

**REPORT/ RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF
ARAPAHOE COUNTY PUBLIC AIRPORT AUTHORITY AND
RECORD OF ACTION**

October 14, 2021

FROM: Gwen C. Balk, Director – Administration

SUBJECT: Personnel Committee Recommendations

RECOMMENDATION: Motion to approve the Personnel Committee's recommendations to approve the following:

1. 2022 proposed Personnel Budget for inclusion in the 2022 Budget planning process;
2. 2022 Classification Plan;
3. Group Insurance Renewal for the plan year from 12/1/2021 thru 11/30/2022 and the ACPAA Monthly Premium Schedule;
4. 457f Plan changes to include earlier vesting for two participants, the addition of the new senior management personnel and authorization for all Voting members to sign the associated letters to The Principal; and
5. Employee Handbook update related to Vacation, Sick, and Funeral Leave.

BACKGROUND: **The Personnel Committee will meet at 1:00 p.m. on October 14th and is expected to recommend the above listed motion; however, if this recommendation should change in any way, we will report such changes at the Board meeting.**

The **2022 Proposed Personnel Budget (Exhibit A)** which totals \$2,847,656 and represents a 3.1% increase over the 2021 Budgeted amount. It is also based on a staff of 26 full-time employees (FTEs) and 2 Aviation Management Interns (AMIs).

The **2022 Classification Plan (Exhibit B)** which updates the salary ranges which were last fully established in 2016 so that our salary ranges are now up-to-date and aligned with today's competitive labor market. Some positions were recategorized within the ranges and a few positions for promotional purposes were added.

The **Group Insurance Renewal** and associated ACPAA Monthly Premium Schedule (**Exhibit C**) for the plan year starting 12/1/2021 through 11/30/2022, as summarized below:

- Renew **Medical** coverage with the Kaiser Permanente which will renew to the replacement plan KP CO Platinum 0/15 Plan with some minor reductions in co-pays. Premiums will increase by 5.07%.
- Renew and maintain the **Dental** coverage with Delta Dental with the same coverage. Premiums will decrease by 5%.
- Maintain **Vision** coverage with EyeMed - - no change to coverage or premiums - - this is the 2nd year of a two-year rate guarantee that expires on 11/30/2022.
- Maintain the **Life** coverage which includes Basic Life, AD&D and LTD coverage with Lincoln National - - the premiums remain the same as the previous year.
- Approve the ACPAA Monthly Premium Schedule which incorporates the costs for the above listed Group Health coverage and shows the Authority (ER) versus the Employee (EE) costs. See attached **Exhibit C**.
- The anticipated premiums for the whole Group Insurance Plan is projected at \$305,000 for 2022. An approximate 9% increase over the 2021 budget; however, we have included 3 more employees for coverage in 2022.

The **457f Plan** (or the 457 Nonqualified Deferred Compensation Executive Plan) changes that include earlier vesting periods for two participants, the addition of the new senior management personnel and authorization to sign the documents that accomplish the changes. Senior management includes only the following position titles: Executive Director, Assistant Executive Director, Chief Financial Officer, Director-Administration, Director-Maintenance, and the Chief Technology Officer.

The **Employee Handbook Update** which revises the waiting period for the initiation of vacation and sick leave accruals and expands the criteria for the use of sick leave to bring us into compliance with the State of Colorado's Healthy Families & Workplace Act (HFWA) which became effective 1/1/21. Our accrual policies exceed the HFWA requirements except in the case of the waiting period before use of such accruals are allowed. Also, we needed to expand our definition of immediate family. See attached **Exhibit D**.

FINANCIAL DATA: As stated above.

REVIEW BY OTHERS: Committee Members: Nancy Sharpe, Bob Doubek, and John Seiber
Alternate Member: Jeff Baker
Staff Advisors: Robert Olislagers and Gwen Balk

PRESENTERS: Nancy Sharpe, Chair of the Personnel Committee
Gwen Balk, Director - Administration

Action of the Board of Commissioners

	1 st	2 nd	YES	NO	ABS
Bagnato	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Baker	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Doubek	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Holen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sharpe	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Preliminary Web Documents