

## PERSONNEL COMMITTEE MINUTES

April 5, 2018

Present: Committee Chair, Ed Hollenbeck; Legislators Bill Standing and Dale Weston; Personnel Officer, Bethany O'Rourke; Benefits Manager, Amy Poff, and Civil Service Administrator Linn Bruce.

Absent: Tracy Monell

Guest(s): Martha Sauerbrey, Lisa McCafferty, Sue Medina and Rita Hollenbeck

The meeting of the Tioga County Personnel Committee was called to order at 10:35 a.m.

- I. The minutes of the March 8, 2018 Personnel Committee meeting were approved as written.
- II. Part-time Dentist Positions: Public Health Director, Lisa McCafferty and Deputy Director, Sue Medina were in attendance to discuss a part-time dentist position. The Public Health Department currently has three (3) part-time dentist positions with only one (1) filled. The current dentist has inquired if health insurance could be available to him. Discussion followed regarding changing the policy, the percentage of the premium that the employee will be responsible for, the number of days/hours he works per week and the cost to the County. This matter will proceed to the full legislature this afternoon for further discussion.
- III. Staff Reports
  - A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 364 authorized full-time positions, 347 of those filled, 8 not filled/unfunded and 9 not filled/funded. Part-time shows 81 authorized positions, 56 filled, 3 not filled/unfunded and 22 not filled/funded. Linn noted that DSS is actively recruiting for Caseworker; an offer has been extended for the GIS Technician; Senior and Supervising Clinical Social Worker exams are scheduled for May 12<sup>th</sup> and the Correction Officer exam results came in, the agilities will be held April 24<sup>th</sup>. The Backfill Salary Difference Report shows 3 changes since March's Committee meeting, with a total monthly impact of (\$22,067.00) and a year to date impact of (\$21,376.00). The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows one (1) temp appointment in the County Clerk's per reso 256-18 for a MVE 3/20/18-9/28/18.
  - B. Amy Poff, Benefits Manager:

2018 Health Insurance: In March, \$158,308.39 was paid out of the 2018 HRA. Sixteen additional people reached their deductible, twenty-four employees to date. Total paid to date is \$354,014.94, 30% utilization. Looking back at last year, March 2017, \$101,554.99 was paid out with \$237,629.96 YTD, 21% utilization. As discussed last month, two driving factors are high claims and Lifetime Benefit Solutions new HRA pay-to-provider program.

2017 Health Insurance:

In March 2018 \$5,336.58 was paid out of the 2017 HRA, 64 employees with total HRA spent \$790,530.55, 69% utilization.

C. Bethany O'Rourke, Personnel Officer:

The budget tracking report as of April 2, 2018 was displayed for review: So far in 2018 we have collected \$665.00 (22.6%) of our projected revenues. We have spent 23.4% of our appropriations. The Contracting Services Account will be monitored; it appears to be running high due to increased number of background checks.

III. Old Business: There was no old business to discuss

V. New Business:

- A. Flu Shots: With this Committee's approval, The Public Health Department purchased 100 flu shots last Fall and offered them free to employees and their families. It is time to order for this coming Fall. Bethany asked the committee if this is something we would consider offering again. After some discussion, it was decided yes, we will continue with program.
- B. 1<sup>st</sup> Quarter Exit Interview Report: The 1<sup>st</sup> quarter exit interview report was distributed for review. Two questionnaires were completed. No issues were noted. The results have been distributed to the corresponding Department Heads and Legislative Committee Chairs.

VI. Resolutions:

A. Create and Fill Highway Worker (Seasonal) Position (Public Works): There is a need for the Highway Department to employ one (1) Highway Worker (Seasonal) for 2018. This resolution authorizes the Commissioner of Public Works to create and fill one (1) temporary full-time Highway Worker (Seasonal) position effective April 28, 2018 through October 12, 2018 at an hourly rate of \$10.40, working no more than a total of 960 hours.

B. Create Two (2) Full-time Temporary Construction Inspector Positions (Public Works): There will be a need for the Public Works Department to employ inspectors to monitor construction projects occurring on county roads and bridges during the 2018 construction season. The Commissioner of PW has identified a cost savings by creating two (2) full-time, temporary Construction Inspectors who possess the necessary credentials through the National Institute for Certification in Engineering Technologies (NICET) and to work for a duration of at least 12, but no more than 25 weeks during 2018. This resolution authorizes the Commissioner of PW to create two (2) full-time, temporary Construction Inspector positions effective May 1, 2018 at an hourly range between \$25.00 (NICET Level II) to \$50.00 (NICET Level IV) for a temporary duration not to exceed 25 weeks.

VII. Meeting adjourned @ 11:25