

PERSONNEL COMMITTEE MINUTES
October 8, 2020

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; Legislator Tracy Monell; Legislator, Dale Weston; Bethany O'Rourke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager.

Guest(s): Legislative Chair, Marte Sauerbrey

Absent:

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

I. The Minutes of the September 10, 2020 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 386 authorized full-time positions, 361 of those filled, 10 not filled/unfunded and 15 not filled/funded. Part-time shows 70 authorized positions, 54 filled, 3 not filled/unfunded and 13 not filled/funded. Funded vacancies being actively recruited for: Network Administrator in I.T.; Part-time Cook at the Sheriff's Office; Safety Officer (PT); Public Health Nurse and Deputy Clerk to the Legislature. An Election Worker (PT) will be filled on November 10th and currently interviewing for Caseworker, at DSS; The Backfill Salary Difference Report shows eleven (11) changes since September's report with a monthly impact of \$8,808.60 and YTD total \$94,273.70. The Change in Classification Report-Salary Impact shows no changes. The Temporary Appointments chart shows seven (7) temporary appointments since last month's meeting and one (1) temporary appointment ending on 10/1/2020.

B. Amy Poff, Benefits Manager:

2020 Health Insurance:

In September \$45,082.40 was paid out the 2020 HRA with twelve additional employees reaching their deductible. Total HRA paid to date is \$677,194.50 with a total of seventy employees reaching their deductible, approximately 61% utilization.

Amy reported that creditable coverage notices have been sent out prior to the October 15th deadline to Medicare eligible employees/dependents who have Tioga County health insurance to let them know that the 2021 prescription drug coverage on the County plan is "creditable" to Medicare prescription drug coverage.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of September 2020 was distributed for review. So far in 2020 we have collected \$2,730.00 (63%) of our projected revenues. This is considerably less than projected due to the postponement of exams due to COVID. The good news is that the State has issued a schedule for exams that were postponed. We have spent 65.3% of our appropriations.

III. Old Business:

Retirement Health Insurance Question:

There have been discussions regarding a scenario of a married couple who both retire from the County and how to best handle their health insurance coverage. Bethany and Amy have consulted with Jim Roemer's office and it was decided it's best to develop an Agreement between the parties involved. An Agreement has been drafted and sent to Roemer's office and Pete for review.

Excellus Renewal: A resolution was presented to authorize the 2021 contract with Excellus Blue Cross Blue Shield at a rate increase of 14.75%, down from the initial renewal of 21%.

CSEA & TCLEA contracts: There will be more discussion this afternoon regarding the concept of rolling over the CSEA contract. Bethany hasn't heard anything from TCLEA.

Civil Service Examinations Resumed: We are getting back on track. The State has issued a schedule for exams that were postponed due to COVID. Deputy Sheriff/Police Officer was held on September 26th. Lieutenant and Captain will be held on October 17th. We will perform temperature checks on all candidates.

Flu Shots: In 2019, The County supplied 100 flu shots for employees and it was a challenge to utilize all of them. This year 50 flu shots will be available through Public Health and offered to County employees. There is no word yet on when they will be available.

IV. New Business:

3rd Quarter Exit Interview Report: The 3rd quarter exit interview report was distributed for review. Bethany has forwarded the reports and completed forms to the appropriate Department Heads and Committee Chairs.

V. Resolutions:

- Authorize Contract with Excellus: Excellus has submitted a new contract to administer fully insured benefits for Tioga County employees. This resolution authorizes the Chair of the Legislature to enter into a contract with Excellus Blue Cross Blue Shield to administer health insurance benefits for Tioga County for the period January 1, 2021 through December 31, 2021.

- Authorize Purchase of Specific Excess and Employer’s Liability: The Tioga County Self-Insurance Plan’s excess insurance policy and employer’s liability insurance policy expire December 31, 2020. The continuance of both excess and employer’s liability insurance policies help to limit exposure to the Tioga County Self-Insurance Plan. This resolution authorizes the purchase of specific excess insurance and employer’s liability insurance for the period of January 1, 2021 through December 31, 2021.
- Amend Tioga County Non-Union Benefits Policy: The Tioga County Non-Union Benefits Policy currently does not allow for comp time or overtime pay for Fair Labor Standards Act (“FLSA”) or New York State exempt non-union staff should they work more than the standard work week. In certain situations, such as during a State of Emergency declared by either NYS or the Federal government, exempt non-union employees are called upon to work extra hours. The Tioga County Legislature would like to recognize those efforts in said situations. This resolution amends the Tioga County Non-Union Benefits Policy providing Overtime/ Compensatory Time retroactive to September 1, 2020.
- Amend Resolution #165-20 to Reflect Adjusted Hire Dates for Two (2) Seasonal Office Specialist I Positions for the HEAP Program: This resolution changes the start and end dates for two of the previously approved positions from 10/26/20-2/26/20 to 10/19/20-2/19/20. The remainder of resolution #165-20 remains unchanged.
- Abolish One Vacant FT Clinical Social Worker and One Vacant FT Senior Clinical Social Worker (School/Community Based): Currently, a full-time Clinical Social Worker (CSEA SG XVI \$58,257) and a full-time Senior Clinical Social Worker (CSEA SG XVII \$60,908) positions are vacant. The Director of Community Services has identified an ability to reduce her budget by abolishing both vacancies. This resolution abolishes both vacancies effective October 15, 2020. Mental Hygiene’s authorized full-time headcount is reduced from 34 to 32.
- Authorize Contract with Employee Network, Inc. (eni) for Employee Assistance Program: This resolution authorizes the Chair of the Legislature to enter into a contact with eni to administer our Employee Assistance Program for full-time and part-time employees at a cost of \$1.22/per covered employee per month effective January 1, 2021 through December 31, 2022.
- Authorize Contract with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer flexible spending and health reimbursement account programs. This resolution authorizes the Chair of the Legislature to enter into a contract with Lifetime Benefit Solutions, Inc., to continue administering said programs for the period of January 1, 2021 through December 31, 2021.

- Appointment of Republican Election Commissioner: The Chairman of the Republican Party has submitted their recommendation to the clerk of the Legislature. The resolution appoints Bernadette Toombs Election Commissioner for the Republican Party from January 1, 2021 through December 31, 2022.

VI. Meeting adjourned at 11:08