



**Administration Committee
Tuesday, August 8, 2023
8:00 A.M.
Via Teleconference - Zoom**

Members Present: Earl Williams, Chairperson, Council Member
Kim Bixenstine, Resident Member
James Brady, Resident Member

Others Present: Jeri Chaikin, CAO
William Gruber, Law Director
Ann McGuire, Communications and Marketing Director
Frank Miozzi, Information Technology Director
Monica Hayes, Senior Human Resources Analyst
Jennifer Coe, Human Resources Analyst

The meeting was called to order by Resident Member Kim Bixenstine, who was asked by Chair Earl Williams to do so, at 8:03 a.m.

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Approval of the Augu, 2023 Meeting Minutes

Member Bixenstine asked if there were any changes or comments to the minutes of the July 11, 2023 meeting minutes.

It was moved by Chair Earl Williams and seconded by Member James Brady that the minutes be approved as submitted.

Minutes of the July 11, 2023 meeting were approved as submitted.

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Shaker Life Art Director Contract Recommendation

Director of Communications and Marketing Ann McGuire stated the City’s contract with Shaker Life magazine’s current art directors expires on December 31, 2023. The Communications & Marketing Department prepared a Request for Proposals (RFP), posting it to the website and emailing to 23 possible art directors, receiving five proposals.

An evaluation committee reviewed submissions and agreed on three finalists who completed design assignments and were interviewed. Communications and Marketing concluded the best proposal and work samples were submitted by Karen Meyers, due to her level of sophistication in visual communication, artistic presentation, and the readability of layouts. For these reasons, Communications

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and Marketing is asking for the Administration Committee's recommendation to enter into a personal services contract with Karen Meyers in the amount of \$45,000 for art direction of four issues of Shaker Life for a one-year period from January 1, 2024 through December 31, 2024, with a provision to renew the contract for up to two years at the same rate.

There being no questions, Member Bixenstine asked for a motion to recommend the City enter into a contract with Karen Meyers for \$45,000 for one year with options to renew for an additional two years.

It was moved by Chair Earl Williams and seconded by Member James Brady that the committee recommend entering a one-year contract with Karen Meyers in the amount of \$45,000 for art direction of Shaker Life magazine with an option to renew said contact for an additional two years.

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Shaker Life Editor Contract Recommendation

Director of Communications and Marketing Ann McGuire stated the City's contract with Shaker Life magazine's current editor also expires on December 31, 2023. Communications and Marketing prepared an RFP which was posted to the website and emailed to five possible editors with four proposals being received. An evaluation committee of seven staff members reviewed the submissions and unanimously agreed the best proposal and work samples were submitted by Shaker resident Susan Iler. Ms. Iler described her many years of experience with print publications and production, from initial conceptualization of story ideas that tell an intended message to working with writers, photographers, art directors and printers, to develop a beautiful and informative product on deadline. For these reasons, Communications and Marketing requests the committee's recommendation to enter into a one-year personal services contract with Susan Iler in the amount of \$65,000 for operating and editing consulting services for the period beginning January 1, 2023 through December 31, 2023, with a provision to renew for an additional two years at the same rate of compensation.

It was moved by Member James Brady and seconded by Chair Earl Williams to recommend approval of a one-year contract with Susan Iler for operating and editing consulting services in the amount of \$65,000 beginning January 1, 2023, with an option to extend said contract for an additional two years

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Acceptance of Proposal and Authorizing a Contract with Taylor Oswald for Healthcare Consulting Services

Senior Human Resources Analyst Monica Hayes stated Human Resources issued an RFP for a healthcare consultant and provided some background information. The City has been with the same healthcare consultant, Findley-Davies, which had become part of USI, since 2003. They provided basic consulting services, assisted with determining medical and dental plan budgets and premium equivalents as well as legal compliance to conform to the Affordable Care Act and any other federal or state regulations.

The City wished to expand services provided by the consultant and issued an RFP and received seven responses. It was determined four firms met the City's needs and interviews were conducted in which the firms came in and presented to our panel. Following this interviews and presentations, it was determined that Taylor Oswald provided the best proposal. Therefore, Human Resources is asking for

the committee's recommendation to enter into a contract with Taylor Oswald for healthcare consulting services in the amount of \$45,779 for one year with an option to renew for an additional two years.

Member Bixenstine asked why the City feels it is in their best interest not to be part of a consortium as a number of the proposals predicated on joining, such as Fidelity Group, which gave a very low fee. HR Senior Analyst Hayes responded the City was fully insured for a long time, paying monthly premiums for each employee whether or not they had claims. Following an analysis with our consultant, it was determined that self-insurance would be a better option, which resulted in considerable savings the first two years and has been fairly constant since. The City has 300 full-time employees. A consortium helps stabilize things if you're a smaller entity, as you may not have bid extremes from year-to-year, so it would not benefit the City. Plus the City would go back to paying monthly premiums if part of a consortium, which is what the City was trying to avoid by going self-insured.

It was moved by Member James Brady and seconded by Chair Earl Williams to recommend approval of a contract with Taylor Oswald for healthcare consulting services in the amount of \$45,799 for one year with an option for a two-year renewal option.

CAO Jeri Chaikin added the self-insurance program has been successful and the City has a very healthy balance in the self-insurance fund. This is why the City is attractive to consortiums, they want our funds, but there is no reason to give funding to a consortium and not get it back until we exited. The City has had very good years being self-insured and if there is ever a bad year, the City is covered and does not have to rely on other members of a consortium. If there is a need for premium holidays in any year, which the City had two years ago during the pandemic, it was helpful to the general fund.

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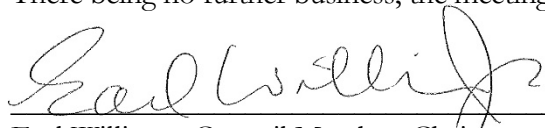
Risk Management Appropriation

Human Resources Analyst Jennifer Coe stated HR has a budgeted appropriation line specifically for risk management. For example, when a driver hits a pedestrian signal, the City pays upfront for repairs and then works with the driver's insurance company to recover funds. There are currently six accidents that fall into that category, totaling \$28,597.55. HR would like to move these funds from the accounts receivable line to the accounts payable line which provides for coverage for accident repairs. Therefore, HR is asking the committee to recommend appropriation of those funds to the risk management appropriation line.

It was moved by Chair Earl Williams and seconded by Member Jim Brady to recommend appropriation of funds to the risk management budget line.

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There being no further business, the meeting was adjourned at 8:18 a.m.



Earl Williams, Council Member, Chair
Administration Committee