

Personnel & Insurance Committee Minutes  
October 5, 2016 – 3:00 p.m.

Present: Chairman Tom Wood; Supervisors John Collyer, Alan Grattidge, Ed Kinowski, Dan Lewza, Dick Lucia, Bill Peck, Tom Richardson and Chairman of the Board Mo Wright; Spencer Hellwig, County Administrator; Brian O’Conor, Auditor; Steve Dorsey, County Attorney; Marcy McNamara, Diane Brown, Wendy Tennant, Sue Hofmann, Personnel; Lisa Masten, Treasurer.

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

**On a motion made by Mr. Collyer, seconded by Mr. Lucia the minutes of the September 7, 2016 meeting were approved unanimously.**

The self-insurance report was distributed. Mrs. McNamara said that there were 19 new claims for September. Of the 19 calls, 11 called the 24/7 hotline and there were no trips to the emergency room. Ms. Tennant will be reaching out to the jurisdictions covering the 8 calls that did not call the hotline. Total number of open claims is 231. YTD expenses are on target at 70% of the budget.

**A motion was made by Mr. Peck, seconded by Mr. Lucia to authorize a renewal health insurance contract with Blue Shield of Northeastern New York to administer the County’s medical and prescription services, including stop loss insurance, in the amount of \$20,472,190.80; renewal agreement with Metlife for Dental Health Insurance coverage for County Employees and the approval of a voluntary dental plan for County retirees at a cost of \$648,640.08; renewal agreement with MVP Insurance company to provide coverage under the Medicare Advantage Plan for retirees that are enrolled in Medicare at a cost of \$2,600,774.40. Unanimous.**

Mrs. McNamara said that these are one year renewals effective January 1, 2017. Mr. Wood said that the health insurance administrative cost is up by 3.2% and the stop loss insurance cost increase was 1.8%. For the dental insurance, there are two levels of plans that employees and retirees can choose from. The dental insurance cost is up by 5%. Mr. Wood said that cost of the renewal agreement with MVP for coverage under the Medicare Advantage Plan has risen by 22% due to the reduction in participation from the Federal Government.

Mr. Hellwig commended the Personnel and Auditors departments in negotiating the rates directly.

**A motion was made by Mr. Collyer, seconded by Mr. Kinowski to authorize amendments to the County’s Policies and Procedures Manual to add a Jury Duty Policy, amend the off-the-job Disability Benefits Policy and amend the Health Insurance Policy. Unanimous.**

Mrs. Brown distributed copies of the proposed policies. Mr. Wood said that the Short Term Disability policy was last revised in 2004. The biggest change is that the County now provides disability to management and part time employees. Payment has a maximum benefit of \$170 per

week. It was also decided that the name of the policy be changed from Off the Job Disability Benefits Policy to Short Term Disability Policy.

Mr. Wood said that the Jury Duty Policy is a new policy and covers the procedure to follow when an employee is called for jury duty. Mr. Wood said that the Health Insurance Policy was last revised in March 2016. The revision deals with how the County handles employee contributions to health insurance while on leave without pay. Previously, payment was due from the employee when they returned to work however if an employee did not return to work it became difficult to collect the amount due. With this change in policy, the employee will be responsible to send in payment for their contribution every two weeks. If an employee fails to pay their premium payment on the date it is due, the county will mail a written notice to the employee. In the event the County does not receive the employees premium the County will cancel the employee's health insurance retroactively back to the date that the unpaid premium payment was due.

Mr. Wood said that the Flu Clinic was held at four different locations on September 21. 217 employees received the shot. In September the Wellness Committee introduced the Volunteer Dog Walking campaign. Employees that are interested in participating will have the option of attending a training session at the Animal Shelter. Following the training, employees can sign up to walk the dogs at the shelter during their lunch breaks. Mr. Peck commended Eileen Luce in the Personnel Department on the weekly newsletter.

Mr. Wood said that each year, as part of the budget process, each department submits its requests for new positions, new classifications and salary increases to the Personnel Department. Requests from 17 different departments were received this year. Mr. Wood has formed a sub committee to review the requests and will submit a recommendation to the Law and Finance Committee.

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

**On a motion made by Mr. Lucia, seconded by Mr. Lewza the meeting was adjourned unanimously.**

Respectfully submitted,  
Therese Connolly  
Legislative Clerk