

PERSONNEL COMMITTEE MINUTES  
November 5, 2020

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

Guest(s): Legislative Chair, Marte Sauerbrey

Absent: Bethany O'Rourke, Personnel Officer and Legislator Tracy Monell

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

- I. The Minutes of the October 8, 2020 Personnel Committee meeting were approved as written.

- II. Staff Reports

- A. Linn Bruce, Civil Service Administrator:

- The Head Count Report reflects 384 authorized full-time positions, 359 of those filled, 10 not filled/unfunded and 15 not filled/funded. Part-time shows 70 authorized positions, 53 filled, 3 not filled/unfunded and 13 not filled/funded. Funded vacancies being actively recruited for: Network Administrator in I.T.; Part-time Cook at the Sheriff's Office; Safety Officer (PT); Public Health Nurse and Deputy Clerk to the Legislature. An Election Worker (PT) will be filled on November 10<sup>th</sup> and an offer has been extended for Caseworker; The Backfill Salary Difference Report shows no changes since October's report with a YTD total \$92,186.70. The Change in Classification Report-Salary Impact shows no changes. The Temporary Appointments chart shows four (4) temporary appointments since last month's meeting for HEAP.

- B. Amy Poff, Benefits Manager:

- 2020 Health Insurance:

- In October, \$28,652.70 was paid out of the 2020 HRA with two additional employees reaching their deductible. Total HRA paid to date is \$705,847.20 with a total of seventy two (72) employees reaching their deductible, approximately 64% utilization.

- We received notice from Excellus Blue Cross Blue Shield that due to the impact of COVID, i.e. mandated business closures, members cancelling medical procedures, they will be issuing a premium credit on our December 2020 invoice that will reflect a 20% refund of medical bill premium for the month of April 2020. Our broker estimates the refund at approximately \$120,292.00.

- C. Bethany O'Rourke, Personnel Officer

- Budget Tracking Report:

- The budget tracking report for end of October 2020 was distributed for review. So far in 2020 we have collected \$2,865.00 (66.2%) of our projected revenues. We have spent 75.8% of our appropriations.

III. Old Business:

Medicare Part B Reimbursement: We previously discussed the Medicare Part B reimbursement for retirees as Resolution 281-17 (November 2017) set the reimbursement rate at \$115/month through January 31, 2021. There was discussion where a \$125 figure was mentioned. In light of the financial impacts of COVID, the recommendation is to leave the reimbursement rate at \$115 for 2021 and revisit it in the Fall of next year. The committee agreed and Amy will prepare a resolution for December.

Flu Shots: Bethany reached out to Public Health to inquire about the scheduling of clinics for County employees. She has not heard back from them.

IV. New Business:

NYS Statewide Compensation Study: NYS was contracting with SUNY to conduct a statewide compensation study, for which Bethany has volunteered to be a committee member (in light of the fact that our Non-Union salary analysis has been postponed). The initial meeting to get that project kicked-off is finally being scheduled and looks like it will take place virtually sometime between November 9<sup>th</sup> & 13<sup>th</sup>.

V. Resolutions:

- Appointment of Democratic Election Commissioner: This resolution reappoints James Wahls for a two year term as Democratic Election Commissioner 1/1/2021 – 12/31/2022.
- Authorize Salary Reallocation for GIS Technician: The IT&CS department requested a desk audit of the GIS Tech position this summer, which resulted in a recommendation to reallocate the salary upward 2 grades (+\$3,674). Standard practice is to make desk audit results retroactive to the date the paperwork was received in Personnel so as to not penalize the employee for any delays. This resolution reallocates the title of GIS Tech from CSEA Salary Gr IX to CSEA Salary Gr XI effective retroactive to July 28, 2020.

VI. Executive Session was called at 10:40

VII. Meeting adjourned at 10:55