

## PERSONNEL COMMITTEE MINUTES

November 8, 2018

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

Guest(s): Marte Sauerbrey

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

I. The minutes of the October 11, 2018 Personnel Committee meeting were approved as written.

### II. Staff Reports

#### A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 367 authorized full-time positions, 346 of those filled, 7 not filled/unfunded and 14 not filled/funded. Part-time shows 81 authorized positions, 56 filled, 3 not filled/unfunded and 22 not filled/funded. The funded vacancies which are being actively recruited are Accounting Associate II at DSS; Supervising Psychiatric Social Worker, Account Clerk Typist (PY) and Senior Clinical Social Worker in Mental Hygiene and MEO I in Public Works. The Backfill Salary Difference Report shows numerous changes since October's Committee meeting. The total monthly impact is (\$14,612.40) with a year-to-date impact of \$20,597.80. The Change in Classification Report-Salary Impact shows one change since October's committee meeting: EMT Instructor (PT) was reclassified to Skills Instructor (PT). The Temporary Appointments chart shows one change since last Committee meeting: Construction Inspector in Public Works ended 10/19/18.

#### B. Amy Poff, Benefits Manager:

##### 2018 Health Insurance:

In October \$42,442.26 was paid out of the 2018 HRA and three additional people hit their deductible. Total paid to date is \$818,861.51 with a total of 87 people reaching their deductible, 70% utilization of the HRA.

##### Open Enrollment 2019:

For employees in the High Deductible Health Plan, Excellus BCBS is changing the combined In-Network and Out-of-Network deductibles and Out-of-Pocket maximums on all High Deductible PPO health plans effective January 1, 2019. Employees have been sent a memo explaining this change and were also notified that they will receive new insurance cards to use as of January 1, 2019.

The month of November is open enrollment for health insurance, flexible spending and CSEA dental and vision programs (offered to CSEA employees and non-union employees). 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 paperwork.

C. Budget Tracking Report:

The budget tracking report as of November 1, 2018 was displayed for review. So far in 2018 we have collected \$4,280 (145.3%) of our projected revenues. We have spent 78.9% of our appropriations.

III. Old Business:

Flu Vaccines: All 100 flu vaccines that were purchased by the County have been administered to County employees.

Non-Union Benefits Policy: In October, there was discussion regarding amending the Non-Union Benefits Policy. At that time it was decided to leave the Policy as is. Recently, more questions were raised. After some discussion, it was decided to do a resolution in December to revise the Non-Union Benefits Policy.

IV. New Business:

Office Staffing: Personnel Officer will be on vacation next week.

Supervisor Training: The County is allotted 2 days of training through our retainer agreement with Roemer's office. They have asked if the training can be done via video. Bethany is working with I.T. to try to make this happen by the end of the year. The topic will be Handling Grievances.

- Legislator Sauerbrey mentioned that at the last IDA meeting it was asked if the IDA Board members could be included in our sexual harassment prevention training. Bethany is scheduled to meet with Pete and Bill to further discuss the new standalone Sexual Harassment Prevention Policy and how the trainings will be presented and how the policy will be implemented throughout the County.
- Legislator Sauerbrey also wanted to mention that at the Succession Planning yesterday, a gentleman from the State Comptroller's Office came and did a presentation on budget processes. She was very impressed and indicated that this presentation should be seen by all Legislators and Department Heads.

V. Resolutions:

Retitle and Amend Classifications, Authorize Hourly Pay Rates (Emergency Services): The Personnel Department has worked with the Director of Emergency Services to review the work performed by County employees assisting with the Emergency Services' program on a part-time basis to train, certify and/or recertify Emergency Medical Technicians. This resolution authorizes the abolishment of the title of EMT Instructor (PT) and subject to the review and approval by the Personnel Officer, replace current incumbents with appropriate classification and hourly rates as follows: Certified Instructor Coordinator (PT) @ \$25/hour, Certified Lab Instructor (PT) @ \$17.50/hour, Skills Instructor (PT) @ \$12.50/hour

and Victim Helper (PT) @ NYS minimum wage.

VI. Meeting adjourned @ 11:14