

**FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 4/20/2010 Submitted By: Risk Management

Court Agenda Date: 4/27/2010 Phone Number: 281 341 8630

SUMMARY OF ITEM: Consent Agenda Item:

Consider and approve recommendation to change optional benefit premium payments from payroll deduction to employee direct pay, effective following the last premium payment collection for calendar year 2010.

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☐ NO ☐

FUNDNG SOURCE: Accounting Unit: Account Number:
Activity (If Applicable):

DESCRIPTION OF LAWSOM ACCOUNT: _____

Instructions to submit Agenda Request Form:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

DISTRIBUTION:

Original Form Submitted with back up to County Judge's Office ☐ (✓ when completed)

If by E-Mail to ospindon@co.fort-bend.tx.us

If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input type="checkbox"/> Auditor (281-341-3774)	<input type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-633-7022)	<input type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

Premium Deduction Change to Employee Direct Pay for Optional Benefits (i.e. AFLAC, ect.)

Risk Management is recommending changing premium payroll deduction for the optional benefits to employee direct pay for the following reasons:

- Improved customer service for the employees by opening up enrollment to more vendors and increased competition. We can continue to allow Vendors to have access to our employees through Health fairs or other invitations without the County having any direct responsibility.
- Allows employees greater flexibility with changes in their optional benefits, if payroll deducted and if participating in section 125 flexible spending account, employee is only able to make a change with a qualifying event, otherwise they must wait for the next annual enrollment. It is not unusual for employees to have buyers regret once premium begin to be deducted from their paycheck and they are not happy to find out that they cannot drop the product until annual enrollment.
- Employees will have more knowledge about their selected optional benefits as this will facilitate greater communication between the employee and the vendor.
- It will reduce Vendor errors in managing their billing and premium receivables simplifying reconciliation of the individual accounts.
- It will reduce unintended administration by Risk Management for having to correct Vendors mistakes and errors such as having to review for correctness of enrollments, payroll deduction authorizations, appropriate refunds or having to make arrangements for underpayments, or serving as the customer service for issues.
- Vendors put at risk County's flexible spending section 125 account when they occasionally allow changes without coordinating with Risk and understanding that the employee is unable to make those changes without the necessary qualifying event.
- County also runs risk of perception that the County sponsors these products and creates the misperception that it is the County's responsibility to make things right when an employee has an issue with a Vendor.