

PERSONNEL COMMITTEE MINUTES

October 5, 2017

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

Absent: Amy Poff, Benefits Manager

Guest(s): Rita Hollenbeck, Chief Accountant/Budget Officer

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

I. The minutes of the September 7th 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 92 authorized positions, 74 filled, 3 not filled/unfunded and 15 not filled/funded. The Backfill Salary Difference Report shows 4 changes since September's Committee meeting, with a total monthly impact of (\$4,398.36) and a YTD impact of \$138,022.96. The Change in Classification Report-Salary Impact shows one change since the last committee meeting. The Temporary Appointments chart shows three (3) temp appointments for the HEAP season at DSS, one (1) Highway Worker (Seasonal) resigned, and the Clerk (Seasonal) position in Personnel ended effective September 14, 2017.

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

2017 Health Insurance:

The 2017 Tioga County Health Insurance Costs chart was displayed for review. In September and additional \$52,454.53 was paid out of the HRA with an additional 10 employees hitting their 2017 deductible. YTD \$633,047.67 has been paid out of the HRA with 43 employees reaching their deductible which is 55% utilization.

It was discussed last month that as a result of the recent NYS Retirement System audit of Tioga County's reporting of salaried elected and appointed officials, we need to establish a Record of Activity (ROA) for the Information Security Officer (ISO) position that Susan Haskett was appointed to March 21, 2016. A Standard Work Day and Reporting resolution will be reviewed today to establish the ISO ROA at 2.52 days per month.

There is a resolution to review today to contract with Lifetime Benefit Solutions to administer the flexible spending program and health reimbursement account for 2018. The administrative cost for both programs will be increasing approximately 3% from \$4.45 per participant per month to \$4.60, approximately \$621 more for the year.

Workers' Compensation

There is a resolution to review today to purchase specific excess and employers' liability insurance policies for the workers' compensation program. The specific excess coverage pays all remaining expenses when a claim or claims (as a result of one occurrence) reaches a set maximum known as the self-insured retention or SIR. Employers' liability insurance offers protection to our workers' compensation program if someone sues a company due to a work related injury.

- C. The 2017 budget tracking report as of October 4, 2017 was displayed for review: YTD we have collected \$3,040.00 in application fees, 21.6% above our projected revenues, mainly due to the offering of the Deputy Sheriff/Police Officer exam to be held in December. We've spent 70.4% of our appropriations and are 75% through the year.

III. Old Business:

- A. Flu Vaccines: As discussed earlier in the year, Public Health ordered 100 vaccines and they were offered to County employees via onsite "clinics" free of charge. Today is the last day the shots will be offered. Approximately 60 employees have taken advantage of this opportunity.

III. New Business:

- A. Blue4U Wellness Program: For the last few years Interactive Health has offered a blood draw to Non-Union employees and their spouses. Numbers were down last year with 17 out of the minimum requirement of 25 people participating. We paid \$150 each for the 8 people we were short (\$1,200). Bethany asked the committee's thoughts on offering again this year. After some discussion, it was decided that it will not be offered this year.
- B. Employee Policy "Orientation/Exit Interviews/Recruitment/Retirement" (Formerly Policy #3) : It has come to light that Tioga County's Employee Handbook Policy "Orientation/Exit Interviews/Recruitment/Retirement" Section IV Retirement B employees hired on or after January 1, 1993 (but prior to January 1, 2005 which is Part C of the policy) references a retirement age not less than 55. The intention of including a minimum age when this part of the policy was developed in the 1990's was that 55 was the earliest retirement age to retire from NYS Retirement and start drawing a pension and the County wanted to tie the eligibility for health insurance to retirement. However, since then we have added special retirement plans for employee's in the Sheriff's Department that allow for retirement at any age upon reaching 25 years of service credit in covered law enforcement titles. In 2018 we will have some employees eligible to retire under their 25 year retirement plan who are not yet 55 years of age, and they would be excluded from carrying health insurance into retirement the way the policy is currently written. Based on the current wording in the policy, employees who fall under Part A (hired on or before December 31, 1992) or Part C (hired on or after January 1, 2015) who retire under a special plan who are less than 55 are not excluded. Neither Part A nor Part C references an age for employees (Part A does for Legislators but not employees). There was discussion regarding re-

wording Part B, for the benefit of employees, to be more in-line with the wording in Part C or to add language that includes those employees who are retiring under a special retirement plan who are not yet 55. Bethany will draft a resolution for November to change the language.

- C. 3rd Quarter 2017 Exit Interview Report: 5 people completed the Exit Interview Questionnaire. The report was reviewed and Bethany distributed the results to the corresponding Department Heads and Legislative Committee Chairs.

V. Resolutions:

A. Contract with Employee Network, Inc. (ENI) for Employee Assistance Program: Tioga County employees are covered under an Employee Assistance Program (EAP) that is currently administered by Employee Network, Inc. (ENI). ENI can continue to provide Tioga County's EAP for 2018 at the rate of \$1.45/per covered employee per month. This Resolution authorizes the Chair of the Legislature to enter into a contract with ENI to administer our EAP program for full-time and part-time employees at a cost of \$1.45/per covered employee per month effective January 1, 2018 through December 31, 2018.

B. Create Department of Emergency Services: The County's goal is to have emergency response programs that will provide County residents with outstanding service. The NYS Emergency Management Agency has recommended that Tioga County take measure to improve upon Emergency response programs in order to better prepare the community for future disasters. This resolution would create the Department of Emergency Services effective January 1, 2018 to be led by a full-time Director of Emergency Services and supported by a part-time Deputy Director and various additional part-time positions. The Director of Emergency Services shall be appointed by and serve at the pleasure of the County Legislature. This resolution will pass through Personnel Committee but will be discussed further with the full legislature this afternoon as there are some questions/concerns.

C. Standard Work Day and Reporting Resolution: This resolution establishes standard work days for the Information Security Officer at 7 hrs/day, 3/21/16-12/31/17, 2.52 days per month and will report the days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the officials to the Clerk of this body.

D. Contract with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible spending and health reimbursement account programs. Lifetime Benefit Solutions, Inc. has submitted a new contract to continue administering said programs and conduct all required compliance testing services. This resolution authorizes the Chair of the Legislature to enter into a contact with Lifetime Benefit Solutions, Inc., for the period of January 1, 2018 through December 31, 2018.

E. Authorize Purchase of Specific Excess and Employers' Liability Insurance for

Workers' Compensation Program: The continuance of both excess and employers' liability insurance policies help to limit exposure to the Tioga County Self-Insurance Plan. This resolution authorizes the purchase of specific excess insurance and employers' liability insurance from an A-Rated or better insurance company for the period of January 1, 2018 through December 31, 2018.

F. Create and Fill Temporary, Part-time Clerk Position (Treasurer's Office): The Treasurer's Office has a need to hire a temporary, part-time Clerk to work during October and November to provide clerical support. This resolution authorizes the Treasurer's Office to create and fill one temporary, part-time Clerk position October 11, 2017 through December 1, 2017.

G. Authorize Position Reclassification (County Clerk): A part-time Recording Clerk position has been vacant within the County Clerk's office since May 12, 2015. Upon review of the positions, the County Clerk has determined that said vacancy would be better utilized within the Department of Motor Vehicles and classified as a part-time Motor Vehicle Examiner. This resolution authorizes the reclassification of a vacant, part-time Recording Clerk to Motor Vehicle Examiner effective October 11, 2017.

VI. Meeting adjourned @ 11:22