

VILLAGE OF DOWNERS GROVE
Report for the Village
6/19/2018

SUBJECT:	SUBMITTED BY:
Contract Extension for Health Plan Consulting	Dennis Burke Director of Human Resources

SYNOPSIS

A resolution has been prepared to authorize a three-year contract extension effective July 1, 2018 with Horton Group of Orland Park, IL for Plan Consulting Services for an amount not to exceed \$38,700 annually.

STRATEGIC PLAN ALIGNMENT

The goals for 2017-2019 includes *Steward of Financial and Environmental Sustainability*.

FISCAL IMPACT

The FY18 Budget includes \$38,700 in the Health Insurance Fund (Page 4-43, Line 17) for this contract.

RECOMMENDATION

Approval on the June 19, 2018 consent agenda.

BACKGROUND

In 2012, the Village received proposals from companies to provide employee benefits consulting services. After interviewing several providers, the Village entered into a three-year contract with the Horton Group. Since then, the Horton Group has provided the following services:

- Health care reform compliance
- Employee communications
- Financial analytics
- Work site wellness
- Negotiated various insurance products and alternatives.

The Horton Group has provided excellent services. In 2015, the Village executed an extension of the contract for three years. The Horton Group and staff have worked closely over the past six years and staff has been pleased with the services they have provided. Additionally, the proposed contract price of \$38,700 stays within budget and reflects no increase in cost for the service. Staff is recommending approval of an extension to the contract through June 30, 2021.

ATTACHMENTS

Resolution
 Second Extension

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A
SECOND EXTENSION TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND THE HORTON GROUP**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Second Extension Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and The Horton Group ("THG") for certain employee benefits consulting services, as set forth in the form of the agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Mayor and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest:

Village Clerk

**SECOND EXTENSION TO THE AGREEMENT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
THE HORTON GROUP**

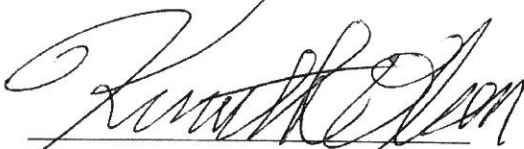
The Village of Downers Grove, Illinois and The Horton Group entered into an Agreement ("Agreement") for employee benefit consulting services on June 12, 2012. Pursuant to the terms stated therein, the parties have agreed to extend the Agreement for a three-year period under the following terms:

1. The total not-to-exceed Agreement price per year shall remain the same as the 2012 price at \$38,700.
2. The second extension shall continue for a three-year period ending June 30, 2021.
3. The Scope of Services and Exhibit B attached to the June 12, 2012 Agreement shall be revised and replaced with the Scope of Services and Exhibit B, attached hereto and incorporated herein as Exhibit 1 and 2.

All other terms from the 2012 Agreement and the 2015 Extension and Amendment shall remain in full force and effect.

VILLAGE OF DOWNERS GROVE

THE HORTON GROUP



Title: Division President

Date: 6/11/18

Attest:

Village Clerk

Date: _____

Insurance / Risk Advisory / Employee Benefits

HORTON

Exhibit 1
Employee Benefits Consulting Pricing and
Scope of Services: 07/01/2018 – 06/30/2021

General Services	Fee Pricing
<p>Human Resource; Employee Communications; Compliance; Financial Analytics; Worksite Wellness; Annual Service Schedule</p> <p><i>Lines of Coverage: Medical, Dental, Life, AD&D, Section 125 Flexible Spending, Employee Assistance Program, Long Term Disability (LTD) and Vision</i></p> <p><i>Post 65 – Retiree Carve-out</i></p> <p><i>Future Voluntary Supplemental Programs</i></p>	<p>\$3,225 per month paid monthly in lieu of standard agent commission Guaranteed for 3 years.</p> <p>Standard Carrier Commission</p> <p>Standard Carrier Commission</p>
Human Resource	Included
<p><u>Employee Communication:</u></p> <p>Onsite or Webcast Open Enrollment Meetings</p> <ul style="list-style-type: none"> • Custom PowerPoint Presentations for Open Enrollment • Voiceover PowerPoint Presentation for Open Enrollment <p>Employee Benefit Portal / Website</p> <ul style="list-style-type: none"> • An easy way to provide information to your employees • This Portal is a complete employee communication system that helps you streamline processes, and improve communication • Online Enrollment Capabilities (available with ongoing eligibility 24/7365 – separate vendor fee) • Carrier Resources and Tools • HR Forms and Tools • Employee Benefit Learning Center • Employee Handbook and Policies <p>Custom Employee Compensation Benefit Statement Designated Horton Employee Claims Assistant / Advocate</p> <p><u>Employer Services:</u></p> <p>Employee Handbook & Policy Development HR Benefits Portal – Employee Navigator</p> <ul style="list-style-type: none"> • HR-related articles • Access to a community of HR Professionals <p>Claims, Billing, Eligibility Assistance Benefit Education and Communication</p> <ul style="list-style-type: none"> • Benefit Alerts • Compliance – Legislative Alerts 	

<ul style="list-style-type: none"> • Horton Health Initiatives Newsletter <p>Horton Learning Center</p> <ul style="list-style-type: none"> • Train the Trainer Seminars • Employee Focused "Know Your Benefits" and "Consumerism" Education • Retirement Education 	
Compliance	Included
<p>Health Care Reform News and Compliance Plan Document and Group Policy/SPD/Certificate Review State and Federal Legislative Briefings</p> <ul style="list-style-type: none"> • COBRA • FMLA • HIPAA • HIPAA Privacy • ADA • Section 125 • Medicare Part D • CHIPRA <p>Agency Engagement in Health Care Legislation on State and Federal Level Benefit Law Firm on Retainer; Benefit Compliance Firm on Retainer; ThinkHR</p>	
Financial Analytics	Included
<p>Initial Assessment – Plan Strategy</p> <p>Develop a strategic plan that defines objectives and outlines the actions needed to fulfill those objective (to the degree data is available).</p> <ul style="list-style-type: none"> • Benefit Plan Strategy • Financial Benchmarking <p>Quarterly Online Communication – Horton Analytics – Quarterly Financial Snapshot</p> <ul style="list-style-type: none"> • How your plan is performing vs. Industry benchmarks • Market Insight / Strategies used by like organizations <p>Mid-Year Performance Analysis</p> <ul style="list-style-type: none"> • Executive Summary Report • Horton Stewardship Report • Carrier Reporting • Medical Diagnostic Categories • Wellness Screening Forecasts • Rx Condition Awareness, Plan Performance and Innovations • Provider Network Performance • Horton Health Initiatives Integration Report • Utilization Containment Strategies • Employee/Employer Contribution Analysis and Modeling • Pre-renewal Forecasting and Suggested Plan Models <p>Additional Analysis and Renewal Process</p> <ul style="list-style-type: none"> • "Shock Claim" Notification • Monthly Aggregate Reporting (self-funded cases through TPA or Carrier) • Prepare Renewal Specifications • Seek Quotes to Analyze and Compare Market • Retiree Carve Out Analysis • PBM Carve Out Analysis (depending on data availability) 	

<ul style="list-style-type: none"> • Negotiate Pricing with Carriers / Vendors • Make Recommendations for renewal (plan design, contributions, products, carrier, network) 	
<h2 style="margin: 0;">Horton Health Initiative Services</h2>	<p style="margin: 0;">Included</p>
<p>Initial Workplace Wellness Assessment</p> <p>Implementing The Fundamentals</p> <ul style="list-style-type: none"> • Health Assessment • Health Management Education • Engage Activities • Develop Incentives and Rewards <p>Define Additional Objectives & By-laws</p> <ul style="list-style-type: none"> • Three Year Plan Timeline • Incentive Contribution Modeling • Organize and Initiate Wellness Committee • Wellness Fair Coordination • Health Improvement Incentive Options <p>Additional Health and Wellness Related – Outside Vendor Costs</p> <ul style="list-style-type: none"> • Biometric Screening (these costs vary by participation but may be paid by the plan) • Flu Shots (these costs vary by participation but may be made by the plan) • Stroke Screening • BMI / Tanita Scale Readings • Learn at Lunch Seminars • Health Coaching • Nurse Hotline • Doctor On Site 	

EXHIBIT 2

Exhibit B

The Plan and the Client hereby designate the following employees as responsible for the Plan's administrative functions who are permitted to use and disclose PHI:

Village

Village Manager

Village Attorney

Privacy Officer

Human Resources Director

Asst. Human Resources Director/Benefits Coordinator

Risk Manager

Asst. Village Attorney/Staff Attorney

Administrative Assistant, HR

Horton

Division President

Consultant

Client Executive

Client Manager

Client Analyst

Client Service Representative

Underwriter

Marketing Manager

Wellness Supervisor

Wellness Assistant