

PERSONNEL COMMITTEE MINUTES
October 11, 2018

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

Absent: Legislator Tracy Monell and Amy Poff, Benefits Manager

Guest(s): Marte Sauerbrey

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

I. The minutes of the September 6, 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, 347 of those filled, 7 not filled/unfunded and 13 not filled/funded. Part-time shows 81 authorized positions, 51 filled, 3 not filled/unfunded and 27 not filled/funded. The funded vacancies which are being actively recruited are Accounting Associate II at DSS; Network Administrator in I.T.; Supervising Psychiatric Social Worker in Mental Hygiene and Early Intervention Service Coordinator in Public Health. Positions that will be filled by the end of the month are Typist (PT) in the DA's Office, MEO II in Public Works and per Reso 199-18, two (2) Senior Clinical Social Worker positions in Mental Hygiene increasing Mental Hygiene's headcount to 34. The Backfill Salary Difference Report shows numerous changes since September's Committee meeting. The total monthly impact is \$31,656.00 with a year-to-date impact of \$35,210.20. The Change in Classification Report-Salary Impact shows no changes since September's committee meeting. The Temporary Appointments chart shows three changes since last Committee meeting: the temporary Clerk (Seasonal) position in the Personnel Office ended on 9/19/18 and two temporary SWE's for the HEAP season at DSS were appointed 10/1/18-2/28/19.

B. Bethany O'Rourke for Amy Poff, Benefits Manager:

2018 Health Insurance:

In September \$42,859.18 was paid out of the 2018 HRA and seven additional people hit their deductible. Total paid to date is \$776,419.25 with a total of 84 people reaching their deductible, 67% utilization of the HRA.

The 2019 Excellus Blue Cross Blue Shield renewal has been finalized with an approximate 9.6% increase in the rates and a not too exceed for 2020 of 9.9%. The 2019 Hartford Medicare Supplemental Renewal came in with an overall increase of 5.8%. We will be working on sending notices to employees and retirees regarding their 2019 costs.

Creditable coverage notices will be sent out before October 15th to those 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.

C. Budget Tracking Report:

The budget tracking report as of October 2, 2018 was displayed for review. So far in 2018 we have collected \$3,630 (123.3%) of our projected revenues. We have spent 72.8% of our appropriations.

III. Old Business:

- A. Flu Shot Update: Approximately 50 employees took advantage of the 100 free flu shots offered by the County. As with last year, the remaining flu shots may be offered to employee’s spouses. Bethany will give a final number at next month’s meeting.

IV. New Business:

- A. Exit Interview Report: Bethany provided the 3rd Quarter Exit Interview report for review. The report and copies of the actual forms have been sent to the appropriate Department Heads and the Legislators that chair the committees.
- B. Non-Union Benefits Policy: Bethany and Amy have been reviewing the NU Benefit Policy regarding health insurance contributions. It was decided to leave the Policy as is for now.

V. Resolutions:

- A. Authorize Continuance of Full-time Highway Worker (Seasonal) Position: Resolutions 123-18 and 149-18 authorized the creation and filling of a full-time Highway Worker (Seasonal) position in Public Works from May 16, 2018 – October 12, 2018. Due to an extended leave of absence of another staff person, the Commissioner of PW would like to extend the duration of said temporary position in order to adequately staff his department. This resolution authorizes Cody Feeko’s employment as a full-time Highway Worker (Seasonal) to continue beyond October 12, 2018 and end at the close of business on December 3, 2018.
- B. Appointment of Republican Election Commissioner: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature. This resolution appoints Bernadette M. Toombs Commissioner for the Republican Party from January 1, 2019 through December 31, 2020.
- C. Adoption of Sexual Harassment Prevention Policy: The 2019 New York State Budget included multi-pronged legislation to combat sexual harassment in the workplace. As a result, Tioga County must have a stand-alone sexual harassment

policy which includes the minimum standards as set forth in the model policy established by NYS in consultation with the Department of Labor and Division of Human Rights and train employees in accordance with the new guidelines. This resolution adopts the new stand-alone sexual harassment policy to be known as “Sexual Harassment Prevention Policy for Tioga County”.

VII. Meeting adjourned @ 11:23