

**DUBLIN CITY COUNCIL
ADMINISTRATIVE COMMITTEE**

Wednesday, September 4, 2024

4:00 p.m.

5555 Perimeter Drive
Council Chamber

Meeting Minutes

Ms. De Rosa called the September 4, 2024, Administrative Committee meeting to order at 4:00 p.m.

Committee Members Present: Vice Mayor Alutto, Ms. De Rosa, Ms. Kramb.

Staff Present: Ms. Miglietti, Ms. Delgado, Ms. Blake, Ms. O'Callaghan, Ms. Maxwell

Approval of Minutes

Ms. De Rosa moved to approve the minutes of the August 7, 2024 Administrative Committee meetings.

Vice Mayor Alutto seconded the motion.

Vote: Vice Mayor Alutto, yes; Ms. De Rosa, yes; Ms. Kramb, yes.

Items for Discussion

Health Insurance Benefit Plan Update

Ms. Miglietti provided an update on the City of Dublin's health insurance benefit plan. Dublin currently has 395 employees. Of those employees, 386 are covered on the medical plan. There are 272 on family coverage and 89 with single coverage, which totals 1,089 lives on the City's medical plan.

Ms. Miglietti shared a chart showing costs over the past 10 years with the Committee. Costs have increased. Last year (2023) \$23,988 was budgeted per employee covered by the medical plan. That number will increase slightly for 2025. Some driving costs are the stop loss claims. Stop loss insurance is the insurance that kicks in once a certain threshold is reached. It covers all medical expenses beyond that threshold. The City of Dublin's threshold for stop loss insurance is \$175,000. In the last 10 years, the cost of medical claims has increased exponentially. Starting in 2020, there have been between five and eight stop loss claims per year. Costs continue to rise due to medical costs inflation.

Ms. Miglietti stated that the City pays the stop loss insurance premiums per prescriber per month. In 2024, for every employee covered under the medical plan, Dublin pays \$453 per month for stop loss coverage. That started to change in 2021. There was a very high-cost claimant that dropped off the plan at the end of 2020. United HealthCare (UHC) was willing

to reassess the numbers at that point. Costs began to increase again due to other stop loss claims. In 2022, the City increased the threshold from \$150,000 to \$175,000. Vice Mayor Alutto asked if the high-cost claimant had a chronic condition. Ms. Miglietti answered affirmatively.

The health care medical plan spend and stop loss spend combine to make the total cost. Medical spend is everything less than \$175,000. The two biggest drivers are medical and pharmacy costs. There are a variety of strategies the City can implement every year to obtain the best outcome for the medical plan from a financial perspective, such as:

- Annual review of Prescription Drug List. The prescription drug list is reviewed twice each year. There is a board of pharmacists and doctors from UHC who review it. Drugs are a driver of costs in the medical realm. Potential exclusion of some drugs as well as clinical programs are considered. A clinical program could mean that a customer would be required to try other less expensive drugs on the plan before a more expensive one is covered. There are several clinical programs built into the plan.
- There are network discounts with UHC. City of Dublin employees are excellent at using in-network discounts. 95% of people use in-network benefits. That usage is attributed to education efforts by staff. The high-deductible plan drives employees to stay in-network.
- The employee cost share is the amount that employees pay after they reach the deductible threshold.
- The City of Dublin is very proud of the preventive screening compliance.

Those are the reasons that Dublin's medical plan spend has stayed consistent over the past five years.

Ms. Miglietti shared how the continuity of employee health is measured. The entire focus of the plan is to keep people in the health state that they are in, improve it if possible, but not decrease. In 2022, 86.2% of employees stayed where they were or improved. Employee health is measured by claims analysis, preventive care visits and general medical costs.

Ms. Miglietti shared the strategic support and plan analysis that Oswald does annually. Oswald is Dublin's benefit broker. Their primary focus is to help negotiate with medical vendors on an annual basis. They also meet with staff annually to review plan modeling and long-term strategies. They review medical documentation quarterly. Monthly, Oswald shares financials for staff to review claims and impact analysis. One finding of having a high-deductible plan is that claims increase later in the year as members meet their deductible.

Ms. Miglietti shared some of the cost control measures used by the City. Staff regularly examines plan design and determines what support might mitigate cost (such as case management). The plan has a very narrow pharmacy focus. A variety of clinical programs are available depending on illness or injury. Dublin uses robust internal education to

employees. Communication is also delivered through the Healthy by Choice Wellness Program. A goal of staff's is to ensure people are aware of how to be the best medical consumer. UHC helps by sending out mailers when prescription drugs change. In 2020, Dublin moved away from an administrative services only (ASO) model to start receiving pharmacy rebates. The City pays a slightly higher ASO fee but receives a pharmacy rebate. The return rate has more than doubled.

Dublin remains a class leader in benefits. In 2023, an employee survey was conducted and one of the highest ratings received showed that people are pleased with their benefits program. This is a good, exclusive position in the market to be in. It is a recruitment tool and also a benefit for retaining staff.

Staff's recommendation to the Administrative Committee is a continuation of premium-free benefits for 2025. That is subject to negotiations with the three unions. Staff would like to continue to evaluate cost-saving opportunities as they arise and do an annual assessment of the medical program and update and review with the Administrative Committee.

Ms. Kramb asked if the recent union negotiations would change this. Ms. Miglietti stated that those would not but she explained that negotiations will begin again with other unions next year.

Vice Mayor Alutto asked if the City has any lasered conditions. Ms. Miglietti answered that they do not. Vice Mayor Alutto asked if the City covers JOP1 for non-diabetes conditions. Ms. Miglietti answered that they do not. Vice Mayor Alutto inquired if the City covers drugs like Humera. Ms. Miglietti answered in the affirmative but noted that they are part of step therapy. Vice Mayor Alutto stated that there are hemophilia programs and partners to consider researching. Ms. Miglietti stated that she is aware of two different places within Columbus that do that work and staff will investigate that. Vice Mayor Alutto stated that there are other ancillary programs out there to consider. She asked if the City has done the mobile mammogram bus. Ms. Miglietti stated that they attempted that earlier this year in conjunction with the Dublin City School District, but it fell apart. They are going to try again next year in partnership with the schools.

Ms. De Rosa thanked staff for the data and follow-through. Statistically, stop loss is not going to change. Dublin is lucky that it is that low. Ms. Miglietti stated that for a group our size, we have high numbers. Projected numbers are two or three instead of the higher numbers of five to eight that Dublin has had. The hope is that the next couple of years have fewer stop loss cases. Ms. De Rosa stated that staff does a nice job of communication and outreach.

Ms. Miglietti recognized Kelly Rose and HR Business Partners for customer service with staff.

Ms. O'Callaghan stated that the next step is the operating budget. This conversation will inform that process.

Consensus was support for:

- Continuation of premium-free benefits for 2025 subject to negotiations with the three unions;
- Continued evaluation of cost-saving opportunities as they arise; and
- Annual assessment of the medical program, update and review with the Administrative Committee.

Board, Commission, Committee Recruitment/Onboarding Update

Ms. De Rosa stated that after the annual recruitment process was completed in 2024, the Committee wanted to talk through the process.

Ms. Maxwell introduced the topic by sharing that 2024 was the first full year since term dates were moved to June 1 and timelines were adjusted accordingly. It was a robust recruitment period resulting in the successful appointment/reappointment of 33 individuals to 12 boards, committees and commissions.

Ms. Delgado detailed staff's board/commission/committee recruitment process highlighting items and providing points of clarity. The first section – Vacancies, is very important as it establishes the timeline of when recruitment will begin and when the Committee can expect information from staff. Beginning the process too early causes confusion and unnecessarily extends wait time for applicants. This provides adequate time for Council to understand what vacancies to fill and select whom they would like to interview.

Ms. Kramb asked if this process applied to all boards, commissions, and advisory committees. Ms. Delgado answered affirmatively.

Ms. Delgado stated that by the end of February, staff will accumulate information on whose terms are ending and who is eligible for reappointment. Staff will provide that information at the Administrative Committee meeting in March. Advertising is generally in March with the interview process occurring in April.

Ms. De Rosa suggested advising Communications and Marketing (C&M) earlier in the process. Ms. Delgado stated that Legislative Services staff will begin communicating with C & M as soon as vacancies are determined. Ms. Delgado stated we can review with the Administrative Committee steps that have been taken at that initial meeting in March.

Ms. De Rosa asked about mid-term vacancies. Much work has been done about keeping recent interviews current. She asked if that should be outlined in this document/process. Ms. Delgado stated that is a separate process. This is pertaining to the standard annual recruitment process. Vice Mayor Alutto stated that it would be a different cadence. Ms. De

Rosa suggested it be addressed in this document because there is not currently an additional document. Ms. Kramb suggested altering the Decommissioned Member section or a new section to address unexpired term recruitment. Ms. Delgado stated that the language may be different because Council could determine whether to fill some vacancies. She noted that if Council decides to fill a vacancy, the Charter dictates that it be done within 60 days.

Ms. De Rosa asked about the process by which Council decides not to fill a vacancy. Ms. Delgado stated that procedurally it would go to the Administrative Committee and it would be discussed in Executive Session and be determined by Council. Ms. De Rosa requested clarity around that action.

Ms. Delgado stated that having an engagement station at the State of the City is a new opportunity for outreach. There was not an opportunity to take part in that this year as the recruitment process began too early. Staff listed some ideas for materials at the engagement station. The application deadline will be determined by the Committee. Ms. De Rosa asked if it would be fair to make the deadline March 31. Ms. Maxwell stated that the decision was made to keep the applications year-round. Ms. De Rosa stated that any application received after interviews are scheduled would not be considered as part of this recruitment period. Ms. Kramb suggested adding language that provides some flexibility if the Committee would like to consider additional applications.

Ms. Delgado stated that staff is suggesting interviews be scheduled 15 minutes apart to allow time for staff to further educate applicants on the process. That education can begin while setting up interviews. Ms. Maxwell added that this staff education component provides the Committee more time to hear from the candidates during interviews. Ms. Kramb expressed her support for additional education of applicants. She suggested giving candidates more information like the duties and meeting schedule.

Ms. Delgado stated that the resolution making appointments will occur at the second City Council meeting in May to make it as close to the term end date as possible. The morning following the passage of the resolution is when formal notification begins, including notifying staff liaisons, payroll and unsuccessful candidates. Ms. Maxwell noted that formal action occurs when the resolution is approved though the Committee's recommendation happens earlier. That time period can feel charged as candidates are asking questions and no formal action has taken place. Making all notifications after approval of the resolution keeps the process clean. Ms. De Rosa suggested adding something in the process that speaks to a Committee member calling and offering the position to the candidate. Ms. Delgado stated that step is outlined in the process and states that as soon as finalists are known, staff contacts the successful candidate and advises them of City Council's intent to appoint pending the background check. Staff is suggesting that staff should be the contact person. Ms. De Rosa asked about candidates not selected. Ms. Delgado stated that those candidates will be notified after the resolution is passed. Ms. De Rosa asked that it be a

phone call in addition to the letter. Vice Mayor Alutto stated that Dublin still has a small-town feel. Ms. Delgado stated that in the past, the process was handled like a job application process. Ms. De Rosa stated that the previous Chair of the Admin Committee shared with her that those phone calls were part of the process. Ms. Delgado stated that must have occurred outside of a formal process. She would prefer it be something handled by staff. Vice Mayor Alutto stated that the phone call is important to offer the small town feel. Ms. Delgado stated that staff will be happy to make those calls.

Ms. Delgado stated that Council will see the date of the Swearing-In Ceremony on the proposed calendar. It will likely be before the first Council meeting in June.

Ms. Delgado stated that Onboarding is a new step in the process. Staff has recognized that it would be helpful if someone from Legislative Services were to attend the one-on-one meetings with new members to distribute equipment and cover logistical and procedural basics. Legislative Services will coordinate training for the planning boards and commission. Their training is appropriately heavy on development and their roles in that process but there is a need for meeting and procedural training as well. Training for advisory committees begins next week. Staff will be attending each of their meetings.

Ms. De Rosa thanked staff for the document and asked that it be shared with City Council. She appreciates having the process outlined. Ms. Delgado stated that she can share this with City Council when she meets with them on September 16, 2024.

City Council Retreat Topics

Ms. De Rosa stated that Council consensus was to hold the goal-setting retreat annually in November of each year. This change would allow the City Manager to incorporate Council's new goals and align it with staff. In 2024, a retreat has already been held so a mini-retreat will be held this November. For this retreat, Council would like to be provided background on the Culture Playbook. Ms. Kramb stated that the goals for 2025 will most likely be the same goals as for 2024. For the November retreat, a topic could be the reassessment of 2024 goals. Ms. De Rosa stated that Council could be given clarity on the recent acquisition as a topic. Ms. Kramb stated that another topic would be a status update on existing goals. Vice Mayor Alutto agreed. She stated that it would be great to have an update on fiber to the home. Many goals will stay the same.

Ms. De Rosa stated that this retreat will be one day - November 8. A work session on Metro Center is scheduled in September. Action items may come out of that. Ms. De Rosa stated there was discussion about how projects are assigned to boards, commissions and committees and the potential for an additional staff liaison. That would likely take about 45 minutes. Vice Mayor Alutto suggested that the topic be a lunch discussion.

Ms. De Rosa stated that a draft of this list will be distributed to Council for feedback.

Ms. Kramb asked when Council will approve their 2025 calendar. Ms. Delgado stated that the draft 2025 calendar will be brought to Council at the first meeting in October with a vote requested at the second meeting in October.

Other Business

Ms. De Rosa asked for an update to the Administrative Committee on required training. Ms. Kramb asked for feedback on alternative training options. Ms. Delgado stated that staff did not request feedback so there may not be statistics to share.

Ms. De Rosa asked about the memo to advisory committees that was previously drafted by the Legal Department. She shared one suggested change to the first paragraph with staff. Ms. Kramb suggested adding one final sentence expressing appreciation to the member for serving. Ms. De Rosa asked if this memo is from City Council. Ms. Delgado stated that it is from Council. Ms. De Rosa noted that it is initiated by Phil Hartmann. This memo will then be sent to City Council for any additional feedback.

Adjourn to Executive Session

Ms. De Rosa moved to adjourn to executive session for discussion of personnel matters considering the employment and compensation of a public employee.

Vice Mayor Alutto seconded the motion.

Vote: Ms. De Rosa, yes; Vice Mayor Alutto, yes; Ms. Kramb, yes.

The meeting was reconvened and adjourned at 5:40 p.m.



Chair, Administrative Committee



Deputy Clerk of Council