

**PLANNING and ADMINISTRATION COMMITTEE
MINUTES
JUNE 28, 2011**

The Planning and Administration Committee met on Tuesday, June 28, 2011 in the Committee Room, located on the second floor of the Administration Building beginning at 1:30 p.m. Mr. Jeffcoat, Committee Chairman, presided.

Members Attending:

Johnny W. Jeffcoat, Chairman	George H. Davis, V Chairman
K. Brad Matthews	William B. Banning, Sr.
James E. Kinard, Jr.	

Also attending: Katherine Hubbard, County Administrator; Larry Porth, Finance Director/Assistant County Administrator; Jeff Anderson, County Attorney; other staff members, citizens of the county and representatives of the media.

In accordance with the Freedom of Information Act, a copy of the agenda was sent to radio and TV stations, newspapers, and posted on the bulletin board located in the lobby of the County Administration Building.

2012 Recommendations - Employee Life Insurance Benefits - Human Resources/Procurement - Lori Adler, HR Director; Ryant Johnson, HR Risk Manager; and Morgan Armstrong, HR Consultant - Ms. Adler, Mr. Johnson and Mr. Armstrong presented recommendations for the proposed 2012 Employee Life Insurance Benefits with a Power Point presentation. Ms. Adler reported in the past the County's life insurance has been submitted in a RFP with the health and dental plan and by separating the two plans has seen significantly lower rates along with better services. The current plan ends in December. Mr. Morgan reported the new basic life insurance/accidental death and dismemberment (AD&D) coverage proposed offers the same coverage at 22 percent less with a three-year rate guarantee. The new voluntary life/AD&D will be offered in three different brackets; \$50,000, \$100,000 or \$150,000 with rates based on age and a five-year rate guarantee (draft chart provided). The proposed plan will also include a new comprehensive Employee Assistance Program (EAP). Mr. Morgan said the new plan is offered by OneAmerica; the current plan is with Sunlife. He said the new plan is portable up to age 70 at approximately the same rate. Staff reported there were about seventeen responses to the RFP.

A motion was made by Mr. Davis, seconded by Mr. Kinard to recommend to full Council to approve staff's recommendations for the proposed 2012 Employee Life Insurance Benefits Plan.

The vote in favor was unanimous.

Request for Approval to Utilize the Request for Qualifications Process for the Acquisition of Electronic Recording Project - Register of Deeds, Debbie Gunter, Registrar - Ms. Gunter is requesting the use of the Request for Qualifications (RFQ) process for a new electronic recording project. She said the electronic recording process has grown since starting August 30, 2010. Ms. Gunter reported that it takes nine minutes to record a document received in the mail versus one minute to record an electronic document. The request will be presented during the 4:30 p.m. session under Bids/Purchasing/RFPs for Council approval. For information only, no action taken.

Old Business/New Business - Landscaping for Detention Ponds - None.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Judy R. Busbee
Assistant to the Clerk

Johnny W. Jeffcoat
Chairman

Diana W. Burnett
Clerk