

UNIFIED PERSONNEL SYSTEM

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Holly J. Schoenherr
Director

To: Mark S. Woodard, County Administrator
From: Holly J. Schoenherr, Director of Human Resources
Subject: Contracts for Medical, Pharmacy and Dental Benefits
Date: December 8, 2016

As you are aware a number of contracts for benefit program administration expire December 31, 2016. Human Resources, the County Attorney's Office, and Purchasing have been working to complete the contracting process with a target for approval at the December 13 Board of County Commissioners meeting. One of the four contracts requiring board approval has been placed on the December 13 agenda. Unfortunately, our work was not completed in time to place the remaining three contracts on the agenda, including the medical contract with United Healthcare, pharmacy contract with Express Scripts and the dental PPO contract with Cigna.

The medical and pharmacy contracts are in the process of being signed by the vendor. My expectation is that the dental PPO contract will be completed in the next few days.

My staff and I understand the importance of completing the contracting process in a more timely manner, and I am implementing changes to ensure a more responsible approach in the future. County employees, retirees and their families depend on the benefits these contracts provide. In order to prevent any disruption to medical, pharmacy, and dental benefits services, I am asking your assistance to secure approval of these three contracts prior to December 31, 2016.

If you have questions or comments please let me know. Thank you.

