

PERSONNEL COMMITTEE MINUTES
February 7, 2019

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

Guest(s): Marte Sauerbrey, Rita Hollenbeck and Peter DeWind

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

- I. The Minutes of the January 10, 2019 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 374 authorized full-time positions, 343 of those filled, 7 not filled/unfunded and 24 not filled/funded. Part-time shows 67 authorized positions, 52 filled, 3 not filled/unfunded and 12 not filled/funded. The funded vacancies which are being actively recruited are 2 Caseworker positions at DSS and an Accounting Associate II; 2 Certified Alcohol & Drug Counselors at Mental Hygiene as well as 2 Clinical Social Workers and a Senior Clinical Social Worker; 1 Public Health Educator in Public Health; 4 full-time Corrections Officer positions; 1 Accounting Associate II in Treasurer's Office. The Backfill Salary Difference Report shows three changes since January's Committee meeting. The total monthly impact is (\$4792). The Change in Classification Report-Salary Impact shows no changes since January's committee meeting. The Temporary Appointments chart shows two changes since last Committee meeting: one Office Specialist I position for HEAP will be ended January 31, 2019 as did the Clerk (Seasonal) position in the Treasurer's Office.

B. Amy Poff, Benefits Manager:

Health Insurance:

The 2019 Tioga County Health Insurance chart was provided for viewing. In January \$71,269.71 was paid out of the HRA with 1 employee hitting the 2019 deductible. Based on January counts, the total possible exposure is \$1,149,200 in HRA expenses.

An additional \$14,231.78 was paid out of the 2018 HRA in January with 11 additional employees reaching their deductible for a total of 111 employees. The total 2018 HRA spent is \$890,538.57, or 76%.

1095-C Forms:

Under the Federal Health Care Reform Tioga County issued full-time employees a Form 1095-C for the 2018 tax year. The 1095-C form deadline was originally January 31, 2019 but was extended to March 4, 2019. The deadline to file the forms electronically to the IRS is April 1, 2019. The 1095-C form is used to

indicate if full-time employees were offered health insurance coverage. Those employees who carry the insurance will be issued a 1095-B form from Excellus Blue Cross Blue Shield.

Deferred Compensation:

Nationwide Retirement Solutions is our current deferred compensation provider, 457 plan. There is a resolution to extend the contract with Nationwide Retirement for one additional year, March 8, 2019 through March 8, 2020. We will then be required to go through the formal bid process to select the provider as of March 2020.

Retiree Health Insurance:

Legislator Balliet indicated he will not offer input on this topic, as he has a personal conflict. The Benefits Manager presented a variety of statistics regarding retiree health insurance such as: the number of retirees with Classic Blue Coverage; the number of retirees in Sections A, B and C of the Policy as well as number of active employees that will fall in those sections upon retirement; current contribution rates. The Personnel Committee will consider this information and whether any changes are needed for 2020.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of February 6, 2019 was displayed for review. It was explained that the reason 95% of the Advertising account has already been spent is that a transfer of \$2,750 out of that account went to the Employee Recognition Program, as happens each January.

III. Old Business: None

IV. New Business:

2018 Annual Report: The Personnel Officer displayed a copy of the 2018 Annual Report submitted to the Legislative Office, and highlighted the following: there are 1525 classified positions amongst all public entities in Tioga County; 75 examinations were held in which 331 candidates participated; 18 employees retired from Tioga County in 2018; Tioga County's provisional rate is 3.4%, as compared to the Statewide average of 4.8%.

2020-2023 Salaries for County Clerk and Sheriff: The salaries for the next term for County Clerk and Sheriff need to be determined. Bethany had provided the Legislature with calculations based on different methodologies for consideration; there were some questions so Bethany reviewed the spreadsheet and explained the different calculations. Conversation to be continued at this afternoon's Work Session.

V. Resolutions:

Authorize Position Reclassification and Appointment (Public Defender): This reclassifies the part-time position of Secretary to the Public Defender to part-time Paralegal effective February 16, 2019.

Reappointment of County Historian: This reappoints Emma Sedore part-time County Historian for another 2 year term effective April 1, 2019 – March 31, 2021.

Schedule Public Hearing Local Law Introductory No. A of 2019: This schedules the Public Hearing on Local Law A 2019 for February 21 at 10:00 AM, which establish the salaries for the 2020-2023 terms for County Clerk and Sheriff.

Deferred Compensation Extension Agreement: This extends our contract with Nationwide Retirement Solutions to administer the Deferred Compensation Plan through March 8, 2020.

Abolish Vacant Full-time Social Welfare Examiner and Create Full-time Community Services Worker (Social Services): This reclassification is a result of the State's takeover of Medicaid administration; the Commissioner has found that a Community Services Worker position will better meet the needs of the agency.

Abolish/Create Position (Mental Hygiene): This reclassifies a vacant Supervising Psychiatric Social Worker position to Deputy Director of Community Services, to better meet the needs of the Department.

VI. Meeting adjourned @ 11:50