

Executive Committee Meeting
Wednesday, December 4th at Noon via Zoom

Present: David Dietrich, Beth Sullivan, Lynda Grande, Mary Hernandez, and Jeanette Fregulia.
Staff: Jill Baker and Jon Clarenbach

Excused: Carla Homstad

David welcomed everyone and called the meeting to order at 12:02. A quorum was present.

David asked Jill to provide background for the proposed change to the personnel policies and procedures manual regarding the Group Health Insurance Policy.

Jill reported that she and Jon met with HM's health insurance broker on Tuesday, November 5th to learn more about the coverage options for employees in 2025. With the changes in staffing over the past year, HM's costs have risen accordingly both with additional enrollees (HM has 6 full-time staff in FY25, up from 4 full-time and 2 part-time in FY24), and different demographics (age, health, etc). During HM's presentation with the broker, it became apparent that the \$1000 is not enough to cover employee health coverage in 2025. With December as the open enrollment period for health benefits for employees, it is important to make a change prior to employees selecting their health coverage plans so that staff may plan accordingly. In November, Jill reached out individually to Dave, Beth and Lynda to determine the best course of action in order to approve the policy change before HM's open enrollment period ends on December 31st. According to the by-laws, policy changes must be reviewed by the Executive Committee and require the approval of the full board.

Jill reported that since 2016 (9 years), HM has contributed \$1000 monthly to cover health, dental, and vision insurance premiums with the intent of covering the entire cost of benefits for each employee. In 2025, the monthly cost of health benefits per employee ranges from \$586.01 to \$1,464.00. Jill is proposing an increase of up to \$1500 to cover the cost of health benefits for all employees. This change will increase the benefits allocation from **\$70,823 to \$96,635; a budget increase of \$25,812 in 2025.** Fortunately, HM has more carry forward NEH funds than anticipated at the end of FY24. This will more than cover the additional cost of this benefit.

In a strong job market, it is essential that HM retains its talented employees and provide them with a competitive benefits package. Jill will need to communicate this increase in benefits with her staff before they choose their health plans in December for benefits beginning January 1, 2025.

Proposed change to policy:

4.01 Group Health Insurance Policy

All full-time regular employees are eligible for health insurance coverage under a policy selected by HM.

Procedure

1. HM will pay up to **\$1,500** monthly through the policy options selected by the organization for each employee to cover health, dental and vision insurance. If an employee has any remaining balance of the **\$1,500**, the amount can go to spouse/dependent health, dental and vision insurance premiums, or a health savings account.
2. HM will also provide 100% of basic coverage for long-term disability and term life insurance through a carrier selected by the organization.
3. All eligible employees are required to complete an annual insurance enrollment form, whether or not they desire health insurance coverage.
4. The HM executive director is responsible for enrolling employees in the insurance program.

Jill and Jon answered questions regarding the increase in cost as well as how the policy is implemented with staff. The executive committee discussed various options to change the policy that would make it more evergreen in order to avoid the need to annually update this section of the manual and/or to call a special meeting during open enrollment each year. However, due to the urgency of the decision, the committee determined that the best course of action is to increase the monthly allocation from \$1000 to \$1500 in 2025, and consider a more comprehensive update to the policy for 2026.

Mary Hernandez made a motion to approve and recommend to the full board the following change to HM's Personnel Policies and Procedures Manual:

1. HM will pay up to **\$1,500** monthly through the policy options selected by the organization for each employee to cover health, dental and vision insurance. If an employee has any remaining balance of the **\$1,500**, the amount can go to spouse/dependent health, dental and vision insurance premiums, or a health savings account.

This policy and procedure will be further addressed as the Employee Handbook is updated in 2025.

Motion carried with David Dietrich abstaining.

HM Bylaws require 10 days' notice of regular or special meetings. As a result, Board Chair, David Dietrich calls a special meeting the week of December 16th.

The meeting was adjourned at 1:05 pm. JB