



BOARD OF DIRECTORS

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**Meeting Location:
County of Tulare
Board of Supervisors Chambers
2800 W. Burrel Avenue
Visalia, CA 93291**

AGENDA DATE: December 11, 2020

ITEM NUMBER: Item 13

SUBJECT: Approve Amendment to Agreement with Administrative Solutions – Fresno, LLC to Provide COBRA and FMLA Billing Services for the First Optional One-Year Extension, and Delete References to City of Marysville and Fresno County Retirees, and Authorize President to Execute Amended Agreement (A)

REQUEST(S): That the Board approve and authorize the President to execute amendment to the agreement with Administrative Services – Fresno, LLC.

DESCRIPTION:

The SJVIA entered into an agreement with Administrative Services on January 1, 2018 to provide COBRA and FMLA Billing services through December 31, 2020. The agreement provided that the term of the agreement may be extended for no more than two additional one-year terms.

Staff recommends extending the agreement with Administrative Services for a one-year term to provide COBRA and FMLA services through December 31, 2021.

In addition to extending the term, the amendment addresses the following:

- Removal of any reference to the City of Marysville, who terminated their participation in the SJVIA effective January 1, 2020, and
- Removal of reference to County of Fresno retiree billing as this service is contracted directly between the County and Administration Solutions.

AGENDA: San Joaquin Valley Insurance Authority

DATE: December 11, 2020

Note, the County of Tulare contracts directly with Administrative Services.

FISCAL IMPACT/FINANCING:

Compensation as shown in Exhibit B of the agreement with Administrative Solutions is as follows:

| Group | Service Type | Per Employee Per Month Fee | Per Employee Per Pay Period Fee |
|---------------------------------|--------------|----------------------------|---------------------------------|
| Fresno County | COBRA/FMLA | \$2.00 | \$0.92 |
| Fresno County Special Districts | COBRA/FMLA | \$2.00 | \$0.92 |

Average annualized fees are approximately \$143,000, based on COBRA or FMLA participation.

ADMINISTRATIVE SIGN-OFF:



Paul Nerland
SJVIA Manager



Lupe Garza
SJVIA Assistant Manager