

PERSONNEL COMMITTEE MINUTES

August 10, 2017

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

Absent: Dale Weston and Tracy Monell

Guest(s): Marte Sauerbrey, Chair of the Legislature and Rita Hollenbeck, Chief Accountant

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

- I. The Minutes of the July 6, 2017 Personnel Committee meeting were not approved due to not having a quorum.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 362 authorized full-time positions, 339 of those filled, 8 not filled/unfunded and 15 not filled/funded. Part-time shows 92 authorized positions, 69 filled, 3 not filled/unfunded and 20 not filled/funded. Department of Social Services headcount decreased from 89 to 88 per resolution 179-17. Linn indicated that we are actively recruiting for several positions in Mental Hygiene, Public Works and the Sheriff's Office. The Sheriff's Office plans to fill 6 of the 11 PT Correction Officer vacancies over the next few weeks. The Backfill Salary Difference Report shows 10 changes since July's Committee Meeting, with a total monthly impact of \$185,413.92 and a YTD impact of \$145,877.52. The Change in Classification Report-Salary Impact shows one (1) change in DSS since the last committee meeting: Office Specialist I to Community Service Worker. The Temporary Appointments chart shows two (2) temp appointments: Per resolution 181-17 and Assistant Fire Coordinator 7/12/17-12/31/17 and per resolution 81-17 a Construction Inspector starting 8/5/17 for 25 weeks.

B. Amy Poff, Benefits Manager:

2017 Health Insurance:

In July, \$63,455.76 was paid out of the 2017 HRA and seven additional people hit their deductible. Total paid to date is \$530,192.59 with a total of 26 people reaching their deductible. This is approximately 46% utilization of the HRA.

2017 Workers' Compensation Budget: The 2018 workers' compensation budget has no overall increase to the total expenses. The total budget figure is \$1,458,082 with \$51,477 covered by refund from NYS of prior year's expenses and the balance assessed to the participants in the self-insured workers' compensation plan. The total budget figure and assessment figure will need to be adjusted if there is any increase to salary and/or fringe costs for 2018. A Munis report with explanation of budget lines was provided for review and discussed.

- C. The 2017 budget tracking report as of August 3, 2017 was displayed for review:
YTD we have collected \$1,295.00 in application fees, 51.8% of projected revenues. We've spent 55.8% of our appropriations.

III. Old Business:

- A. Medicare Part B Reimbursement: Bethany reviewed some of the discussions from earlier Personnel Committee meetings. The recommendation is to set an average rate starting February 2018 and keep that in place and evaluate every 3 years. We will plan on preparing a resolution for November in anticipation that 2018 rates will be available late October or early November.

V. New Business:

- A. 2018 Budget: The Personnel budget request was displayed for review and discussed. The deadline for submitting the 2018 budget requests (via notification) is 8/16/17.

VI. Resolutions:

- A. Create and Fill Seasonal Social Welfare Examiner Position and Seasonal Office Specialist I Positions for the HEAP Program (DSS): This resolution authorizes the creation of one, full-time seasonal SWE November 1, 2017 – January 31, 2018; two, full-time seasonal Office Specialist I positions November 1, 2017-January 31, 2018; and one, full-time seasonal Office Specialist I October 16, 2017-February 28, 2018.

- B. Authorize Donation of Vacation Days or Compensatory Time (Sheriff's Office): A Road Patrol Sergeant will be out of work for an extended period of time and has exhausted all of his benefit time. This resolution authorizes Sheriff's Office employees to donate vacation or compensatory time to be available for the Sergeant to utilize for any remaining portion of his absence from August 9, 2017 through approximately September 27, 2017. In the event he returns to work earlier than September 27, 2017, access to donated vacation days and compensatory time will end.

VII. Meeting adjourned @ 11:33