

MVF PERSONNEL COMMITTEE

Monday, May, 15, 2017
Approximately 7:00 p.m.
North Creek Board Room

AGENDA

1. Residents' Time
2. Call to Order
3. Approval of February 13, 2017 Minutes (enclosure)
4. Overview of 401(K) plan
5. Update on recruitment of Director of Recreation and Parks
6. Salary and benefit guidelines for draft of the 2018 Budget (enclosure)
7. Adjournment

8. **Move to Closed Session:**
Pursuant to section 11B-111(4) Real Property, Annotated code of Maryland (Maryland Homeowners Association Act) to –
 - i. discussion of matters pertaining to employees and personnel

MINUTES OF MEETING
MONTGOMERY VILLAGE FOUNDATION
PERSONNEL COMMITTEE

February 13, 2017

A regular meeting of the Montgomery Village Foundation Personnel Committee was held at 7:00 p.m. on Monday, February 13, 2017 at the MVF Offices, Training Room.

Members Present

Pete Young, Chairman
Dennis Clark
Pam Bort (Alternate)

Members Absent

John Driscoll

Others Present

Dave Humpton, MVF Executive Vice President
Greg Snellings, CFO
Michelle Bentzel, MVF HR Director

1. Residents' Time

There were no residents present.

2. Call to Order

Mr. Young called the meeting to order at 7:07 p.m.

3. Review and Approve minutes from November 28, 2016 meeting

Mr. Young moved approval of the meeting minutes. The motion was seconded and passed unanimously.

4. Meet new HR Director Michelle Bentzel

The Committee welcomed Ms. Bentzel and wished her all the best with her new position. Ms. Bentzel indicated that she has worked both in finance and human resources and last held a position with Montgomery Hospice. On a personal note she mentioned that she is married and has several children in college.

5. Personnel Manual Update

Staff recommended a number of adjustments to the MVF Personnel Manual the most significant change being related to the county's legislation that requires employers to offer part time employees the benefit of safe and sick leave. This leave applies to any employee who regularly works 8 hours or more per week on a regular basis. Changes to the employee categories in the Manual also were amended to clarify which employees are covered by the new benefit. In addition, a definition of Personal Leave was added to the Manual.

Mr. Clark moved to recommend that the Committee recommend the amendments to the Personnel Manual to the MVF Board for consideration. The motion was seconded and passed unanimously.

6. Closed Session

Mr. Clark moved to adjourn the open session to go into Closed Session pursuant to Section 11B-111(4) (i), Real Property Annotated Code of Maryland at 7:30 p.m. to discuss matter pertaining to Personnel. The motion was seconded and passed unanimously.

There being no further business, the meeting was adjourned at 7:30 p.m.

Dave Humpton



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May 12, 2017

MEMORANDUM

TO: MVF Personnel Committee

FROM: David B. Humpton, Executive Vice President
W. Gregory Snellings, Chief Financial Officer

SUBJECT: Proposed 2018 Employee Benefits

Background: Foundation management believes it is important to pay fair salaries and provide affordable benefits for its employees. As most, if not all benefit costs are expected to increase year over year, staff proposes a merit increase and an increase in the benefit dollars available to employees each pay period. Below please find the proposed personnel benefits for the 2018 budget:

1. **Merit Increase: 3.00%** merit based salary pool for eligible staff. If approved, this will increase the 2018 wage base by approximately \$88,000, including year-round, part-time wages. In addition, and in-line with prior years, we continue to recommend an additional pool of funds to be available to respond to situations where it is necessary to retain key employees. With the 3% proposed increase for the general merit raise, we believe the additional pool can be reduced to **.25%**. We believe these increases will allow management to continue to provide a fair wage for staff as well as retain those key employees from looking at outside opportunities. Previous years merit increases were as follows:

2010 – 0%
2011 – 2%
2012 – 2%
2013 – 2%
2014 – 2.5% (.5% pool)
2015 – 2.5% (.5% pool)
2016 – 2.5% (.5% pool)
2017 – 2.5% (.5% pool)
Proposed 2018 – 3.0% (.25% pool)

2. **Benefit dollars:** With the Q4 2016 renewal of MVF's healthcare plan (ACA year 3) for 2017, the average premium increase was 7.7% across all plan levels with the HMO plan at 3.9% vs. the Platinum plan at 13.18%. Premiums by coverage (Employee vs Family) ranged from 6 – 9% with several employees noting 10-20% increases. With

great uncertainty in the healthcare markets and preliminary estimates from Carefirst at 40-50% for 2018, **management proposes an increase of \$25 (6.5%) to \$410 per pay period, per employee.** Increases over the last 8 years have ranged from 0% - 6.6%

Recent years benefit dollar increases have been as follows:

2010 – \$280
2011 – \$15 to \$295, 5.4% increase
2012 – \$10 to \$305, 3.4% increase
2013 – \$20 to \$325, 6.6% increase
2014 – \$20 to \$345, 6.2% increase
2015 – \$0, remained \$345, 0%
2016 – \$20 to \$365, 5.8% increase
2017 – \$20 to \$385, 5.5% increase
Proposed 2018 – \$25 to \$410, 6.5% increase

3. **Health Reimbursement Account (HRA):** Established in 2010, MVF funds up to \$500 (\$1,000/family) of the employee's health plan deductible for those that are on an applicable HMO format plan. There are no recommended changes for 2018.
4. **Retirement Plan:** MVF matches up to 6% per eligible employee. There are no recommended changes for 2018.

Action Required: Approve management's inclusion of the aforementioned benefits in the 2018 proposed budget.