

PERSONNEL COMMITTEE MINUTES  
June 4, 2020

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

Guest: Legislative Chair, Marte Sauerbrey

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

- I. The Minutes of the March 5, 2020 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 386 authorized full-time positions, 355 of those filled, 10 not filled/unfunded and 21 not filled/funded. Part-time shows 69 authorized positions, 55 filled, 3 not filled/unfunded and 11 not filled/funded. Funded vacancies being actively recruited for: PT Community Services Worker and 2 Caseworkers at DSS; Clinical Social Worker in Mental Hygiene; Public Health Nurse at Public Health; MEO II in Public Works; Undersheriff, CO Sergeant, Corrections Officer, Public Safety Dispatcher/Trainee (2) and a Cook (PT) at the Sheriff's Office. Back in May, the Legislature opted out of having a hiring freeze. Bethany reminded Committee members that when a Backfill form comes through, that is their opportunity to voice any concerns to the Department Head regarding backfilling the position. The Backfill Salary Difference Report shows six (6) changes since May's report with a monthly impact of (\$665.50) and YTD total \$131,587.50. The Change in Classification Report-Salary Impact shows no changes since May. The Temporary Appointments chart shows one position in the Treasurer's Office of Clerk (Seasonal) 5/18-8/31/20.

Linn reported that a year-long Technical Assistance Review of the Civil Service Rules and Appendices by the NYS Civil Service Department has been completed. We had minimal revisions and were commended on our record keeping.

B. Amy Poff, Benefits Manager:

2020 Health Insurance:

In May \$44,588.49 was paid out the 2020 HRA with eleven additional employees reaching their deductible. Total HRA spent to date is \$506,786.54 with a total of forty-four employees meeting their deductible.

2019 Health Insurance:

In May, \$46.12 was paid out the 2019 HRA. The total 2019 HRA spent is \$881,359.62.

Lifetime Benefit Solutions notified us that reimbursement account deadlines to file 2019 claims have been extended for both Flexible Spending Programs and Health Reimbursement Accounts due to COVID-19 (per Department of Labor and Treasury regulatory updates) to 60 days after national emergency has been lifted. For now, LBS has extended through August 31, 2020.

Workers' Compensation:

The start date to begin the contract with our new third-party administrator (TPA) for workers' compensation had to be pushed back from May 1, 2020 to June 1, 2020 due to change in former TPA (UMR's) data format; Triad Group needed more time to transition the claims as a result. A resolution was presented to correct the contract dates, Amending Resolution # 91-20.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of May 2020 was displayed for review. So far in 2020 we have collected \$1,095 (25.3%) of our projected revenues. This is down due to the postponement of exams the past few months. We have spent 34.9% of our appropriations.

III. Old Business: NONE

IV. New Business:

Civil Service Examinations: Linn indicated that Civil Service exams for June 13 have been postponed. The decision was made based on the number of Counties also postponing. The State has advised that they will hold up the results for exams that were held March through June until those who postponed exams hold them. We will begin decentralized exams June 15, starting up slowly with a limit of 3 candidates at a time.

Personnel Budget cuts: With sales tax and casino revenue down and State-aid being held back, there was a request that all departments cut 10% of their remaining 2020 budget. That being said, Bethany reported that Personnel will be 'giving back' \$2,038 from our Training/All Other Account and \$40,000 from the Contracted Services Account that was budgeted for the Non-Union salary study. This is a 40% cut of Personnel's budget.

V. Resolutions:

- Authorize Appointment of Captain-Operations Officer (Sheriff's Office): Due to a promotion, the position of Captain-Operations Officer in the Sheriff's Office will become vacant on June 10, 2020. The Sheriff has identified a qualified candidate from the certified eligible list and would like to backfill the position immediately. This reso authorizes the Sheriff to promote Shawn Nalepa to the title of Captain-Operations Officer at an annual, non-union salary of \$83,000 effective June 10, 2020.

- Authorize Appointment of Undersheriff (Sheriff's Office): Due to a retirement, the position of Undersheriff became vacant on May 19, 2020. The Sheriff has identified a qualified candidate to appoint to the position. This reso authorizes the Sheriff to promote Rich Hallet to the title of Undersheriff at an annual, non-union salary of \$88,000.
- Amend Resolution 91-20 to Authorize Contract with Triad Group for Workers' Compensation Administration: Reso 91-20 authorized a three year contract with Triad Group to be the third-party administrator for the Tioga County Self-Insurance Plan from May 2020 through April 2023. Triad required additional time to transition claims from UMR due to a change in UMR's data format. This resolution amends resolution 91-20 to reflect that the contract with Triad Group will be for the period of June 1, 2020 through May 31, 2023.
- 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 and a resolution stating such at the onset of each term. This resolution establishes the standard work days for County Clerk, Andrea Klett, at 7 hours per day 1/1/20-12/31/23. The County will report the days worked to the New York State and Local Employees' Retirement System.

VI. Meeting adjourned at 11:05