluations (including a minimum of one hour of observations at the library) will be due by July 29, 2011. Christina will tabulate the results. The board scores will be averaged. The Personnel Committee will meet with Debra on August 2, 2011 at 7:00 pm discuss her evaluation. The evaluation will be on the agenda at the August board meeting.

The timeline is currently based on the timing of the contract, however in the future it could be tied to the library's fiscal year.

Mike Arsenault from Cardamone Insurance shared information about Health Reimbursement Arrangements and Flexible Spending Arrangements. The HRA is employer funded and can be used as a way to lower the overall cost of a healthcare plan by funding the employee deductibles. (E.g. Reimbursing for higher deductible and co-pays is considerably cheaper than having a health plan with low co-pays and deductibles). The HRA can be tailored in many different ways to meet the employer's needs and can be a good way, going forward to lower health plan costs, especially with the new Michigan law requiring government employees to pay 20% of their health plans. The HRA can be set up with a maximum dollar amount per employee per year. Frequently, not all of the money set aside for the HRA will be spent, and the HRA can be reset back to the original dollar amount every year.

A Flexible Spending Arrangement (FSA) is funded by the employee with pre-taxed money. It can be used to fund unreimbursed medical expenses, dependent care, and employee contributions to health care premiums. FSAs can be used in conjunction with HRAs. FSAs are more expensive to set up than HRAs and are more difficult to administer. Typically they are used by businesses that have at least 15 – 20 participating employees.

The committee agreed to have the policy committee come up with the parameters for a Health Reimbursement Arrangement. Target reimbursement amounts will be \$500 per year for employees with single plans and \$1,000 per year for employees with family plans. If approved, the HRA plan will need to be included in the Personnel Manual. Employee medical privacy laws must also be followed, especially if the library administers the plan in house.

Mike Arsenault was invited to attend the July 12, 2011, library board meeting.

Meeting was adjourned at 8:53 p.m.