

PERSONNEL COMMITTEE MINUTES

October 7, 2021

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

Absent: Amy Poff, Benefits Manager and Legislator, Tracy Monell

Guest(s): Legislative Chair, Marte Sauerbrey; Budget Officer, Jackson Bailey; Legislator, Bill Standing and County Attorney, Pete DeWind.

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

I. The Minutes of the September 9, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 383 authorized full-time positions, 349 of those filled, 8 not filled/unfunded. Part-time shows 73 authorized positions, 55 filled, 3 not filled/unfunded. As of today, there are 15 PT and 26 FT funded vacancies.

Funded vacancies being actively recruited: Accounting Associate I, Accounting Associate II and 2 Caseworkers at DSS and Social Welfare Examiner and 3 Office Specialist I; 2 OSI's and Seasonal OSI will be filled as of 10/12/21 at DSS;; MEO I in Public Works will be filled as of 10/12/21; Clinical Social Worker, Certified A&D Counselor (2) (exams for both on 11/6/21) and a part-time Account Clerk Typist in Mental Hygiene; as of 10/12/21 there will be 3 Corrections Officer positions, and 2 part-time Cooks vacant in the Sheriff's Office. Public Safety Dispatcher Trainee will be filled as of 10/21/21. Recruiting a part-time OSII in ED&P. Treasurer's Office is reviewing applications for the Accountant position.

The Vacancies Filled-Salary Difference Report shows eight (8) changes since the September report with a monthly impact of -\$47,405.68 and YTD total -\$81,839.72. The Change in Classification Report-Salary Impact shows one change since September: the Land Bank Director was reclassified per reso 210-21 to Office Specialist II (PT). The Temporary Appointments chart shows the three positions: PH Educator 9/13/21-6/30/22 per reso 246-20 and two (2) Social Welfare Examiners for HEAP per reso 186-21 9/27/21-2/25/22.

B. Bethany O'Rourke, Personnel Officer:

2021 Health Insurance:

In September, \$33,594.58 was paid out of the 2021 HRA with eleven additional employees reaching their deductible. Total HRA paid to date is \$718,115.37 with a total of 71 employees meeting their deductible, 65% utilization.

A resolution is presented today to authorize a contact with Lifetime Benefit Solutions to administer the flexible spending program and health reimbursement accounts for 2022. The health reimbursement account is a negotiated benefit for

CSEA. The flexible spending program is a contract benefit for all three unions. Current limit for the medical flex spending program is \$2750 for 2021, but the IRS has not yet officially announced maximum for 2022.

Bethany and Amy had their first phone conference call with United Healthcare (UHS) to discuss the transition of Medicare eligible retirees to UHC Medicare Advantage Plan as of January 1, 2022. We have started gathering the information that UHC will need. The first correspondence to retirees will be an announcement letter with instruction as to what to expect come January 2022 which will be mailed the week of October 18th.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of September was reviewed. We have collected \$2,160 (49.9%) of our projected revenue and spent 68.4% of our appropriations.

III. Old Business:

Medicare Eligible Retiree Health Insurance:

Resolution 199-21 was passed in September which authorized the Legislature to enter into a contract with UHC and change Tioga County Medicare eligible retiree's and eligible spouses' coverage to UHC Plan 1 effective January 1, 2022. As indicated above, Bethany and Amy had their first conference call with United Healthcare (UHS) to discuss the transition of Medicare eligible retirees to UHC Medicare Advantage Plan 1. Bethany indicated that they will work diligently to make sure retirees get all their questions answered.

CSEA Negotiations:

A tentative agreement has been reached with CSEA. The membership will vote next week and hopefully ratify so we can bring a resolution forward in November.

TCLEA Negotiations:

The first meeting was held at the end of September. A second meeting was scheduled for the end of October; however, they submitted a request for substantial historical information that Bethany is not able to gather and provide by that meeting, so it has been postponed.

IV. New Business:

Annual Civil Service Training Conference October 17th – 20th: This conference is normally held in June but was postponed to October. Bethany will be attending.

3rd Quarter Exit Interview Report: The Exit Interview report was distributed for review. The report and questionnaires were sent to the appropriate Committee Chairs and Department Heads.

V. Resolutions:

- Authorize Appointment Secretary to County Attorney: The position of Secretary to County Attorney has been vacant since July 7, 2021 due to retirement. The County Attorney has recruited a replacement. This resolution authorized the County Attorney to appoint Christine Freyvogel to the title of Secretary to County Attorney at an annual salary of \$37,102 effective retroactive to October 9, 2021. Ms. Freyvogel shall be eligible for any authorized 2022 NU salary increase effective April 9, 2022 following a successful six month evaluation.
- Authorize 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 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., to continue administering said programs for the period of January 1, 2022 through December 31, 2022.
- Authorization to Create Full Time Education Workforce Coordinator Position (ED&P): This resolution would create a full time Education Workforce Coordinator at an annual Non-union salary (\$43,000-\$53,000). The position would be funded by way of grant funds for a three (3) year period. *This resolution was tabled for further discussion in November.*
- 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. This resolution establishes the standard work days for S. Tracy Monell from 1/1/2019-12/31/2021.

VI: Meeting adjourned at 11:05 AM