

**City of Bristol, Connecticut
Insurance Committee Meeting
January 14, 2021**

A meeting of the Insurance Committee of the Board of Finance was held on January 14, 2021 in the 3rd Floor Conference Room of City Hall. The following were in attendance: Committee Members: John Smith, Ron Burns and Marie O'Brien City: Diane Waldron, Robin Manuele Lockton: Lisa Daley (left at 9:09 am)

1. Call to order.

John Smith called the meeting to order at 9:00 a.m.

2. To approve the contract with PayFlex for COBRA Administration including a waiver of indemnification and to take any action as necessary.

Diane explained the benefits staff at the City and Board of Education administers the COBRA insurance, currently through WageWorks. Lockton issued a bid in the fall with an effective date of February 1. Corporation Counsel has reviewed the contract with recommendations, PayFlex returned the contract last night and made all the necessary changes Corporation Counsel has requested therefore no waiver of indemnification will be needed. Lisa Daley, stated the City's current provider WageWorks had no dedicated Account Manager for the City, and the current contract had a 90 day termination clause. There were five bidders in response to the RFP, a side by side analysis was performed and two finalist interviewed. PayFlex was selected based on the cost and customer service model. The City will have a dedicated Account Manager who has been working closely with Laurie and Marissa through the implementation process, which is going smoothly and they are very responsive.

Ron Burns made a motion to adjourn seconded by Marie O'Brien, "To approve the contract with PayFlex and refer to the full Board of Finance for approval" Motion approved.

Diane thanks Lisa, Laurie, and Marissa for their work on this. Lisa left the meeting.

3. Discussion regarding a prescription drug analysis and to take any action as necessary.

John presented information received on this topic for the Commissioners to review to discuss at a future meeting. Commissioner O'Brien stated she feels this is a very important area to review for cost savings, and suggested contacting the State of Connecticut to see what they have done. John stated the Committee should consider what the City has already done with Lockton and collective bargaining agreement in place. Discussion was held on this topic, further research will be conducted by Commissioner and the Comptroller's Office to discuss at a separate meeting.

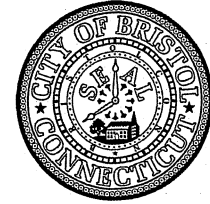
4. Adjournment.

Ron Burns made a motion to adjourn seconded by Marie O'Brien at 9:22 a.m.

Respectfully Submitted,

John Smith/jam

John Smith, Chairman



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Memorandum

To: Board of Finance

From: Diane M. Waldron, Comptroller *DMW*

Re: COBRA Administration Contract - PayFlex

Date: January 19, 2021

The City has used WageWorks for a number of years for health insurance COBRA administration for former City and Board of Education employees. Recently there have been a number of service issues and there was no dedicated Account Manager assigned to assist with resolving these issues. As a result it was decided to seek proposals for these services and the City's health insurance consultant, Lockton Companies, assisted with this process.

There were five responses to the RFP. After Lockton performed their analysis and interviews were conducted, the City chose PayFlex Systems, USA. While fees are dependent on COBRA enrollment there is an estimated cost savings of approximately \$4,000/annually. Board of Finance approval is recommended to contract with PayFlex Systems, USA with an effective date of February 1, 2021.

SUGGESTED MOTION:

To approve the contract with PayFlex for COBRA administration for City and Board of Education employees effective February 1, 2021 and to authorize the Chair of the Board of Finance, or his/her designee, to sign the contract.