

PERSONNEL COMMITTEE MINUTES

September 7, 2017

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

Guest(s): Marte Sauerbrey, Chair of the Legislature and Rita Hollenbeck, Chief Accountant/Budget Officer

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

- I. The Minutes of the July 6, 2017 and August 10, 2017 Personnel Committee meetings were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 362 authorized full-time positions, 342 of those filled, 8 not filled/unfunded and 12 not filled/funded. Part-time shows 92 authorized positions, 72 filled, 3 not filled/unfunded and 17 not filled/funded. Linn indicated that we are actively recruiting for several positions. There is a reso today to appoint an Assistant Fire Coordinator (PT); two Senior Clinical Social Worker positions will be filled later in September and Mental Hygiene is currently interviewing for a Medical Records Clerk. The Sheriff's Office is working from the eligible list to fill 7 part-time Corrections Officer positions. The Backfill Salary Difference Report shows 8 changes since August's Committee Meeting, with a total monthly impact of (\$3,456.20) and a YTD impact of \$142,421.32. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows three (3) temp appointments for the HEAP season at DSS; one (1) Highway Worker (Seasonal) and there is a reso today extending the Clerk (Seasonal) position in Personnel through 9/14/17.

B. Amy Poff, Benefits Manager:

2017 Health Insurance:

The 2017 Tioga County Health Insurance Costs chart was reviewed. In August an additional \$50,400.55 was paid out of the HRA with an additional 7 employees hitting their deductible. Year to date \$580,593.14, 51% utilization, has been paid out of the HRA with 33 employees reaching their deductible.

We have received our 2018 Excellus Blue Cross Blue Shield renewal but are still waiting for 2018 Hartford Medicare Supplemental Plan F renewal for retirees/spouse of retirees who have Medicare. This month there is a resolution to authorize contract with Excellus and one to authorize contract with Hartford. This will allow us to ensure the renewals are signed timely once they are reviewed and accepted.

Based on a recent NYS Retirement System audit of Tioga County's reporting of salaried elected and appointed officials we found some additional positions that did not have an established standard work day, so there is a resolution to establish standard work day for the title of Assigned Counsel Administrator and Information Security Officer.

- C. The 2017 budget tracking report as of September 5, 2017 was displayed for review: YTD we have collected \$1,460.00 in application fees, 58.4% of projected revenues. We've spent 63.8% of our appropriations.

III. Old Business:

- A. Department Head Evaluations due by September 8th: Bethany reminded committee members that Department Head evals are due by Friday, September 8th.
- B. 2018 Non-Union Salary Committee Recommendations: Bethany will e-mail recommendations to Committee members following the meeting later this afternoon.

V. New Business:

No new business to discuss this month.

VI. Resolutions:

A. Authorize Position Reclassification (Mental Hygiene): This resolution authorizes the reclassification of an Accounting Associate II position to an Accounting Associate III retroactive to March 30, 2017.

B. Amend Resolution #280-16; Create and Fill Temporary, Full-time Clerk (Seasonal) Position (Personnel Department): The Seasonal Clerk position was authorized by Resolution #280-16 for the period of May 15 through September 1. The position was not filled until May 31, 2017. The amount budgeted for this position can cover through September 14th. This resolution amends reso #280-16 to indicate that the Seasonal Clerk position in Personnel may run through September 14, 2017.

C. Resolution to Declare Work Day Status for Elected and Appointed Officials: Resolutions 206-09 and 127-16 established a standard work day for elected and appointed officials for NYS and Local Employees' Retirement System reporting purposes. NYS recently audited Tioga County's reporting of salaried elected and appointed officials. It came to light that some additional positions do not have an established standard work day. This resolution establishes a standard work day of a five day work week, seven hour days for Assigned Counsel Administrator and Information Security Officer.

D. Contract with Excellus Blue Cross/Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus BC/BS of Central New York to administer health insurance benefits for Tioga County including a Medicare Blue PPO plan. These are contractual benefits for Tioga County union employees. This resolution authorizes the Chair of the Legislature to enter into a contract with Excellus Blue Cross/Blue Shield, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period of January 1, 2018 through December 31, 2018.

E. Authorize Contract with the Hartford to Administer Medicare Eligible Retiree Health Insurance: Effective January 1, 2014 Tioga County implemented The Hartford Medicare Supplemental Plan F coupled with a drug plan with \$5/\$15/\$30 co-pays for Medicare eligible retirees and retirees' spouses. The Hartford has submitted a new contract to administer the Medicare Supplemental Plan F and drug plan for the period of January 1, 2018 through December 31, 2018. This resolution authorizes the Chair of the Legislature to enter into a contract with the Hartford, subject to review by the County Attorney, to administer these insurance benefits for Tioga County for the period January 1, 2018 through December 31, 2018.

F. Authorize Backfill Part-time Assistant Fire Coordinator (Bureau of Fire): The Bureau of Fire has a need to backfill an Assistant Fire Coordinator (PT) position, which has been vacant since July 4, 2017. This resolution authorizes the appointment of Charles Bement to the vacant Assistant Fire Coordinator (PT) position effective September 18, 2017 at an annual salary of \$2,600.

VII. Meeting adjourned @ 11:32

