

PERSONNEL COMMITTEE MINUTES

August 9, 2018

Present: Committee Chair, Ed Hollenbeck; Legislator Bill Standing; Legislator Dale Weston, Bethany O'Rourke, Personnel Officer and Amy Poff, Benefits Manager.

Absent: Linn Bruce, Civil Service Administrator and Legislator Tracy Monell

Guest(s): Rita Hollenbeck and Lisa McCafferty

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

- I. The minutes of the July 5, 2018 Personnel Committee meeting were approved as written.
- II. Staff Reports
 - A. Bethany O'Rourke reported for Linn Bruce:

The Head Count Report reflects 365 authorized full-time positions, 343 of those filled, 7 not filled/unfunded and 15 not filled/funded. Part-time shows 81 authorized positions, 54 filled, 3 not filled/unfunded and 24 not filled/funded. The funded vacancies which are being actively recruited are as follows: Social Service Specialist, Office Specialist I and Caseworker at DSS; Network Administrator in I.T.; Supervising Psychiatric Social Worker, Senior CSW (both vacancies will be filled in August) and Account Clerk Typist (PT) in Mental Hygiene; Office Specialist III in Public Health; Public Safety Dispatcher/Trainee and Cook (PT) in the Sheriff's Office. The Backfill Salary Difference Report shows numerous changes since July's Committee meeting, primarily due to retirements. The total monthly impact is (\$46,356.60) with a year-to-date impact of \$5,261.20. The Change in Classification Report-Salary Impact shows four changes that were reclassified since July's committee meeting. All were current vacancies and the annual differences were indicated on Linn's chart. The Temporary Appointments chart shows one (1) temporary appointment since last Committee meeting: a Highway Worker (Seasonal) from 7/8/18 – 10/12/18 in Public Works.

Our office has been preparing for the next holding of the DS/PO exam scheduled for 9/15/18. The deadline to apply was August 2nd, we have approximately 75-80 applicants.

- B. Amy Poff, Benefits Manager:
2018 Health Insurance:

In July, \$70,143.35 was paid out of the 2018 HRA and seven additional people hit their deductible. Total paid to date is \$678,278.42 with a total of 64 people reaching their deductible, 58% utilization of the HRA.

The 2019 health insurance renewals have been requested from both Excellus BC/BS and the Hartford so Amy presented two resolutions, one to authorize 2019 contract with Excellus and one to authorize the 2019 contract with Hartford. This will allow us to ensure the renewals are signed timely once they

are reviewed and accepted.

The January 1, 2018 – December 31, 2020 CSEA contract continues to have the language allowing for optional CSEA dental and vision programs. Amy presented a resolution to authorize a contract with CSEA Employee Benefit Fund for the purpose of facilitating the Solstice Dental and Solstice Vision plans for the period of January 1, 2019 December 31, 2020. Legislator Standinger asked what the utilization of the dental/vision programs is. Amy was able to gather this information and provide it after the meeting: CSEA dental is 20%, vision is 28%; Non-Union dental 10%, vision is 14%. Total dental CSEA and NU participation 17% and total vision CSEA and NU 24%.

Worker's Compensation:

The 2019 workers' compensation budget has been entered with a decrease of \$11,698 to total expenses (excluding salary and fringe costs). This decrease was made based on history of past payments and in an effort to keep the budget flat if any 2019 increases to salary/fringe costs. The total budget figure is \$1,449,249.00 with \$51,477 covered by refund from NYS of prior year's expenses and the balance assessed to the participants in the self-insured workers' compensation plan. Amy indicated that the total budget figure and assessment figure will need to be adjusted if there is any increase to salary and/or fringe for 2019. Rita asked if Amy could pull together a report going back 3 to 5 years of the Towns, Villages and County percentages paid. Amy was able to provide this information to the Committee members and Rita later that day.

C. Budget Tracking Report:

The budget tracking report as of August 2, 2018 was displayed for review. So far in 2018 we have collected \$2,050.00 (69.6%) of our projected revenues. We have spent 55.9% of our appropriations. Bethany indicated that we will be moving money from Training/All Other into the Training/County Required account to help cover lunches etc. at the next advancement institute session.

III. Old Business:

- A. Office Renovations: The office renovations are coming along nicely. They are currently working on the center section of our office. The guys from Public Works are doing a great job!

IV. New Business:

- A. 2019 Budget Request: The Personnel budget request was displayed for review and discussed.
- B. Non-Union Salary Committee: The NU Salary Committee is meeting this afternoon to finalize 2019 recommendations.
- C. Department Head Evaluations: Bethany reminded committee members that DH evaluations are due by September 7th.

VI. Resolutions:

- A. Authorize Appointment of Captain-Operations Officer (Sheriff's Office): Due to a retirement, the position of Captain-Operations Officer became vacant on July 28, 2018. The Sheriff has identified a qualified candidate from the certified list and backfilled the position immediately. During the July 19th work session, consensus was given to the Sheriff on the salary offer for his selected candidate. This resolution authorizes the Sheriff to promote Richard Hallett to the title of Captain-Operations Officer at an annual, non-union salary of \$79,500 retroactive to July 28, 2018.
- B. Authorize Contract with Excellus Blue Cross/Blue Shield to Administer Health Insurance Benefits: Excellus BC/BS has submitted a new contract to administer fully insured benefits for Tioga County employees for the period of January 1, 2019 through December 31, 2019. This resolution authorizes the Chair of the Legislature to enter into a contract with Excellus BC/BS, subject to review by the County Attorney, to administer health insurance benefits for the period of January 1, 2019 through December 31, 2019.
- C. Authorize Contract with The Hartford to Administer Medicare Eligible Retiree Health Insurance: The Hartford has submitted a new contract to administer the Medicare Supplemental Plan F and Medicare Part D drug plan for the period of January 2, 2019 through December 31, 2019. This resolution authorizes the Chair of the Legislature, subject to review by the County Attorney, to administer these insurance benefits for Tioga County for the period of January 1, 2019 through December 31, 2019.
- D. Authorize Contract Renewal CSEA Employee Benefit Fund: Resolution 276-11 authorized a contract with CSEA Benefit Fund to administer Solstice Vision and Dental plans for CSEA and Non-Union Employees. The Dental and Vision plans are contractual benefits for CSEA employees for 2019 through 2020. This resolution authorizes the Chair of the Legislature to sign a contract, subject to review by the County Attorney, with CSEA employee Benefit Fund for the purpose of facilitating the Solstice Dental and Solstice Vision plans for the period of January 1, 2019 through December 31, 2020.
- E. Reclassify One (1) Vacant Full-time Public Health Nurse to Early Intervention Service Coordinator (Public Health): One (1) vacant full-time Public Health Nurse position (CSEA salary grade XV \$52,707-\$53,407) has been vacant since May 15, 2018. After review of the staffing needs within all divisions of the Public Health Department, the director has determined that an additional full-time Early Intervention Service Coordinator (CSEA salary grade X \$40,296-\$40,996) is more in line with the needs of the department to serve the clients of Tioga County. This resolution reclassifies one (1) vacant full-time Public Health Nurse position to a full-time Early Intervention service Coordinator effective August 15, 2018.

- F. Budget Modification and Create and fill Two (2) Permanent Full-time Senior Clinical Social Worker positions: The Mental Hygiene Department has received multiple requests from both the Waverly Central School District to supplement existing services starting the 2018/2019 school year and from the Tioga County Boys & Girls Club to provide new mental health services. The Director of Community Services is able to provide the level of services requested by retaining an additional two (2) Senior Clinical Social Workers without increasing the local share as the positions will be offset by revenue. Funding for the WCSD position includes \$25,000 annually from a contract with WCSD and the balance from increased fee-for-service revenue. Funding for the Tioga County Boys & Girls Club position included \$12,500 annually from a contract with the Tioga County Boys & Girls Club and the balance from increased fee-for-service revenue. This resolution authorizes the Director of Community Services to create two (2) permanent, full-time positions of Senior Clinical Social Worker at an annual rate of \$57,412 effective August 15, 2018.
- G. 2018 Budget Modification and Request Transfer of Contingency Funds (BOE): The Board of Elections Part-Time/Temporary budget will not have sufficient salary funds for the remainder of 2018. The Voting Machine Technicians duties have increased as a result of Village and School Elections. At the March 8, 2018 Work Session, the Tioga County Legislature approved an increase in the Voting Machine Technicians part-time hours up to 29.5 per week. This resolution authorizes a budget modification and transfer of contingency funds in the amount of \$24,000 for 2018.
- H. Create and Fill Seasonal Social Welfare Examiner Position and Seasonal Office Specialist I Position for the HEAP Program (DSS): This resolution authorizes the Department of Social Services to create and fill the seasonal HEAP positions as follows: two FT seasonal SWE's October 1, 2018 through February 28, 2019 at \$14.37/hour, one FT seasonal Office Specialist I November 1, 2018 through January 31, 2018 at \$11.92/hour, one FT seasonal Office Specialist I November 1, 2018 through February 28, 2019 at \$11.92/hour and one FT seasonal Office Specialist I November 1, 2018 through March 29, 2019 at \$11.92/hour.

VII. Meeting adjourned @ 11:11