



Pinellas County

Staff Report

File #: 18-1629A, **Version:** 1

Subject:

Resolution clarifying the delegated authority of the Human Resources Director to act as Plan Administrator of the Board of County Commissioners sponsored employee benefit plans.

Recommended Action:

Amend Resolution No. 11-68 to bring greater clarity to the Director of Human Resources' Delegated Authority, consistent with the recent action of the Unified Personnel Board.

Strategic Plan:

Create a Quality Workforce in a Positive, Supportive Organization

- 1.1 Recruit, select, and retain the most diverse and talented workforce
- 1.3 Make workforce safety and wellness a priority
- 1.4 Maintain a fair and competitive compensation package

Summary:

The amended resolution clarifies the delegated authority provided to the Director of Human Resources (HR) on August 9, 2011. The Board of County Commissioners (Board) is the official plan sponsor for all employee benefits plans; including group medical, dental, life, disability, deferred compensation, flexible spending and health savings accounts. Currently, this has been delegated to the HR Director without a clear scope or parameters. Recently, the Unified Personnel Board added clarifying language to the HR Director's delegated authority (Resolution 18-2) as it pertains to the Classification Plan, and this amendment seeks consistency by ensuring the delegated authority is clear and provides for stakeholder input. Furthermore, this amended resolution seeks to formally request that the Personnel Board accept and agree to the delegated authority provided to the Director of HR.

Background Information:

The Board, as the official plan sponsor and administrator of employee benefits plans, delegated authority to the Director of HR on August 9, 2011. The intent of that delegated authority was to streamline the process and create efficiencies for contract administration and implementation of employee benefits. Similar delegated authority was originally provided to the HR Director for changes to the Classification Plan by the Personnel Board on March 7, 2013. However, during the June 7, 2018 meeting of the Personnel Board, language was added to the resolution clarifying the scope of the HR Director's delegated authority.

This amended resolution similarly seeks to provide greater clarity on the scope of the HR Director's delegated authority for employee benefits plan administration. Also, the amended resolution establishes a Benefits Advisory Committee comprised of Appointing Authorities or designees, 2 members selected by the Employees' Advisory Council (EAC), and a Retiree representative from the Retired Employees of Pinellas County (REPCO) organization. Additionally, the amended resolution requires annual updates from the HR Director on proposed changes to the benefits plan to the newly

established Benefits Advisory Committee, the EAC, Appointing Authorities, and the Personnel Board. Lastly, it formalizes the process for the HR Director to report actions taken under the delegated authority to the Board of County Commissioners on a quarterly basis, as part of the County Administrator's quarterly report.

During the October 15, 2018 Joint Meeting of the Appointing Authorities and EAC Representatives, consensus was reached on establishing the Benefits Advisory Committee by all attendees, including the HR Director. Further discussion occurred during the October 17, 2018 EAC Representatives meeting, and members unanimously agreed to send a letter of support to the Board regarding the establishment of the Benefits Advisory Committee.

Fiscal Impact:

N/A

Staff Member Responsible:

Canaan McCaslin, Special Assistant to the County Administrator
Carole Sanzeri, Senior Assistant County Attorney

Partners:

N/A

Attachments:

Amended Resolution - Final
Amended Resolution - Redline
Resolution No. 11-68
Unified Personnel Board Resolution 18-2
Letter from the EAC