

PERSONNEL COMMITTEE MINUTES  
July 9, 2020

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

Guest: Legislative Chair, Marte Sauerbrey and Legislator Bill Standing

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

- I. The Minutes of the June 4, 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, 354 of those filled, 10 not filled/unfunded and 22 not filled/funded. Part-time shows 69 authorized positions, 53 filled, 3 not filled/unfunded and 13 not filled/funded. Funded vacancies being actively recruited for: Caseworker at DSS; 2 PT Account Clerk Typists in Mental Hygiene; MEO II and Mechanic Working Supervisor in Public Works; Deputy Sheriff (2), Corrections Officer (2), Public Safety Dispatcher/Trainee (2) and a PT Cook (2) at the Sheriff's Office. The Backfill Salary Difference Report shows nine (9) changes since June's report with a monthly impact of \$11,678.00 and YTD total \$143,265.50. The Change in Classification Report-Salary Impact shows no changes since June. The Temporary Appointments chart shows one position in the Sheriff's Office of Accounting Associate I 7/1/2020-12/31/2020.

Linn indicated the DS/PO written exam has been announced. The agilities test will be held on August 12<sup>th</sup> and 19<sup>th</sup> in Broome County.

B. Amy Poff, Benefits Manager:

2020 Health Insurance:

In June \$53,635.72 was paid out the 2020 HRA with seven additional employees reaching their deductible. Total HRA spent to date is \$560,422.26 with a total of fifty-one employees meeting their deductible, approximately 51% utilization based on June contract counts.

There is an Excellus utilization review scheduled for July 20<sup>th</sup>.

2019 Health Insurance:

In June there was a credit of \$2,663.03 to the 2019 HRA, due to claim repayments on denied claims. The total 2019 HRA spent is \$878,696.59, approximately 76% utilization.

Workers' Compensation:

Participants in the workers' compensation plan are allowed to pay their annual workers' compensation bills in two installment, January and July. The July bills have been sent out with payment due by July 31, 2020. The total amount billed for the year was \$1,120,129.00 and \$498,626.67 remains to be collected. Tioga County's total bill was \$560,581.06 and \$280,290.53 is due by July 31, 2020.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of June 2020 was distributed for review. So far in 2020 we have collected \$1,260 (29.1%) of our projected revenues. We have spent 41.1% of our appropriations.

III. Old Business:

Corrections Negotiations: A ratification vote was held by TCCA/NCEU on July 7<sup>th</sup> and was approved. There is a resolution in the packet to ratify the 2020-2022 collective bargaining agreement.

IV. New Business:

2<sup>nd</sup> Quarter Exit Interview Report: The 2<sup>nd</sup> quarter exit interview report was distributed for review. Bethany has forwarded the reports and completed forms to the appropriate Department Heads and Committee Chairs.

Retiree Health Insurance question: There was discussion regarding a scenario of a married couple who both retire from the County and how to best handle their health insurance coverage.

2021 Budget Prep: There was some initial discussion regarding the budget prep for 2021. No money will be requested for a NU salary study in 2021. Bethany will present her budget request in August.

V. Resolutions:

- Create and Fill Position: Part-time Public Safety Dispatcher: This resolution authorizes the Sheriff to create and fill one part-time Public Safety Dispatcher position at a rate of \$17.40/hour effective July 15, 2020.
- Standard Workday Reporting (Public Defender): 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 Assistant Public Defender, Brad Helmetsie, at 7 hours per day 1/13/2020-12/31/2021. The County will report the days worked to the New York State and Local Employees' Retirement System.
- Transfer Funds Self-Insurance Plan Additional Stop Loss: An audit of the payroll figures for January 1, 2019 through January 1, 2020 submitted for workers' compensation Specific Excess Insurance has resulted in an

additional premium due in the amount of \$7,050. The account used to pay the premium only has a balance of \$5,089. This resolution transfers \$1,961 from S1720.40 (540380) to S1722.40 (540270).

- Ratify the Collective Bargaining Agreement (TCCA/NCEU): Tioga County and the Tioga County Corrections Association/National Corrections Employees Union have reached an agreement on a contract for the period of June 24, 2020 – December 31, 2022. This resolution ratifies the 2020-2022 collective bargaining agreement. The County Legislature agrees to implement the funds necessary to carry out the terms and provisions of the contract.

VI. Meeting adjourned at 11:00