

**MONDAY, JUNE 2, 2014 – 5:30 P.M.**  
**AGENDA MEETING OF THE OXFORD BOARD OF COMMISSIONERS**  
**OXFORD CITY HALL – COMMISSIONERS’ BOARD ROOM**

The Board of Commissioners for the City of Oxford met at the above-mentioned time and place. All members of the Board and local news media were notified of the same as well as the purpose of the meeting.

Present were Commissioners James (Danny) Currin, Robert B. Williford, Sr., Frank Strickland, S. Quon Bridges, and Patricia T. Fields. Present also were City Attorney J. Thomas Burnette, City Manager Randy Hemann and City Clerk Barbara Rote.

Absent: Mayor Jackie Sergent, Mayor Pro Tem Howard Herring and Commissioner C.J. Harris.

**CALL TO ORDER**

The meeting was called to order.

**ELECTION OF CHAIRMAN PROTEM WILLIFORD**

COMMISSIONER CURRIN NOMINATED COMMISSIONER BOB WILLIFORD AS CHAIRMAN PRO TEM FOR THE PURPOSE OF PRESIDING AND CONDUCTING BUSINESS FOR THE JUNE 2, 2014 MEETING IN THE ABSENCE OF MAYOR JACKIE SERGENT AND MAYOR PRO TEMP HOWARD HERRING. NO ONE ELSE WAS NOMINATED. THE FLOOR WAS CLOSED FOR NOMINATIONS. BY UNANIMOUS VOTE, COMMISSIONER WILLIFORD WAS SELECTED AS CHAIRMAN PRO TEM FOR THE PURPOSE OF PRESIDING AND CONDUCTION BUSINESS FOR THE JUNE 2, 2014 MEETING.

**GRACE STREET CLOSING DENIED FOR JUNE 14, 2014**

Marentha Hart requested closing Grace Street from E. Fairview Drive to Cherry Street on Saturday June 14, from 2 PM until 11 PM for her daughter’s graduation celebration.

Several residents on Grace Street called Commissioners in opposition to the street closing. Commissioner Currin pointed out that street closings are granted for community block parties, churches and non-profits and not usually for one person. He, along with City Manager Hemann suggested a written policy for street closings. Currently there are no written guidelines for qualifying or granting a street closing other than having the request submitted in writing.

COMMISSIONER CURRIN MADE A MOTION TO DENY THE STREET CLOSING ON GRACE STREET AS REQUESTED BY MARENTHA HART AND ESTABLISH A POLICY FOR FUTURE CONSIDERATIONS. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**MARCH 11, 2014 OXFORD PERSONNEL POLICY, APPENDIX B, WELLNESS PLAN**  
**AMENDED**

City Manager Hemann presented an amendment to the March 11, 2014, City of Oxford Personnel Policy, Appendix B, Wellness Program, to comply with the new wellness program required by the NC League of Municipalities Insurance Plan, effective July 1, 2014, and refund contributions to date made by employees into the current Wellness Program.

The League's wellness program sets wellness criteria and requires employees to contribute a percentage of their premium if they do not participate. Additionally, the City will refund all money collected from employees under the current wellness program because it will no longer be applicable.

The MIT Health Benefits Trust (League of Municipalities) is implementing a mandatory wellness initiative in the 2014/2015 plan year that also has a significant financial incentive component.

Within the 2014 calendar year, employees will be required to meet certain criteria. If it is not met, then individuals will pay 10% more premium for 2015-16 policy year.

COMMISSIONER STRICKLAND MADE A MOTION TO AMEND THE MARCH 11, 2014, CITY OF OXFORD PERSONNEL POLICY, APPENDIX B, WELLNESS PROGRAM, TO COMPLY WITH THE NEW WELLNESS PROGRAM REQUIRED BY THE NC LEAGUE OF MUNICIPALITIES INSURANCE PLAN, AS PRESENTED, EFFECTIVE JULY 1, 2014, AND REFUND CONTRIBUTIONS TO DATE MADE BY EMPLOYEES INTO THE CURRENT WELLNESS PROGRAM. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

**APPENDIX B – AS AMENDED**

## **The City of Oxford's Wellness Program**

The City of Oxford Wellness Requirements are as follows:

1. Wellness screening through the City's Wellness Initiative Program (onsite assessment) or through member's physician.
2. Age appropriate cancer screenings per American Cancer Association guidelines (PAP, mammogram & colonoscopy).
3. Participation in the provider's Personal Care Management (PCM) program or Disease Management Program.

Cancer Screens include

- PAP tests every three years for females (with exception of those with hysterectomy).
- Mammogram test annually for females over 40 years old.
- Colonoscopy of anyone 50 years old or older every 5 years (unless physician specifies otherwise).

If an employee fails to meet the above wellness requirements, the individuals will pay 10% more premium for 2015-16 policy year.

(the following information did not change but is incorporated into the minutes)

**PARTICIPATION IS ENTIRELY VOLUNTARY and ALL SCREENING RESULTS ARE CONFIDENTIAL. RESULTS OF ANY HEALTH RELATED SCREENING ARE ONLY AVAILABLE TO THE INDIVIDUAL EMPLOYEE.**

### **Wellness Time**

Employees are allowed to use thirty minutes, twice per week, to exercise or engage in a Wellness Activity (walking, using a gym, etc.) during their paid work time. The “Wellness Time” must be approved by their supervisor, and may not be used to arrive at work late or to leave early.

### **Wellness for Others**

#### **Donating Blood or Blood Plasma**

An opportunity for Employees to provide a Public Service:

Employees will be allowed a maximum of 2 hours Paid Time Off (PTO) to donate Blood or Blood Plasma at the local Red Cross or a local facility/place approved by the Red Cross. PTO for the donation of Blood or Blood Plasma may only be used by the employee once in a 3-month period. The employee must obtain prior approval from the Supervisor and provide written documentation substantiating the time and date of the donation upon their return to work. The Supervisor must have the PTO approved by the Department Head.

### **AGENDA SET FOR JUNE 10, 2014 REGULAR SESSION**

The Board set the agenda for the June 10, 2014 Meeting.

### **ADJOURNMENT**

THERE BEING NO FURTHER BUSINESS, AT APPROXIMATELY 5:55 P.M., COMMISSIONER STRICKLAND MADE A MOTION TO ADJOURN THE MEETING. ALL VOTES WERE IN THE AFFIRMATIVE. **THE MOTION CARRIED.**

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Barbara J. Rote, City Clerk

ATTEST:

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Robert B. Williford, Sr., Chairman Pro Tem