




**Department of Human Resources**

INTER-OFFICE COMMUNICATION

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Date: October 27, 2022

To: Marcelia Nicholson, Chairwoman, Milwaukee County Board of Supervisors

From: Tony L. Maze, Director of Benefits Administration, Department of Human Resources 

Subject: **Report from the Director of Benefits Administration, Department of Human Resources, requesting authorization to execute a five-year contract extension with Employee Benefits Corporation (EBC) for Flexible Spending Account and COBRA administration services from January 1, 2023 – December 31, 2027**

File Type: Action Report

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**Background**

Milwaukee County currently provides Flexible Spending Account and COBRA administrative services through Employee Benefits Corporation (EBC). The Benefits Division negotiated a rate guarantee for the next five years for administration services provided by (EBC).

Employee Benefits Corporation (EBC) is the firm most capable of administering the County's Flexible Spending Account and COBRA administration. They are an effective employee-owned company located in Madison, Wisconsin, whose core business is Flexible Spending Account and COBRA administration. They are financially stable, have a proven track record of quality customer service, and will continue to offer the same convenience-based services (i.e. debit card).

**ALIGNMENT TO STRATEGIC PLAN**

Describe how the item aligns to the objectives in the [strategic plan](#):

1A: Reflect the full diversity of the County at every level of County government  
EBC uses its tools and professional personnel to ensure the County is receiving the best price and plans for all purchased services

1B: Create and nurture an inclusive culture across County government

All services contracted services are made in consideration of all County Employees

1C: Increase the number of County contracts awarded to minority and women-owned businesses

2A: Determine what, where, and how we deliver services to advance health equity  
EBC has consistently demonstrated strong knowledge of the local health care provider and insurance market, as well as the Wisconsin regulatory environment.

2B: Break down silos across County government to maximize access to and quality of services offered

EBC has consistently demonstrated strong knowledge of the local health care provider and insurance market, as well as the Wisconsin regulatory environment.

2C: Apply a racial equity lens to all decisions

All services contracted services are made in consideration of all County Employees

3A: Invest “upstream” to address root causes of health disparities

3B: Enhance the County’s fiscal health and sustainability

EBC has provided services to the County for several years and has agreed to continue to provide Milwaukee County with additional savings and minimal increase in fees

3C: Dismantle barriers to diverse and inclusive communities

### **TERMS**

EBC will charge Milwaukee County administrative fees of \$2.90 per enrolled participant per month for Flexible Spending Account Administration (approximately \$114,000 per year) and \$0.37 monthly administration fee per number of unique employees enrolled in COBRA. This amount varies month to month.

### **VIRTUAL MEETING INVITES**

[tony.maze@milwaukeecountywi.gov](mailto:tony.maze@milwaukeecountywi.gov)

### **PREPARED BY:**

Tony L. Maze, Director of Benefits Administration

### **APPROVED BY:**

Tony L. Maze, Director of Benefits Administration

### **ATTACHMENTS:**

Resolution

Fiscal Note

cc:

County Executive David Crowley

Mary Jo Meyers, Chief of Staff, County Executive’s Office

Margo Franklin, Chief Human Resources Officer

Margaret Daun, Corporation Counsel

Supervisor Liz Sumner, Chair, Finance & Audit Committee

Supervisor Willie Johnson, Jr., Chair, Personnel Committee

Scott Manske, Controller

Stephen Cady, Comptroller’s Office

Aaron Hertzberg, Director, DAS

Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk