

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, August 14, 2018

9:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE:	Brian C. Schu, Chair Hilda T. Lando	Scott J. Van Etten, Vice Chair Robin K. Lattimer	Carol A. Ferratella
STAFF:	Jack K. Wheeler Jennifer Prossick Alan Reed Brenda Mori Andy Morse	Mitchell Alger Nate Alderman Eric Rose Wendy Jordan Judy Hunter	Rob Wolverton Kathy Muller Jennifer DeMonstoy Tammy Hurd-Harvey Susan Cranmer
LEGISLATORS:	Joseph J. Hauryski John V. Malter	Kelly H. Fitzpatrick Frederick G. Potter	K. Michael Hanna Gary D. Swackhamer
OTHERS:	James Post, <i>The Leader</i> Mary Perham		

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Mr. Van Etten to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JULY 10, 2018, AND JULY 23, 2018, MEETINGS MADE BY MRS. LANDO. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

III. DEPARTMENT REQUESTS

A. Real Property Tax Service Agency

1. **RPS V4 Annual License Fee** – Mrs. Jordan stated there is no change in the license fee from last year.

MOTION: APPROVING THE ANNUAL RPS V4 CHARGEBACK TO THE TOWNS AND CITIES FOR LICENSE AND SUPPORT FEES MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

B. Commissioner of Finance

1. **2019 Retiree Health Care** – Mrs. Hurd-Harvey stated we are offering a high-deductible plan to current employees and retirees under 65. They will continue to get a county contribution toward their premium. We anticipate the people who would be most interested would be the spouses. She explained that for those retirees over 65, several years ago we wanted to offer more choices and went to two offerings through MVP and Excellus. When we originally did that, there was a premium difference of \$100 per month between those two offerings. The 2018 premium difference is only about \$20 per month however the coverage is significantly different. She requested approval to revert back to a single group Medicare Advantage Plan offering should there be only a small difference in premium for 2019. We will not know what the rates will be until October when the 2019 rates come out.

Mrs. Hurd-Harvey stated we are holding educational sessions with MVP and Excellus about the options available on the individual market. The Excellus Individual Medicare Advantage Plan premiums range from \$0 - \$155 per month. For this year, our group plan was \$362 per month. Depending on the retiree's health situation, switching to an individual plan could potentially save them a lot of money. We would like to offer retirees the option of moving to an individual Medicare Advantage Plan, and, if the retiree receives a County subsidy, they would receive the subsidy via a health reimbursement account (HRA). The subsidy is \$176 per month for a person receiving a 50 % County subsidy and \$88 per month for a 25% County subsidy. They could use that toward their premiums, co-pays, dental costs and vision costs. This would be very similar to a health savings account, however, they cannot contribute to it. The money in that account does carry over year to year, but it is not their money. In the event that a person leaves the plan, any balance remaining would come back to the County to offset administrative costs. The proposed 2019 County contribution to retiree HRAs would be increased each subsequent year by the same percentage as the Social Security Cost of Living Adjustment.

Ms. Lattimer asked do the retirees have the opportunity to re-examine their choice? Mrs. Hurd-Harvey replied we are proposing giving them one full plan year and then they can switch back if they choose. If they go more than one plan year, they will not have the ability to switch back. If anyone converts now, they could come back during the next open enrollment for plan year 2020. Part of the intention of doing this is that we want to start to do things that control our insurance costs. Mr. Wheeler commented we are doing that in an optional fashion. Mrs. Hurd-Harvey stated anyone newly turning 65, they could have up to 23 months to come back to the group plan, dependent on when they turn 65.

Mrs. Hurd-Harvey stated if you approve of these changes, we would need to have a third-party administrator to administer the Health Reimbursement Accounts. Our consultant, Gallagher, solicited proposals and we are recommending Benefit Resources, Inc. She requested approval of the proposed changes to the retiree health insurance and to enter into a one year contract with Benefit Resources, Inc.

MOTION: APPROVING THE PROPOSED CHANGES IN THE HEALTH INSURANCE PLAN OFFERINGS FOR RETIREES AND AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO A ONE-YEAR AGREEMENT WITH BENEFIT RESOURCES, INC. TO ACT AS THIRD-PARTY ADMINISTRATOR FOR THE HEALTH REIMBURSEMENT ACCOUNTS MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO FOR DISCUSSION.

Mr. Van Etten asked with combining the two plans if the rates are good, does that limit us from going back to two separate plans if the rates are higher? Mrs. Hurd-Harvey replied you would always have the option to offer a cheaper plan. We would have to look at it each year to see if it would be worth offering.

Mrs. Lando asked how will you tell the retirees about the changes? Mrs. Hurd-Harvey replied we are rolling out the educational sessions today and will probably hold additional meetings. We are holding three separate sessions with about 150 attending.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Mr. Van Etten asked what will be the costs for the County for health insurance? Mr. Wheeler explained with guidance, we are able to set the premium rates for all insurance coverage. Usually we will know the rates by September and our premiums are based on previous claims.

2. **Employee Health Savings Accounts** – Mrs. Hurd-Harvey explained we are offering an optional high-deductible plan for current employees. We will be making a Health Savings Account contribution each month on the employees' behalf as an incentive to move them to that plan. The amount of that contribution has not yet been determined. In order to set up the Health Savings Accounts, we need to establish a relationship with a bank at which the employee Health Savings Accounts will be held. We have to make the deposits into those accounts and the employee will not have a choice in bank. We received several proposals. Most of the local

banks will open the Health Savings Accounts for free and there are no fees to write checks or to have a debit card. She recommended Steuben Trust who is offering an interest rate of .1 percent.

Mrs. Lando asked how do the employees get the money out of their account? Mrs. Hurd-Harvey replied they can use a debit card or write a check. Mr. Malter asked will the employees have the ability to make contributions to these accounts? Mrs. Hurd-Harvey replied yes. The annual amount of contribution can be \$3,000 tax free.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ESTABLISH HEALTH SAVINGS ACCOUNTS THROUGH STEUBEN TRUST FOR THOSE EMPLOYEES WHO OPT INTO THE HIGH-DEDUCTIBLE INSURANCE PLAN MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Inter-Municipal Agreements with Towns/Villages/Cities to Collect Taxes** – Mrs. Hurd-Harvey requested authorization to enter into inter-municipal agreements with those municipalities who are using the Real Property Tax collection system. This would allow taxpayers within those participating tax districts to pay their town and county taxes during the collection period via credit card, debit card or e-check.

MOTION: AUTHORIZING THE COMMISSIONER OF FINANCE TO ENTER INTO INTER-MUNICIPAL AGREEMENTS WITH THOSE MUNICIPALITIES THAT CURRENTLY UTILIZE THE COUNTY'S TAX SOFTWARE TO ENABLE THEIR RESIDENTS TO PAY TOWN AND COUNTY TAXES DURING THE COLLECTION PERIOD VIA CREDIT CARD, DEBIT CARD OR E-CHECK MADE BY MRS. FERRATELLA. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

C. Personnel

1. **Annual Fall Workplace Violence Prevention Training** – Mr. Alderman informed the committee there is a new State law requiring new items that employees need to be trained on. We have had Roemer, Wallens, Gold & Mineaux in to provide a couple of management trainings and they did a fantastic job. He requested authorization to contract with Roemer, Wallens, Gold & Mineaux to provide the annual employee training at a rate of \$1,300 per day for six days. Additionally, he requested extending the existing contract with them for legal services through December 31, 2019.

MOTION: AUTHORIZING THE PERSONNEL OFFICER TO ENTER INTO A CONTRACT WITH ROEMER, WALLENS, GOLD & MINEAUX TO PROVIDE THE ANNUAL EMPLOYEE WORKPLACE VIOLENCE PREVENTION TRAINING AND EXTENDING THE CURRENT CONTRACT FOR LEGAL SERVICES THROUGH DECEMBER 31, 2019 MADE BY MR. VAN ETTEN. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Reclassification – Department of Social Services** – Mr. Alderman requested authorization to reclassify a vacant Principal Social Welfare Examiner, Grade XVI, to an Assistant Director of Temporary and Disability Assistance position, Grade XVII. Ms. Muller explained Lisa Baker recently retired and was the Director of Temporary and Disability Assistance. We hired Jennifer MacPhail. In anticipate of Ms. Baker's retirement, we had done a reorganization of that unit to consolidate our Fraud Unit with a portion of the Temporary and Disability Assistance Unit. We had not filled a Principal Social Welfare Examiner position in order to create some efficiencies and offer more accountability encompassing all units. This structure has been working well and we think that the duties of the position have increased as a result of combining the two units. By reclassifying the Principal Social Welfare Examiner position to an Assistant Director of Temporary and Disability Assistance, we are providing that position more ability to work closely with the Director of Temporary and Disability Assistance.

MOTION: AUTHORIZING THE RECLASSIFICATION OF A VACANT PRINCIPAL SOCIAL WELFARE EXAMINER POSITION, GRADE XVI, TO AN ASSISTANT DIRECTOR OF TEMPORARY AND DISABILITY ASSISTANCE POSITION, GRADE XVII, WITHIN THE DEPARTMENT OF SOCIAL SERVICES MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

3. **Memorandum of Agreement – CSEA Main Bargaining Unit** – Mr. Alderman stated that currently the Deputy Superintendent of Buildings and Grounds and the Deputy Probation Director II, are listed in the collective bargaining unit. The CSEA has agreed to move those two positions out of the main unit and into Management. He requested authorization to execute a memorandum of agreement for this purpose.

MOTION: APPROVING A MEMORANDUM OF AGREEMENT WITH THE CSEA MAIN COLLECTIVE BARGAINING UNIT TO REMOVE THE DEPUTY SUPERINTENDENT OF BUILDINGS & GROUNDS AND THE DEPUTY PROBATION DIRECTOR II FROM THE COLLECTIVE BARGAINING UNIT TO MANAGEMENT MADE BY MS. LATTIMER. SECONDED BY MRS. LANDO FOR DISCUSSION.

Secretary's Note: A Special Administration Committee meeting will be held at 9:45 a.m. on Monday, August 27, 2018, to amend the Management Salary Plan to include the Deputy Superintendent of Buildings & Grounds and the Deputy Probation Director II, and setting their grades.

VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0. Resolution Required.

D. County Manager

1. **16B Request – County Attorney** – Mr. Wheeler informed the committee that the County Attorney has submitted a 16B request to create a position relative to Raise the Age. This request is supported by him and the Personnel Officer. They will submit a plan for reimbursement under Raise the Age. The request is to create an Assistant County Attorney, Management Grade E position. The midpoint for that position would be at \$67,000. If you approve, the next step in the process is presentation to the Finance Committee for review and approval. We will include this position in our draft budget.

Mr. Reed stated in addition, he would also like to add a Senior Typist position under Raise the Age and he would submit that under a request for reimbursement. Because we have not done a lot of 16B requests, under the Legislature's rules, when a new position is necessitated by law, etc., that gives you greater flexibility. We are following that process. He wanted to make a record of that for the future. Mr. Wheeler commented this will not be the last Raise the Age position request you will see. He stated Mr. Reed is submitting the Senior Typist position under this request. We are taking a cautious phased in approach to rolling out what we would for Raise the Age. The County Attorney, Probation, District Attorney, Public Defender and Social Services all will be stressed with this and will potentially need additional staff.

Mr. Swackhamer asked what is the total cost for these two positions? Mr. Wheeler replied it will be \$110,000 - \$120,000 for the Assistant Attorney and the Senior Typist would be \$70,000 - \$80,000.

Mr. Malter asked how secure is the reimbursement funding from the State? Mr. Wheeler replied the State has \$100 million set aside for Raise the Age in the State budget. If we comply with the tax cap, then 100 percent of the Raise the Age costs will be paid. The budget that we submit to you will show the full reimbursement. Mr. Potter commented so you will meet the tax cap by budgeting the cost and anticipating the revenues from the State.

MOTION: APPROVING A 16B REQUEST TO CREATE AN ADDITIONAL COUNTY ATTORNEY POSITION AND WAIVING RULE 16B OF THE RULES OF PROCEDURE TO CREATE AN ADDITIONAL SENIOR TYPIST POSITION WITHIN THE LAW DEPARTMENT MADE BY MRS. LANDO. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

2. **Acting IT Director** – Mr. Wheeler informed the committee that Ken Peaslee has retired and they have received applications for IT Director. In the interim, they are working with Mr. Wolverton and staff on a transition plan. Mike Flint is the current Deputy IT Director and a long-time employee. He would like to appoint him as Acting IT Director. Mr. Wolverton is very capable and we will go through this interim process which will give Mr. Flint time to coach Mr. Wolverton and do some on-the-job training. He asked that the committee ratify the appointment of Mike Flint as Acting IT Director with an increase in salary of \$10,000, which would bring his

total annual salary to \$87,119. Mr. Wheeler commented Mr. Flint has indicated that he will be retiring at the end of September. He anticipates coming back to committee in October to appoint a permanent IT Director.

MOTION: APPOINTING MIKE FLINT AS INTERIM INFORMATION TECHNOLOGY DIRECTOR THROUGH SEPTEMBER 30, 2018, AND INCREASING HIS SALARY TO \$87,119 MADE BY MS. LATTIMER. SECONDED BY MR. VAN ETTEN. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DIMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MS. LATTIMER. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MR. VAN ETTEN. SECONDED BY MRS. LANDO. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

MOTION: TO AJDOURN MADE BY MRS. FERRATELLA. SECONDED BY MS. LATTIMER. ALL BEING IN FAVOR. MOTION CARRIES 5-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR**
Tuesday, September 11, 2018
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, September 5, 2018**