

MINUTES

METROPOLITAN EMPLOYEE BENEFIT BOARD

STUDY & FORMULATING COMMITTEE

August 28, 2020

The Study & Formulating Committee met on Friday, August 28, 2020 at approximately 1:07 p.m. via teleconference and was broadcast through the Metro Nashville Network, (MNN), on Nashville's Comcast Channel 3, AT&T UVerse Channel 99 and on the MNN Live Stream.

Committee Members present: *Nick Brassell, Richard Chapman, Trish Holliday, Cleophis D. Rucker and
**Kim Stagg.

Benefit Board Members present: Shannon B. Hall

Other(s) present: Christina Hickey, Metro Human Resources, and Nicki Eke, Metro Legal Department.

Christina Hickey called the meeting to order and stated that the first order of business will be to agree that under the Governor's Executive Order #16 extended by Executive Orders #34 and #51 that the meeting agenda constitutes essential business of this Committee and meeting electronically is necessary to protect the health, safety and welfare of Tennesseans in light of the COVID-19 outbreak.

*Denotes Nick Brassell leaving the call.

The Committee members were in agreement to have the meeting electronically.

The Human Resources staff submitted the following for the Committee's consideration and appropriate action:

1. Welcome & introductions by HR Director.

Christina Hickey turned the meeting over to Shannon Hall, Human Resources Director for the staff introductions.

Shannon Hall welcomed and thanked the Committee members for serving. Ms. Hall introduced the HR support staff, legal department staff, consultants (Deloitte) and actuary (Findley).

Shannon Hall addressed the Committee regarding administrative assistance and consulting services and informed the Committee that Christina Hickey will coordinate the meetings and be the point of contact for information requests from both the HR Department and our contracted consultants and actuary.

2. Overview of Study and Formulating Committee roles and responsibilities.

Nicki Eke, Legal Department, stated that this Committee is established in accordance with the Metro Charter. She stated the role of the Committee is to study benefits and related matters in connection with the Metro benefit system. She stated that within one year of its appointment, unless that time is extended by the Metro Council the Committee is required to submit to the Employee Benefit Board, such amendments to benefits as the study may indicate are necessary. Ms. Eke also stated that the Committee may employ the services of the consultants (Deloitte) and actuary (Findley), as necessary within the appropriation.

**Denotes Kim Stagg joining the call.

3. Benefits overview.

Christi Mayo, HR staff, gave a brief overview of Metro's core and optional benefits. She also reviewed the associated costs by Metro and employees.

There was some discussion regarding the vendors for the basic life and the supplemental and dependent life insurance, the medical plans and Medicare and the tier structure.

4. Deloitte and Findley introductions.

Angela Watts and Kelley Lewis, Deloitte, gave an overview of the firm and services provided to Metro and discussed the recent workforce survey regarding benefits.

Kevin Sullivan and Joseph Meyers, Findley, gave an overview of the firm and the services provided to Metro.

There was also some discussion on getting the survey and the results for the next meeting and information on the public sector plans and Metro's plans.

5. Election of Chair and Vice-Chair.

Christina Hickey opened the floor to nominations for Committee Chair and Vice-Chair.

After some discussion of the Committee members meeting in person to get to know each other and deferring the elections to another meeting, Nicki Eke, Legal Department, noted that it can be deferred to another meeting, however, the business of the Committee has to be conducted in an open meeting at all times.

The Committee members agreed to defer this to the next meeting.

6. Discussion and scheduling of future Committee Meetings.

Christina Hickey stated that it is the intent to have the Committee meet at least once a month.

There was some discussion regarding the one year term of the Committee and that it can be extended if necessary and meeting every 2 weeks.

There was some discussion on getting information regarding benefits in the public/private sector.

There was some discussion of scheduling meetings in the evening,

Nicki Eke, Legal Department, stated that conducting meetings in the evening or weekends raises overtime issues for staff after normal business hours.

There was also some discussion regarding staff availability for meetings after normal business hours.

There was also some discussion of getting suggestions from the Finance Department and Unions.

With nothing further presented, the meeting adjourned at 2:03 p.m.

ATTEST:

APPROVED: