

PERSONNEL COMMITTEE MINUTES

January 11, 2018

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

Absent: Tracy Monell

The meeting of the Tioga County Personnel Committee was called to order at 10:37 a.m.

I. The minutes of the December 7, 2017 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 364 authorized full-time positions, 347 of those filled, 7 not filled/unfunded and 10 not filled/funded. Part-time shows 83 authorized positions, 63 filled, 3 not filled/unfunded and 17 not filled/funded. The Backfill Salary Difference Report shows 10 changes since December's Committee meeting, with a total monthly impact of \$37,349.00. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting: The Temporary Appointments chart shows five (5) temp appointments; three (3) at DSS for the HEAP season that end on 1/31/18 and one (1) that ends on 2/28/18 and a Motor Vehicle Examiner (PT) position in the County Clerk's Office from 10/11/17-9/28/18.

B. Amy Poff, Benefits Manager:

Health Insurance: The 2017 Tioga County Health Insurance cost chart was displayed for review. In December an additional \$46,871.30 was paid out of the HRA with an additional 9 employees hitting their 2017 deductible. Year to date \$765,974.78 has been paid out of the HRA with 60 employees reaching their deductible, 67% utilization. At the end of 2016, \$772,663.69 was paid out of the 2016 HRA with 65 employees hitting their deductible, also 67% utilization.

Worker's Compensation: The 2018 workers' compensation bills have been distributed to Tioga County and all the municipalities in Tioga County. The final 2018 workers' compensation budget is \$1,461,581.75 of which \$1,410,104.75 is billed to participants and \$51,477.00 is revenue from New York State. The 2018 bill for Tioga County is \$693,440.35 which is a decrease of .27% over Tioga County's 2017 bill of \$695,314.88.

Open Enrollment: 88 employees enrolled in the 2018 medical flex spending program with an annual pledge of \$101,557.94 and 6 employees enrolled in the dependent care program with an annual pledge of \$14,497.00. Last year we had 76 employees enrolled in the medical flex spending program with an annual pledge of \$89,598.94 and 2 employees enrolled in the dependent care program with an annual pledge of \$4,231.00.

CSEA Dental/Vision: 53 employees enrolled in the CSEA dental coverage and 69 employees enrolled in the CSEA vision coverage. Employees pay 100% of the premiums for the dental/vision programs.

- C. The budget tracking report as of January 5, 2018 was displayed for review: In 2017 we collected \$3,930.00 (157%) of our projected revenues. In 2017 we spent 97.2% of our appropriations.

III. Old Business: There was no old Business to discuss

III. New Business:

- A. 4th Quarter Exit Interview Report: 4 employees completed the Exit Interview Questionnaire during the 4th Qtr of 2017; the results have been distributed to the corresponding Department Heads and Legislative Chairs.

V. Resolutions:

A. Standard Work Day and Reporting (Emergency Services): Resolutions 206-09, 127-16 and 230-17 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes. Resolution 252-17 created the Department of Emergency Services which replaces the Emergency Preparedness Department and the Department of Fire. This resolution establishes a standard work day for the new positions in Emergency Services as follows: Five day work week, seven hour days for the Director of Emergency Services, Deputy Director of Emergency Services, Assistant Fire Coordinators (PT) and EMT Instructors (PT).

VII. Meeting adjourned @ 10:59