ARKANSAS MUNICIPAL LEAGUE

1934 85 2019

Great Cities Make a Great State

Celebrating 85 Years of Service!

THURSDAY – January 17, 2019

CITY GOVERNMENT 101:
Who Is the Arkansas Municipal League and
How Do We Serve Arkansas Cities and
Towns?

Mark R. Hayes
Executive Director
Arkansas Municipal League
CITY GOVERNMENT 101:
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Asia Cruz
Associate Benefits Counsel

Arkansas Municipal League Workers’ Compensation Trust
January 17, 2019
Workers’ Compensation Program

• Staff of 12
  – 5 Adjusters
  – 5 Clerical Staff
  – General Manager – Glenda Robinson
  – Attorney – Asia Cruz

• Claims
  – ~2,000 new injuries per year

Claim Processing

MLWCT Information Center

• Submit First Report of Injury Online
• Submit Payroll Reporting Online

Downloadable Forms (Please download and open in Adobe Reader for best results):
  • Form IA-1 First Report of Injury - PDF
  • Form W - PDF
  • Income Protection Plan for Vol. Firefighters Form - PDF
  • Form IS - PDF
  • Form N - PDF
  • Municipal Employee’s Report of Accident - PDF
  • Supplement to Employer’s Report of Injury - PDF
Legal Compliance

STATE WORKERS’ COMPENSATION STATUTES
RULES OF THE ARKANSAS WORKERS COMMISSION

Posting Notice – Ark. Code Ann. 11-9-403

Form AR-P must be placed in a conspicuous place – E.g. Restrooms, Breakroom, Time Clock
Payroll Reporting

- **Commission Rule 099.05(A):**
  “The Commission shall require annual or otherwise periodic payroll audits from each employer self-insured under the laws to determine the proper assessment for tax purposes.”
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John G. Wells, General Manager
Municipal Vehicle Program
Municipal Property Program
Arkansas Municipal League

Municipal Vehicle
and Municipal Property Programs

MVP/MPP Staff

• General Manager John Wells
• Administrative Assistant Ashley Garret
• Claim Representative Kayla Fisher
• Claim Representative Rebecca Williamson
What We Do

• 22,213 Vehicles

• 8,168 Properties

On-duty deaths of policemen put at 144

WASHINGTON — More police officers have died in the line of duty this year in the United States than in 2017, according to data released Thursday. While the most common cause of death was from gunfire, vehicular accidents claimed nearly as many officers’ lives.

The National Law Enforcement Officers Memorial Fund said in a report that 144 federal, state and local officers have died so far in 2018. That figure represents nearly a 12 percent increase from the 129 who died in 2017.

The majority of the officers who died were either shot — 52 this year, up from 46 in 2017 — or fatally injured in car or motorcycle crashes, which accounted for 50 deaths. Other on-duty fatalities involved heart attacks, strokes and drownings, as well as cancer and other illnesses among those who responded to the Sept. 11, 2001, World Trade Center attack.

Of the officers who were shot, eight were killed during investigative activity and six were killed while responding to calls of a domestic or public disturbance, according to the report. Two were shot while serving warrants, two died while handling or transporting prisoners, and two others were inadvertently shot by other officers.

Of the officers who died in traffic-related incidents, 32 were killed in crashes involving other vehicles and 14 were struck while outside their vehicles.

The states that experienced the highest number of officer fatalities were Texas, California, Florida and New York, where eight died.
Municipal Employee Defensive Driving Program

Motor vehicle accidents are the No. 1 cause of occupational fatalities, and most employees never receive any type of defensive driving training.

The Arkansas Municipal League recognizes the importance of driver safety training and has collaborated with the National Safety Council (NSC) to help member municipalities that participate in the Municipal Vehicle Program reduce the chance of injury and death.

Program Highlights
- The Arkansas Municipal League is an NSC certified training center.
- The program facilitator, Deric Baxter, is a former Arkansas law enforcement officer, experienced in vehicle crash investigation, traffic vehicle laws, and police development.
- The course lasts less than a half-day.
- The facility can present training at League headquarters or travel to your city.

To utilize the League’s new NSC Defensive Driving Program for municipal employees, contact Deric Baxter at 501-776-3844 Ext. 118 or email dbaxter@amla.org.

Municipal Police Defensive Driving Program

Every day, police officers across Arkansas risk a variety of personal risks to help keep their communities safe. One of the most hazardous duties is the operation of police vehicles. Driving situations that police officers may encounter include excessive speed, distracted driving, and defensive driving.

The Arkansas Municipal League recognizes the importance of police officers receiving training and thus implemented a program to help improve municipal police participation in the Municipal Vehicle Program. The Municipal Police Defensive Driving Program is designed to aid police officers in becoming more effective drivers and help reduce the number of collisions that occur due to defensive driving. Participating in this training, and participating police departments have shown an average of 20 percent reduction in police-vehicle accidents.

Program Highlights
- The program facilitator, David Baxter, is a former Arkansas law enforcement officer, experienced in officer training, crash investigation, and police development.
- The instructor is a former Arkansas Commission on Law Enforcement Standards and Training certified instructor.
- Training takes less than a half-day.
- The hands-on training incorporates the state-of-the-art 5D32 driving simulator. The 5D32 is a single operator seat with close reference configurations producing realistic, high-definition video. Standard offers the ability to employ police vehicular accidents.

To utilize the League’s new NSC Defensive Driving Program for municipal employees, contact Deric Baxter at 501-776-3844 Ext. 118, or email dbaxter@amla.org.

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John Wilkerson
General Counsel
Arkansas Municipal League
The Municipal Legal Defense Program

Who We Are

LITIGATION TEAM

Sara Monaghan
Amanda LaFever
Jenna Adams
Brie Gibson
Bill Mann
Who We Are, cont…

INQUIRY-LEGISLATION-EVERYTHING ELSE

David Schoen
Lanny Richmond

WHAT DO YOU WE DO?

Police cases
* excessive force
* unlawful arrests, etc…

Employment
* Discrimination, Harassment, Wrongful Termination
* FMLA, FLSA, ADA, ADEA, Title VII
WHAT DO YOU WE DO?

Land Use Cases
* Takings
* Annexations

Etc...

WHAT DO YOU WE DO?

General Inquiry
* What is a quorum? Can the Mayor veto a veto?
* Can we ban chicken coops in city limits?
* David, Lanny, or me (maybe Mark if we get stumped.)
WHAT WE DO NOT DO.

Conflicts between city officials

Contractual issues

Personal issues

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Katie Bodenhamer
General Manager & Benefit Counsel
Municipal Health Benefit Fund
Municipal Health Benefit Fund

An Overview

MHBF: What is the Fund?

- Self-funded health plan: NOT TRADITIONAL INSURANCE
- Risk-sharing pool made up of cities
- Governed by a Board of Trustees
- Responsible for providing medical, dental, and vision benefits to our Groups’ employees and officials
Major Medical Benefits

- Lifetime coverage with no maximum dollar limit
- Up to 30 days of in-patient hospitalization per calendar year
- Bariatric weight loss program/Nutritional and weight counseling
- Chemical dependency treatment
- 2 non-emergency surgeries per calendar year
- Home Health services
- Outpatient occupational, physical, speech, and chiropractic services
- Mental Health services

Wellness Benefits

- FREE Wellness Screenings in the Governor’s Hall
- Preventative care reimbursed at 100%
  - Annual physicals and health panels
  - Immunizations and vaccines
  - Annual mammograms (including 3-D procedures)
  - Colon-rectal examination
  - Annual well-baby visits
  - Tobacco Cessation Program
EYEMED Vision Benefit

- New Vision Benefit Provider for 2019 is Eyemed
- Offers comprehensive vision coverage for exams, glasses and contacts
- $30 co-payment for most products and services
- $100 frame allowance, with 20% discount off balance over $100
- Large provider network which includes Walmart Vision Center

Pharmacy Benefits

- OptumRx is our Pharmacy Benefits Manager/ EBRx is our PBM Consultant
- Generic Drugs: $10.00 co-payment
- Preferred Brand Name Drugs: $30.00 co-payment
- Non-preferred Brand Name Drugs: $50.00 co-payment
- Specialty Drugs: $100-$200 co-payment depending on drug cost and fill
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Cindy Frizzell
Director of Finance and Program Rates
Finance

Cindy Frizzell
Arkansas Municipal League
Director of Finance
cfrizzell@arml.org
501-537-3780

All Things Finance for the League

• Financials / Audit
  – Private Audit Firm

• League Budget
  – Executive Committee Approval

• Investments
  – Stephens Inc.
  – Investment Committee
Resources for our Membership

- Municipal Accounting Handbook
- Arkansas Government Finance Officers Association
- Legislative Audit
  - Capitol Meetings
  - Resource / Work Together

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Chris Hartley
Chief Information Officer
17 years at the league
Responsible for all things IT
Information Security Focused

Information Security 101
Passwords
Patching
People
Passwords

Use long passphrases at least 14 characters long. Do not use the same Password across all accounts.

Use two factor authentication whenever possible.

Patching

You must ensure your IT folks are patching your computers, servers, software and networking equipment. If you are not patching your systems, you are choosing to leave security holes open for hackers to exploit.

In March of 2017, Equifax suffered a major data breach, many of you in this room had your personal data comprised. The hackers exploited a known vulnerability that could have easily been prevented with a simple web server patch.
People

Train your employees on Information Security

Malware and Ransomware

Email attachments and Safe Internet Use

Social Engineering and Phishing

To: Mark R. Hayes <kmr591@gmail.com>

From: Mark R. Hayes <mrh@arml.org>

Sent: Monday, November 5, 2018 9:37 AM

Subject: REQUIRED

Hi David,

I'll need you to grab something for me ASAP. Let me know if you're unoccupied.

N.B: I'm busy and can't take calls at the moment, but I'll look out for your reply.

Regards,

Mark

Sent from my iPhone
Information security can be complex, so you need experts to help you. Find a good technology partner that will secure your computers and your network, backup your data offsite, test data restoration, and help you with legislative audit requirements.

If you don’t have a technology partner, we have one for you, Sophicity. Our ITinaBox program can help you with all aspects of IT.

My final piece of advice, make sure you are in our Property Program so you’ll be covered under our cyber liability insurance. Even if you do everything right, you can still be the victim of a data breach.

Even Google has been hacked, so what chance do we have, right? If the worst happens, your cyber liability folks are going to be your lifeline to mitigating the damage and to helping you make good decisions under stress.

Up to $2,000,000 in Coverage
Legal Counsel
Forensic Team
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Tracey Pew
Director of Human Resources
Human Resources

What You Need To Know

Compliance

• Staying in compliance with all of the rules and regulations that effect your employees is a daunting task.
• Tangible and intangible risks come into play if human resource issues are not handled correctly and consistently throughout an organization.
• It is imperative that the person in charge of Human Resources for your organization be aware of critical workplace rules and regulations, as well as the issues affecting employees.
Publications available from the Arkansas Municipal League

- Achieving Respect and Understanding in the Municipal Workplace
- ADA Compliance
- Drug-Free Workplace for Non-CDL Employees
- Emergency Preparedness
- Family Medical Leave Act
- What Cities Need to Know about the Arkansas Medical Marijuana Amendment
- Freedom of Information Act
- Sample Personnel Handbook (updated with anti-bullying policy)
- Getting Organized and Staying in Compliance
- Military Leave and Training for Arkansas Municipalities
- Understanding Municipal Personnel Law and Suggestions for Avoiding Lawsuits
- Uniformed Personnel Leave for Arkansas Municipalities

Human resource organizations

- Arkansas Public Employers Human Resources Association (APEHRA)
- Society of Human Resources Management
- Local SHRM Chapters –
  - Central Arkansas Human Resources Association (CAHRA)
  - Western Arkansas Human Resources Association (WAHRA)
  - West Central Arkansas Human Resources Association (WCAHRA)
  - And many others
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Bryan Lamb
Loss Control Manager
THURSDAY – January 17, 2019

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Whitnee V. Bullerwell
Deputy Director
Arkansas Municipal League

City & Town, with a monthly readership of 7,000 municipal officials and employees.
A library of approximately 50 publications.

2019-2020 Directory of Arkansas Municipal Officials

Arkansas Municipal League

Municipal Health Benefit Fund

City & Town

Municipal Legal Defense Program

Arkansas Municipal League

Great Cities Make A Great State

For more information contact:
Glenda Robinson  501-978-6133
Carmen Morgan  501-978-6127 ext. 212
www.arml.org
A library of approximately 50 publications.
Stay in touch with us at the Arkansas Municipal League

Join the League’s List Serv and be automatically notified via email of pertinent municipal information.

Step 2. Access the List Serv link of choice
Step 3. Complete the required information.
Voluntary Certification Program and Seminars

- Seminar on budgeting
- Seminar on human resources
- Seminar on City Hall 101 and Planning and Zoning
- Continuing education hours during Winter Conference and Convention

www.arml.org

Facebook.com/Arkansas.Municipal.League
Twitter @ARMuniLeague
Linkedin Arkansas Municipal League
Instagram armunileague
Youtube.com/user/ARMunicipalLeague
Flickr.com/photos/arkansas_municipal_league
greatcitiesgreatstate.com (microsite)

Stay connected with the League!
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CITY HALL

Great Cities Make a Great State

Celebrating 85 Years of Service!