

PERSONNEL COMMITTEE MINUTES  
October 10, 2019

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

Absent: Legislator Tracy Monell

Guest(s): Marte Sauerbrey, Lisa McCafferty

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

- I. The Minutes of the September 5, 2019 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 378 authorized full-time positions, 351 of those filled, 7 not filled/unfunded and 20 not filled/funded. Part-time shows 69 authorized positions, 56 filled, 3 not filled/unfunded and 10 not filled/funded. Funded vacancies being actively recruited: two SWE positions at DSS, exam to be held in December; Deputy Clerk to Legislature; Clinical Social Worker two Senior Clinical Social Worker and Peer Advocate in MH; Public Health Nurse, and a Confidential Assistant in PH; Assistant Engineer in PW; a PT Cook, Deputy Sheriff and Corrections Officer in the Sheriff's Office. The Backfill Salary Difference Report shows three (3) changes since September's Committee meeting with no monetary monthly impact and the YTD total remains at \$22,898.64. The Change in Classification Report-Salary Impact shows three (3) changes since the last committee meeting. The Temporary Appointments chart shows three (3) changes: Temp Construction Inspector 9/30/19-12/31/19 and two (2) SWE positions for HEAP 9/30/19-2/28/19.

B. Amy Poff, Benefits Manager:

2019 Health Insurance:

In September, \$46,359.25 was paid out of the 2019 HRA and thirteen additional people hit their deductible. Total paid to date is \$767,830.43 with a total of 92 people reaching their deductible, 67% utilization of the HRA.

Creditable coverage notices will be sent out tomorrow prior to the October 15 deadline to Medicare eligible employees/dependents who have Tioga County health insurance to let them know that the prescription drug coverage on the county plan is "creditable" to Medicare prescription drug coverage. This notice no longer needs to be sent to retirees on the Hartford plan as that coverage includes a Medicare Part D plan.

Three benefit related resolutions were reviewed. One to authorize the 2020 contract with Excellus Blue Cross Blue Shield, one to authorize 2020 contract with Hartford and a resolution to authorize a contract with Lifetime Benefit Solutions to administer the flexible spending program and health reimbursement accounts for 2020. For the medical flex spending program the Federal Government limits the annual individual medical pledge and we have heard the IRS will raise from the current max of \$2,700 to \$2,750 for 2020 but has not yet officially announced by the IRS.

C. Bethany O'Rourke, Personnel Officer  
Budget Tracking Report:

The budget tracking report as of October 2, 2019 was displayed for review. So far in 2019 we have collected \$3,525.00 (119.5%) of our projected revenues. We have spent 68.8% of our appropriations.

III. Old Business:

10 Year Staffing History Report: The 10 year staffing history report was displayed for review. Bethany reminded the committee members that a hard copy of this report is included in the budget books Rita prepared for them.

Retiree Health Insurance Contributions: A resolution to establish retiree health insurance contributions for current retirees was displayed for review and discussed. The committee agreed to move the reso forward.

IV. New Business:

3<sup>rd</sup> Quarter Exit Interview Report: The 3<sup>rd</sup> quarter exit interview report was distributed for review. The results have been sent to the corresponding Department Heads and Legislative Committee Chairs.

Bethany, Linn and Nancy attended webinar regarding the baby boomer generation exodus and recruiting. They will be working with I.T. to get a social media presence going to help promote recruiting and keep up with the times.

2020 Budget Request for a Non-Union Salary Plan Analysis: Bethany indicated that there is a need to do a non-biased analysis of the entire NU salary grid. She reached out to other Counties inquiring the cost of consultants they have used. She heard back from Yates and Ulster Counties with the cost ranging from \$33,000 to \$45,000. Bethany is requesting \$40,000 to be put into budget line A1430 540140 to have an analysis done in 2020.

Legislator Balliet stated the Board of Elections is requesting salary increases to coincide with the upcoming State mandated changes and procedures that they will need to learn.

V. Resolutions:

Authorize 2020 Contracts with SADD School Associates stop DWI: It is the desire of the STOP DWI Program to arrange five contracts with SADD School Associates which are defined as Independent contractors not entitled to County Employee benefits. This resolution authorizes the following SADD School

Associates for the 2020 calendar year: Aria French to serve the Candor School District; Matthew Cicchetti to serve the Newark Valley School District; Joan Beck to serve the Owego Apalachin School District; Britney Elsey to serve the Spencer Van Etten School district and Janice Barto to serve the Tioga Central School District. Each SADD School Associate will be compensated \$100 each month for the ten months of the school year, but will not exceed \$1,000 for the year.

Authorize Appointment of 3<sup>rd</sup> Assistant District Attorney: Due to staffing changes reflected in resolution 254-19, the 3<sup>rd</sup> Asst. District Attorney position has been vacant since September 30, 2019. The District Attorney has identified an appropriate candidate to fill said vacancy. The resolution appoints Torrance Schmitz to the position of 3<sup>rd</sup> Assistant District Attorney at an annual rate of \$65,000 effective October 16, 2019.

Authorize Contract with Excellus BC/BS to Administer Health Insurance Benefits: This resolution authorizes the Chair of the Tioga County Legislature to enter into a contract with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County attorney, to administer health insurance benefits for Tioga County for the period of January 1, 2020 through December 21, 2020.

Authorize Contract with The 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. This resolution authorizes the Chair of the Tioga County Legislature to enter into a contract with The Hartford, subject to review by the County Attorney, to administer these insurance benefits for Tioga County for the period January 1, 2020 through December 31, 2020.

Authorize Contract with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Lifetime Benefit Solutions has submitted a new contract to continue administering Tioga County's flexible spending and health reimbursement account programs. 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, to continue administering Tioga County's flexible spending and health reimbursement account programs January 1, 2020 through December 31, 2020.

Standard Work Day and Reporting Resolution: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution establishes the standard work day for T. Monell and will report that no calendar was submitted by T. Monell.

Authorize Appointment of Secretary to the Public Health Director: Due to a resignation, the position of Secretary to the Public Health Director has been vacant since July 5, 2019. The Public Health Director has identified an acceptable candidate from the eligible list. This resolution appoints Abigail Canzler to the position of Secretary to the Public Health Director at an annual rate of \$36,800 effective October 26, 2019. Ms. Canzler shall not be eligible for the across the

board 2020 Non-union salary increase until successful completion of a six (6) month evaluation on April 26, 2020.

Establish Retiree Health Insurance Contributions: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV.B.1.c. of the Employee Handbook Policy “Orientation/Exit Interviews/Recruitment/Retirement” are currently not contributing toward their retiree coverage. Due to rising health insurance costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance. This resolution establishes that any retiree, as of the date of the resolution, who qualified for free individual coverage in accordance with Section IV.B.1.c. shall contribute 3.25% of the monthly individual premium effective January 1, 2020.

VI. Meeting adjourned at 11:43