



# Passport to Progress

## AGENDA

Admin Copy

### SPECIAL MEETING PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES

Wednesday, February 10, 2010  
4:00 P.M.  
Meeting Room

*The Vision of the Placentia Library District is to inspire exploration, open minds and bring people together.*

The Purpose of the Placentia Library District is to provide services and materials to our ever changing and diverse community.

To accomplish this goal the Library will:

- 📖 Provide a qualified staff to acquire, organize, and maintain a collection of print and non-print materials in an easily accessible facility and assist the public with its use.
- 📖 Provide literacy outreach and services to the community.
- 📖 Provide a special collection to document and preserve Placentia's History and Authors.
- 📖 Present programs and provide technology access to everyone in order to promote reading and lifelong learning.
- 📖 Promote the Library's vision through consistent messages to the public.

**AGENDA DESCRIPTIONS:** *The Agenda descriptions are intended to give members of the public notice and a general summary of items of business to be transacted or discussed. The Board may take any action which it deems to be appropriate on the Agenda and is not limited in any way by the notice of the recommended action.*

**REPORTS AND DOCUMENTATION:** *Reports and documentation relating to Agenda items are on file in the Administrative Office and the Reference Department of Placentia Library District, and are available for public inspection. A copy of the Agenda packet will be available for use during the Board Meetings. Any person having any question concerning any Agenda item may call the Library Director at 714-528-1925, Extension 203.*

#### CALL TO ORDER

1. Call to Order                      Library Board President
2. Roll Call                              Recorder      4:02 PM
3. Adoption of Agenda

recorder #2

absent GW

*This is the opportunity for Board members to delete items from the Agenda, to continue items, to re-order items, and to make additions pursuant to Government Code Section 54954.2(b).*

Presentation:      Library Director  
Recommendation:      Adopt by Motion

ST RD ALL

4. Oral Communications

*Members of the public may address the Library Board of Trustees on any matter within the jurisdiction of the Board. Presentations by the public are limited to 5 minutes per person. Members of the public are also permitted to address the Library Board of Trustees on specific Agenda Items before and at the time that an Item is being considered by the Board. Action may not be taken on items not on the Agenda except in emergencies or as otherwise authorized. Reference: California Government Code Sections 54954.3, 54954.2(b).*

5. Review and Discuss the Placentia Library District Policy #2110, Health and Welfare Benefits.

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

reg mts  
adjourn 4:45 PM

CLOSED SESSION

6. Conference With Legal Counsel – Anticipated Litigation

*Pursuant to California Government Code Section 54956.9(b) a closed session can be held to consult with legal counsel on a potential case.*

Presentation: Library Director

Recommendation: Action to be determined by the Library Board of Trustees.

Report out: none

ADJOURNMENT

5:02 PM

7. Agenda Preparation for the February Unusual Date Meeting which will be held on Tuesday, February 16, 2010 unless re-scheduled by the Library Board of Trustees.

8. Review of Action Items.

*No action or discussion shall be taken on any item not appearing on the posted Agenda, unless authorized by law.*

9. Adjourn

\*\*\*\*\*CERTIFICATION OF POSTING\*\*\*\*\*

I, Marisa Timothy, Administrative Assistant, of Placentia Library District, hereby certify that the Agenda for the February 10, 2010 Special Meeting of the Library Board of Trustees of the Placentia Library District was posted on February 8, 2010.

Marisa Timothy, Administrative Assistant

adjorn  
4:45 pm

**PLACENTIA LIBRARY DISTRICT BOARD OF TRUSTEES**

**TO:** Library Board of Trustees

**FROM:** Jeanette Contreras, Library Director

**SUBJECT:** Placentia Library District Policy 2110 – Health and Welfare Benefits

**DATE:** February 10, 2010

*authorize*  
*AS - MJ Pres Bd = JC teleconf w/ SDRMA*  
*JT m2 ① to negotiate that employees can add eligible employees*  
*② to comply w/100% premium for yr starting July*  
*all*  
*③ if no deal - continue 6mo, then drop.*

**BACKGROUND**

The Placentia Library District Policy 2110 – Health and Welfare Benefits was discussed at the January 25, 2010 Library Board of Trustees meeting. The purpose for the review of policy 2110 was to propose changes to the policy in order to be in compliant with the District’s existing ancillary benefits through the Special District Risk Management Authority (SDRMA). - *excellent rates esp. w/ PPO*

The District has two options to meet current ancillary coverage compliance:

- 1) Pay 100% of the premium for ancillary coverage for all regular part-time employees, beginning July 1, 2010; or
- 2) Discontinue ancillary coverage for regular part-time employees, beginning March 1, 2010.

The cost to the District for option one is \$12,912.

The Library Board of Trustees directed the Library Director to research possible options to present at a future special meeting.

Attachment A is a copy of policy 2110 – Health and Welfare Benefits.

The Library Director’s findings will be presented at the meeting.

**RECOMMENDATIONS**

- 1) Placentia Library District pay 100% of the premium for dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning July 1, 2010, to comply with the District’s current coverage with SDRMA and the Library Director to present formal proposals for medical and welfare benefits from other carriers for the Library Board of Trustees to consider at a future meeting; and/or
- 2) Placentia Library District discontinue dental, vision, long-term accidental death and dismemberment coverage for regular part-time employees, beginning March 1, 2010, to comply with the District’s current coverage with SDRMA and the Library Director to present formal proposals for medical and welfare benefits from other carriers for the Library Board of Trustees to consider at a future meeting; and/or
- 3) Increase the dental insurance reimbursement for all employee’s portion for “major” procedures from 50% to 75% for the period of March 1, 2010 – July 1, 2010 (Policy 2110.1.3.2).

Ancillary  
Vision  
dental  
disability  
life

AS - no renegotiating with SPRMA avail?

JC - no, not an option @ any time.

15 with  $\$$  not enrolled

RD - how many part-time employees?

last 6 mo \$800 - of re-imb.

AS - how was this discovered?

J - by trying to add Dental coverage for three employees (2 full-time)

\* per policy, not able to add employee to dental after 31 days of employment

Benefit of seeking new program

4B - 6 ~~part-time~~ employees covered by ancillary at this time.

AS - pay 12K for next year <sup>FU</sup> 100% = 12K

JT - problem with employees not able to add.

4B - <sup>(yes)</sup> RD had understanding of open enrollment for all coverages - some not able to add at this time.

AS - ① pay full load — ② add? JC - no, not able to AS - must talk to directly negotiate

JT - same amount for FT  $\hat{=}$  PT

4B - yes except life ins., based on salary

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Health and Welfare Benefits

**POLICY NUMBER:** 2110

**2110.1 Medical Expense Insurance.** The District provides health, hospital, vision, dental and disability insurance to cover non-occupational injuries and sickness for regular probationary and full time and part-time employees working twenty or more hours per week. The scope of coverage and the payment of premiums are subject to periodic review and revision by the Board of Directors.

**2110.1.1 Exempt Employees Premium.** The District pays the premium for all exempt employees and family, if applicable, for medical, dental, and vision coverage with a required employee monthly co-pay of \$54.00. Long-term accidental death and dismemberment insurance is paid for by the District for the employee only.

**2110.1.2 Non-Exempt Employees Premium.** The District pays the premium for the non-exempt employee only on medical, dental, vision, accidental death and dismemberment coverage for full-time and a pro-rata payment for regular part-time employees. Spouse and family coverage is available at the employee's expense for all policies except family long-term accidental death and dismemberment coverage.

**2110.1.3 Deductible/Co-Pay Reimbursements.** All employees enrolled in medical and/or dental coverage are eligible to receive deductible/co-pay reimbursements for the following conditions. Regular part-time employees enrolled in medical and/or dental coverage are eligible to receive pro-rata reimbursements. The maximum reimbursement for full-time employees is \$500 per medical plan year (January to December).

### 2110.0.3.1 Medical Insurance Reimbursement of:

(a) \$300 annual deductible. The Employee must submit receipt(s) from the care provider(s) that include the name and address of the provider, the date of the care and the amount paid to the provider.

(b) \$15.00 co-pay for physician office visit. The Employee must submit a receipt from the physician's office that includes the name

and address of the provider, the date of the visit and the amount paid to the provider.

(c) \$15.00 co-pay for physical therapy. The Employee must submit a receipt from the physical therapist's office that includes the name and address of the provider, the date of the visit and the amount paid to the provider.

**2110.1.3.2** Dental Insurance Reimbursement of 50% of employee's portion for "Major" procedures. Employee must submit "Explanation of Benefits" statement from Plan Provider and an itemized receipt from the dentist's office. Orthodontia, cosmetic and/or any elective work is not reimbursable.

**2110.2** Workers' Compensation Insurance. All District employees will be insured against injuries received while on the job as required by State law,

**2110.3** Life Insurance. Life Insurance in the amount of \$50,000 is provided for all full-time and regular part-time employees working twenty hours per week or more. The carrier reduces the amount of coverage after age sixty-five.

**2110.4** Social Security and Medicare. Placentia Library District participates in Social Security and Medicare for all employees.

**2110.5** Money Purchase Pension Plan.

**2110.5.1** Upon achieving eligibility as defined in the Plan, employees will be enrolled in the District's Money Purchase Pension Plan.

**2110.5.2** The District contributes eight per cent of an employee's annual salary to the Plan. There is no employee contribution to the Money Purchase Pension Plan.

**2110.5.3** Employees are vested in the Money Purchase Pension Plan at a rate of twenty per cent per year for the first five full fiscal years of employment, and beginning in year six are fully vested.

**2110.65** Deferred Compensation/457 Plan.

**2110.6.1** Probationary and regular employees in all job classifications are eligible to participate in one of the Deferred Compensation Plans /457 Plans designated by the Library Board of Trustees.

**2110.6.2** The Library does not make any contributions to a Deferred Compensation/457 Plan on the employee's behalf.

2110.6.3 Participation in the Deferred Compensation/457 Plan program is voluntary and the employee must process the application and manage the investments.

2110.6.4 Contributions to the Deferred Compensation/457 Plan are made with pre-tax dollars through payroll deduction.

2110.6.5 Individual staff members may request through the Library Director that the Library Board of Trustees approve additional 457 Plans.

2110.6.6 Information about all of the 457 Plans currently approved by the Library Board of Trustees is available from the office of the Manager of Administrative Services.

