

CSS WORKFORCE NY
Personnel Committee Meeting
October 3, 2018
SCIDA, Rt-54, Bath, NY

Present:

Jeanne Eschbach, Karen Jenkins, Margaret Lawrence

Staff Present:

Dan Porter, via telephone

Call to Order:

Meeting called to order when Dan was able join via telephone 10:20 a.m.. Quorum of the three Board members on the Committee attained.

Conflict of Interest Disclosure: None disclosed.

Approval of Minutes:

None to approve

Task Report:

- Committee concurred to focus on the timeliness of the Health Insurance issue, then use remaining time to begin updates to the Employee Handbook.
- Health Insurance
 - Dan presented information regarding the health Insurance Plans/Costs for 2019. Staff had met with the insurance representative that morning and had latest information to share.
 - Excellus Gold Plus 6 plan was slated to have a 4.07% increase in premium costs for 2019.
 - A comparable Excellus plan was the Gold Plus 20 plan.
 - Staff had compiled a staff-impact summary (handout) showing what the 2019 impacts would be for the Gold 6 and Gold 20 Plans.
 - There is one staff person who has agreed to use the Single plus the addition of a very affordable Medicare wrap around versus using the full staff+spouse saving CSS around \$7800. Committee felt this was a generous thing for the employee to do and agreed to move forward with that offer by the employee.
 - Committee felt the very limited savings from shifting was not worth the resources of time and potential confusion of staff to warrant a shift. CSS WFNY should move ahead with the Excellus Plus Gold 6 Plan for a third year, with the Medicare option discussed.

*Motion to approve Excellus Gold Plus 6 plan, with Medicare for the staff person's spouse who has agreed, at the usual 80/20 premium split, plus HSA funded equal to the Deductible \$1400 for single, \$2800 for family plans.
First: Karen Jenkins; Second: Jeanne Eschbach – Approved unanimously.*

- Employee Manual Review
 - Board began reviewing some key highlights of the manual as a first step towards a complete update.
 - NYS's new Sexual Harassment law impacts next week. The Committee agreed to using the Model Policy provided by NYS to all employers as the basis of our policy update.

Motion to rescind the current Sexual Harassment policy and replace it with the Model NYS policy, with the updated positions and verbiage to CSS, as the new sexual harassment policy effective immediately. Staff will post the policy in accordance with the requirements of the Law. All staff will receive initial training by an outside training source in time to meet the requirements of the law. Subsequent annual updates and new employee needs are also to be conducted by an external training provider.

First: Jeanne Eschbach; Second: Karen Jenkins – Approved unanimously.

- Committee initiated conversations on other specifics in preparation for future actions. No formal actions taken, but items of note for future actions when the full manual is updated.
 - Next fiscal year migrate from weekly to bi-weekly pay periods should be considered for a savings.
 - Add a voting policy.
 - Review the travel mileage policy and concur on proper implementation.
 - Conversation around compensation time policy; do we need one, and if so, is this the one we want?
- Staff to send a Doodle poll for next meeting. Karen asked to have her personal email added to the distribution list as well.

Adjournment: (11:00)

Motion to adjourn the meeting.

First: Margaret Lawrence; Second: Jeanne Eschbach – Approved unanimously.