

Human Resources & Insurance Committee Minutes
October 4, 2017 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors Alan Grattidge, Art Johnson, Tim Szczepaniak, Mo Wright and Chairman of the Board Ed Kinowski; Spencer Hellwig, Chad Cooke, Brian O’Conor, County Administrator; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Michael Petta, Wendy Tennant, Stephanie Monaco, Human Resources; Andrew Jarosh, Treasurer; Pat Malleolo, Lawley Insurance.

Chairman Wood called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Wright, seconded by Mr. Kinowski, the minutes of the September 6, 2017 meeting were approved unanimously.

Mr. Wood introduced Pat Malleolo from Lawley Insurance. Mr. Malleolo distributed handouts regarding the renewal notices for insurance contracts.

A quorum was present at this time and Mr. Kinowski left the table.

A motion was made by Mr. Wright, seconded by Mr. Johnson, to authorize a renewal contract with BlueShield of Northeastern NY to administer the County's medical and prescription insurance services, including stop loss insurance, in the amount of \$22,081,916. Unanimous.

Mr. Malleolo said that there will be a 5% increase to employees and the budget. Budget increase from last year is \$1,051,520. Attributing factors include general healthcare cost inflation 7%, high cost claimants with 11 over \$100K of claims from 1/1 – 7/31, continued disproportional rise in Rx cost, particularly specialty Rx and the reintroduction of the Health Insurer Tax (HIT) of approximately 3%. Mr. Malleolo said that given all of the factors, 5% increase is a good number. Coverage will remain the same.

A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to authorize a renewal contract with Metropolitan Life Insurance Company (MetLife) for the County's dental health insurance in the amount of \$677,258.64. Unanimous.

Mr. Malleolo said that there will be a 6% increase in rates with a \$28,619 budget increase. Mr. Malleolo said that this was a pre-planned guaranteed rate increase maximum when the plan was initially put in place. Mr. Malleolo said that the claims data called for an over 20% rate increase. He expects a significant increase to rates in 2019.

A motion was made by Mr. Johnson, seconded by Mr. Szczepaniak, to authorize a renewal contract with MVP Insurance Company to provide coverage under the Medicare Advantage Plan to retirees that are enrolled in Medicare at a cost of \$3,540,196.80. Unanimous.

Mr. Malleolo said that there will be a 7.4% increase in rates with a \$305,412 budget increase. Mr. Malleolo said that they will be moving to one plan, the high option, as both high and low plans are similar and the cost differential has shrunk to within \$20. Approximately ¾ of participants are already on the high plan. Low plan participants will now have a lower deductible. Mr. Wood said that there are currently 793 participants from the County and potentially another 157 would join the plan through the shared services program. Mr. Cooke said that he will be forwarding the rates out to municipalities participating in the shared services plan.

Mr. Malleolo distributed a handout and discussed the detailed costs of the three different health plans available to employees, \$20 POS, \$25 POS and \$15 PPO, employee contribution and total costs. Looking ahead, Mr. Malleolo said that ACA reporting requirements remain in place for 2017-2018, all current requirements and regulations continue.

Mrs. McNamara distributed the monthly workers' compensation report. There were 27 new claims in September, of which 7 were in the Sheriff's Department and 3 in the Animal Shelter. They are at 54% of the budget compared to 70% at the same time last year. Out of 21 calls, 5 did not call the 1-800 number. Mr. Wood reminded the committee that Mrs. Tennant has additional cards with the 1-800 number available for any supervisors that need them.

A motion was made by Mr. Szczepaniak, seconded by Mr. Grattidge, to authorize an amendment to the County's Policy and Procedure Manual to provide for the revision of the Temporary Appointment Policy. Unanimous.

Mrs. Brown distributed the draft policy and overview. Mr. Wood said that the policy was last revised in March 1987. The changes include: All temporary employees will not have short-term disability insurance, temporary employees are eligible for holiday pay if they work their scheduled hours around a holiday, and if a temporary employee is hired into a permanent position, the employee's benefit and seniority date is the date on the most recent Civil Service Report of Personnel Change form.

A motion was made by Mr. Wright, seconded by Mr. Johnson, to authorize an amendment to the County's Policy and Procedure Manual to provide for the revision of the Part-Time Employee Policy. Unanimous.

Mr. Wood said that there were two policies for Part-time employees that have now been combined into one. The part time employees' policy was last revised in October 2010 and the benefits for part time employees was last revised in 2006. Revisions include: Part time employees are covered through the County's short-term disability insurance, it is optional for part time employees to join the retirement, and part time employees are eligible for health insurance if they have worked an average of 30 hours per week over a 12-month period. Mr. Szczepaniak clarified that the employees would need to work an entire year at an average of 30 hours a week to be eligible for health insurance the following year.

A motion was made by Mr. Szczepaniak, seconded by Mr. Wright, to reappoint Tina Potter as Commission of Social Services for a term of five (5) years commencing October 26, 2017 and ending October 25, 2022. Unanimous.

Mr. Wood said that Mrs. Potter has been with the County for 35 years. Mr. Wood said that Mrs. Potter has been an extremely responsible, dependable, hardworking and conscientious employee and Department Head. There are 216 employees in her department with a budget of \$56M. Over 59,000 individuals are provided help and assistance through the Social Services Department. Mr. Szczepaniak commended Mrs. Potter on the good job she is doing.

Mr. Wood said that the budget process is well underway and that Mrs. McNamara has received all of the personnel position request for 2018. Mrs. McNamara has been meeting with Department Heads and a sub-committee including Supervisors Wright and Peck will be meeting with the County Administrators office and Human Resources to review the initial requests and meet with Department Heads to clarify their personnel needs and requests. Mr. Wood said that if all requests were honored, the increase would total \$1.9M. Last year the increased staff requests came to approximately \$900K.

Mrs. McNamara distributed the vacancy review report and went over the positions that are vacant at this time.

Mr. Wood said that there is an employee in the Sheriff's Department who is a has been in hospital for some time and his sick time has been used up. There has been a request from the Sheriff's Union to re-open negotiations and develop a plan whereby current employees could donate some of their vacation and personal time to a bank which could be used towards a specific individual, not a bank at large, to receive that number of days benefits. In order to do this, the contract would need to be opened up and an agreement negotiated upon. It would be relatively net dollar neutral as any unused vacation days would be paid out annually anyway. Mr. Szczepaniak said that he supports the request, his employer currently provides a similar benefit. Mrs. McNamara said that the option would be limited to vacation and personal time and not sick time. The committee decided to take the request to the next step, explore the options and financial impact.

On a motion made by Mr. Szczepaniak, seconded by Mr. Johnson, the meeting was adjourned unanimously.

Respectfully submitted,
Therese Connolly
Deputy Clerk of the Board