

## PERSONNEL COMMITTEE MINUTES

February 8, 2018

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

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

I. The minutes of the January 11, 2018 Personnel Committee meeting were approved as written.

### II. Staff Reports

#### A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 364 authorized full-time positions, 348 of those filled, 7 not filled/unfunded and 9 not filled/funded. Part-time shows 83 authorized positions, 62 filled, 3 not filled/unfunded and 18 not filled/funded. The Backfill Salary Difference Report shows 5 changes since January's Committee meeting, with a total monthly impact of \$38,877.00. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows three (3) temp appointments at DSS for the HEAP season ended on 1/31/18. Two of these temporary employees were hired permanently by DSS.

#### B. Amy Poff, Benefits Manager:

2018 Health Insurance: The 2018 Tioga County Health Insurance cost chart was displayed for review. In January, \$78,105.41 was paid out of the HRA with two (2) additional employees reaching their 2018 deductible. Based on January contract counts, the total annual cost to Tioga County if all employees met their 2018 deductible would be \$1,167,400.00.

2017 Health Insurance: In January 2018, \$12,162.18 was paid out the 2017 HRA. No additional employees reached the deductible, 60 total employees. The total HRA spent is \$778,136.96. This is lower than 2016 HRA run-out of \$25,925.71 paid in January 2017 with a total of \$798,589.40, 59 employees.

1095-C Forms: Under Federal Health Care Reform, Tioga County issued full-time employees a Form 1095-C for the 2017 tax year. The 1095-C form deadline was originally January 31, 2018, but was extended to March 2, 2018. The deadline to file the forms electronically to the IRS is February 28, 2018. Amy is working on this. The 1095-C form is used to indicate if full-time employees were offered health insurance coverage. Those part-time 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. We can do two 1 year extensions with Nationwide before we have to go through the formal bid process to select

the provider. A resolution is being presented today to extend the contract with Nationwide for an additional year, March 8, 2018 through March 8, 2019.

C. Bethany O'Rourke, Personnel Officer:

The budget tracking report as of January 5, 2018 was displayed for review: So far in 2018 we have collected \$340.00 (11.5%) of our projected revenues. We have spent 7.2% of our appropriations.

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

III. New Business:

A. 2017 Annual Report: Bethany submitted the 2017 Annual Report to Maureen.

V. Resolutions:

A. Amend Employee Handbook: Several Sections of the Employee Handbook need to be amended. This resolution amends:

- Section II - Ethics Rules (formerly policy #26) Section IV. Disclosure of Interest, paragraph C.
- Section IX - Building and Vehicle Procedures c. Assignment and use of County vehicles (formerly Policy #39) amending Section IX Accident Reporting.
- Section IV Personnel Rules a. Positions/Leave Time/Vacancies (formerly policy #1) Section V Leave Time paragraph E was deleted and paragraph C was amended.

B. Abolish Positions (Public Health): The Public Health Director has determined that the level of services performed by the Nurse Practitioner staff is no longer needed. This resolution abolishes two (2) part-time Nurse Practitioner positions (\$27.11 per hour) effective February 14, 2018. Due to the title's competitive classification under civil service, the two employees impacted by the lay-off shall be placed on a preferred eligible list. Public Health's authorized part-time headcount for 2018 shall be reduced from 9 to 7.

C. Salary Adjustment New Full-Time Deputy Sheriff: On February 17, 2018, the Sheriff intends to fill a vacant, budgeted full-time Deputy Sheriff position with Brenda Kemp-Yaeger. Mrs. Kemp-Yaeger has been employed with the Tioga County Sheriff's Office as a full-time Correction Officer since January 2007. The Sheriff received approval from the TCLEA to hire a new, full-time Deputy Sheriff with several years of related law enforcement experience at the 2018, 1 year rate or \$51,852. This resolution authorizes the base salary for Mrs. Kemp-Yaeger be set at \$51,852. Mrs. Kemp-Yaeger shall be credited with 11 years of service for longevity pay according to the provisions of the TCLEA contract.

D. Abolish and Create Classifications (Public Works): After conducting a review of the Materials Recovery Manager classification (NU salary) within the Department of Public Works, the Personnel Officer has determined a need to

retitle and amend said classification in order to more accurately reflect the nature of the work performed. For the purpose of retitling and amending a classification, the Tioga County Legislature authorizes the abolishment of the Materials Recovery Manager and authorizes the creation of Sustainability Manager within the same Non-union salary range as Materials Recovery Manager effective February 14, 2018.

E. Deferred Compensation Extension Agreement: Tioga County uses the services of Nationwide Retirement Solutions to administer the deferred compensation program, 457 Plan, available to all employees. The contract with Nationwide expires on March 8, 2018 and the County has the option to renew the contract for 2 one year periods. This resolution authorizes the Legislative Chair to execute the necessary documents, subject to review by the County Attorney, to extend the services of Nationwide Retirement Solutions as our deferred compensation administrator for the period of March 8, 2018 through March 8, 2019.

F. Standard Work Day and Reporting Resolution (Legislator & Youth Bureau Director): 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. If an employee's workload substantially increases or decreases at any time during their term/appointment, the employee should complete a new three month record of activities. This resolution establishes the standard work days for Legislator, Martha Sauerbrey at 6 hours per day and Youth Bureau Director, Maureen Hawley at 7 hours per day from 1/1/16 through 12/31/18. The County will report the days worked to the New York State and Local Employees' Retirement System.

G. Standard Work Day and Reporting Resolution (ED&P): 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. Resolution 317-17 created a new part-time Economic Development Specialist position and a standard work day needs to be established. This resolution establishes the standard work day for the Economic Development Specialist at seven hour days, five days per week.

VII. Meeting adjourned @ 11:11