

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE
AGENDA**

Members: Allen Coffey, Chair
Fran Cory
Jim Shonts
Judy Smith
Beth Toland

Thursday, May 28, 2015
at 3:30 pm
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
Telephone: (405) 231-8650

- I. Call to Order and Establishment of Quorum – Allen Coffey, Chair
- II. Discussion, Consideration, and Possible Action: Report and Recommendations from Administrative & Personnel Committee meeting May 13, 2015
- III. Discussion, Consideration, and Possible Action: Report and Recommendations from Administration
 - MLC FY 2015-2016 Preliminary Budget

REPORT AND RECOMMENDATION FROM THE A & P COMMITTEE

The Administrative & Personnel Committee met May 13, 2015 for:

(Please reference the A & P Committee Packet mailed to entire Commission for the detailed reports. If you need another copy, please notify the Director's Office)

- I.** Discussion, Consideration, and Possible Action: Annual Review of Human Resources – Salaries and Benefits
With Reports and Recommendations from Administration:
 - ❖ Compensation & Benefit Plans
- II.** Discussion, Consideration, and Possible Action: Revisions to MLS Policy and Procedure Manual –
(Approved by MLC 05-21-15)

During its meeting, the Committee:

Reviewed and discussed all items.

FINANCE COMMITTEE ACTION:

To accept or approve the following recommendations from the A&P Committee and recommend the Commission incorporate the funds for 1: Compensation and 2: Benefits into the FY 2015-16 budget and that the Commission by approval of the estimate of needs, approve the plan changes in accordance with the funding level.

Compensation:

- A. A continuation of the performance based merit increase schedule ranging from 0-3%
- B. Depending on pending tax revenue, a possible market adjustment for all employees effective the first pay period in January, 2016.

2. Benefits:

- A. Acceptance of the Stop Loss coverage renewal for the Employee Benefit Plan through Sun Life and Health Insurance Company on a Paid contract basis with an increase in the Specific Deductible level to \$85,000 per individual.
- B. Acceptance of the plan change recommendations for the self-funded Employee Benefit Plan.
- C. Acceptance of the Employee Benefit Plan premium costs reflecting a 1.00% increase to the Library System and participants after applying a portion of the available fund balance.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Wednesday, May 13, 2015 TIME: 3:30 PM
MEETING PLACE: Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
(405) 231-8650

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, April 13, 2015. Notice of the time, date, place, and agenda for this meeting was posted by the Secretary of the Commission in prominent public view at the Downtown Library, 300 Park Avenue, Oklahoma City, on May 11, 2015, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ralph Bullard
Cynthia Friedemann
Brian Maughan
Sharon Voorhees
Hugh Rice, Chair

COMMITTEE MEMBERS EXCUSED:

Mukesh Patel

ESTIMATE OF OTHERS PRESENT: 10

I. The meeting was called to order at 3:33 p.m. by Mr. Hugh Rice, Chair.

Roll was called to establish a quorum. Present: Bullard, Friedemann, Voorhees, and Rice (Arrived: Harpman, 3:34; Maughan, 3:39).

II. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Annual Review of Human Resources ~ Salaries and Benefits.

Mrs. Kelley Hoffman, Director of Human Resources, provided the details of the Compensation report and recommendations. Questions and discussion followed.

Mrs. Hoffman referred to Ms. Stephany Boice, Benefits Manager, to provide the benefits portion of the report and recommendations. Ms. Boice provided a brief overview of the plan performance.

This year there are six recommendations for change. Ms. Boice reviewed the recommended changes to the self-funded employee benefit plan. Questions and Discussion followed.

Mr. Brian Maughan suggested the library system look into Advanced Body Scans and the County Pharmacy program for future possible benefits to library employees. Questions and discussion followed.

Administration will research Advanced Body Scans and the County Pharmacy program and will report back to the committee in conjunction with the information presented for a possible market adjustment, prior to final budget approval.

Mr. Rice called for a motion from the Committee.

Mr. Bullard moved to recommend that the Finance committee incorporate the funds for the recommendations regarding Compensation and Benefits into the FY 2015-16 budget and that the Commission, by approval of the estimate of needs, approve the plan changes in accordance with the funding level. Mrs. Friedemann seconded. No further discussion; motion passed unanimously.

III. Mr. Rice referred to the Discussion, Consideration, and Possible Action: Report and Recommendations from Administration – Revisions to the MLS Policy and Procedure Manual.

Mr. Rogers explained in September 2007, Administration brought four revised policies (SH 510 Civil Rights Policy, SH 511 Complaint Resolution Policy; SH 520 Grievance Policy; SH 530 Due Process in Certain Employment Actions) to the A&P Committee for approval. Also included were the associated procedures to the policies. Policies are normally adopted by the Commission, while the organizational procedures are written by staff to manage the decisions and actions governed by those policies. Because the procedures associated to the policies above were approved by the A&P Committee and the Commission, they were inadvertently established as formal policy. Mr. Rogers is recommending the committee repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedures; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from Metropolitan Library System Policy.

Mr. Maughan moved to repeal SH 510.1 Civil Rights Complaint Resolution Procedures; SH 511.1 Complaint Resolution Procedures; SH 520.1 Grievance Policy Procedure; SH 530.1 Administrative Procedures for Due Process Hearing in Certain Employment Actions from Metropolitan Library System Policy. Mrs. Voorhees seconded. No Further discussion; motion passed unanimously.

IV. Mr. Rice adjourned the meeting at 4:13pm.

Tim Rogers, Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM ADMINISTRATION

**METROPOLITAN LIBRARY SYSTEM
PRELIMINARY BUDGET FY 2015 - 2016
(July 1, 2015 ~ June 30, 2016)**

PLEASE REMEMBER TO BRING THIS BINDER
TO THE JUNE 18, 2015
METROPOLITAN LIBRARY COMMISSION MEETING
AT THE DOWNTOWN LIBRARY

ADMINISTRATIVE RECOMMENDATION AND COMMITTEE ACTION:

To approve the Metropolitan Library System Preliminary Budget FY 2015-16