



Travis County Commissioners Court Agenda Request

Meeting Date:

June 10, 2014, Voting Session

Prepared By:

Shannon Steele, HRMD 854-6046 *SMS*

John Rabb, HRMD 854-2472 *JR*

Elected/Appointed Official/Dept. Head:

Leroy Nellis, County Executive 854-8679 *LN*

Sponsors:

Judge Samuel T. Biscoe *SB*

AGENDA LANGUAGE:

Consider and take appropriate action on the following employee benefit items for Fiscal Year 2015 plan year.

- A. Approve date and time for Employee Public Hearing as Thursday, June 26, 2014 at 4:30 p.m. in Commissioners Courtroom.
- B. Approve printing and release of information to employees and retirees regarding proposed benefit options and rates prior to Employee Public Hearing.

BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:

Each year, HRMD Benefit staff prepare benefit options and rates for the upcoming fiscal year. All plan design changes and recommended rates are presented to Commissioners Court for discussion. Prior to the Court voting on changes and rates, the Court allows for a period of time for HRMD staff to present the recommended options and rates to employees and retirees. HRMD staff uses several communication methods to notify employees and retirees of the recommended changes and solicits feedback for the Court to review. The Employee Public Hearing is then an opportunity for employees and retirees to give feedback directly to the Court on benefit and compensation items and/or recommended changes.

Communication Plan for Employees and Retirees

HRMD Benefit staff have informational sessions planned starting on June 11, 2014 and continuing until June 25, 2014. The information sessions are open to employees, retirees and their dependents. HRMD staff will present information related to the date and time of the Employee Public Hearing, an overview of the proposed changes, and the proposed rates for FY 15 as presented to Commissioners Court. Sessions are scheduled throughout various County facilities and there will also be an evening session scheduled as well as a Spanish session scheduled to accommodate as many employees as possible.

In addition to the information sessions, information will also be emailed to all employees and retirees with an email address on file. The email will have information regarding the proposed changes, schedule of information sessions and the date and time of the Employee Public Hearing. HRMD benefit staff will also mail a postcard to retirees with the information. The benefits page on the County's internal web site, traviscentral, will be updated with the information for employees to access and review prior to the public hearing.

STAFF RECOMMENDATIONS:

HRMD staff recommend approval of the Employee Public Hearing date on Thursday June 26th at 4:30 pm and also recommend the approval of the release of information regarding benefit options for FY 15.

ISSUES AND OPPORTUNITIES:

None.

FISCAL IMPACT AND SOURCE OF FUNDING:

No funding is required for the approval of this item.

REQUIRED AUTHORIZATIONS:

Human Resources Management	Shannon Steele, 854-6046
Human Resources Management	John Rabb, 854-2742
Human Resources Management	Debbie Maynor, 854-9170
Planning and Budget Office	Leroy Nellis, 854-9106