


INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Jason Brown  
County Administrator

FROM: Suzanne Boyll   
Human Resources Director

DATE: December 6, 2016

SUBJECT: Approval of Revision to AM-504.1 Retitling to Administration of Group Insurance and Allocation of Cost.

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**BACKGROUND:**

The Indian River County Board of County Commissioners Human Resources Department has been working with the Human Resource offices for each of the constitutional officers to improve the premiums and fees payment process for group medical insurance, life insurance, employee assistance program, stop loss insurance, administrative fees, and COBRA fees.

In order to improve efficiency, each constitutional officer will maintain records in support of benefit elections consistent with the County's Section 125 plan and the applicable benefit plan documents. Each officer will make monthly benefit payments to Indian River County Board of County Commissioners for eligible employees, retirees, and COBRA continuants in our shared group plan. Payment will be made in accordance with administrative procedures developed by the Indian River County Board of County Commissioners Human Resource Department in coordination with the Management and Budget Office and the Human Resource representative from the constitutional officers.

**FUNDING:**

There is no increased cost for this policy change. Funding for this benefit is provided in the budget for each of the constitutional officers and the Board of County Commissioners.

**RECOMMENDATION:**

Approval of revision to AM-504.1 retitling to Administration of Group Insurance and Allocation of Cost

**ATTACHMENTS:**

AM-504.1 Administration of Group Insurance and Allocation of Cost policy effective January 1, 2017

AM-504.1 Health and Life Insurance Billing effective April 6, 1993