



Office of the County Executive

Monroe County, New York

Adam J. Bello
County Executive

August 7, 2023

OFFICIAL FILE COPY	
No.	230251
Not to be removed from the Office of the Legislature Of Monroe County	
Committee Assignment	
URGENT	-L

To The Honorable
Monroe County Legislature
407 County Office Building
Rochester, New York 14614

Subject: Authorize a Contract with Benefit Resource, LLC for Third-Party Administration of Monroe County's Flexible Spending Account Benefit, Qualified Pre-Tax Parking Program and Health Reimbursement Accounts

Honorable Legislators:

I recommend that Your Honorable Body authorize a contract with Benefit Resource, LLC ("BRI") for Third-Party Administration of Monroe County's Flexible Spending Account Benefit, Qualified Pre-Tax Parking Program and Health Reimbursement Accounts, for a three (3) year and four (4) month term from September 1, 2023 through December 31, 2026 in an annual amount not to exceed \$135,000 beginning with the 2024 calendar year, and each year thereafter subject to appropriation, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$135,000 per year.

This referral is being submitted as a Matter of Urgency pursuant to Section 545-24(A)(3) of the Monroe County Code given that BRI and Monroe County need to begin pre-contract on-boarding as soon as possible. Prior to January 1, 2024, Human Resources staff will work with BRI to begin on-boarding existing employee and retirees accounts. Although there is no cost to the County for the on-boarding process, a fully executed contract is needed to secure BRI's confidentiality and to protect our employees' and retirees' personal information.

Beginning January 1, 2024, BRI will receive, review, approve, and process claims, and disburse claim payments to employees participating in the County's voluntary Flexible Spending Account plans, including Medical/Dental Flexible Spending, Dependent Care Accounts, and Pre-Tax Parking accounts. Additionally, BRI will review, approve, and process claims for the Retiree Health Reimbursement Account plan for Medicare County retirees.

A request for proposals was issued for this contract with BRI selected as the most qualified to provide this service.

The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Benefit Resource, LLC for Third-Party Administration of Monroe County's Flexible Spending Account Benefit, Qualified Pre-Tax Parking Program and Health Reimbursement Accounts, for a three (3) year and four (4) month term from September 1, 2023 through December 31, 2026 in an annual amount not to exceed \$135,000 beginning with the 2024 calendar year, and each year thereafter subject to appropriation, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$135,000 per year.

This is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

Funding for the first year of this contract will be requested in the 2024 operating budget of the Department of Human Resources, general fund 9001, funds center 1703010000 Employment Support Services, and will be requested in future years' budgets. No additional net County support is required in the current Monroe County Budget.

The records of the Office of the Monroe County Treasury have indicated that neither Benefit Resource LLC, nor Jason Hall, Chief Executive Officer, nor Rachel Kielon, Chief Financial Officer, owe any delinquent Monroe County property taxes.

I recommend that this matter receive favorable action by Your Honorable Body.

Sincerely,


Adam J. Bello
Monroe County Executive

AJB:db

By Legislators _____ and _____

Intro. No. _____

RESOLUTION NO. ____ OF 2023

AUTHORIZING CONTRACT WITH BENEFIT RESOURCE, LLC FOR THIRD-PARTY ADMINISTRATION OF MONROE COUNTY'S FLEXIBLE SPENDING ACCOUNT BENEFIT, QUALIFIED PRE-TAX PARKING PROGRAM AND HEALTH REIMBURSEMENT ACCOUNTS

BE IT RESOLVED BY THE LEGISLATURE OF THE COUNTY OF MONROE, as follows:

Section 1. The County Executive, or his designee, is hereby authorized to execute a contract, and any amendments thereto, with Benefit Resource, LLC for Third-Party Administration of Monroe County's Flexible Spending Account Benefit, Qualified Pre-Tax Parking Program and Health Reimbursement Accounts, for a three (3) year and four (4) month term from September 1, 2023 through December 31, 2026 in an annual amount not to exceed \$135,000 beginning with the 2024 calendar year, and each year thereafter subject to appropriation, with the option to renew for two (2) additional one-year terms in an amount not to exceed \$135,000 per year.

Section 2. Funding for the first year of this contract will be requested in the 2024 operating budget of the Department of Human Resources, general fund 9001, funds center 1703010000 Employment Support Services, and will be requested in future years' budgets.

Section 3. This resolution shall take effect in accordance with Section C2-7 of the Monroe County Charter.

Matter of Urgency
File No. 23-0

ADOPTION: Date: _____ Vote: _____

ACTION BY THE COUNTY EXECUTIVE

APPROVED: _____ VETOED: _____

SIGNATURE: _____ DATE: _____

EFFECTIVE DATE OF RESOLUTION: _____