RESOLUTION NO. 158 -2017

A RESOLUTION BY THE MONROE COUNTY BOARD OF COUNTY COMMISSIONERS RESCINDING RESOLUTIONS 100-2014 AND 182-2015 AND SETTING FORTH THE REVISED BONUS [FINANCIAL INCENTIVE] PROGRAM FOR MONROE COUNTY FIRE RESCUE BILLING CONTRACT EMPLOYEES.

WHEREAS, in February 2014, the Monroe County Board of County Commissioners ("BOCC") and the Board of Governors of Fire and Ambulance District No. 1 ("Board of Governors") approved an employment agreement for the position of Billing Supervisor, in order to bring the function of billing and collection for Monroe County Fire Rescue ground and air ambulance runs in-house; and

WHEREAS, in April 2014, the BOCC and the Board of Governors approved an employment agreement for the position of Billing Specialist, also for the purpose of bringing the function of ambulance billing and collection in-house; and

WHEREAS, both employment agreements set a base salary for each position, and then state that in lieu of any annual merit or cost-of-living adjustment, the employees will be eligible for a financial lump sum incentive based upon billing and collections performance; and

WHEREAS, in July 2014, the BOCC passed Resolution 100-2014 and the Board of Governors passed Resolution 114-2014 in order to establish a financial incentive program in order to incentivize the employees to increase collections; and

WHEREAS, in July 2015 the BOCC passed resolution 182-2015 to clarify the baseline collection time period; and

WHEREAS, staff desires to revise the financial program in order to define net collections, and to specify that net collections will be used to measure billing collection performance.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF MONROE COUNTY, FLORIDA, THAT:

Section 1. Resolutions 100-2014 and 182-2015 are hereby rescinded in their entirety.
Section 2. Monroe County Bonus Program

1. For the purpose of this resolution, the terms "bonus" and "financial incentive" are used interchangeably.

2. For the purpose of this resolution, the term "Collections" refers to collections from all sources not including Medicaid.

3. For the purpose of this resolution, the term “Net Collections” refers to gross collections from all sources not including Medicaid, net of all non-collectable (mandatory) contractual allowances, refunds, and the write-off portion of Trauma Star resident waivers.

4. For the purpose of this resolution, and calculation of the bonus award, the transition from the previous performance standard and evaluation process to the standard set forth in this resolution shall occur on July 1, 2017.

5. To account for the transition from the previous Financial Incentive Resolution Program to this revision, the transitional evaluation time period used to calculate the bonus award employing the previous performance standard and evaluation process set forth in Resolution 100-2014 and 182-2015 shall run from May 1 2015 to June 30, 2017. Thereafter, each year, the evaluation period ("Evaluation Period") shall run from July 1 to June 30.

6. The average collection rate for air and ground ambulance combined during the fiscal year ending September 31, 2013, not including Medicaid accounts was 33.70% ("Baseline Collection Rate").

7. For every one (1) percentage point increase in Collections as a percentage of non-Medicaid billed amounts over Baseline Collection Rate achieved by the end of the Evaluation Period, each employee shall receive a one-time lump sum bonus ("Bonus Amount") in the amount of one percent (1.0%) of the employee's unloaded base salary, up to a maximum increase of ten percent (10%) of the Baseline Collection Rate, which will translate to a maximum bonus of ten percent (10%). By way of illustration, if Collections increase from 33.70% at the beginning of the Evaluation Period to 38.70% measured at the end of the Evaluation Period, which is an increase of five (5) percentage points, each employee would receive a bonus in the amount of five percent (5%) of the unloaded base salary. Note, for the purposes of this illustration, a five percentage point increase in collections would total approximately $340,000 in additional billing revenues and would equate to a lump sum bonus of $5,300 for the two employees combined in the first year.

8. The bonus amounts will be calculated one time annually, at the end of the Evaluation Period. The bonus amounts will not be added to the base salary and will not be used for computing average weekly wage for any other purpose, including but not limited to FRS, unemployment or workers' compensation. The bonus amounts will be paid to the eligible employees within 45 days of the closeout of the evaluation period.
9. The bonus amounts shall be paid by the BOCC and the BOG in proportion to the amounts collected by and for each entity at the end of the Evaluation Period. Each bonus program must be approved by the BOCC and the BOG. If, for any reason, the bonus program is not approved by resolution by both entities, then each entity will be responsible for paying its portion of the Bonus Amount, i.e., the total Bonus Amount, multiplied by the percentage of Collections attributable to ground ambulance (in the case of the Board of Governors) or air ambulance (in the case of the BOCC).

10. This bonus program shall continue from year to year until revised by the BOCC and shall apply to proprietary function bill collections and whatever personnel hold the position of Billing Supervisor and Billing Specialist. In subsequent years, percentage increase in Net Collections shall be used in comparison to the Baseline Collection Rate, and shall be the collection rate for the preceding twelve months, i.e., July 1 to June 30.

11. If an employee who is eligible to receive a financial incentive award transfers out of or otherwise leaves the award eligible position prior to the end of the evaluation period the bonus awarded to such employee shall be prorated in proportion to the period employed within the evaluation period. In order to be eligible for the prorated portion of the bonus the employee must be in good standing with Monroe County as of the date the employee transfers, terminates or is terminated from employment. The final determination as to whether an employee is not eligible to receive the award shall be made by the Board of County Commissioners.

PASSED AND ADOPTED by the Board of County Commissioners of Monroe County, this 21st day of June 2017.

Mayor George Neugent
Mayor Pro Tem David Rice
Commissioner Danny Kolhage
Commissioner Heather Carruthers
Commissioner Sylvia Murphy

(SIGNATURE)
Attest: KEVIN MADOK, CLERK

(Seal)
By Deputy Clerk

BOARD OF COUNTY COMMISSIONERS
OF MONROE COUNTY, FLORIDA

BY Mayor George Neugent

FILED FOR RECORD
MONROE COUNTY, FLA
2017 JUN 30
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MONROE COUNTY COMMISSIONERS
APPROVED AS TO FORM

Assistant County Attorney
Date 6/21/17