

PERSONNEL COMMITTEE MINUTES
September 6, 2018

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

Guest(s): Rita Hollenbeck and Marte Sauerbrey

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

I. The minutes of the August 9, 2018 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 365 authorized full-time positions, 342 of those filled, 7 not filled/unfunded and 16 not filled/funded. Part-time shows 81 authorized positions, 54 filled, 3 not filled/unfunded and 24 not filled/funded. The funded vacancies which are being actively recruited are as follows: Support Investigator, Senior Caseworker, Caseworker and SWE at DSS; Network Administrator in I.T.; Supervising Psychiatric Social Worker, Senior Certified A&D Counselor, Certified A&D Counselor and ACT (PT) in Mental Hygiene; Early Intervention Service Coordinator and Office Specialist III in Public Health; Correction Officers (PT) and Cook (PT) in the Sheriff's Office. The Backfill Salary Difference Report shows numerous changes since August's Committee meeting. The total monthly impact is (\$1,707.00) with a year-to-date impact of \$3,554.20. The Change in Classification Report-Salary Impact shows one change since August's committee meeting: a Public Health Nurse was reclassified to an Early Intervention Service Coordinator. The Temporary Appointments chart shows two (2) temporary appointment ended since last Committee meeting: a Highway Worker (Seasonal) has resigned to due finding other employment and Clerk (Seasonal) in Public Health ended on 8/31/18. There is a resolution today to extend the Clerk (Seasonal) position in the Treasurer's Office through December 31, 2018.

B. Amy Poff, Benefits Manager:

2018 Health Insurance:

In August \$55,261.65 was paid out of the 2018 HRA and thirteen additional people hit their deductible. Total paid to date is \$733,560.07 with a total of 63 people reaching their deductible, 63% utilization of the HRA.

A resolution to contract with Lifetime Benefit Solutions to administer the flexible spending program and health reimbursement accounts for 2019 was reviewed. The flexible spending program is a contract benefit for all three unions. The health reimbursement account is a negotiated benefit for CSEA for the medical

flex spending program the federal government limits the annual individual medical pledge (since January 2013 as part of the federal health care reform) but at this time we have not heard if the maximum will increase for 2019. The 2018 max is \$2,650.

Worker's Compensation:

A resolution was reviewed to purchase specific excess and employers' liability insurance policies for the workers' compensation program. The specific excess coverage pays all remaining expenses when a claim or claims (as a result of one occurrence) reaches a set maximum known as the self-insured retention or SIR. Employers' liability insurance offers protection to our workers' compensation program if someone sues a company due to a work related injury, i.e.: a manufacturer of a piece of machinery and that company names Tioga County in the lawsuit as a responsible party.

C. Budget Tracking Report:

The budget tracking report as of September 4, 2018 was displayed for review. So far in 2018 we have collected \$3,290 (111.7%) of our projected revenues. We have spent 62.7% of our appropriations.

III. Old Business:

- A. Bethany reminded Legislator's that Department Head Evaluations are due by September 7.
- B. 2019 Non-Union Salary Committee Recommendations: The Non-Union Salary recommendations were presented and reviewed by the Personnel Committee and will move forward to be discussed at this afternoon's Legislative meeting with the full Legislature.

IV. New Business:

- A. Shawna has a Secret Program: Bethany was approached by a representative of CASA-Trinity on a new program designed to build awareness of how to identify and understand the signs of teenage drug use. "An interactive experience for any adult who loves a teen" This would give adults a chance to explore through a typical teenagers bedroom. A mock bedroom is set up and County employees would have the opportunity to look through the room for signs of trouble. A Prevention Specialist would then point out the signs and discuss options. The program takes about an hour. Bethany asked the Committee if this was something we would be interested in offering and could we offer it on County time. The Committee was agreeable to move forward with this.
- B. RDS Claim Analysis: We are working with a company called RDS Services to do an audit of our 2013 Retiree Drug Subsidy filing to see if there is any additional reimbursement Tioga County is entitled to. There is no up-front cost, but RDS Services will take a percentage of any additional funds that they recoup for Tioga County. They estimate that they could potentially recover \$10,000-\$11,000.

C. Flu Shots: As discussed back in the Spring with this Committee, Public Health ordered 100 vaccines to be offered to County employees and their spouses. The shots are in and Bethany received a tentative schedule to offer them in late September/early October.

V. Resolutions:

A. Authorize Continuance of Temporary Clerk (Seasonal) Position (Treasurer's Office): Resolution 124-18 authorized the creation and filling of a full-time, temporary Clerk (Seasonal) position in the Treasurer's Office May 29, 2018 through August 31, 2018. Due to an authorized leave of absence, the County Treasurer would like to extend the duration of said temp position in order to adequately cover the front office. This resolution authorizes Marissa Potter's employment as a full-time, temporary Clerk (Seasonal) shall continue beyond August 31, 2018 and end no later than December 31, 2018.

B. Authorize Purchase of Specific Excess and Employers' Liability Insurance for Workers' Compensation Program: The Tioga County Self-Insurance Plan's excess insurance policy and employers' liability insurance policy expire December 31, 2018. Tioga County Self Insurance Plan by-laws allow the committee to purchase excess or catastrophic insurance. The continuance of both excess and employers' liability insurance policies help to limit exposure to the Tioga County Self-Insurance Plan. This resolution authorizes the purchase of specific excess insurance and employers' liability insurance, subject to review by the County Attorney, from an A- Rated or better insurance company for the period of January 1, 2019 through December 31, 2019 to be paid out of the 2019 Tioga County Self-Insurance budget.

C. Contract with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible spending and health reimbursement account program. This resolution authorizes the Chair of the Legislature to enter into a contract with Lifetime Benefit Solutions, Inc. subject to review by the County Attorney for the services stated above for the period of January 1, 2019 through December 31, 2019 and Tioga County will continue with the flexible spending card for the period of January 1, 2019 through December 31, 2019.

D. Contract with Employee Network, Inc. (ENI) for Employee Assistance Program: Tioga County employees are covered under an Employee Assistance Program (EAP) that is currently administered by Employee Network, Inc. (ENI). This resolution authorizes the Chair of the Legislature to enter into a contract with ENI to administer our Employee Assistance Program for full-time and part-time employees for a two year term, January 1, 2019 through December 31, 2020 at a rate of \$1.22/per covered employee per month.

VII. Meeting adjourned @ 11:23