

PERSONNEL COMMITTEE MINUTES

December 7, 2017

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

Guest(s): Marte Sauerbrey, Legislative Chair

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

I. The minutes of the November 9, 2017 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 362 authorized full-time positions, 344 of those filled, 8 not filled/unfunded and 10 not filled/funded. Part-time shows 90 authorized positions, 67 filled, 3 not filled/unfunded and 20 not filled/funded. The Backfill Salary Difference Report shows 4 changes since November's Committee meeting, with a total monthly impact of (\$10,331.00) and a YTD impact of \$122,264.96. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting: The Temporary Appointments chart shows three (3) temp appointments for the HEAP season at DSS from 11/1/17-1/31/18 and the Clerk (Seasonal) position in the Treasurer's Office ended on 12/1/17.

B. Amy Poff, Benefits Manager:

2017 Health Insurance: The 2017 Tioga County Health Insurance cost chart was displayed for view. In November an additional \$42,026.46 was paid out of the HRA with an additional 4 employees hitting their 2017 deductible. Year to date \$719,103.48, 63% utilization, has been paid out of the HRA with 51 employees reaching their deductible. In December 2016 the total HRA spent was \$692,042.83 with 52 employees at their deductible, 60% utilization.

We have set-up meetings for CSEA and Non-Union employees to explain the new medical pay-to-provider option that will be implemented January 1, 2018 for the Lifetime Benefit Solutions Health Reimbursement Account.

Open Enrollment: We are working on finalizing 2018 open enrollment for dental, vision, flexible spending and health insurance. Approximately 81 employees have enrolled in the dental and/or vision benefits and about 77 in the medical flexible spending program. Final numbers will be provided in January. Health insurance open enrollment is for anyone who needs to make a change.

Worker's Compensation: The workers' compensation program ended 2016 with a surplus of \$215,831.59, a Fund Balance of \$1,182,157.01 and a Contributed Reserve of \$1,979,647.76. Local Law No. 2 of 2015 established a Contributed

Reserve Cap of \$6,000,000.00 for the Tioga County Self Insurance plan, so there is a resolution today to transfer the \$215,831.00 from the Fund Balance to the Contributed Reserve. This takes the Contributed Reserve up to \$2,195,478.76.

- C. The 2017 budget tracking report as of December 4, 2017 was displayed for review: YTD we have collected \$3,390.00 in application fees, 135.6% above our projected revenues. We've spent 88.7% of our appropriations.

III. Old Business:

- A. Blue4U Enrollment: A lab only option was offered this year to Non-Union employees, with no minimum participation and at no cost to the County. The deadline to register was December 1, 2017 and December 15th is the deadline to go to a lab for the blood draw. 11 employees enrolled this year.

III. New Business:

- A. Pay to Provider Presentations: Effective January 1, 2018 the Lifetime Benefit Solutions Health Reimbursement Account (HRA) will be set-up with a NEW medical pay-to-provider option. Amy and Bethany conducted the first presentation on Tuesday. Five more meetings are scheduled throughout the County buildings next week. Amy indicated that if you carry the County's health insurance, it is a good idea to attend one of these presentations. Amy will also be distributing some written information, prepared by Lifetime, to all employees who have the BCBS High Deductible Health Plan.

V. Resolutions:

A. Appointment of Part-time Information Security Officer (Legislative Office): Policy 43 requires the Legislature to annually appoint a part-time Information Security Officer who will be responsible for implementing and monitoring a consistent data security program. This resolution appoints Susan Haskett to the ISO position for 2018 at an annual rate of \$5,150 per year.

B. Authorize 2018 Salaries (Board of Elections): Salaries for employees of the BOE are set by resolution. The 2018 rates of pay for the BOE shall be as follows: Commissioners (2) \$42,181.00/yr.; Deputy Commissioners (2) \$34,156.00/yr.; Voting Machine Technicians (2) \$16.52/hr.; Election Workers (4) \$12.64/hr.

C. Authorize Appointment of 3rd Assistant District Attorney: The 3rd Assistant District Attorney position became vacant on October 13, 2017. The District Attorney has identified a qualified candidate to fill this vacancy. This resolution appoints Sandra Cardone to the title of 3rd Assistant District Attorney at an annual, non-union salary of \$65,000 effective January 2, 2018.

D. Authorize the Reappointment of Shawn L. Yetter as Commissioner of Social Services: Commissioner Yetter's current appointment, effective January 21, 2013, will expire on January 20, 2018. This resolution reappoints Shawn L. Yetter as Tioga County Commissioner of Social Services for a fourth five-year term effective January 21, 2018 through January 20, 2023.

E. 2018 Staff Changes District Attorney: The District Attorney's Office requested staffing changes as part of the 2018 budget process. The changes were approved by the County Legislature for an additional salary increase for the 1st Assistant DA (FT) effective 1/1/18 with a budget impact of +\$7,042.

F. 2018 Staff Changes Economic Development and Planning: The ED&P Department requested staffing changes as part of the 2018 budget process. The changes were approved by the County Legislature to create and fill an Economic Development Specialist (PT) effective January 1, 2018 with a budget impact of +\$19,500.

G. 2018 Staff Changes Emergency Preparedness: Resolution 252-17 created the Department of Emergency Services which is intended to replace the Emergency Preparedness Department. The changes were approved by the County Legislature. The following positions will be abolished effective January 1, 2018: Deputy Director (PT), budget impact -\$5,200; Deputy Director (PT), budget impact -\$5,200 and Director of Emergency Preparedness (PT), budget impact -\$22,601.

F. 2018 Staff Changes Department of Emergency Services: Resolution 252-17 created the Department of Emergency Services. The following staffing changes were approved by the County Legislature and are effective January 1, 2018: Vacant (New) Director of Emergency Services (FT) Non-union, budget impact +\$59,000 and Vacant (New) Deputy Director (PT) Non-union with a budget impact of +\$26,000.

G. 2018 Staff Changes Bureau of Fire: Resolution 252-17 created the Department of Emergency Services which is intended to replace the Bureau of Fire. The changes were part of the 2018 budget and approved by the County Legislature. The following staffing changes are effective January 1, 2018: Abolish Fire Coordinator (PT), budget impact -\$12,240, abolish two (2) Assistant Fire Coordinator positions (PT) budget impact -\$8,832, abolish an Assistant Fire Coordinator (PT), budget impact -\$2,652 and reduction in salary of Assistant Fire Coordinator (PT) with a budget impact of -\$2,000.

H. 2018 Staff Changes IT&CS: The IT&CS Department requested staffing changes as part of the 2018 budget process. The changes were approved by the County Legislature. The following changes and budget impacts are effective January 1, 2018: Create Deputy Director of IT&CS (NU) +\$10,000 and a Vacant (New) GIS Technician (FT) +\$37,427.

I. 2018 Staff Changes Public Health Department: The Public Health Department requested staffing changes as part of the 2018 budget process. The following changes were approved by the County Legislature: four (4) Mail Clerk (PT) positions will be abolished effective close of business December 22, 2017. Effective January 1, 2018, one (1) Vacant Public Health Technician will be unfunded with a budget impact of -\$33,514 and one (1) Vacant Accounting Associate I position will be funded with a budget impact of +\$25,946.

J. 2018 Staff Changes Department of Social Services: The Department of Social Services requested staffing changes as part of the 2018 budget process. The following changes were approved by the County Legislature: four (4) Mail Clerk (PT) positions will be created effective December 23, 2017. Effective January 1, 2018, one (1) unfunded vacant Database Clerk and one (1) Accounting Associate II positions will be abolished with a budget impact of -\$27,380.

K. 2018 Staff Changes Veterans Department: The Veteran's Department requested staffing changes as part of the 2018 budget process. The following change was approved by the County Legislature: Veterans Service Officer (PT) increase hours to Full-time with a budget impact of +\$21,799.

L. Transfer Funds/Fund Self-Insurance Plan Reserve: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self-Insurance Plan and allows for the transfer of surplus funds from the fund balance to the reserve. The 2016 Self Insurance operating budget had surplus funds of \$215,831.59. The December 31, 2016 Self-Insurance Plan Fund balance is \$1,182,157.01. The December 31, 2016 Self-Insurance Contributed Reserve Fund is \$1,979,647.76. This resolution authorizes the Treasurer to transfer \$215,831.00 from the Self-Insurance Fund Balance S390900 to the Self-Insurance Contributed Reserve Fund S375300.

M. 2018 Staff Changes Treasurer's Department: The Treasurer's Department requested staffing changes as part of the 2018 budget process. The following change was approved by the County Legislature: Change Account Clerk Typist (PT) to a new title of Accounting Associate III (PT) with a budget impact of +\$1,502.

N. Authorize Contract renewal CSEA Employee Benefit Fund: Resolution 276-11 authorized a contract with CSEA Benefit Fund to administer Solstice Vision and Dental plans for CSEA and Non-Union employees. The plans are contractual benefits for CSEA employees, to be continued for 2018. This resolution authorizes the Chair of the Legislature to sign a contract, subject to review by the County Attorney, with CSEA Employee Benefit Fund for the purpose of facilitating the Solstice Dental and Solstice Vision plans for the period of January 1, 2018- December 31, 2018.

VI. Legislator Monell called for Executive Session at 11:10 to discuss a particular person or persons.

VII. Meeting adjourned @ 11:22