

**Payne County Budget Board**  
**Regular Meeting, November 14, 2016, 11:00 a.m.**  
Payne County Administration Building; 315 W. 6th Avenue  
Gloria Hesser Commissioners' Meeting Room, Suite 200/201

**AGENDA**

- I. **Call to Order**
- II. **Minutes**
  - A. Approval of October 20, 2016
- III. **Financial Reports**
  - A. Cash Appropriations
  - B. Transfers
  - C. Letter of Commitment
- IV. **Personnel Reports**
  - A. Approval of Employee Request for Leave and/or Request for Leave Share
  - B. Range Change, Discussion and Possible Actions
  - C. New Hires Discussion and Possible Action
  - D. Personnel Policy -Discussion and Possible Action
- V. **Discussion and Possible Action on Reports from Officers and Boards**
  - A. Monthly Reports of Officers
    - 1. 3/8 Cent Sales Tax
    - 2. 3/8 Cent Sales Tax Renewal
    - 3. Highway Cash (D1 & D3)
  - B. Christmas Party
- VI. **New Business**
- VII. **Adjournment**

PAYNE COUNTY  
GLENN CRAIG  
COUNTY CLERK

2016 NOV 10 A 8:22

**Official Minutes of  
PAYNE COUNTY BUDGET BOARD**

The Payne County Budget Board met in a special meeting of the board at 11:00 a.m. on **Thursday, October 20<sup>th</sup>, 2016** at the Payne County Administration Building, Gloria Hesser Commissioner Meeting Room, Suite 200/201 located in Stillwater, Oklahoma.

Chairman Bradley called the meeting to order: at 11:00 a.m.

The following members were present: Glenna Craig, County Clerk, Kent Bradley-District 3 Commissioner, James, Cowan-Assessor, Lori Allen, Court Clerk, Jessie Jones- District 1 Deputy Commissioner, LeNell Bowen- District 2 Deputy Commissioner, Carla Manning-Treasurer, R. B. Hauf-Sheriff.

Approve minutes of the previous meeting of the board: Clerk's office presented the minutes of October 10<sup>th</sup> for approval. Motion by Cowan to approve minutes as presented, second by Manning. Roll Call Vote: Craig-Yes, Bradley-Yes, Allen-Abstain, Manning-Yes, Bowen-Abstain Jones-Abstain, Hauf-Yes, Cowan-Yes.

Financial Reports

- A. 3/8<sup>th</sup> Sales Tax: See below discussion.
- B. FY 2016/2017 Amended Budget: Steven Cundiff reviewed the changes to the amended budget. Cundiff reviewed the unrestricted funds or general fund received from ad valorem taxes and miscellaneous revenues and the restricted funds generated from sales tax. He explained the change of no longer budgeting sales tax on an estimated projection and based on a recommendation from the State Auditor's office, the sales tax will now be put in separate cash funds and appropriated when received. Cundiff reviewed the breakdown of the carry over, the appropriation ledger, estimate of needs, and the adopted budget approved in June. Cundiff stated he had gone back to 2004 to figure the actual balances for the sales tax and now there are good numbers to roll forward into the cash accounts. Bradley said the highway cash accounts had the biggest discrepancy with District 3 to lose \$733,000 and District 1 gaining \$166,000. Bradley stated this was due to mismanagement from the previous administration. Bradley said he appreciated everyone's work on getting true and correct numbers.

Cundiff reviewed the appropriation ledger stating if there are additional needs now is the time to come before the board. Cundiff mentioned one need of adding \$16,500.00 for one additional election to the election board estimate of needs and the change to the ad valorem accounts with an ST for sales tax. He said those amounts have been changed based on the new sales tax provision, with those amounts estimated at what is carried over. Cundiff said the General Fund Contingency has \$ 1,963,000.00 in which funds could be used if there is a need and upon approval from the budget board. Cundiff reviewed the cost to the county for a possible pay raise for employees and elected officials and a 25% increase for health insurance.

Bradley presented an estimate of needs for \$450,000.00 to cover cost of a new sewer line at the Expo Center and the other agencies it would benefit. Bradley explained with a new sewer line, it would accommodate 5000 gallons per day and would be an investment for the future. Board discussed whether to take out the entire cost from this year's contingency or just the \$100,000.00 for the engineering cost. Hauf asked if the Fair Board could contribute to this cost. Bradley stated the cost could be pro-rated. Campbell said he would talk with the Fair Board about contributing to the cost. Motion by Bradley to approve \$100,000.00 for engineering on the sewer line to the Expo Center and other agencies, second by Cowan. Roll Call Vote: Bradley-Yes, Allen-Yes, Manning-Yes, Bowen-Yes, Jones-Yes, Hauf-Yes, Cowan-Yes, Craig-Yes.

Kevin Woodward of the Sheriff's office presented an amended budget changing one employee's salary affected by the federal government overtime requirement. Woodward stated this was a total increase of \$4908.00 for this salary with the increase to the Sheriff's budget of \$3267.00. Motion by Craig to increase the adopted budget and amended budget for the Sheriff's department for full time salaries \$3267.00 to cover the Federal overtime guidelines, second by Jones. Roll Call Vote: Cowan-Yes, Craig-Yes, Bradley-Yes, Allen-Yes, Manning-Yes, Bowen-Yes, Jones-Yes.

Motion by Craig to give the employees a 3% across the board raise and to give the officers a 1.8% the statutory salary increase according to the formula effective October 1st, second by Cowan. Bradley stated he thought the board needed to be very careful due to the fact the sales tax is down and there has only been two months with an increase in sales tax from the previous year. Bradley said he thought it would be more prudent if the board held off on the raises even though the

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insurance increase was not as much as expected and that there could be more possible needs to come out of the contingency. Cowan stated he felt our employee's wages needed to be competitive with private sector and that the raise was justified. Craig stated there was no employee salary increase last year due to the insurance premiums going up. Manning stated there was a large percentage of employees at the top of the salary range and this is the only raise they would get. Roll Call Vote: Cowan-Yes, Craig-Yes, Bradley-No, Allen-Yes, Manning-Yes, Bowen-Yes, Jones-Yes.

**Discussion and Possible Action:**

- A. Premier Consulting-Employee Insurance Renewal: Cary Taylor and Dana Neighbors of Premier Consulting Partners presented the insurance renewal numbers for 2017. Taylor stated Community Care was not budging on their quote due to the fact the county's loss ratio over the last two years was 127%. Taylor said Community Care had an option that they would be willing to give the county a break on but it is not the current option. Taylor presented the options from Community Care HMO and United Health Care HMO. Taylor said United Health Care is not currently approved to accept the OPERS \$105.00 subsidy but OPERS would be willing to work on getting it approved. Taylor reviewed the Community Care HMO renewal which has a 23% increase. The Community Care \$1000.00 deductible had a 15.74% increase but Community Care was willing to lower the percentage to 13%. Taylor stated Community Care was going to preferred pharmacies which would require employees to only use Walmart or Walgreens for prescriptions. United Health Care HMO \$1000.00 deductible 80/20 option was a 3.91% increase. Board discussed the benefits of the Insure Oklahoma plan and encouraging more employees to apply. The Flex Card was also discussed as an option to utilize to help employees with high deductibles and out of pocket expenses. Board discussed each option at length. It was agreed the best option with the lowest percentage increase was the United Health Care HMO \$1000 deductible 80/20 plan. Employees will be offered a buy up plan to the \$500 deductible 100% option.

**Medical Plan Analysis  
January 1, 2017 Renewal**

	Option 12		Option 13	
	United Healthcare AG-VM w/FE		United Healthcare AG-VG w/FE	
Carrier	In-Network		In-Network	
Plan Name	Out-of-Network		Out-of-Network	
Benefits	HMO Navigate		HMO Navigate	
Network				
Deductible				
Individual	\$1,000		\$500	
Family	\$3,000		\$1,500	
Coinsurance	80%		100%	
Out-of-Pocket Maximum				
Individual	\$3,000		\$3,250	
Family	\$9,000		\$9,750	
Professional Services				
Office Visit	<19: \$0 PCP: \$25 Spec: \$75	Emergency Only	<19: \$0 PCP: \$20 Spec: \$60	Emergency Only
Lab & X-Ray	20% after Ded		No Additional Copay	
Diagnostic Imaging	\$500 Copay		\$500 Copay	
Hospital Services				
Inpatient Hospital	20% after Ded		0% after Ded	
Outpatient Hospital	20% after Ded		0% after Ded	
Emergency Services				
Urgent Care	\$100 Copay		\$75 Copay	
Emergency Room	\$500 Copay		\$500 Copay	
Prescription Drugs				
Deductible	\$0		\$0	
Copays	\$15 / \$35 / \$70		\$15 / \$35 / \$70	
Mail-Order	2 x Retail		2 x Retail	
Additional Information				
Rates				
Employee Only	167	\$622.79		\$710.48
Employee + Spouse	7	\$1,345.17		\$1,534.57
Employee + Child(ren)	21	\$999.58		\$1,140.32
Family	2	\$1,722.11		\$1,964.58
Estimated Monthly Premium		\$137,857.52		\$157,268.03
Estimated Annual Premium		\$1,654,290.24		\$1,887,216.36
Percentage Change From Current		3.91%		18.54%
Annual Dollar Change From Current		\$62,217.48		\$295,143.60

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## Dental Plan Analysis January 1, 2017 Renewal

		Current / Renewal		
Carrier		Delta Dental		
Plan Name		PPO Point of Service		
Benefits		In-Network		Out-of-Network
Network		PPO	Premier	Out-of-Network
Annual Deductible		\$50		
Individual		\$150		
Family		\$2,000		
Annual Plan Maximum				
Coinsurance				
Diagnostic & Preventive		100%	100%	90%
Basic Services		80%	80%	70%
Major Services		50%	50%	40%
Services		Major		
Perio		Major		
Endo		Major		
Oral Surgery		Major		
Implants		Major		
Orthodontic Services				
Lifetime Maximum		\$1,000	\$1,000	\$1,000
Coinsurance		50%	50%	40%
Age Limitation		Age 26	Age 26	Age 26
Reasonable & Customary		Negotiated	Negotiated	51st
Dependent Limiting Age		Age 26		
Additional Information		2 Year Rate Guarantee		
Rates	Counts	Current	Renewal	
Employee Only	86	\$27.40	\$30.14	
Employee + Spouse	25	\$54.76	\$60.24	
Employee + Child(ren)	11	\$78.84	\$86.72	
Family	14	\$106.22	\$116.84	
Estimated Monthly Premium		\$6,079.72	\$6,687.72	
Estimated Annual Premium		\$72,956.64	\$80,252.64	
Percentage Change From Current		10.00%		
Annual Dollar Change From Current		\$7,296.00		

*Reduced from 16% Increase*

## Vision Plan Analysis January 1, 2017 Renewal

		Current/Renewal	
Carrier		VSP	
Plan Name		Voluntary	
Benefits		In-Network	Out-of-Network
Network		VSP Signature	
Copay			
Exams		\$10	
Materials		\$30	
Frequency of Services			
Eye Exams		12 Months	
Lenses Benefit		12 Months	
Contact Lenses		12 Months	
Frames		24 Months	
Frames Allowance		\$130 Retail Allowance	
Contact Lens Allowance		\$130 Allowance	
Additional Information		Rate Guarantee Until 2018	
Rates	Counts		
Employee Only	76	\$9.83	
Employee + Spouse	25	\$15.73	
Employee + Child(ren)	6	\$16.05	
Family	19	\$25.88	
Estimated Monthly Premium		\$1,728.35	
Estimated Annual Premium		\$20,740.20	

## Voluntary Life with AD&D Plan Analysis January 1, 2017 Renewal

		Current / Renewal	
Carrier		Prudential	
Plan Name		Voluntary Life	
Basic Information		All Employees Until 2019	
Class / Eligibility			
Rate Guarantee Period			
Life Benefit Maximum		\$10,000 increments up to \$500,000 \$5,000 increments up to \$150,000 \$10,000	
Employees		\$150,000	
Spouse		\$30,000 or 100% of EE amount	
Dependent Child(ren)		\$10,000 (birth to age 19 if unmarried)	
Guarantee Issue		N/A	
Employee		35% at age 65	
Spouse		50% at age 70	
Dependent Child(ren)			
AD&D Benefits			
Reduction Schedule			
Additional Information			
Rates per \$1,000		Current	Renewal
<35		\$0.050	\$0.065
35-39		\$0.080	\$0.104
40-44		\$0.120	\$0.156
45-49		\$0.190	\$0.247
50-54		\$0.320	\$0.416
55-59		\$0.520	\$0.676
60-64		\$0.600	\$0.780
65-69		\$0.990	\$1.287
70-74		\$1.670	\$2.171
75-79		\$2.600	\$3.380
80-84		\$2.600	\$3.380
85+		\$2.600	\$3.380
AD&D		N/A	N/A
Child		\$0.103	\$0.103

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**Life with AD&D Plan Analysis**  
January 1, 2017 Renewal

	Current	Renewal
<b>Carrier</b>	<b>Prudential</b>	<b>Prudential</b>
<b>Plan Name</b>	<b>\$20,000 Basic Life</b>	<b>\$20,000 Basic Life</b>
<b>Basic Information</b>		
Class / Eligibility	All Employees	All Employees
Rate Guarantee Period	Until 2019	Until 2019
<b>Employee Coverage</b>		
Benefit Amount	\$20,000	\$20,000
Guarantee Issue	\$20,000	\$20,000
<b>Age Reduction Schedule</b>	N/A	N/A
<b>Additional Information</b>		
<b>Rates</b>	<b>Current</b>	<b>Renewal</b>
Life Rate	\$0.206	\$0.231
AD&D Rate	\$0.022	\$0.022
Active Rate per \$1,000	\$0.228	\$0.253
Volume	\$4,020,000	
<b>Combined Estimated Monthly Premium</b>	\$916.56	\$1,017.06
<b>Combined Estimated Annual Premium</b>	\$10,998.72	\$12,204.72
<b>Percentage Change From Current</b>		11.0%
<b>Annual Dollar Change From Current</b>		\$1,206.00
<b>Carrier</b>	<b>Prudential</b>	<b>Prudential</b>
<b>Monthly Cost</b>	<b>Optional Flat \$20,000</b>	<b>Optional Flat \$20,000</b>
	\$4.56	\$5.92
<b>Carrier</b>	<b>Prudential</b>	<b>Prudential</b>
<b>Rate per \$1,000</b>	<b>Retiree</b>	<b>Retiree</b>
	\$1.96	\$2.17

Motion made by Craig to recommend going with the \$1000 deductible with United HealthCare and encourage our employees if they want to do a buy up to the \$500 deductible and the county continue to pay the base rate and encourage the Flex Plan, second by Cowan. Roll Call Vote: Allen-Yes, Manning-Yes, Bowen-Yes, Jones-Yes, Cowan-Yes, Craig-Yes, Bradley-No.

Motion by Cowan to keep Delta Dental, second by Allen. Roll Call Vote: Manning-Yes, Bowen-Yes, Jones-Yes, Cowan-Yes, Craig-Yes, Bradley-Yes.

Motion by Craig to continue to use VSP plan, second by Cowan. Roll Call Vote: Bowen-Yes, Jones-Yes, Cowan-Yes, Craig-Yes, Bradley-Yes, Allen-Yes, Manning-Yes.

Motion by Cowan to continue to use Prudential Life Insurance as our life insurance, second by Bowen. Roll Call Vote: Jones-Yes, Cowan-Yes, Craig-Yes, Bradley-Yes, Allen-Yes, Manning-Yes, Bowen-Yes.

Board discussed the dates for the 2017 Employee insurance enrollments. The dates of November 16<sup>th</sup>, 17<sup>th</sup>, & 18<sup>th</sup> was set for the insurance enrollment dates. Neighbors agreed to go to the District 1 barn in Cushing for enrollment.

B. Insure Oklahoma: New Business: Board agreed to have help available at the employee enrollment meetings to encourage employees to apply for the Insure Oklahoma benefits.

New Business: None presented at this time.

Adjournment: Motion by Craig to adjourn, second by Cowan. Roll Call Vote: Jones-Yes, Manning-Yes, Bowen-Yes, Cowan-Yes, Craig-Yes, Bradley-Yes, Allen-Yes.

**Minutes of the Board attested to**

By \_\_\_\_\_  
Glenna Craig, Payne County Clerk  
Seal of office

Approved by the Budget Board

On the \_\_\_\_ day of \_\_\_\_\_ 2016

Chairman \_\_\_\_\_

Vice Chairman \_\_\_\_\_

		% previous Month			% previous Month	% Total previous Year
	Gross Production	Total	Other	Total	Total	
Jan-15	\$ 138,485.35		\$200,767.01	\$339,252.36		
Feb-15	\$ 271,819.65	96%	\$265,233.95	\$537,053.60	58%	
Mar-15	\$ 100,009.23	-63%	\$237,583.28	\$337,592.51	-37%	
Apr-15	\$ 107,738.44	8%	\$256,614.95	\$364,353.39	8%	
May-15	\$ 103,636.44	-4%	\$329,899.25	\$433,535.69	19%	
Jun-15	\$ 134,516.40	30%	\$262,811.53	\$397,327.93	-8%	
Jul-15	\$ 86,139.02	-36%	\$248,365.62	\$334,504.64	-16%	
Aug-15	\$ 130,054.33	51%	\$266,991.17	\$397,045.50	19%	
Sep-15	\$ 141,949.42	9%	\$300,874.47	\$442,823.89	12%	
Oct-15	\$ 134,966.99	-5%	\$277,171.30	\$412,138.29	-7%	
Nov-15	\$ 129,284.05	-4%	\$529,931.86	\$659,215.91	60%	
Dec-15	\$ 122,568.00	-5%	\$334,722.39	\$457,290.39	-31%	
Jan-16	\$ 73,845.60	-40%	\$266,068.59	\$339,914.19	-26%	0%
Feb-16	\$ 130,002.75	76%	\$358,099.65	\$488,102.40	44%	-9%
Mar-16	\$ 65,863.64	-49%	\$288,502.90	\$354,366.54	-27%	5%
Apr-16	\$ 88,584.54	34%	\$314,094.79	\$402,679.33	14%	11%
May-16	\$ 49,725.47	-44%	\$280,960.40	\$330,685.87	-18%	-24%
Jun-16	\$ 71,160.92	43%	\$286,255.48	\$357,416.40	8%	-10%
Jul-16	\$ 65,834.11	-7%	\$256,101.84	\$321,935.95	-10%	-4%
Aug-16	\$ 69,410.68	5%	\$294,020.63	\$363,431.31	13%	-8%
Sep-16	\$ 66,452.24	-4%	\$261,689.39	\$328,141.63	-10%	-26%
Oct-16	\$ 30,825.81	-54%	\$516,256.61	\$547,082.42	67%	33%
	REVENUE FROM REIMBURSMENTS:			\$239,690.11		
Nov-16	64,223.95	108%	\$266,686.31	\$330,910.26	-40%	-50%

