

**METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY**

**FINANCE COMMITTEE
AGENDA**

Members: David Greenwell, Chair
Nancy Anthony
Scott Duncan
Greg Womack

Tuesday, June 7, 2005
at 3:30 pm
Downtown Library
300 Park Avenue
Oklahoma City, OK 73102
Telephone: (405) 231-8650

NOTE: Comments from the general public will be limited to 15 minutes with time prorated among speakers. Preference will be given to residents of Oklahoma County. Persons signing up to address the committee must list their residential address and personally sign a speaker form.

- I. Call to Order and Establishment of Quorum – David Greenwell, Chair
- II. Report and Recommendations from Administrative & Personnel Committee meeting June 2, 2005 ~ Ann Caine, Chair
- III. Report and Recommendations from Administration
 - MLC FY 2005-2006 Preliminary Budget

Cc: Metropolitan Library Commission
MLS Administrative Team
MLS Managers and Supervisors
President, MLS Staff Association

REPORT AND RECOMMENDATIONS
FROM THE ADMINISTRATIVE & PERSONNEL COMMITTEE

The Administrative & Personnel Committee met June 2, 2005 for:

(Please reference the A & P Committee Packet mailed to entire Commission on May 26, 2005, for detailed reports)

- I. Annual Review of Human Resources – Salaries and Benefits
Reports and Recommendations from Administration:
Compensation
Benefit Plans

During its meeting, the Committee:

Reviewed and discussed all items.

(Included with this report are the minutes of the June 2, 2005, A & P minutes.)

The following recommendations are the results of the discussions.

FINANCE COMMITTEE ACTION:

To accept or approve the following recommendations from the Administrative & Personnel Committee and recommend the Commission approve incorporation into the FY 2005-06 Preliminary Budget.

1. Approve the incorporation into the FY 2005-06 Annual Budget the recommended merit increase schedule of from 0% to 3% for FY 2005-06. Funds have been included in the Preliminary FY 2005-06 Budget.
2. Approve the incorporation into the FY 2005-06 Annual Budget the recommended market adjustment of 3%, effective the last pay period in December 2005 that includes January 1, 2006. Funds have been included in the Preliminary FY 2005-06 Budget.
3. Approve the incorporation into the FY 2005-06 Annual Budget the recommended Medical/Dental Benefit Plan premiums and to accept the recommended changes to the Medical/Dental Benefit Plan provisions. Funds have been included in the Preliminary FY 2005-06 Budget.

METROPOLITAN LIBRARY COMMISSION
OF OKLAHOMA COUNTY

ADMINISTRATIVE & PERSONNEL COMMITTEE

MINUTES

DATE: Thursday, June 2, 2005 TIME: 3:30 PM
MEETING PLACE: Belle Isle Library
5501 N. Villa
Oklahoma City, OK 73112
(405) 843 - 9601

Written public notice of the time, date and place of this meeting was given to the County Clerk of Oklahoma County, May 20, 2005. 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 Belle Isle Library, 5501 N. Villa, and the Downtown Library, 300 Park Avenue, Oklahoma City, on May 31, 2005, in conformity with the Oklahoma Open Meeting Act

COMMITTEE MEMBERS PRESENT:

Ann Caine, Chair
Carolyn Cornelius
Shirley Pritchett
Marguerite Ross

COMMITTEE MEMBERS EXCUSED:

COMMISSION MEMBERS PRESENT:

Donna Morris, Executive Director

ESTIMATE OF OTHERS PRESENT: 8

I. The meeting was called to order at 3:31 p.m., by Dr. Ann Caine, Chair.

Roll was called to establish a quorum. Present: Cornelius, Pritchett, Ross, Caine.

II. Dr. Caine called on Mr. Ric Rea, Director of Human Resources, to present the Annual Review of Human Resources – Salaries and Benefits.

Mr. Rea reviewed the recommendations from the Administration in detail. He stated that the recommendations on compensation have not increased over last year's amount. The recommendations ask for a compensation merit/performance increase schedule of from 0% to 3%, effective July 1, 2005, and a market adjustment of 3% for all employees, effective with the beginning of the pay period in December 2005 that includes January 1, 2006. Questions and discussion followed.

He continued by explaining the 0% rate increase in the long-term disability insurance and the decrease to \$0.18/\$1000 of the life and accidental death and dismemberment insurance with a change in insurance carrier to Sun Life Assurance Company. He explained the employee assistance program (EAP) provider's rate increase of \$0.25 per employee per month.

Mr. Rea explained the need for staff to be authorized to further explore long-term care insurance, with a possible mid-year implementation; he reminded the Committee that that this insurance would be an employee-pay-all insurance. He called for questions and discussion followed.

Mr. Rea referred the benefits plan review to Mrs. Kelley Hoffman, Benefits Manager.

Mrs. Hoffman explained the benefit recommendations in detail. She explained that acceptance of the 0% rate increase for the self-funded medical /dental plan and the approval of the medical/dental funding account variation formula includes amending the plan by:

- eliminating the age limit on immunizations under the wellness benefit
- under the pharmacy benefit program
 - implementing prescription benefit plan design changes
 - introducing the Caremark Specialty Pharmacy Service for selected biotechnical (specialty) drugs
 - applying managed drug limitations to two drug classes
 - initiating Caremark's CustomCare Retail retrospective review program

Mrs. Hoffman continued by explaining the increase for the administrative service fee of the third-party administrator of \$0.50 per employee per month and the increase of \$0.50 per employee per month for access to an expanded preferred provider organization (PPO) network coverage area.

The recommended monthly premiums for FY 2005-06 are:

	Library's Share	Employee's Share	Total
Employee only	\$428.37	\$ 47.60	\$475.97
Dependents	\$276.70	118.60	\$395.30
Both	\$705.07	\$166.20	\$871.27

Mr. Rea concluded by restating the recommendations and called for questions. Discussion followed.

Dr. Caine called for a motion.

Mrs. Carolyn Cornelius moved to accept the Administration's recommendations and recommend that the Finance Committee incorporate the funds for the recommendations into the FY 2005-06 Budget. Ms. Marguerite Ross seconded. No further discussion; motion passed unanimously.

III. No further business, Dr. Caine adjourned the meeting at 4:00 p.m.


Donna Morris, Executive Director
(Secretary)

REPORT AND RECOMMENDATION FROM ADMINISTRATION

**METROPOLITAN LIBRARY SYSTEM
PRELIMINARY BUDGET FY 2005 - 2006
(July 1, 2005 ~ June 30, 2006)**

PLEASE REMEMBER TO BRING THIS DOCUMENT # 104
TO THE JUNE 16, 2005
METROPOLITAN LIBRARY COMMISSION MEETING
AT THE SOUTHERN OAKS LIBRARY

ADMINISTRATIVE RECOMMENDATION AND COMMITTEE ACTION:

To approve the Metropolitan Library System Preliminary Budget FY 2005-06