

PERSONNEL COMMITTEE MINUTES  
Wednesday December 5, 2018

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

Guest(s): Effective January 1, 2019, Legislator Cliff Balliet,  
Rita Hollenbeck, Budget Officer

Absent: Legislator Tracy Monell

The meeting of the Tioga County Personnel Committee was called to order at 10:36 a.m.

I. The minutes of the November 8, 2018 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 367 authorized full-time positions, 344 of those filled, 7 not filled/unfunded and 16 not filled/funded. Part-time shows 81 authorized positions, 53 filled, 3 not filled/unfunded and 25 not filled/funded. The funded vacancies which are being actively recruited are Mail Clerk (PT) (will be filled next week at DSS); Safety Officer (PT) in the Law Department; Supervising Psychiatric Social Worker, Account Clerk Typist (PT) and two Senior Clinical Social Workers in Mental Hygiene; Typist (PT) and Probation Officer in Probation; and Assistant Engineer in PW. The Backfill Salary Difference Report shows three (3) changes since November's committee meeting, total monthly impact is (\$18,900.00) and a year-to-date impact of \$1,697.80. The Change in Classification Report-Salary Impact shows two changes since November's committee meeting: one EMT Instructor (PT) was reclassified to Certified Lab Instructor (PT) and one EMT Instructor (PT) was reclassified to Skills Instructor (PT). The Temporary Appointments chart shows no changes since last Committee meeting.

B. Amy Poff, Benefits Manager:

2018 Health Insurance:

In November, \$28,940.19 was paid out of the 2018 HRA and four additional people hit their deductible. Total paid to date is \$847,801.70 with a total of 91 people reaching their deductible, 73% utilization of the HRA. The hope is there will be less re-un-out claims due to the Pay to Provider process in 2018.

Open Enrollment 2019:

We are working on finalizing 2019 open enrollment for dental, vision, flexible spending and health insurance. Approximately 77 employees have enrolled in the dental and/or vision benefits and about 75 in the medical flexible spending

program. Final numbers will be provided in January. Health insurance open enrollment is for anyone who needs to make a change.

Workers' Compensation

Resolution 216-18 passed in September 2018, authorized purchase of specific excess insurance for the workers' compensation program. Midwest Employers Casualty Company, the current excess carrier, offered a two year policy term option which would lock in the premium rate for a two year period along with holding the specific retention levels the same for 2019 and 2020. There is a resolution today to amend Resolution 216-18 to accept the 2019 and 2020 policy term option.

C. Budget Tracking Report:

The budget tracking report as of December 5, 2018 was displayed for review. So far in 2018 we have collected \$4,430 (150.4%) of our projected revenues and have spent 89.7% of our appropriations.

III. Old Business:

Non-Union Benefits Policy: In November it was decided to do a resolution to revise the Non-Union Benefits Policy. This resolution will be presented in January.

Supervisor Training: December 13: Through our retainer agreement with Roemer's office, the County is allotted 2 days of training per year. This is for Department Heads and any supervisory positions that Department Heads feel should attend. The upcoming training will be on Handling Grievances. There are A.M. and P.M sessions scheduled.

IV. New Business:

Letter from retiree: Bethany passed around a letter from a retiree thanking Personnel and the Legislators for maintaining the retiree health insurance at an affordable rate.

V. Resolutions:

Appointment of Democratic Election Commissioner: This resolution appoints James Wahls, Democratic Election Commissioner effective January 1, 2019 through December 31, 2020.

Appointment of Part-time Information Security Officer (Legislative Office): Policy 43 requires the Legislature to appoint annually, a part-time Information Security Officer who will be responsible for implementing and monitoring a consistent data security program. This resolution appoints Susan Haskett to the part-time Information Security Officer position for 2019 and will be compensated at an annual rate of \$5,330 per year.

Amend Resolution 216-18 Authorize Purchase of Specific Excess and Employers' Liability Insurance for Workers' Compensation Program: Resolution 216-18

authorizes the purchase of specific excess insurance and employers' liability insurance for the period of January 1, 2019 – December 31, 2019. Midwest Employers Casualty Company is offering a two-year policy term option. This two-year period term option will lock in the premium rate for a two-year period along with the specific retention levels. This resolution amends resolution 216-18 to authorize the Tioga County Legislature to accept the 2019 and 2020 policy term option for the specific excess insurance through Midwest Employers Casualty Company.

Authorize 2019 Contacts 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 2019 calendar year: Aria French to serve the Candor School District; Matthew Cicchetti to serve the Newark Valley School District; Joan Beck to serve the Owego Apalachin School District; Britney Eley 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.

Authorize 2019 Salaries (Board of Elections): The salaries for employees of the Board of Elections are set by resolution. Non-Union staff have been authorized a salary increase for 2019 therefore the 2019 rates of pay for the BOE staff is as follows: Commissioners (2) \$43,658/yr.; Deputy Commissioners (2) \$35,351/yr.; Voting Machine Technicians \$16.93/hr. and Election Workers \$12.96/hr.

Staff Changes Resolution Economic Development & Planning: ED&P requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, the following is effective January 1, 2019: L. Tinney, Director ED&P a salary increase of \$7,000. The non-union 3.5% salary increase effective January 1, 2019 is not applicable to said increased amount.

Staff Changes Resolution IT&CS: IT&CS requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, the following is effective January 1, 2019: D. Camin, Director IT&CS, a new Title of Chief Information Officer and a salary increase of \$6,000. The non-union 3.5% salary increase effective January 1, 2019 is not applicable to said increased amount.

Staff Changes Resolution Probation: The Probation Department requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, the following staffing changes are effective January 1, 2019: Vacant Typist (PT) reclassified to Office Specialist I (FT) effective January 1, 2019.

Staff Changes Resolution Public Works: The Public Works Department requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, a new title of Engineering

Technician, Salary Grade 7, budget impact of \$35,555, will be created effective January 1, 2019.

Staff Changes Resolution Sheriff's Office: The Sheriff's Office requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, the following staffing changes are effective January 1, 2019: Corrections Officer (PT) 12 positions will be abolished and Corrections Officer (FT) 5 positions will be created with a budget impact of \$186,040.

Staff Changes Resolution Treasurer's Office: The Treasurer's Office requested staffing changes as part of the 2019 Budget process and those changes were approved by the County Legislature. Therefore, the following staffing changes are effective January 1, 2019: Tax Roll Supervisor Salary Grade 7 reclassified to accounting Associate III Salary Grade 7.

Authorize Second Continuation of Full-time, Temporary Clerk (Seasonal): Reso 219-18 authorized the continuance of a full-time, temporary Clerk (Seasonal) position in the Treasurer's Office beyond August 31, 2018 and through December 31, 2018. Due to unplanned vacancies, the County Treasurer would like to extend the temporary position in order to adequately cover the front office. This resolution authorizes Marissa Potter's employment as a full-time, temporary Clerk (Seasonal) shall continue beyond December 31, 2018 and end no later than January 31, 2019.

VI. Meeting adjourned @ 11:17