

PERSONNEL COMMITTEE MINUTES
January 10, 2019

Present: Committee Chair, Ed Hollenbeck; Legislator Bill Standing; 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, Rita Hollenbeck and Cliff Balliet

The meeting of the Tioga County Personnel Committee was called to order at 10:39 a.m.

- I. The minutes of the December 6, 2018 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 374 authorized full-time positions, 344 of those filled, 7 not filled/unfunded and 23 not filled/funded. Part-time shows 67 authorized positions, 52 filled, 3 not filled/unfunded and 12 not filled/funded. The funded vacancies which are being actively recruited are two Caseworker positions at DSS, which will be filled by the end of the month or early February; Probation Officer will be filled by the end of the month and the Sheriff's Office will be filling 4 of the 5 vacant full-time Corrections Officer positions. The Backfill Salary Difference Report shows numerous changes since December's Committee meeting. The total monthly impact is (\$21,759). The Change in Classification Report-Salary Impact shows no changes since December's committee meeting. The Temporary Appointments chart shows two changes since last Committee meeting: one Office Specialist I position for HEAP will be ending January 31, 2019 and the Clerk (Seasonal) position in the Treasurer's ends on January 31, 2019

B. Amy Poff, Benefits Manager:

Health Insurance:

The 2018 Tioga County Health Insurance chart was provided for viewing. In December an additional \$28,505.09 was paid out of the HRA with 9 employees hitting their 2018 deductible. Year to date \$876,306.79 has been paid out of the HRA with 100 employees reaching their deductible, 75% utilization. At the end of 2017, \$765,974.78 has been paid out of the HRA with 65 employees reaching their deductible, 67% utilization. However, the expectation is that there will be less runout claims for 2018 due to the pay to provider program.

Open Enrollment 2019:

80 employees enrolled in the 2019 medical flex spending program with an annual pledge of \$110,343.94 and 3 enrolled in the dependent care program with an annual pledge of \$6,950.00. Last year we had 88 employees enrolled in the 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. 48 employees enrolled in CSEA dental coverage and 66 employees

enrolled in CSEA vision coverage. The employees pay 100% of the premium for these programs.

Workers' Compensation:

The 2019 workers' compensation bills have been distributed to Tioga County and all the municipalities in Tioga County. The final 2019 workers' compensation budget is \$1,453,804.59 of which \$1,402,327.59 is billed to participants and \$51,477.00 is revenue from New York State. The 2019 bill for Tioga County is \$693,764.70, which is a .05% increase over the 2018 bill of \$693,440.35

C. Budget Tracking Report:

The budget tracking report as of January 7, 2019 was displayed for review. All accounts tracked well in 2018. We collected \$1,840 more than our projected revenues in 2018.

III. Old Business:

Non-Union Benefits Policy (reso): A resolution to revise the Non-Union Benefit Policy was displayed for discussion. Several areas in the policy need clarification to ensure eligibility is clear. All changes to the policy were reviewed with the Committee members.

IV. New Business:

Exit Interview Report – 4th Quarter 2018: The 4th quarter exit interview report was distributed for review. Eight questionnaires were completed. The results have been distributed to the corresponding Department Heads and Legislative Committee Chairs.

Former Policy 3 – discussion: There was discussion regarding making changes to Former Policy 3. The Legislators requested we continue discussions next month with additional information requested on the impact of potential changes.

V. Resolutions:

Amend Employee Handbook Non-Union Benefits Policy (Formerly Policy 44):

The NU Benefits Policy needed clarification in several areas to ensure eligibility is clear. This resolution makes revisions to Section 2: Leave Accruals, Section 5: Health & Dental, Section 6: Disability Insurance, Section 7: Deferred Compensation, Section 10: Flexible Spending and Section 11: Jury Duty.

Authorize Appointment of Safety Officer (PT): The position of Safety Officer (PT) became vacant on December 5, 2018 due to the incumbent's resignation. The County Attorney has identified a qualified candidate for the position. The County Attorney received verbal authorization by the Legislature to extend an offer and fill said position. This resolution authorizes the County Attorney to provisionally appoint Edward Solomon to the position of Safety Officer (PT) retroactive to January 7, 2019 at an annual salary of \$27,910.

VI. Meeting adjourned @ 11:23