

PERSONNEL COMMITTEE MINUTES
October 6, 2022

Present: Legislator W. Jake Brown; Legislator Dale Weston; Legislator Tracy Monell; Linda Parke, Personnel Officer and Amy Poff, Benefits Manager

Absent: Legislator Ed Hollenbeck

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger, County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Monell, seconded by Legislator Weston to approve the July 7, 2022, August 4, 2022 and September 8, 2022 Personnel Committee meeting minutes, motion carried.

- II. FINANCIAL

- A. Amy Poff:

- 2022 Health Insurance:

- In September, \$37,250.14 was paid out of the 2022 HRA with six additional employees reaching their deductible. Total paid to date is \$733,129.62, with a total of 77 employees meeting their deductible, 66% utilization of the HRA.

- The 2023 Excellus Blue Cross Blue Shield renewal came in with a 5.10% rate increase. There is a resolution presented today to authorize the 2023 contract in order to meet the Excellus deadline of November 5, 2022.

- There is a resolution in the packet to authorize a contract with Lifetime Benefit solutions to administer the flexible spending program and health reimbursement accounts for 2023. The health reimbursement account is a negotiated benefit for CSEA for their current health insurance plan. The flexible spending program is a contract benefit for all three unions. For the medical flex spending program the federal government limits the annual individual medical pledge (since January 2013 as part of the federal health care reform). Current limit is \$2750 for 2022, but the IRS has not yet officially announce maximum for 2023

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of September was reviewed. We have collected \$2,806.00 (68.8%) of our projected revenue and spent 70.2% of our appropriations. It was discussed previously that money may need to be transferred from contingency into our physicals line (A1430 540470). At this point in time, we don't foresee any upcoming psych evals for the remainder of 2022.

III. OLD BUSINESS

None

IV. NEW BUSINESS

3rd Quarter Exit Interview Report:

The 3rd quarter report was distributed for review. The report and copies of the questionnaires have been sent to the appropriate Department Heads and Chairs of their Committees.

Annual Civil Service Training Conference: Linda, Nancy and Kelly attended the NYSAPCSO conference at Tioga Downs October 2nd – 5th.

V. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report reflects 395 authorized full-time positions, 348 of those filled, 10 not filled/unfunded. Part-time shows 78 authorized positions, 58 filled, 3 not filled/unfunded. As of October 1st, there were 37 FT and 17 PT funded vacancies.

Funded vacancies being actively recruited – BOE: part-time Election Clerk; DSS: Caseworkers, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker and Office Specialist I (multiple openings for each title); MH: Senior Clinical Social Worker (2) and PT Account Clerk Typist; Personnel: Benefits Manager Trainee; Civil Service Assistant; Probation: Probation Officer; PH: Public Health Nurse and PT Dentists; Public Works: Engineering Technician; Sheriff's Office: Corrections Officers, Public Safety Dispatcher/Trainee, Deputy and PT Cook; Veterans: Veterans Service Assistant.

The Vacancies Filled-Salary Difference Report shows hiring activity since the September's report. There were five (5) vacancies filled with a monthly impact of (-\$13,980) and year to date of (-\$121,861.57). The Change in Classification and Temporary Appointments chart shows no changes as of October 1, 2022.

VI. RESOLUTIONS

Appointment of Republican Election Commissioner: This resolution appoints Vera Lin Layman Election Commissioner for the Republican Party from January 1, 2023 through December 31, 2024.

Authorize Contract with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County. These are contractual benefits for Tioga County union employees. This resolution authorizes the Chair of the Legislature to enter into a contract with Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County for the period January 1, 2023 through December 31, 2023.

Authorize contract with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible-spending and health reimbursement account programs. Both the employees and the County save tax dollars on money channeled through the flexible spending program. This resolution authorizes the Chair of the Legislature to enter into a contract with Lifetime Benefit Solutions, Inc. for services for a period of January 1, 2023 through December 31, 2023.

Authorize Continuance of Full-time Highway Worker (Seasonal) Position (Public Works): Resolution 107-22 authorized the creation and filling of two (2) full-time, Highway Workers (Seasonal) positions (\$13.20/HR) in the Tioga County Department of Public Works for a temporary duration from April 1, 2022 – October 7, 2022. Resolution 133-22 amended Resolution 107-22 to reflect an hourly rate of \$14.43/HR. The Commissioner of Public Works would like to extend the date of the temporary position in order to adequately staff his department. Due to said vacancy of this position, there are sufficient funds within the department's Part Time/Temporary budget line D5110.510020 to cover an extension. This resolution authorizes the continuance of one full-time, Highway Worker (Seasonal) position in Public Works for maximum of 800 hours through November 10, 2022.

Amend Resolution 159-22; Authorize Wage Reallocations within CSEA Salary Schedule: Resolution 159-22 authorized wage reallocation within the CSEA Salary Schedule. Upon review by the Commissioner of Public Works it was determined that a CDL-B requirement should be included in the job description for the sign maintenance worker. This resolution

amends Resolution 159-22 be amended and that the following title shall be reallocated as indicated below effective October 22, 2022:

VII. PROCLAMATIONS – None

VIII. EXECUTIVE SESSION

Motion was made by Legislator Brown to enter into Executive Session, seconded by Legislator Monell at 10:55.

Motion was made by Legislator Monell to come out of Executive Session, seconded by Legislator Brown at 10:59.

VII. ADJOURNMENT – 11:03