

PERSONNEL COMMITTEE MINUTES

September 9, 2021

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; Legislator Tracy Monell; Legislator Dale Weston; Bethany O'Rourke, Personnel Officer; Linn Bruce, Civil Service Administrator, and Amy Poff, Benefits Manager (via phone).

Guest(s): Legislative Chair, Marte Sauerbrey and Budget Officer, Jackson Bailey

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

I. The Minutes of the August 5, 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, 348 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 27 FT funded vacancies.

Funded vacancies being actively recruited: Accounting Associate I, Accounting Associate II and 2 Caseworkers at DSS and Social Welfare Examiner and Office Specialist I Seasonal positions for HEAP at DSS; Office Specialist II in ITCS; MEO II in Public Works; the two (long term temp) PH Educator positions in Public Health have been filled effective 8/23/21 and 9/13/21; Senior CSW, Certified A&D Counselor (2) and a part-time Account Clerk Typist in Mental Hygiene; as of 9/14 there will be 4 vacant Corrections Officer positions, 1 Public Safety Dispatcher Trainee and 2 part-time Cooks in the Sheriff's Office.

The Vacancies Filled-Salary Difference Report shows six (6) changes since the August report with a monthly impact of \$4,000.00 and YTD total -\$34,434.04. The Change in Classification Report-Salary Impact shows no changes since August. The Temporary Appointments chart shows the two PH Educator temp positions filled as of 8/23/21 and 9/13/21. Seasonal Clerk in the Treasurer's Office ended effective 8/31/21 per Reso 129-21 and Veterans Service Officer (PT Temp) ended 9/6/21 per Reso 150-21.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In August, \$49,126.78 was paid out of the 2021 HRA with ten additional employees reaching their deductible. Total HRA paid to date is \$684,520.79 with a total of 60 employees meeting their deductible, 62% utilization.

A resolution was presented today to authorize a 2022 contact with Excellus Blue Cross Blue Shield in order to meet Excellus BCBS deadlines once renewal is received and finalized based on union negotiations.

Short-term Disability: A resolution was presented to renew short-term disability policy, a benefit for CSEA and Non-Union employees, excluding elected officials as

of October 1, 2021. ShelterPoint is keeping their rate at \$5.65 per covered employee per month as of renewal date. The resolution is written to continue renewing with ShelterPoint until such time as a different carrier is selected.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of August was reviewed. We have collected \$1,965 (45.4%) of our projected revenue and spent 58.5% of our appropriations.

III. Old Business:

Medicare Eligible Retiree Health Insurance:

Tioga County participated in a Broome County Purchasing Alliance (BCPA) Request for Proposal in May to see if there were vendors who could offer a Medicare Advantage plan with similar benefits at a lower rate. The broker for the BCPA came back to the County in late July indicating that United Health Care was the selected vendor and they had 3 plans to select from. Amy and Bethany have been comparing our retirees' current coverage to the richest UHC plan, Plan 1. The BCPA gave us a very short time line if we want to opt in for 2022.

Based on everything that we are being told by UHC, their Medicare Advantage Plan 1 is as rich as our current Hartford Medicare Supplemental Plan (medical side). Unfortunately we have not been able to get our current drug formulary or the UHC formulary in a format where we can compare to see if any major differences in the drug coverage. However, based on what UHC is telling us, the UHC drug formulary is their richest offering and should be comparable to the current plan. There will be an annual savings to the County of \$770,000.00 with the UHC Plan 1. A resolution was presented today.

Department Head Evaluations: Bethany reminded Committee members that Department Head Evaluations are due tomorrow, September 10th.

Remote Work Discussion:

A draft 'work from home' policy was sent to all Legislators. This is on the Agenda to be discussed at today's Worksession.

CSEA Negotiations: Bethany stated that we are close to a tentative agreement. There was a snag with some health insurance issues and had to take that out of the agreement. We are still within the financial parameters set by the Legislature. The membership will vote and if approved, a resolution will be presented for 2022, 2023 and 2024.

Non-Union Salary Committee – 2022 Recommendations:

Bethany distributed the recommendations. Some of the highlights include:

- * No changes in health insurance contributions; 100% funding of deductibles by the County.
- * An increase in the salary ranges in accordance with the consumer price index.
- * A salary increase for full-time, non-union employees plus a lump sum

payment in January. An increase for part-time salaried employees.

- * The part-time hourly rates and Legislator's salaries are to be discussed with the Budget Officer. The Legislator's salaries usually follow the NU recommendations.
- * Some recommendations regarding the Board of Elections are being considered.
- * Adjustments to some of the part-time salaries. Some departments have already made adjustments in their 2022 budget requests.

IV. New Business:
None

V. Resolutions:

- Authorization to Reclassify Vacant Part-time Land Bank Director Position (ED&P): This resolution reclassifies the part-time vacant Land Bank Director (\$29,249-\$29,980; Non-union) position to a part-time Office Specialist II (\$13.19/hour) not to exceed 17 hours per week effective September 15, 2021.
- Renew Policy with Shelterpoint Life Insurance Company for Short-term Disability: Shelterpoint continues to offer a competitive rate. This resolution authorizes the Chair of the Legislature to renew the short-term disability policy with Shelterpoint effective October 1, 2021 and annually thereafter until such time as a different carrier is selected if appropriate.
- Authorize Contract with United Health Care (UHC) for Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage through Broome County Purchasing Alliance (BCPA): Resolution 119-21 authorized Tioga County to participate in the Broome County Purchasing Alliance RFP seeking a contract for Medicare Advantage and Prescription Drug Benefit Services for Medicare-eligible retiree and the eligible spouses. This resolution authorizes the Chair of 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.
- Authorize Contract with Excellus Blue Cross/Blue Shield to Administer Health Insurance Benefits: This resolution authorizes the Chair of the Legislature to enter into a contract with Excellus BCBS of Central New York to administer health insurance benefits for Tioga County for the period of January 1, 2022 through December 31, 2022.
- Authorize Salary Reallocation within CSEA Salary Schedule for Supervising Public Health Sanitarian and Public Health Sanitarian: A desk audit occurred and involved the review of the work tasks performed by the employees as well as current salary allocation. This resolution reallocates the title of Supervising Public Health Sanitarian from CSEA Salary Grade XII to CSEA Salary Grade XV (\$55,917-\$56,617) and the title of Public Health Sanitarian shall be reallocated for CSEA Salary Grade IX to CSEA Salary Grade XI \$44,572-\$45,272) effective retroactive to July 13, 2021. The 2021 annual salaries of current incumbents in said titles shall increase as follows: T. Kopalek \$9, 539; A.

Ace, A. Knapp and D. Scherrer \$3,674 (each) effective retroactive to July 13, 2021.

- Authorize 2021-2022 Contracts with SADD School Associates: It is the desire of the STOP DWI Program to arrange five contracts with SADD School Associates which are defined as Independent contractors not entitled to County Employee benefits. This resolution authorizes the following SADD School Associates for the 2021-22 school year: Aria French to serve the Candor School District; Matthew Cicchetti to serve the Newark Valley School District; Cindy Tebo to serve the Owego Apalachin School District; Erika Brown to serve the Spencer Van Etten School district and Janice Barto to serve the Tioga Central School District. Each SADD School Associate will be compensated \$100 each month for the ten months of the school year, but will not exceed \$1,000 for the year.

VI: Meeting adjourned at 11:10 AM