

PERSONNEL COMMITTEE MINUTES

November 9, 2017

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

Guest(s): Rita Hollenbeck, Chief Accountant/Budget Officer; Doug Barton, Tioga County Retiree Association representative; Marte Sauerbrey, Legislative Chair

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

I. The minutes of the October 5th Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 362 authorized full-time positions, 345 of those filled, 8 not filled/unfunded and 9 not filled/funded. Part-time shows 91 authorized positions, which is a decrease from 92, 72 filled, 3 not filled/unfunded and 16 not filled/funded. The Backfill Salary Difference Report shows 3 changes since October's Committee meeting, with a total monthly impact of (\$5,427.00) and a YTD impact of \$132,595.96. The Change in Classification Report-Salary Impact shows one change since the last committee meeting: in the County Clerk's Office, a Recording Clerk (PT) position has been reclassified to a Motor Vehicle Examiner (PT) Temporary position. The Temporary Appointments chart shows four (4) temp appointments for the HEAP season at DSS, one (1) PT Motor Vehicle Examiner 10/11/17-9/28/2018, one (1) Seasonal Clerk in the Treasurer's Office 10/11/17-12/1/2017 and two (2) Construction Inspector positions in Public Works have ended.

B. Amy Poff, Benefits Manager:

2017 Health Insurance:

The 2017 Tioga County Health Insurance Costs chart was displayed for review. In October and additional \$44,029.35 was paid out of the HRA with an additional 4 employees hitting their 2017 deductible. YTD \$677,077.02 has been paid out of the HRA with 47 employees reaching their deductible which is 59% utilization.

Lifetime Benefit Solutions recently made us aware of a new pay-to-provider option they are offering for Health Reimbursement Account, HRA clients. With this pay-to-provider option, employees would no longer need to use their HRA Visa card for payments to medical provider. The HRA card would only work for prescriptions. For medical claims that get submitted to BCBS, BCBS will send Lifetime Benefit Solutions a weekly file of medical claims that applied to employee deductibles and Lifetime will pay the providers directly. We are electing this pay-to-provider option as we think it will make managing the High Deductible Health Plan/HRA easier for employees.

Open Enrollment:

The month of November is open enrollment for health insurance, flexible spending and CSEA EBF dental and vision program (offered to CSEA employees and non-union employees). For the flexible spending health care account the IRS increased the maximum pledge slightly from \$2600 in 2017 to \$2650 for 2018. Employees must re-enroll each year to participate in the flexible spending and CSEA dental/vision. For health insurance it is not necessary to re-enroll, only employees needing to make changes, i.e. electing coverage, adding a dependent, need to complete the enrollment forms.

- C. The 2017 budget tracking report as of November 6, 2017 was displayed for review: YTD we have collected \$3,130.00 in application fees, 125.2% above our projected revenues, mainly due to the Deputy Sheriff/Police Officer exam to be held in December. We've spent 78.4% of our appropriations.

III. Old Business:

- A. Blue4U Wellness Program: At last month's Personnel Committee meeting it was decided that we would not offer the Blue4U Wellness Program this year due to minimal participation last year. However, when Bethany called to inform them, they offered a lab only option with no minimum participation, at no cost. Bethany distributed flyers to all Non-Union employees. The Non-Union employees can register on to the Blue4U website, have a kit sent to their home and go to the lab of their choice for a blood draw. The kit is then sent back for testing and the results sent to the employee or the physician of their choosing. The deadline to register is December 1, 2017 and December 15th is the deadline to go to a lab for the blood draw.

III. New Business:

- A. Bethany Vacation: Bethany is on vacation November 13th – 17th. She will forward her approvals for MUNIS to Amy.

V. Resolutions:

A. Authorize Position Reclassification (Public Works): The Personnel Department received a position description questionnaire from a Maintenance Mechanic I in Public Works that resulted in the review of work tasks in comparison to the Maintenance Mechanic classification levels. Due to the type of work assigned and performed routinely which involves two skill trades, the Personnel Officer has determined justification exists to reclassify the position as a Maintenance Mechanic II. This resolution authorizes the reclassification of the Maintenance Mechanic I position to Maintenance Mechanic II with an increase of \$0.68 to his current hourly rate retroactive to September 26, 2017.

B. Authorizing the Creation of a Traffic Safety Diversion Program in the District Attorney's Office; Authorize Status and Non-Union Salary Hiring Range for 1st and 3rd Assistant District Attorney: The District Attorney's Office has made presentations to the Legislature regarding creating a Traffic Safety Diversion

Program. This program will be monitored in the District Attorney's Office requiring adjustments to the salaries for the 1st and 3rd Asst. DA's to compensate for the additional work and duties. This resolution authorizes the County Treasurer to create accounts for the District Attorney's Traffic Safety Diversion Program. The position of 1st Asst. DA will remain a full-time position at an annual, non-union salary hiring range of \$70,233 - \$80,233 effective January 1, 2018 and the 3rd Asst. DA will increase to a full-time position at an annual, non-union salary hiring range of \$56,876 - \$66,876 effective January 1, 2018. After some discussion, it decided that some revisions need to be made to this resolution. Therefore, it will be discussed further at Worksession this afternoon.

C. Amend Employee Handbook Section IV personnel Rules, Subsection C: "Orientation/Exit Interview/Recruitment/Retirement": The eligibility criteria in Section IV.B of the Orientation /Exit Interview/Recruitment/Retirement policy was established prior to the adoption of the 25 year plan for Correction Officers and Deputy Sheriff's. This resolution replaces paragraph B.1 of the policy with the following: "Any full-time employee, elected official or Legislator who retires from Tioga County directly into the NYS Employee and Local Retirement System shall be entitled to a health insurance benefit in accordance with the following criteria:", thereby eliminating the age requirement for eligibility. The remainder of the policy is unchanged.

D. Ratify Collective Bargaining Agreement and Adopt 20-Year Retirement Plan for TCLEA: Tioga County and the Tioga County Law Enforcement Association (TCLEA) have reached an agreement on a contract for the period 2015-2020. The agreement includes adoption of a 20-Year Retirement Plan referred to as 553(b). This resolution ratifies the 2015-2020 collective bargaining agreement and as such adopts the Retirement Plans known as 552,553 and 553(b) under Article 14B effective December 1, 2017. The Tioga County Legislature agrees to implement the funds necessary to carry out the terms and provisions of said contract.

E. Amend Resolution 176-94; Medicare Reimbursement: Current eligible retirees receive reimbursement of their Medicare Part B premiums. In recent years, Medicare has established varying premiums based on different qualifying criteria, making administration of the reimbursement challenging. The County wishes to honor the commitment to provide the reimbursement but needs to find a way to streamline the process. Therefore, effective February 1, 2018-January 31, 2021, the amount current eligible retirees will receive as reimbursement shall be the average of all 2017 rates indicated by Medicare, which is \$115.00. The average rate shall be reviewed every 3 years. Doug Barton was in attendance as a Retiree Association representative and indicated there is no objection to this resolution going forward.

F. Authorize 2018 Contract with SADD School Associates: It is the desire of the STOP DWI Program to arrange five contracts with SADD School Associates which are defined as Independent contractors not entitled to County Employee benefits. This resolution contracts with the following five SADD School Associates for 2018: Aria French (Candor School District), Matthew Cicchetti (Newark Valley School District), Joan Beck (OFA), Britney Elsey (Spencer Van

Etten) and Janice Barto (Tioga Central). Each SADD School Associate will be compensated \$100 each month for the ten months of the school year, not to exceed \$1,000 for the year.

G. Authorize Appointment of Accountant (Treas): This resolution provisionally appoints Jackson Bailey to the title of Account, pending successful completion of civil service examination requirements, at an annual non-union salary of \$45,000 effective November 27, 2017. \$45,000 is higher than the base; therefore Jim McFadden will be attending Worksession to discuss with the Legislature.

VI. Meeting adjourned @ 11:25