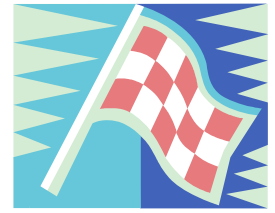




GENESEE COUNTY

HR NEWS



March 30, 2010

"Connecting HR to the County"

DEPENDENT VERIFICATION WRAP UP

I would like to take this opportunity to express my appreciation to all of our employees relating to the recent dependent verification project. I can tell you first hand that it was inconvenient (like many others, I too received an incomplete notice after I thought I had sent everything that ACS had asked for!) but I can assure you that the savings to the County will be significant and will help offset another small portion of next years budget challenges.

The project deadlines have come and gone but ACS HR Solutions continues to crunch the numbers and investigate discrepancies. These are the statistics as of February 23, 2010:

| | | |
|--------------------|-------|-------|
| No Response | 663 | 30.0% |
| Eligible | 1,291 | 58.4% |
| Ineligible | 55 | 2.5% |
| Incomplete | 166 | 7.5% |
| Pending | 21 | .9% |
| Removed from Audit | 15 | .7% |

I was surprised to learn that 55 individuals are improperly being covered on our health insurance and that this number will grow as insurance is cancelled for those not responding.

Throughout this process, our office has fielded many inquiries and a few concerns from employees. I would like to summarize some of the common questions that have been asked of my staff.

1. Why doesn't the Human Resources Department perform this audit "in house"?

Actually, we do audits annually only on a smaller scale. The most common dependent changes are associated with college age children of employees and Martina Royster tracks these dependents and removes them from the County's insurance coverage when appropriate.

Unfortunately, a project of this magnitude has NEVER been done in Genesee County and it is outside of our in-house staffing capabilities.

2. Should I be concerned about protecting my personal information?

Absolutely. This is one of the primary reasons that ACS HR Solutions was selected to conduct the dependent verification audit. ACS has audited organizations far larger (and more complex) than ours. At the completion of the audit, the County will receive a CD comprised of all of the information and all paper submissions will be destroyed. No entire Social Security numbers should have been sent to ACS but in the case of ANY information involved in this audit (including the limited data contained in birth certificates) the security of ALL personal information for our employees and their dependents is of the highest priority.

3. Why isn't this data already in my personnel file?

Personnel files do not have dependent insurance information included. These files are secured in a second location but for a variety of reasons (death, divorce, college student, marriage status...) employees fail to update their records which costs Genesee County tens of thousands of dollars annually.

As this project comes to a close, I would like to thank you again for your cooperation as we continue to look to more creative ways to make our operations more efficient.

Christopher L. Kwasneski
Director of Human Resources

HR online! www.co.genesee.mi.us

Did you know... you can find many useful items on our website, such as the Holiday building closure list, **Name or Address change forms**, **Tax forms**, **Contracts**, and you can print **Time Off** slips!

To get to our website, go to (the county home page) and click the **Employment** link, then click **Genesee County H.R. On-Line**.

21st

Annual Employee Service Awards

Genesee County employees who have reached milestones of 10, 15, 20, 25 and 30 years of service **as of December 31, 2009** will be recognized on Tuesday, May 11, 2010. The 21st annual Employee Service Awards will be held at the Mill Street Dining Room at Crossroads Village. Invitations will be sent April 1, 2010.

Anita Galajda, CHRS

OPEN INSURANCE ENROLLMENT

Our annual Open Enrollment will be held April 12 through April 30. Information will be mailed to employees' home address by April 1. I encourage you to read through the material, because our insurance rates have changed. Anytime you select a health plan other than the standard plan, you could be subject to premium co-pays. To know what your standard plan is, please refer to your union contract. Standard plan refers to the plan the employer will cover 100% as it relates to the premium cost. You are still responsible for co-insurance, deductibles and other co-pays if applicable. The standard plan is driven by the date you hired into a position with benefits.

If you are enrolling a new member, please submit copies of the required proof. For example, if you are adding a spouse, we need a copy of the marriage certificate and proof from the spouse's employer that his/her medical insurance coverage will be cancelled by June 1. June 1 is the effective date of any Open Enrollment changes. The same applies to any other dependents. To add a child, we need the birth certificate or court-order; if the dependent is between the ages of 19 and 25, we need a copy of your most recent tax return to show proof of dependent status. As you may recall, we do not allow dual medical coverage unless you were hired prior to June of 1979 or 1980 (check your bargaining agreement). This does not affect your dental or vision insurance.

Health insurance reimbursement participants do not have to resend proof of the coverage or the enrollment form. However, if you are opting out of our health insurance during this time, you must submit proof of other coverage, such as a copy of the medical insurance card. Individuals who enroll in the opt-out program will receive the first payment in December 2010 and the second payment in June 2011. Employees who are already participating in the opt-out plan will receive the second installment on June 11, 2010.

Martina Royster, Benefits Specialist

RETIREMENT UPDATE

The Genesee County Board of Commissioners, in cooperation with the Genesee County Retirement Commission and the Genesee County Retirees' Health Care Plan & Trust-VEBA Board took action to consolidate County level administrative staffing services of Genesee County's retirement plan arrangements and related trust funds within the Human Resources Office to improve coordination and cost effectiveness of administrative staffing services.

Debbie Tocarchick and Debbie Hankins completed the transition from the Controller's Office to the Human Resources Office where they will coordinate the retirement needs of employees in cooperation with the existing representatives of ICMA Retirement Corporation and Nationwide Retirement Solutions. Retiree health care benefits will continue to be administered by Martina Royster in the Human Resources Office.

By consolidating services and utilizing staff that is trained and educated in the area of retirement services, Genesee County can offer improved service to its employees and retirees. Information can be disseminated from one centralized location where staff will work toward developing and implementing specific retirement education programs for all County employees, regardless of what plan they are in.

Location:

Exit the elevator on the 3rd Floor of the Genesee County Administration Building. Proceed down the hall past the Harris Auditorium and turn right at the "Retirement" sign. Proceed directly into the Human Resources Office and turn left at the glass window.

Retirement Services Telephone: 810-257-2626

Retirement Services Fax Number: 810-768-7097

Debra Tocarchick,
Retirement Services Administrator

