



MINUTES

**Committee of the Whole Meeting of the West Chicago Board of Park Commissioners
in the Park District ARC Center Meeting Room 105
201 W National Street, West Chicago, IL 60185.**

**Tuesday, November 5, 2019
6:00 p.m.**

I. Call to Order and Roll Call

The meeting was called to order at 6:00 p.m. Present were Commissioners Bass, Gunderson, Spencer, Turney, Voelz and Zaputil. Absent was Commissioner Lenertz

II. Pledge of Allegiance

Vice President Zaputil

III. Public Comment

There were no members of the public present.

IV. Approve Meeting Agenda

Commissioner Voelz motioned to approve the agenda. Commissioner Bass seconded the motion which carried by voice vote.

V. Finance Department – Superintendent of Finance, Leslie Hoffmann / Human Resources and Payroll Manager, Louisa Walsh

Superintendent Hoffmann provided the Board with information regarding the following:

- A. PDRMA Health Plan Updates
- B. Personnel Policy Proposed Updates
 - 1.2; Non-Discrimination and Anti-Harassment
 - 1.10; Pre-Employment Tests
 - 1.18; Alcohol and Drug Abuse
 - 3.5; Bereavement Leave
 - 4.2; Insurance Plans
 - 6.5; Sobriety and Substance Abuse

VI. Miscellaneous

- A. November/December 2019 Meeting and Event Reminder – The Board Reviewed the Meeting and Event Reminder
- B. Director Major informed Commissioners of a ratification which will be listed on the consent agenda for the November 12, 2019 meeting pertaining to Board approval of a one-time award in the amount of \$5,400.00 to all eligible full-time and part-time I classification employees which took place at the September 10, 2019 meeting.
- C. Superintendent Hoffmann reviewed proposed updates to the following Employee Policies:
 - 2.5; Work Schedules

- 2.6; Recording of Hours
- 2.7; Meal and Rest Periods

D. Superintendent Hoffmann reminded Commissioners that all proposed policy changes will be listed for approval on the consent agenda for the November 12, 2019 meeting.

VII. Adjourn Open Meeting

Commissioner Voelz motioned to adjourn the meeting at 6:45 p.m. Commissioner Spencer seconded the motion which carried by voice vote.



WEST CHICAGO
PARK
DISTRICT

Human Resources COTW

November 5, 2019



WCPD health benefits

*Administered by Park District Risk Management
Agency (PDRMA)*





West Chicago Park District

2020 Health Benefit Program Changes

Medical Plans - New Rate Tier – Employee Plus Children

Premium for this tier less than family but more than Employee Plus Child

PDRMA no longer funds PATH incentive for employees that waive medical coverage.

Still eligible to participate in PATH, but without monetary incentive

PPO - Hearing Aid Coverage

\$2,500 maximum coverage per ear, every 5 years

Through EPIC Hearing Healthcare network

Dental Plan – Topical fluoride treatment, twice per year, for adults

PDRMA Vision – Reimbursable Corrective Vision Laser Surgery

(not through Medical Plan)

PPO – Routine Colorectal Cancer Screening (CRC) at ages 45 – 75 years and any related services as required under the Affordable Care Act.

Annual Re-Certification – new online process



West Chicago Park District

2020 Health Benefit Program Changes

Medical Plans – PPO with Health Reimbursement Account

A Health Reimbursement Account (HRA) is an employer-funded financial plan that reimburses employees for certain out-of-pocket medical expenses. An HRA, which is strictly a financial reimbursement plan, works with a medical plan.

Our Agency's HRA covers PPO plan in-network deductible expenses only.

With in-network deductible expenses, the employee pays a pre-HRA deductible (\$250). After that, HRA pays for eligible in-network deductible expenses until exhausted (\$1,000). Once the plan deductible is met, the PPO then pays at the designated coinsurance level.

HealthSmart administers the HRA – by processing a claim eligible for reimbursement. HealthSmart pays the provider directly and shows both the HRA payment and PPO plan payment, as well as any patient responsibility.

The Employer totally owns and funds the HRA.



PDRMA agency benefits

- We are part of a group of 91 agencies participating in the PDRMA health program.
- PDRMA focuses on a health-risk management approach that includes prevention, disease management, and case management strategies to help control losses by managing risks.
- Over 2,500 employees and dependents are members, which means our rates stay more consistent and are not affected as much by individual health issues.
- PDRMA has a dedicated team of specialists that work with agencies on benefits selection and administration, health care laws, Affordable Care Act etc.
- COBRA administration is included and handled entirely by PDRMA.
- PATH wellness program provided to all eligible employees, dependents, retirees. (separate slide later).

Medical Insurance At-A-Glance



HMO

- BCBS of IL provider network
- \$0 deductible
- \$1,500/\$3,000 out of pocket max
- \$20 copay for office visit
- \$30 copay for specialist visit
- Referrals required for any services beyond Primary Care Physician
- No service outside of network

PPO with Health Reimbursement Account

- Aetna Signature Administrators provider network
- \$250/\$500/\$750 annual deductibles
- \$1,000/\$2,000/\$3,000 out of pocket max
- \$20 copay for office visit
- \$30 copay for specialist visit
- No referrals required
- Service outside of network at higher costs
- HRA – reduced cost to District, passed on as reduced cost to Employees (10% vs 15% of premium)

Dental and Vision Insurance At-A-Glance

Dental

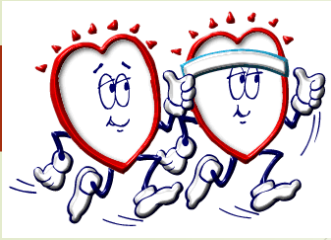


- Dental is a PPO, so employees have the choice to stay in network or go to any dentist of their choosing.
- No deductible for preventive if in network; 10% coinsurance for out of network.
- Orthodontic \$2,000/\$1,000 lifetime coverage
- New in 2020 - Fluoride treatments for adults as well as dependents (2/year)

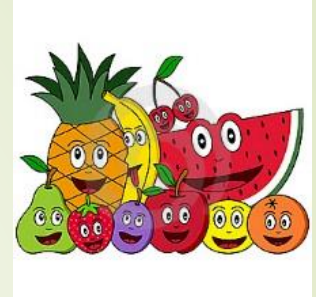
Vision



- Vision is a reimbursement plan.
- Each employee and dependent can get reimbursed up to \$600 annually for eligible expenses.
- Covers routine eye exams, glasses, prescription sunglasses, contacts.
- New in 2020 –
Corrective Vision Laser Surgery
- Does not cover over the counter supplies, medical eye exams



PDRMA's PATH to Wellness



- PATH stands for **Positive Activities Towards Health**.
- It is PDRMA's wellness program that is offered to all benefits eligible employees, COBRA or IMRF continuing employees, and their dependents.
- Participants can earn points for participation in a number of programs and activities, such as participating in an onsite biometric screening, viewing online webinars, working with a health coach, completing journeys or commitments, participating in quarterly challenges and many more.
- We offer an onsite screening once a year that many employees partake in. They receive instant information about their blood pressure, weight and even glucose and cholesterol levels... from one finger prick!
- Quarterly challenges are usually agency wide competitions, such as eating a certain amount of fruit and vegetable a day, logging exercise, and even mental health challenges.



PATH continued....

- Journeys help participants take a deeper dive into developing long-term, sustainable behavior change. They range from four to 12 weeks long, and usually involve videos and follow up activities.
- Commitments are short, easily accomplished tasks that can help jumpstart a healthy habit. Examples might be tracking exercise or daily steps, logging how much water you are drinking, etc.
- All of this hard work helps participants to accumulate points and for participants with our medical coverage, to earn up to a \$400 incentive at the end of the year. (dependents are not eligible to earn the incentive).
- Participants can track all of their process in a separate online PATH portal. All activity is managed online so this is all paperless!
- However, participants who are not as tech savvy can still earn points by activities they do on their own such as getting vaccines or an annual physical.

PATH ACTIVITIES

Activities	Access	Point Value	Max. Points
Screening (onsite/physician form)	Year-round	50	50
Health Assessment		50	50
Biometrics *See additional table on next slide.		Based on outcomes	150
Site Treasure Hunt Quiz (New questions – open to all)		25	25
Workshops		50	100
Challenges		50	150
Health Coaching – 4 interactions		100	100
1 Million Steps - 25 points 4 Million steps - 50 points		25	50
Preventive Exams (3 Dental – if applicable)		25	100
Sync a Device		10	10
Tobacco Free Agreement (at least 90 days without tobacco)		10	10
Pop-up Points		10	50
Healthy Habits		10 points/each	90
Race Activity		10	20
IH Wellness Webinars		10	30
Agency-sponsored Activity		10	20
Flu shot		10	10
Medical Self-care		10	10

BIOMETRICS

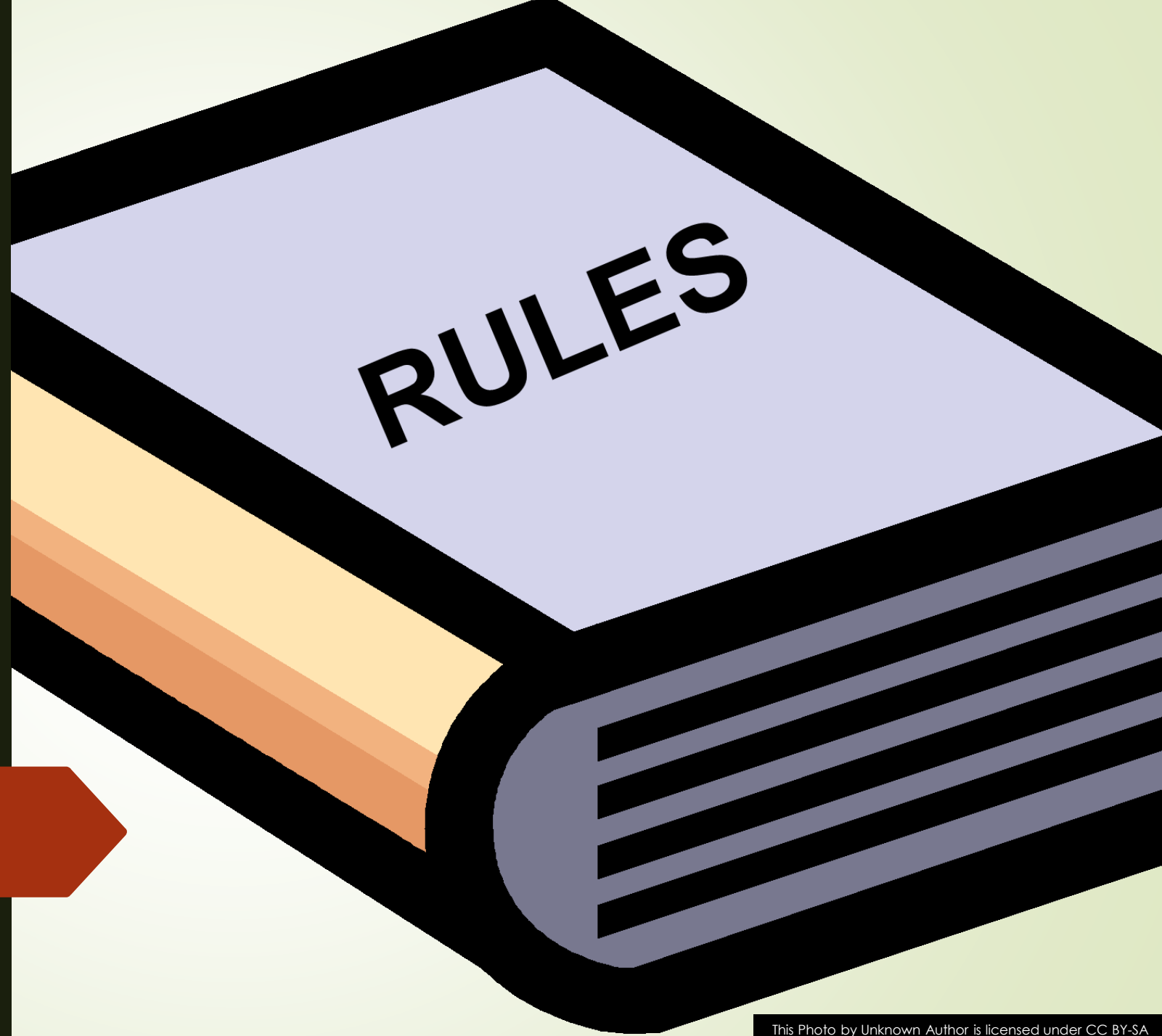
Risk Category/Biometric Value	Low Risk 30 PATH points	Moderate Risk 20 PATH points	High Risk 0 PATH points
Body Mass Index/Waist Circumference Waist Circumference value range BMI value range	Males ≤ 40.0 inches Females ≤ 35.0 inches OR 18.5-24.9	25.0-29.9	Males > 40.0 inches Females > 35.0 inches OR ≥ 30.0 or < 18.5
Blood Pressure value range New AHA guidelines 2018	< 120 systolic AND < 80 diastolic	120-129 systolic AND < 80 diastolic	≥ 130 systolic OR ≥ 80 diastolic
Cholesterol/HDL Ratio value range (Out of Range Values)	< 4.0	(Removed Mod)	≥ 4.0 (TC < 100 mg/dL or > 500 mg/dL) (HDL < 15 mg/dL)
A1c Glucose value range OR Fasting Glucose – Physician Screening form ONLY if no A1c. (Out of Range Values)	$< 5.7\%$ ----- 50 - 99 mg/dL	5.7-6.4% ----- 100 -125 mg/dL	$\geq 6.5\%$ ----- 126 – 500 mg/dL (< 50 mg/dL or > 500 mg/dL)
Triglycerides value range (Out of Range Values)	1 - 149 mg/dL	150 – 199 mg/dL	200 - 650 mg/dL (> 650 mg/dL)
Total <u>Possible</u> Point Reward	150 points	80 points	0 points

Reasonable Alternative Outline 2019

Activities		Point Value	Max. Points
Health Coaching – 4 interactions		100	100
Health Assessment		50	50
Workshops		50	100
Challenges	At least one challenge a year will not be activity based	50	50
IH Webinars		10	30
Pop-up Points		10	40
Medical Self-care		10	10
Treasure Hunt Quiz		25	25
Flu Shot		10	10
Sync a Device		10	10
			425



Policy Changes and Updates





Main Points about Illinois Cannabis Legalization Law

- Effective January 1, 2020, consumers age 21 and over will be able to buy marijuana for recreational use from licensed sellers.
- Consumers will not need a medical marijuana card.
- It is estimated almost 300 stores could be in operation in Illinois by 2022; but county and municipal governments will be able to decide whether to allow sellers to operate in their area.
- Illinoisans will be able to legally possess 30 grams of cannabis flowers, 5 grams of cannabis concentrate and 500 milligrams of THC (chemical).
- It will be illegal to smoke in public places, vehicles, school grounds (except medical users) or near someone under the age of 21. Any person, business or landlord can prohibit on private property.
- A DUI Task Force will be created to determine roadside testing. Illinois has a law that drivers cannot have THC blood concentration of 5 nanograms or more.

Testing for Cannabis after Legalization

- No reliable test exists to determine whether an employee is under the influence at the time of testing because indicators of cannabis use can be detected up to 90 days after use in some cases, dependent on several factors.
- Illinois law prohibits adverse employment action for employee's lawful off duty activities, which will include cannabis use after the first of the year 2020.
- Per legal counsel from Ancel Glink, it is probably best practice to not include cannabis testing for pre-employment and random drug screenings.
- However, cannabis testing can still occur for reasonable suspicion. Per Ancel, *"a positive drug test result, while not definitive in itself, strengthens the conclusion that the employee was under the influence. While reliance on a positive test result for cannabis alone will no longer be a basis for employment action, it can still play a secondary role in determining drug policy violations."*

this information is from Ancel Glink Workplace Report dated 10/10/2019.





Summary The WorkPlace Transparency Act

- All employers must provide sexual harassment training to all employees on an annual basis. (first deadline is 1/1/21)
- Training must include an explanation of what sexual harassment is, example, summary of federal and state laws and summary of employer's responsibilities for prevention, investigation and corrective measures.
- There will be online trainings available for employers to use to facilitate this training.
- Employers who do not provide this training could face civil penalties.
- Protection now included for independent contractors in addition to employees.
- Added the words "actual or perceived" to the types of unlawful discrimination prohibited.
- Expands the "working environment" under the sexual harassment section to include areas other than the employee's physical work location – this means that sexual harassment can occur offsite, at conferences, at golf outings, in restaurants and bars where employees meet to socialize etc.;



The WorkPlace Transparency Act continued...

- Defines the term “harassment” and includes the “actual or perceived” language – inclusive of all protected classes so harassment based upon race, sexual orientation, age, marital status, etc. is prohibited as is any harassment based on the perception that someone is a member of a protected class;
- Adds language that employer is responsible for harassment by the employer’s non-managerial and non-supervisory employees, but only if the employer become aware of the conduct and fails to take reasonable corrective measures;
- adds liability for harassment of non-employees. Same language for liability for non-managerial, non-supervisory employees regarding knowledge and failure to act reasonably;
- As an employer, we must disclose to the Illinois Department of Human Rights the total number of final adverse judgement or administrative rulings involving sexual harassment discrimination in the previous year.

this information is from an Ancel Glink memo to HR Manager, dated August 30, 2019. Please note this is merely a summary of main points and not all inclusive of all provisions of the Act.



Policy Changes to reflect compliance with laws effective January 1, 2020

1.2 Non-Discrimination and Anti-Harassment Policy

1.10 Pre-Employment Testing Cannabis Related

1.18 Alcohol and Drug Abuse Cannabis Related

6.5 Sobriety and Substance Abuse

Policy Updates recommended by staff:

3.5 Bereavement Leave To include additional family members

4.2 Insurance Plans Waiting Period to be removed for new benefits eligible full-time Current - Eligible at beginning of month following employment Proposed - All full-time employees covered on first day of employment Vision coverage noted