

PERSONNEL COMMITTEE MINUTES
September 10, 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.

Guest(s): Legislative Chair, Marte Sauerbrey, Legislator Bill Standinger and Jackson Bailey, Budget Officer.

Absent: Amy Poff, Benefits Manager

The meeting of the Tioga County Personnel Committee was called to order at 10:45 a.m.

I. The Minutes of the August 6, 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, 353 of those filled, 10 not filled/unfunded and 23 not filled/funded. Part-time shows 70 authorized positions, 55 filled, 3 not filled/unfunded and 12 not filled/funded. Funded vacancies being actively recruited for: Caseworker, SWE and Office Specialist I at DSS; Network Administrator in I.T. has been posted; Corrections Officer (2), Public Safety Dispatcher/Trainee, and a PT Cook at the Sheriff's Office. The Backfill Salary Difference Report shows seven (7) changes since August's report with a monthly impact of \$34,399.60 and YTD total \$85,465.10. The Change in Classification Report-Salary Impact shows one change of Community Services Worker downgraded to Office Specialist I with a cost savings of \$1,573. The Temporary Appointments chart shows six (6) temporary HEAP appointments at DSS and a Highway Worker (Seasonal) position was extended through 12/31/20.

B. Bethany O'Rourke for Amy Poff:

2020 Health Insurance:

In August \$27,939.27 was paid out the 2020 HRA with three additional employees reaching their deductible. Total HRA paid to date is \$632,112.10 with a total of fifty-eight employees reaching their deductible, approximately 57% utilization.

The Hartford, insurance carrier for retiree Medicare plan, initially proposed a 2021 rate increase of 5.9%, but upon review they reduced it to 3.9%. This will increase current rate of \$491.03 to \$510.30 for an individual policy and retiree with spouse at \$1,020.60. A resolution was presented to authorize a 2021 contract with Hartford.

Short-term Disability:

The County provides a short-term disability policy for CSEA and NU employees, excluding elected officials. The Guardian is the current carrier and the policy renews October 1st. Smith Brothers was able to get a significantly lower quote from ShelterPoint Life Insurance Company, \$3.78 less per month per covered employee. Based on 2nd quarter employee counts this is a savings of approximately \$12,000/year. A resolution was presented to sign a contract with ShelterPoint to administer disability benefits from October 1, 2020 through September 30, 2021.

Medicare Part B Reimbursement Cap:

Discussion regarding Medicare Part B Reimbursement cap continued. In an effort to streamline the administration of the Medicare Part B reimbursement benefit and to help control costs, Resolution 281-17 was passed in November 2017 setting the reimbursement rate for retirees at \$115/month for 3 years which ends 1/31/2021. Amy has talked this through with Jackson and Stephanie. Discussions between the Legislature and Budget Officer will continue.

Retiree 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.

Our labor attorney is researching the best way to handle this situation and Amy has been talking with Excellus regarding the options they may have.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of August 2020 was distributed for review. So far in 2020 we have collected \$2,700.00 (62.4%) of our projected revenues. We have spent 58.5% of our appropriations.

III. Old Business:
None

IV. New Business:
Bethany reminded the Legislators that evaluations of Department Heads are due September 11, 2020.

V. Resolutions:

- Authorize Contract with Shelterpoint Life Insurance Company for Short-term Disability: Tioga County currently carries short-term disability coverage through Guardian with an annual renewal date of October 1st. Tioga County received a one year rate quote from ShelterPoint Life Insurance Company that will be a savings of \$3.78 per covered employee per month. This resolution authorizes the Chair of the Legislature to enter into a contract with ShelterPoint to administer short-term disability for those covered employees effective October 1, 2020 through September 20, 2021.

- Authorize Contract with 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 1, 2021 through December 31, 2021. This resolution authorizes the Chair of the Legislature to enter into a contract with the Hartford to administer these insurance benefits for Tioga County for the period January 1, 2021 through December 31, 2021.
- Implement 90-Day Hiring Delay-All Departments: Tioga County is facing economic strains as a result of COVID-19 related loss of revenues compounded by the State's withholding of State reimbursement. The Legislature prefers to avoid layoffs if possible. Therefore, any position that becomes vacant on or after October 1, 2020 shall not be backfilled for at least 90 days following the vacancy. Elected Officials, Department Heads and Corrections are not subject to the 90-Day Delay. When a vacancy results from a line of promotions, only the entry level position is subject to the 90-Day Delay. If a position is vacated during the probationary period, another 90-Day Delay is not required. If a Department loses an employee to another Department which already satisfied the 90-Day Delay, no delay shall be required. Any other exception will require a resolution and the 90-Day Delay shall remain in effect until suspended by resolution.

VI. Meeting adjourned at 11:12