

ORDINANCE NO. 99-16

AN ORDINANCE AUTHORIZING THE MAYOR TO ACCEPT THE PROPOSAL FOR CONSULTANT / BROKER SERVICES FOR EMPLOYEE BENEFITS FROM DS BENEFITS GROUP IN THE AMOUNT OF \$18,000.00, AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MEDINA, OHIO:

- SEC. 1:** That the Mayor is authorized to accept the proposal for Consultant / Broker Services for Employee Benefits from DS Benefits Group in the amount of \$18,000.00.
- SEC. 2:** That a copy of the Proposal is marked Exhibit A, attached hereto and incorporated herein.
- SEC. 3:** That the funds to cover this agreement in the amount of \$18,000.00 are available in Account No. 001-0707-52215.
- SEC. 4:** That it is found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action, were in meetings open to the public, in compliance with the law.
- SEC. 5:** That this Ordinance shall be considered an emergency measure necessary for the immediate preservation of the public peace, health and safety, and for the further reason that the current contract has expired; wherefore, this Ordinance shall be in full force and effect immediately upon its passage and signature by the Mayor.

PASSED: July 11, 2016

SIGNED: John M. Coyne, III
President of Council

ATTEST: Kathy Patton
Clerk of Council

APPROVED: July 12, 2016

SIGNED: Dennis Hanwell
Mayor



REQUIRED CONTENTS OF PROPOSAL

The purpose of the Proposal is to demonstrate the qualifications, service level, cost for services, competence and capacity of the firms seeking to become Consultant/Broker for The City of Medina. The proposal should address all the points outlined here as required.

- A. Please confirm that your firm is submitting a bid to provide Consultant-Broker services for all of the following benefits programs:
1. Medical/Prescription
 2. Dental
 3. Life Insurance

DS Benefits Group is submitting a bid to provide consultant-broker services for all of the above benefit programs.

B. Firm History and Experience:

1. Brief history of firm including size and any specialty areas.
2. Background company data, including financial references.
3. Particular expertise or involvement in the insurance/employee benefits industry.
4. Municipality experience.
5. List of carriers/vendors with which your firm has placed medical/prescription, dental and life insurance coverage. Please provide separate lists of carriers/vendors for medical/prescription, dental and life.

1. Brief history of firm including size and any specialty areas.

DS Benefits Group was established by Dino Sciulli, one of the region's top healthcare consultants. Headquartered in Northeast Ohio, DS Benefits Group is an industry leader in corporate benefits and financial planning. For more than 20 years, our expert advisors have engaged with companies in a uniquely collaborative consulting process. Thanks to our strong culture of service, we partner closely with clients to provide innovative, customized insurance brokerage/consulting services: government regulations and compliance, strategic planning, benefit design, and financial analysis and forecasting. With a strong emphasis on group benefits, we are able to provide our clients the insight and knowledge to navigate the new era of government regulations brought on by the Affordable Care Act and stricter government compliance across all employee benefits.

2. Background company data, including financial references.

Dino Sciulli is the managing partner of DS Benefits Group. Nancy Vice and Mike Rao are also managing partners. In addition to Dino, the firm currently employs 19 additional consultants, service professionals and administrative staff.

Our banking relationship is with Westfield Bank and Dino also serves on the Bank Advisory Board. We can coordinate a financial recommendation from Westfield Bank if you so desire.

3. Particular expertise or involvement in the insurance/employee benefits industry.

DS Benefits Group brings extensive industry experience to our clients. Several of our associates joined DS Benefits Group after spending significant time in underwriting and other service functions with large

insurance companies – some for as many as 20 years. Other members held senior benefits consulting positions with other firms, as well as corporate benefits positions in Fortune 500 companies.

In addition to benefits consulting, we also offer human resource consulting (hiring/firing procedures, employee handbook, onboarding and orientation, etc.). This also includes organizational development consulting.

We also employ a former president of the Northeast Ohio Association of Health Underwriters (NEOAHU).

See Exhibit 1

4. Municipality experience.

DS Benefits Group currently consults and provides service to The City of Medina. We have had this relationship since January 1, 2004. We also provide our consulting services to The City of Brunswick and Medina County. Prior to DS Benefits Group, Dino Sciulli has worked for, on a limited basis, Lorain County, The City of Lorain, The City of Stow and The City of Amherst.

5. List of carriers/vendors with which your firm has placed medical/prescription, dental and life insurance coverage. Please provide separate lists of carriers/vendors for medical/prescription, dental and life.

DS Benefits Group is a completely independent consulting firm – accountable only to our clients. Because of our geographic area in Northeast Ohio, we have a sizable "book of business" with Anthem BCBS and Medical Mutual of Ohio. We have also placed coverage with the following companies and Pharmacy Benefit Managers:

<u>Medical</u>	<u>Prescription Drug</u>	<u>Dental</u>	<u>Life</u>	<u>Vision</u>
Aetna	Optum	Sun Life	Sun Life	EyeMed
Anthem BCBS	CVS	CIGNA	CIGNA	VSP
UnitedHealth Care	Caremark/EHCPO	Dearborn	Dearborn National	
CIGNA	Express Scripts	National	Guardian	
Medical Mutual		Guardian	MetLife	
Healthsmart (TPA)		MetLife	Mutual of Omaha	
		Mutual of	Hartford	
		Omaha	Lincoln Financial	
		Delta Dental	Principal	
		Humana	Prudential	
		Standard		

C. Qualifications:

1. Description of service philosophy.

Our service philosophy is to not only satisfy our clients' needs, but to exceed them. We provide expertise, high-quality service, attention to detail, consistent communication and a strong infrastructure that supports each client's needs.

Our entire service team is Health and Life-licensed in the State of Ohio.

We are proud of our service record with the City of Medina and are committed to continuous improvement and service excellence.

2. An introduction of the account team, by name with specific roles, qualifications and experience, and distribution of responsibilities including support capabilities.

See exhibit 2

3. Indicate current responsibilities of person designated to serve as lead contact for the City.

See exhibit 2

4. Please provide an action plan with timelines in the event you are awarded this engagement.

See exhibit 3

- D. Capabilities: Describe all services that you will provide to the City in an annual cycle. Your answer should address the following points, but should not be limited to these points:

1. How often will your firm meet with the City, and for what purposes?

Historically we meet with The City several times per year. Our client service schedule includes a minimum of six meetings with service calls at The City's discretion. Also, we understand that additional meetings, such as City Council and ad hoc meetings are part of doing business with The City. We are happy to accommodate those additional needs.

2. What information will your firm elicit from the medical/prescription carrier, and what reports will be provided to the City?

We can provide any number of different reports, but we are limited by what the carrier can provide. The breadth of our reporting capabilities is significant and far beyond the capabilities of most local competitors and even exceed the reporting of some national brokerages.

3. Current use of technology in providing services to clients.

We utilize the latest technology to deliver services to our clients as effectively and efficiently as possible. The use of webinars, online document storage and digital reporting has become standard in our operation. In addition, we have utilized several Alternative Service Providers (ASPs) to assist specific clients with automated enrollment and digital data reporting needs.

4. In the event that an alternative medical/prescription carrier is selected to replace the incumbent during the annual renewal process, what services will your firm provide to ease the transition? Will your firm work with the assuming carrier to identify benefit differences between the exiting carrier and the assuming carrier?

As the incumbent benefits consultant, DS Benefits Group is in a position to provide service to the City without the need for transition activities and concerns.

5. The City of Medina wants to receive January 1 renewals at a point in time that will allow evaluation of carrier alternatives, negotiations with incumbent and alternative carriers, and review with City Council. With this in mind, please provide a renewal timeline for medical/prescription coverage. If you have business placed with UnitedHealthcare, please provide examples of how you managed this renewal timeline with UnitedHealthcare.

The renewal timeline is established for each individual client based on their needs and preferences. The renewal delivery date for the City can certainly be moved to an earlier time that would provide more flexibility in evaluation and negotiation with alternative carriers. However, it is important to note that there is a cost

impact of making that change – roughly 1% is added to a January 1 fully-insured renewal for each month prior to November that the renewal is delivered (this represents one twelfth per month of estimated trend). Following is a proposed timeline, working back from the January 1 renewal:

January 1 – renewal
November – enrollment/communication meetings
October – marketing and competitive cost comparisons, City Council approval
September – delivery of renewal
July/August – pre-renewal meeting to discuss renewal strategy
April/May – post renewal follow-up meeting

6. Describe how you will support The City of Medina in complying with Federal and State Health Care Reform.

DS Benefits Group will help the City stay current on health care reform. We are committed to:

- Providing timely updates through newsletters, emails and individual meetings with your team.
- Interpreting the legislation for you so you understand how it will affect your health plan in practice terms.
- Providing guidance on the important and often difficult decisions you need to make as the legislation evolves and reaches key implementation milestones. In addition to quantitative data analysis and compliance support, we'll bring you information about industry trends and how other companies are responding, as well as practical guidance based on our knowledge of your benefits and workforce.
- Provide an annual compliance checklist and review.

E. References (If you require a confidentiality agreement in order to provide this information, please submit with your proposal):

1. List new clients and also clients that have left you within the last three years. Provide the contact names and telephone numbers.

New clients:

- a. Alice Training Center
David Mueller (330) 723-4050 x213
- b. V2 Technology
Patrick Golembiewski (330) 908-0522 x211
- c. Newman Technology
Lisa Shaffer (419) 525-1856
- d. Lifebanc
Jim Bartlebaugh (216) 820-4818

Clients that left:

- a. American Wood Reface
Jason Hicks (330) 666-7828
- b. Wadsworth Public Library
Daniel Slife (330) 334-5761
- c. Blackburn's Hubcap & Wheel Solutions
Torrey Blackburn (800) 981-8321 x113

2. List of cities you currently represent and for what type of service. Provide the contact names and telephone numbers.

The City of Brunswick: Medical, Dental, and Life

Contact: Julie Murawski (330) 225-9144

The City of Medina

3. Provide the contact names and telephone numbers of five (5) clients with whom you have had a working relationship, as a reference for the City. Include the number of participants for each group. (Preferably, the references should be governmental units.)
 - a. The City of Brunswick 150 estimated
Julie Murawski (330) 225-9144
 - b. Medina County 1,100 estimated
Scott Miller (330) 722-9201
 - c. Applied Industrial Technologies 4,000 estimated
Kurt Loring (216) 377-5500
 - d. Wolff Bros. Supply Inc. 280 estimated
Bill Green (330) 764-4270

F. Conflict of Interest:

1. Disclose any conflicts or perceived conflicts of interest.

No known conflicts of interest.

2. Identify what procedures your firm utilizes to identify and resolve conflicts of interest.

No known conflicts of interest.

G. Proposed Fee for Services:

1. Please quote an annual fee for the scope of services outlined in this RFP. Such fee should be a base fee for services and should assume that the Proposer would not be entitled to any commissions, overrides, bonuses or incentives for any coverage procured on behalf of the City. Proposer should indicate any exceptions to this requirement. Proposer should submit separate fees if not included in base fee for any other service outlined in the RFP that is not included in base fee.

Currently we are paid a flat fee of \$16,000 via commissions from the medical carrier plus a small commission from ancillary carrier (roughly \$2,000) for business that was taken over after our engagement with The City. We would maintain this structure moving forward.

2. In the event that a particular insurance company whose coverage is most advantageous to the City will not write coverage net of commission, commissions received for coverage procured by the broker/consultant shall be disclosed and credited against the base fee. Such fees and commissions will be subject to audit at the discretion and expense of the City.

We understand the above statement and agree. We would provide The City with an accounting after each year end if so desired.

3. List any additional service options as well as the fee structure involved.

The HR Group can provide several HR consulting services. Services include:

- Hiring Procedures

- Employee Handbook
- New Employee Onboarding and Orientation
- Personnel Policies and Procedures
- Compensation Planning
- Health and Safety
- Employee Relations
- Performance Management
- Termination
- HR and Personnel Issue Support
- Organizational Development

Rates are extremely competitive, but further information would be required to provide a quote.

DS Benefits Group can provide COBRA administration. Many of our clients find this very useful because we can provide an alternative, individual quote for departing employees so that they come off the client's experience and census. Our rates are extremely competitive, but further information would be required to provide a quote.

In addition, we have provided a significant benefit to many schools systems and some government entities by providing a voluntary Long Term Disability policy to supplement what would be provided by STRS and PERS. Both STRS and PERS have significant gaps in coverage which a supplemental policy would fill – many of these employers find it very helpful coverage.

DS Benefits Group provides our enrollment team to meet with employees so that we, in conjunction with The City, control the content and delivery of the materials. This would most likely be a capped commission type compensation structure.

4. Indicate any alternate billing arrangements you would be willing to consider and under what circumstances they would be most appropriate.

We would consider any billing arrangements that maintain our current monthly-paid fee.

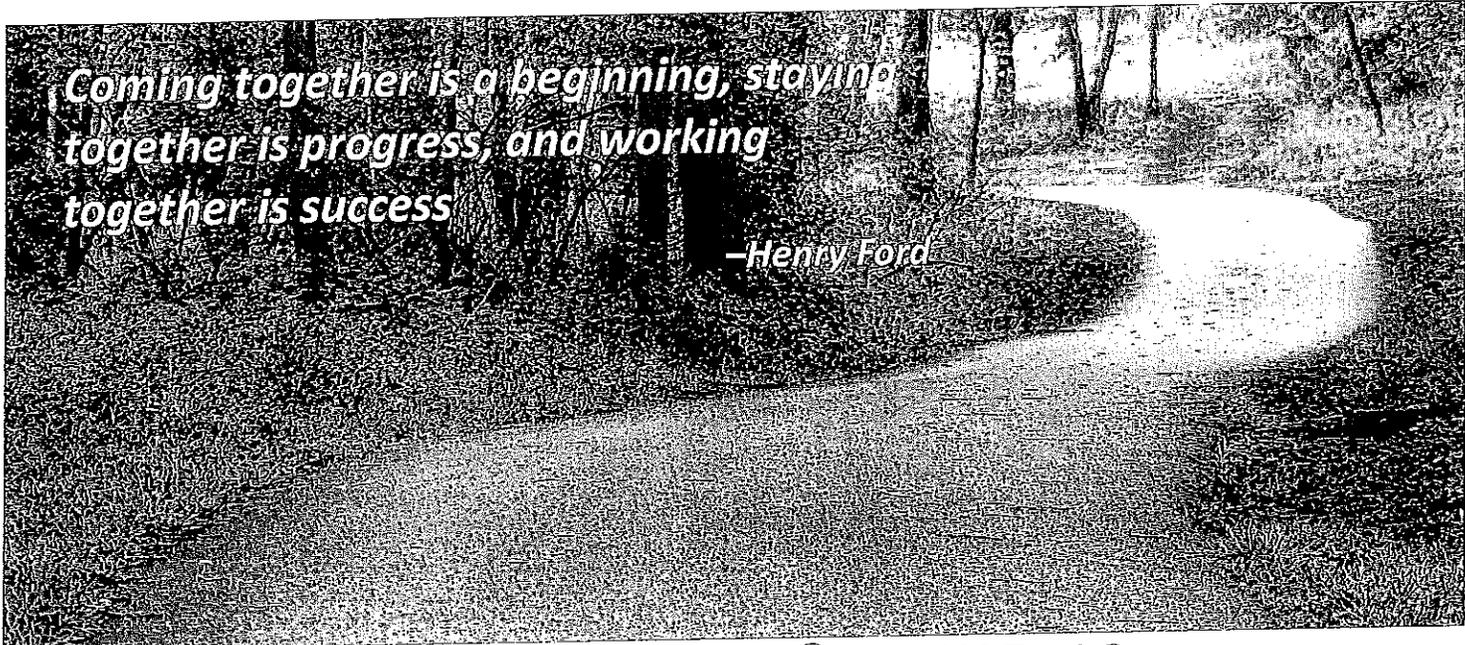
H. Other:

1. Levels of professional liability coverage. Please confirm that you will be willing to provide a copy of your policy if awarded this engagement by the City.

We are happy to provide copies of our professional liability coverage policy as well as our errors and emissions coverage policy.

2. Description of the firm's view of their responsibilities to the City in the provision of benefits brokerage services.

Our responsibility to The City is to not only satisfy The City's needs, but to exceed them, which I believe we have shown in our current relationship. In addition, we have a duty to be good corporate citizens, show responsibility, continue our charitable work and behave in a manner that reflects our great reputation.



GROUP BENEFITS CONSULTING

Fuel for High Performance Teams

SERVICES

Design Plans to Attract and Retain Employees

Detailed Compliance Review to keep you Hassle Free

Harness the Power of Technology to make life easier

Provide Seamless Implementations to reduce the fear of change

Innovative Analytics to help keep costs low

Provide a Process for Success

- 1) Discovery
- 2) Analysis
- 3) Goals & Objectives
- 4) Develop Solutions
- 5) Implement Solutions
- 6) Monitor Performance

Use our Market Strength to Negotiate Favorable Rates

BENEFITS

Rest easy knowing DS Benefits Group has your back!

The fuel for high performing organizations and the reason clients engage DS Benefits Group is that our professionals are savvy enough to know your success is a reflection of our performance.

We work hard to discover and learn your business culture and your desired results. Our process helps you attain your goals and success by focusing on compliance, cost and employee satisfaction.

Attract, retain and inspire High Performing employees with contemporary benefits that work with the ACA and your industry. Satisfied Employees are more productive.

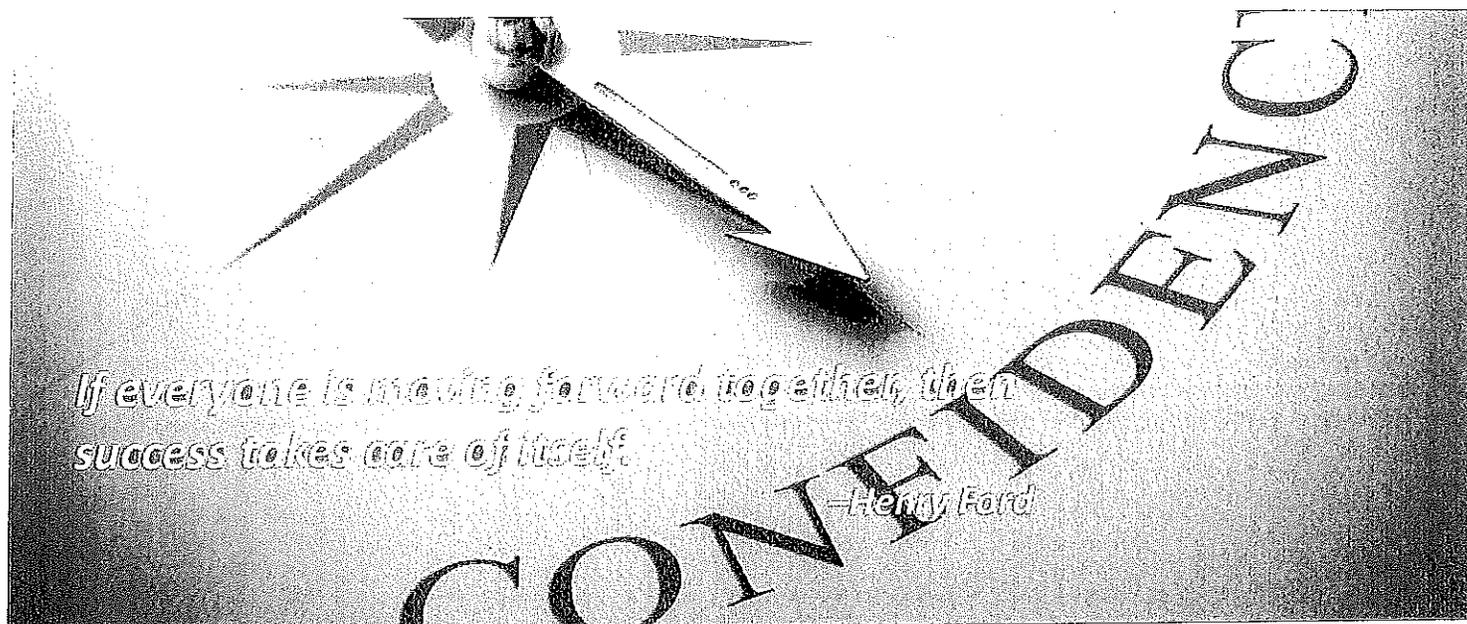
Reduce your risk of regulatory compliance by engaging our compliance experts. Let us do a compliance review to discover your exposure.

Becoming an important part of your success is something we do passionately! We are extremely proud to provide you with hard work and outcomes to meet and exceed your expectations.

Here are a few areas where we provide exceptional value to our clients:

- Identify what is important to our client's success
- Provide solid options for our clients to meet or exceed their goals
- Keep employees happy by resolving their benefit concerns
- Reduce costly government penalties by keeping you current with Federal and State benefit laws
- Bring the power of technology to make life easier and more efficient
- Help you retain and attract key talent with great benefits
- Communicate your plans so everyone understands it's value





HUMAN RESOURCE PROFESSIONAL

Fuel for High Performance Teams

SERVICES

- Hiring Procedures
- Employee Handbook
- New Employee Onboarding and Orientation
- Personnel Policies and Procedures
- Compensation & Benefit Planning
- Benefit, FMLA, and COBRA Administration
- Health & Safety
- Employee Relations
- Performance Management
- Termination
- HR and Personnel Issue Support

BENEFITS

Get the peace of mind that you are managing your human resources issues the right way. Our HR professionals expertly manage your company's employment related legal compliance and data collection needs.

We provide personalized service where dedicated HR professionals build and retain on-going relationships with their clients. Your dedicated professionals committed to your organization's growth and success. They work with you to learn about your business and understand the desired company culture. As they carry out their responsibilities they

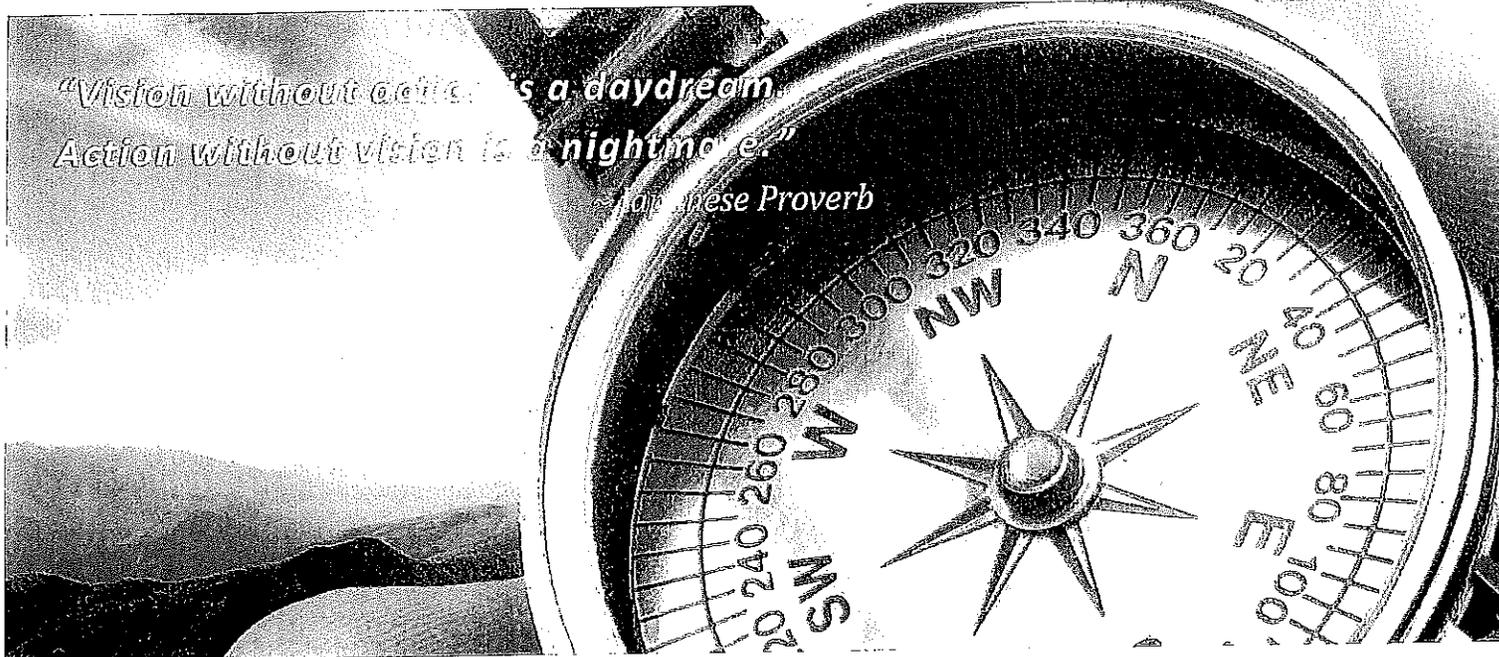
will be conscientious to build HR processes and procedures that align with your company.

- Limit FEO and ELSA compliance liability
- Cloud-Based On Demand Services
- Secure Employee Self-Serve Portal
- Pre-populated fields to reduce redundant input
- Automated Benefit Enrollment
- Easily record and track training and certification requirements
- Standard and customizable reports



*"Vision without action is a daydream.
Action without vision is a nightmare."*

- Chinese Proverb



ORGANIZATION DEVELOPMENT

Fuel for High Performance Teams

SERVICES

Growth Curve

Leader as Coach

Sales Equity

Work of Leaders

Work of Managers

DiSC Sales

5 Behaviors of a Cohesive Team

Emotional Intelligence

Behavioral Assessments

HRIS

BENEFITS

We work with teams and leaders to break down barriers and build high performance organizations. We partner with you and invest in your organization's plan for growth.

We use our knowledge and resources to align people with your organization's vision. We help your team members with action plans and equip them with tools for implementation.

Here is a sample of the benefits our organization development clients enjoy.

- Systems of accountability
- Employee engagement
- High Performing Teams
- Effective leader
- Communication channels
- Shared vision and purpose
- Right people doing the right things
- Optimal company culture



The City of Medina

Contacts and Responsibilities

DINO SCIULLI, PRESIDENT

DIS BENEFITS GROUP

RESPONSIBILITY:

HEALTH AND WELLNESS CONSULTANT

PLAN DESIGN MODELING

PRE-RENEWAL PLANNING/ CARRIER NEGOTIATIONS COST

DESIGN OF BENEFIT PROGRAM

STRATEGIC PLANNING

PROJECTIONS

LEGISLATIVE UPDATES

MARKEY WIPE

VICE PRESIDENT

RESPONSIBILITY:

STRATEGIC PLANNING

BENCHMARKING

PLAN DESIGN MODELING

PRE-RENEWAL PLANNING/ CARRIER NEGOTIATIONS COST

CORPORATE DEVELOPMENT

CLAIMS REPORTING & ANALYSIS ON-GOING

CLAIM ANALYSIS

DAVID WINTER

SENIOR ACCOUNT MANAGER

RESPONSIBILITY:

PRIMARY SERVICE SUPPORT TO THE CITY

PLAN DESIGN MODELING

PRE-RENEWAL PLANNING

EMPLOYEE COMMUNICATIONS

BENEFIT CHANGE AGREEMENT DEVELOPMENT

MTGS. CLIENT SERVICE LIAISON

CONTRACT AND POLICY REVIEW

IMPLEMENTATION OF BENEFIT PROGRAM

LEGISLATIVE UPDATES COMPLIANCE CHECKLIST

BRANDI HENNING

ACCOUNT COORDINATOR

RESPONSIBILITY:

EMPLOYEE CLAIM ADVOCACY

SERVICES CLIENT SERVICE LIAISON

EMPLOYEE COMMUNICATIONS

BENEFIT CHANGE AGREEMENT DEVELOPMENT

MTGS. LEGISLATIVE UPDATES



Client Service Schedule and Timeline

To Be Developed by The City of Medina and DS Benefits Group

	Service Description	Team Member Responsible	Typical Frequency	Date Scheduled
1	Compliance Updates	Sr. Account Manager	As Needed	
2	Compliance Email Blast	DSBG Team	Monthly	
3	Pre-Renewal Meeting	All	5-6 Months prior	
4	Post-Renewal Meeting	All	2-4 Months after	
5	Mid-Year Meeting	Consultant/Sr. Acct. Mgr.	Annually	
6	Healthcare Committee Meeting	Sr. Account Manager	Monthly	
7	Due Diligence Checklist	Sr. Account Manager	Annually	
8	Service Visit	Sr. Account Manager	Mid-Year	
9	Coordination of Wellness Initiative	Sr. Account Manager	As Needed	
10	Courtesy Call	Sr. Account Manager	Quarterly	
11	Service Calls	Sr. Account Manager	At Client Discretion	

Optional Services

1	HR Consulting	Consultant	As Needed	
2	Union Contract Consulting	Consultant	As Needed	