

# ARCH SUPPORT

Issue 125

July 2016

## *From The Desk Of The Chancellor...*

It is hard to believe it is already the middle of July. Summertime seems to pass more quickly some years and for me this is certainly one of them. Parish life and Archdiocesan work are a bit different when schools are closed and there are a few less events. However, the summer months do not bring a slower pace or less work for many of us. I know these months have their own challenges for many of you with staff changes, church picnics, maintenance projects and so much more.

I hope you have been able to take some time out to rest and recreate a bit. Perhaps you were able to take a trip with family or to visit family. If not I hope you have taken advantage of seasonal opportunities like farmers markets and other outdoor events. A late evening trip to get an ice cream cone can do wonders for your spirit.

One annual event for me each July is a visit from Humana where they report on our "experience" of the past year. This is the initial meeting that starts the process of preparing a new contract for the following year—2017. This process takes several meetings over many months. The conversations and data can be very technical as we look at plan designs and costs. They call this meeting a "Plan Compass Review" which always seems a bit strange. It is intended to help us know what direction we are heading, therefore "compass," but I still find the wording odd.

The medical insurance field has some unique words or phrases which appear to mean something different than when the words are commonly used. I tease the Humana representatives about their language and I thought you too might find some of their wording a bit humorous.

Underwriting  
Formulary  
Coverage  
Premium  
Deductible  
Co-Pay  
Claim  
Vitality  
Incurred But Not Reported

For example:

**Premium** – most of the time this refers to the finest choice or something special – for insurance this is what we pay which doesn't feel special at all.

**Claim** – this usually is what we declare or a treasure we find – for insurance it is a list the expenses we all have had which to me doesn't seem like we are receiving something.

**Co-pay** – this seems to suggest two people are sharing a check – for insurance it is what we pay even though we already paid premiums. Maybe it should be called "double pay."

**Deductible** – I think the word means something like a discount – for insurance it means what we pay first which is never a discount.

**Vitality** – usually means having energy – for Humana it means using energy to earn points.

**Underwriting** – the word means to finance or

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support something – for insurance it refers to the person who tells me how many of us will likely be sick in a given year which is something I'd prefer not to support.

**Formulary** – I'm not sure this is even a word - for insurance companies a formulary is a list of approved medications in price categories. Wouldn't it be easier to just say drug list and prices.

**Incurred But Not Reported** – IBNR sounds like something that happened we aren't going to hear about – insurance says it means what happened that we will pay for later.

**Coverage** – I think this is what newspapers and TV reporters provide – insurance says it is what we buy but hope not to use.



The meetings are very important and humor does not really come into play. It will be September before we know the final results but I assure you we work hard to come up with a good plan design and negotiate the best possible rates. More updates will follow.

Meanwhile, don't let summer pass you by without eating a fresh garden tomato and some local corn. Oh and if you need a recommendation on that ice cream cone, try **rum raisin**, my favorite.

## TAKE NOTE...FROM BRAD HARRUFF, CATHOLIC MUTUAL CLAIMS/RISK MANAGER

- As you know by now we had a great year for our self-insurance program and are being rewarded with no premium increases for the coming year. The 2016/2017 invoices and ledger pages will be arriving soon and it is particularly important to check the buildings, amounts, and types of coverage for accuracy. If you find a discrepancy please contact me so we can make necessary adjustments. Things commonly unnoticed are buildings that no longer exist or their usage has substantially changed. Questions on billings should be directed to your accounts manager, Shelly Grote at 1-800-228-6108.

- The new CMG Connect site is now coming on line and you will find it is much easier to navigate since it is dedicated to training only. Required training includes, "Drive Safe" presentation & test for those who drive for the church, and "Transportation for Administrators". You will be getting more information with your renewal package.

- Thanks to everyone for your attention in correcting liability and maintenance issues and we can hopefully have an even better year going forward.



## NEWS FROM THE FINANCE OFFICE



### *Welcome*

We are pleased to introduce our new Parish Internal Auditor/Parish Support, **Terri Wilhelmi**. She will be performing parish reviews, along with being the Chancery contact person for parish financial and Charitable Gaming questions. Terri comes from Norton Healthcare with 18 years of audit and finance experience. Terri can be reached at the Chancery Finance Office or via email at [twilhelmi@archlou.org](mailto:twilhelmi@archlou.org). Please give her a warm welcome!

### ***FYE 6/30/2016 Financial Reports***

The Fiscal Year 6/30/16 Parish and School Fiscal Year Reports are due to the Finance Office by August 15<sup>th</sup>. The forms and instructions for the reports can be found on the Archdiocesan website at the links below:

- *The Financial Report form and instructions:* [www.archlou.org/wp-content/uploads/2016/04/Fiscal-Year-End-Reports-2016-2.pdf](http://www.archlou.org/wp-content/uploads/2016/04/Fiscal-Year-End-Reports-2016-2.pdf)
- *The Parish and School Assessment worksheet:* [www.archlou.org/wp-content/uploads/2016/06/Master-Parish-Assessment-Form-with-formulas-2.pdf](http://www.archlou.org/wp-content/uploads/2016/06/Master-Parish-Assessment-Form-with-formulas-2.pdf)
- *The Regional School Assessment worksheet:* [www.archlou.org/wp-content/uploads/2016/06/Master-Regional-School-Assessment-Form-without-formulas-xlsx-6-7-2016.pdf](http://www.archlou.org/wp-content/uploads/2016/06/Master-Regional-School-Assessment-Form-without-formulas-xlsx-6-7-2016.pdf)

## **MILEAGE RATE**

Effective July 1, 2016, the Archdiocese of Louisville reimbursement rate for business related travel decreased from 57.5 cents to a new rate of 54 cents. Please be sure to change your mileage reimbursement rate forms to reflect this change for all mileage incurred after July 1, 2016.

## **MINIMUM WAGE**

On July 1, 2016 Jefferson County Metro raised the minimum wage from \$7.75 per hour to \$8.25 per hour. Business managers and bookkeepers serving Jefferson County Parishes will need to review salary information on all hourly employees and non-exempt salary basis employees to ensure they are paid the minimum of \$8.25 per hour. Keep in mind for budgeting and planning purposes the next increase will be effective July 1, 2017 raising minimum wage from \$8.25 per hour to \$9.00 per hour. If you have any questions, please contact the Personnel Office at the Chancery.

## YIKES!!!!!!...SO MUCH CONFUSION ON HIRE DATES AND TERMINATION DATES

### ***Hire Date:***

First day an employee works, or in the case of a school contract employee, the first day as listed on their contract.

### ***Termination Date:***

Last day an employee works, or in the case of a school contract employee, the last day as listed on their contract.

\*For all benefit eligible employees, benefits begin on the first of the month after date of hire and end on the last day of the month after their termination date.\*



### **WATCH THE MAIL... PARISH MAILING DATES**

Mark your calendar and watch for parish mailings sent out on the dates listed below:

- ⇒ August 4<sup>th</sup>
- ⇒ August 18<sup>th</sup>
- ⇒ September 1<sup>st</sup>
- ⇒ September 15<sup>th</sup>
- ⇒ October 6<sup>th</sup>
- ⇒ October 20<sup>th</sup>
- ⇒ November 3<sup>rd</sup>
- ⇒ November 17<sup>th</sup>
- ⇒ December 15<sup>th</sup>

### **401K ELIGIBLE ENTRY PERIOD – JULY 1<sup>ST</sup>**

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 07/01/2016 are verified to ensure they were included in your July 15<sup>th</sup> retirement file transmission. Please always make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, please contact Phyliss Wilkins at the Chancery Personnel Office

### **PAYCOR UPDATES**

Our July reports training was a huge success. Thanks to all who attended this informative session, and thank you to our trainer Evan Davies!

At times Paycor updates Perform with new little changes to the different functions. Most recently the following have been updated:

- First 5 digits of social security number are masked, as is the account number tied to the employee's direct deposit set-up
- The Compensation Summary page is now broken into 3 sections (History, Pay Stubs, Tax Documents)
- The Status Page will no longer allow you to simply put in a termination date. You must change the employee's status to terminate before a date can be entered

The Background Check Date and Workers Comp Code are now both required when setting up a new employee through the New Hire Wizard in the Custom Fields Section.

## VITALITY NEWS

Good things are happening!

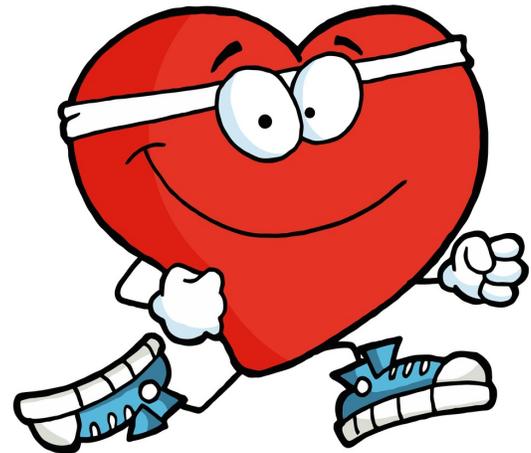
Several locations held **Biggest Loser Contests** earlier in the year. Sixty five participants lost 392 pounds. What a success! Great team effort working together to promote wellness, plus earning those Vitality points.

Catholic Charities' **Fitness Field Day** a big hit! What a way to start your day with activities such as water balloon toss, Zumba, jump rope, Lucio Pokie, wall-sit, ending with a healthy lunch....they worked hard and had a great time. Way to go....and keep up those activities!

### Some Vitality Stats

Humana subscribers who have:

Taken Health Assessment	457
Taken Vitality Check	145
Reached Bronze Status	309
Reached Silver Status	95
Reached Gold Status	26
Reached Platinum Status	27



Percentage of subscribers reaching Silver+ Status: 8%

It's not too late to get started and help us reach the goal of 20% at or above Silver Status by September 1<sup>st</sup>.

### OUR BIG HUMANA VITALITY EVENT COMING SOON..... SEE ENCLOSED INSERT

Archdiocese of Louisville 5K  
Run, Walk, Stroll  
October 15, 2016 – The Louisville Zoo

- A number of opportunities by participating in the 5K or volunteering your time to help.
- Also the opportunity to spend some time at the zoo with family and colleagues.
- Is open to all employees and their family members.
- Complete information on registration and opportunities to volunteer on the enclosed insert – help us by making sure all your employees get the information.
- To volunteer, contact Renee Badall, [arch5k@archlou.org](mailto:arch5k@archlou.org)





# meetings

## ARCH SUPPORT MEETINGS

### AUGUST MEETINGS

Tuesday, August 23, 2016

10:00 am

Saint Joseph Parish Office – Bardstown

Wednesday, August 24, 2016

10:00 am

Chancery Meeting Room #3

### DECEMBER MEETINGS

Tuesday, December 6, 2016

10:00 am

Chancery Meeting Room #3

Wednesday, December 7, 2016

10:00 am

Saint Joseph Parish Office - Bardstown



### OCTOBER ANNUAL BENEFIT MEETINGS

Tuesday, October 25, 2016

1:00 pm

Chancery Meeting Room #3

Wednesday, October 26, 2016

10:00 am

Chancery Meeting Room #3

Wednesday, October 26, 2016

1:00 pm

Chancery Meeting Room #3

Thursday, October 27, 2016

10:00 am

**Saint Joseph Parish Hall – Bardstown**

Wednesday, November 2, 2016

10:00 am

Chancery Meeting Room #3

**\*Please note these October meeting dates are the 2017 Annual Benefit Meetings. A representative from each group participating in the benefit program is required to attend one of these meetings.\***

## ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies: Go to the archdiocesan web site [www.archlou.org](http://www.archlou.org)

- Click on "About the Archdiocese."
- Click on "Publications/Media"
- Click on "Download and View Documents"
- Choose Specific Issue