

PERSONNEL COMMITTEE MINUTES

June 6, 2019

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

Guest(s): Rita Hollenbeck,

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

- I. The Minutes of the May 9, 2019 Personnel Committee meeting were approved as written.
- II. Staff Reports
 - A. Linn Bruce, Civil Service Administrator:

The *Head Count Report* reflects 374 authorized full-time positions, 355 of those filled, 7 not filled/unfunded and 12 not filled/funded. Part-time shows 69 authorized positions, 55 filled, 3 not filled/unfunded and 11 not filled/funded. Funded vacancies which are being actively recruited: Community Services Worker (PT), Office Specialist I, Certified Alcohol & Drug Counselor, Assistant Engineer, Corrections Officer and Deputy Sheriff. Community Development Specialist and two (2) Clinical Social Worker positions will be filled later in June. The *Backfill Salary Difference Report* shows numerous changes since the May Committee meeting, partially due to a retirement and internal promotions in the Sheriff's Office. The total monthly impact is \$42,925.88 with a YTD total of \$20,867.04. The *Change in Classification Report-Salary Impact* shows one change in Public Works since the last committee meeting: Maintenance Mechanic II to Maintenance Mechanic III. The *Temporary Appointments* chart shows one Clerk (Seasonal) position in the Treasurer's Office 5/29/19 through 8/30/19.

- B. Amy Poff, Benefits Manager:

2019 Health Insurance:

In May, \$71,532.48 was paid out of the 2019 HRA. Six additional people reached their deductible, thirty-six employees to date. Total paid to date is \$530,464.01, approximately 46% utilization.

Under the Federal Health Care Reform there is a fee called the PCORI tax (used to fund the Patient-Centered Outcomes Research Institute) that applies to our HRA and is due by the end of July 2019. 2013 was the first year of the fee and Amy provided the following chart:

<u>Year</u>	<u>Fee</u>	<u>Paid</u>
2013	\$1.00	\$313.00
2014	\$2.00	\$606.00
2015	\$2.08	\$565.76
2016	\$2.17	\$564.20
2017	\$2.26	\$592.12
2018	\$2.39	\$619.01
2019	\$2.45	\$646.80

Tioga County is required to pay this fee and it will be paid out of the General Fund Health Fees. This fee also applies to our health insurance plan, but it is reflected as part of our rates from Excellus BCBS.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of May 30, 2019 was displayed for review. So far in 2019 we have collected \$1,790.00 (60.7%) of our projected revenues. We have spent 39.8% of our appropriations.

III. Old Business:

Former Policy 3 Discussion:

Amy and Bethany met with the Retiree Association on May 10, 2019 to discuss the options regarding the policy. The Retiree Association got back with them later in May and had no objections to the changes. There are two resolutions presented today changing the policy

Part-time Hours for NU Salaried Employees:

It was discovered that part-time NU salaried employees had a high number of hours worked in MUNIS that did not coincide with their salaries. After a conversation with Amy Potter, it was realized that the number of hours entered are just a part of a MUNIS function and do not reflect the actual hours worked. Therefore, there is no cause for concern.

IV. New Business:

Non-Union Salary Committee: The budget kickoff will begin in July. The NU Salary Committee will need to meet to begin discussions.

Eligible List Issue: Bethany informed the committee that there was a candidate removed from an eligible list due to the misrepresentation of his residence. The candidate hired an attorney who filed a FOIL request. The information requested has been gathered and will be sent out early next week.

Independent Contractors: After having conversations with a couple of departments regarding contracted employees, Bethany wanted to bring the issue to the committee for discussion. We are losing track of contracted workers and need to come up with a consistent way to track them. Bethany will talk to Pete and then bring to the next Leaders meeting for further discussion.

V. Resolutions:

Establish Fee Structure for Online and In-Person Application Fees for Civil Service Examinations (Personnel): Personnel and Civil Service Department is launching an online application portal. Part of the online feature includes the ability for applicants to electronically pay for application submissions. There will be transaction fees associated with online payments therefore there is a need to establish a fee structure for both online and in person application fees effective June 12, 2019 as follows:

Online Application Submissions:	\$16 (non-uniform exams)
	\$26 (uniform exams)
In Person Application Submissions:	\$15 (non-uniform exams)
	\$25 (uniform exams)

Amend Resolution 50-94 as Amended by 361-01, as Amended by 260-09, as Amended by 186-10, as Amended by 223-13: Retiree Health Insurance Contributions (Personnel): Health insurance costs continue to increase; therefore, effective January 1, 2020, retirees eligible under Section IV.A. will be required to pay 2% of the monthly premium of individual coverage or 2% of the monthly premium of family coverage.

Amend Resolution 277-13 Retiree Health Plans: Health insurance costs continue to increase; therefore resolution 277-13 is amended to indicate that effective January 1, 2020, non-Medicare eligible retirees shall only have the option of Excellus Blue Cross Blue Shield PPO Option H-Split plan.

Authorization to Create and Fill One, Full Time Senior Support Investigator Position: The Commissioner of Social Services has discussed succession plans and staffing needs for the Support & Collection unit with the Personnel Officer. A promotional exam was recently held for the title of Senior Support Investigator. This resolution authorizes the creation and filling of one, full-time Senior Support

Investigator position effective June 22, 2019. The Commissioner is authorized to reclassify one, full-time Support Investigator position to Senior Support Investigator effective June 22, 2019. The Senior Support Investigator position is reflective of an annual salary increase of \$4,152, but does not represent an increase to the department's full time headcount.

Create and Fill Clerk (Seasonal) Position (Public Health): Public Health Department has identified the need for a temporary clerical position during the summer to help cover vacations. Public Health has funds available in the 2019 budget due to position vacancies. This resolution authorizes the Public Health Director to create and fill one temporary full-time Clerk (Seasonal) position effective June 24, 2019 through August 31, 2019 at an hourly rate range of \$12.10 to \$12.20.

VII. Meeting adjourned at 11:20