

PRE-MEETING AGENDA



Casper City Council
City Hall, Council Chambers
Tuesday, September 21, 2021, 5:00 p.m.

Please silence cell phones during the City Council meeting.

Entrance to the meetings is the east door off David Street. Face coverings are encouraged for those individuals who have not been fully vaccinated against COVID-19. Public input via email is encouraged: CouncilComments@casperwv.gov.

	Presentation	Allotted	Beginning Time
1.	Wyoming Community Development Authority (WCDA) Community Development Block Grant-funded (CDBG) Neighborhood Development Program Presentations <ul style="list-style-type: none"> ● Wyoming Food for Thought 5:00-5:10 ● Casper Housing Authority 5:15-5:25 ● Erin Marquez 5:30-5:40 	40 min	5:00
2.	Employee Vaccination Incentives	10 min	5:40
3.	Introduction of New Employees <ul style="list-style-type: none"> ● Clerk of Municipal Court, Nicole Hatfield ● Parks, Recreation and Public Facilities Director Zulima Lopez 	5 min	5:50
4.	Agenda Review	5 min	5:55
	Approximate Ending Time		6:00

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September 15, 2021

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tracey L. Belser, Support Services Director
Zulima Lopez, Risk Manager
SUBJECT: Coronavirus (COVID-19) Vaccination Incentive Program for City of Casper employees

Meeting Type & Date

Regular Council Meeting Pre-session
September 21, 2021

Action type

Direction Requested

Recommendation

That the City of Casper implement a Coronavirus (COVID-19) Vaccination Incentive Program for City of Casper employees effective September 27, 2021 to December 31, 2021.

Summary

The number of City employees required to isolate or quarantine due to illness or exposure to COVID-19 has been rising significantly since late July 2021 as indicated in the graph below.



The creation of a Vaccination Incentive Program for the City of Casper will help protect our workforce from widespread illness or exposure that is negatively affecting our ability to provide critical City services to the public. The current vaccination rate in Natrona County, and assumed

among City staff, is just over thirty-six percent (36%). In an effort to increase vaccination to at least sixty five percent (65%), the City proposes to provide a financial incentive to employees to fully vaccinate against COVID-19.

The Casper-Natrona County Health Department (CNCHD) has obtained funding from the Wyoming Department of Health to provide incentives for vaccination of up to one hundred dollars (\$100) for each person who becomes fully vaccinated. This includes reimbursing employers for providing incentives to employees and eligible dependents who fully vaccinate. The CNCHD reimbursement only applies to currently unvaccinated individuals that obtain COVID-19 vaccinations after an incentive program is implemented. The City intends to maximize this reimbursement opportunity for its incentive program. However, for internal equity, the City proposes to provide an incentive retroactively to any employee who was vaccinated prior to the implementation of the program. The cost of the retroactive payments, as well as the incentive payment amount above the CNCHD maximum, will be covered by City funds.

The program is proposed as follows:

- Participation in the incentive program is voluntary.
- The incentive will be offered beginning September 27, 2021 until December 31, 2021.
- Incentives will be provided to all City of Casper full-time and non-full-time employees employed on or after September 27, 2021 who are active on the City's payroll.
- Fully vaccinated employees (regardless of vaccine brand) will receive two hundred fifty dollars (\$250), net taxes, with evidence of full vaccination submitted to Human Resources, regardless of when full vaccination was achieved.
- An additional fifty dollar (\$50) incentive will be provided to employees who get a third dose or booster as recommended by the Food and Drug Administration (FDA) and Centers for Disease Control and Prevention (CDC), with evidence of the third dose or booster submitted to Human Resources.
- An additional one hundred dollar (\$100) incentive will be provided to employees for each fully vaccinated spouse or dependent that lives in the employee's home and obtains vaccination after the implementation of this program, with evidence of full vaccination submitted to Human Resources.
- Employees will be taxed on each incentive as required by applicable law. However, the incentive amount(s) will be a full \$250, \$100, or \$50 after taxes are applied.
- Payment will be provided through payroll on each employee's paycheck.
- Vaccination status will be kept strictly confidential and individuals' vaccination status will only be used to determine eligibility for incentives.
- The City of Casper will submit weekly reporting and invoice the Casper-Natrona County Health Department each month for eligible reimbursements for newly vaccinated employees and dependents.

Vaccinations are widely available in Casper through local providers. A list of providers, as well as other important information regarding vaccination, can be found on the Wyoming Department of Health website at <https://health.wyo.gov/publichealth/immunization/wyoming-covid-19-vaccine-information/county-covid-19-vaccine-information/>.

Financial Considerations

The Casper-Natrona County Health Department will reimburse the City for incentives up to one hundred dollars (\$100) for each employee or dependent that becomes fully vaccinated after the program is approved. The CNCHD will not reimburse retroactively, and the reimbursement amount will not exceed one hundred dollars (\$100) per person. The City of Casper will utilize awarded CARES funds to pay any unreimbursed portion of the incentive. A budget amendment for this program will be required later this fiscal year. Estimated program costs are below.

City employee count as of 9/1/21	Estimated eligible dependent count	Natrona County vaccination rate	Estimated # employees already fully vaccinated	City costs for retro incentives	Estimated # newly vaccinated employees (65% goal)	Estimated # newly vaccinated dependents (65% goal)	City costs for newly vaccinated	Reimbursed costs for newly vaccinated	Total City cost of incentive program
748	648	36%	269	\$ 80,784	217	188	\$ 43,384	\$ 40,484	\$124,168

Oversight/Project Responsibility

The Vaccination Incentive Program will be administered by Human Resources and Payroll.

Attachments

None