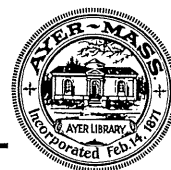


Town of Ayer

Benefits and Payroll Department



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Memorandum

Date: September 21, 2020
To: Town Manager Robert Pontbriand
From: Kevin A. Johnston *KAS*
Subject: Monthly Report – August 2020

The August 2020 monthly report for the Benefits and Payroll Office includes the following:

Harpers Payroll

- A Families First Coronavirus Response Act (FFCRA) payroll tax credit worksheet was developed to reconcile bi-weekly FFCRA payroll tax credits with quarterly reports.
- Work on the Public Safety payroll project resumed after being delayed due to COVID-19. The purchase order with IMC was completed and programming work is being scheduled.

Minuteman Nashoba Health Group (MNHG)

The MNHG Steering Committee and Board of Directors met remotely on August 24th, discussion included:

- FY 2020 plan year end uncommitted fund balance is \$8.2M, this is above the MNHG target and is attributed to a significant decrease in elective procedures and medical visits due to COVID-19. June 2020, the first month of the FY2021 plan year provided and additional estimated \$1M in additional fund balance surplus. The Steering Committee will follow the MNHG Fund Balance Policy in making decisions about any use of the MNHG uncommitted fund balance.
- Medicare plan renewal information is expected in early October for the January 2021 renewal. MNHG is planning 'Virtual' Medicare enrollment assistance and health fairs.
- Tufts, Harvard Pilgrim and Fallon all reported that COVID-19 has had no adverse impact on MNHG expenses as indicated in the uncommitted fund balance and there have been minimal COVID-19 cases reported in the MNHG.
- MNHG has approved a reactive plan for OptiMed services to reduce pharmacy costs. Materials introducing OptiMed to MNHG are expected in September with services beginning in October.

Altus Dental Benefits – Altus Dental provided a 90% premium credit on the September invoice to subscribers to the Town of Ayer voluntary dental benefits plan. This credit was passed on to Altus Dental benefits subscribers in September.

In addition to the MNHG meeting listed, I participated in the following remote meetings & webinars in August:

- August 25th *The Urgency of Social Justice* webinar
- August 26th *Embracing Personal Reflection and Self-Awareness* webinar
- August 27th *Four Critical Policies for 2020 and How to Make Them Work* webinar