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Human Resources Department
100 N. Appleton Street
Appleton, WI 54911

MEMO

To: Alderperson Plank and Members of the Finance Committee
From: Sandy Behnke, Human Resources Director
Date: June 2, 2016

Re: Request to approve entering an intergovernmental agreement with the Appleton Area School District for the purpose of the joint establishment, operation and cost sharing of an employee health clinic.

The City of Appleton and the Appleton Area School District agree in principal to the following key terms for the joint establishment, operation and cost sharing of an employee health clinic:

*Three year term with automatic renewal for successive one year terms unless notification of termination by either party.

*The Agreement Administrators shall be:
City: Director of Human Resources
District: Chief Financial Officer

*Each party will enter into a services contract with ThedaCare for the initial three year term to staff and operate the clinic.

*The parties will create an Advisory Group consisting of one or more representatives of each party to meet and discuss operation of the Clinic, scope of services, staffing, hours of operation, pricing, Provider Contracts and all other provisions necessary or beneficial to the operation of the clinic.

*Payment of Fees and Improvements by the parties (startup costs for equipment, supplies and furniture):
City: 50%
District: 50%

*Payment of Office Lease Expenses:
City: 29%

District: 71%

*Payment of Health Provider Expenses:

City: 29%

District: 71%

*Parties agree to review the previous six month's usage by each party's employees and determine an appropriate adjustment to the percentage paid by each Party. Percentages shall approximately represent clinic use by the respective Parties' employees.

*Parties agree to a minimum contribution percentage regardless of actual clinic use:

City: 15%

District: 50%

*Payment of expenses for special services shall be the responsibility solely of the party requiring the program or service

*Withdrawal by either party after the initial term of the agreement shall be 90 days.

The District's Legal Staff is still reviewing the draft agreement (attached). If any substantive changes are negotiated subsequent to Council's approval of the terms outlined above, the modifications would be brought back to the Council for approval.

If you have any questions regarding this request, please feel free to contact me directly at (920) 832-6426.