

FINANCE AND RULES COMMITTEE MEETING

March 19, 2019

Present: Legislators Bryan Moser, Ron Burns, Tom Osborne, Richard Chartrand and John Lehman

Others: Legislators Jerry King, LaChausse, Greg Kulzer and Andrea Moroughan, County Manager Ryan Piche, County Attorney Joan McNichol, HR Director Chris Boulio, Hospital CEO Jerry Cayer, IT Director Adam Zehr and Real Property Tax Director Candy Akin entered the meeting at 5:50 p.m., Election Commissioners Ann Nortz and Lindsay Burriss entered at 5:55 p.m.; and Reporters Nick Altmire, and Julie Abbass

Committee Chairman Bryan Moser called the meeting at 5:30 p.m.

Legislator Chartrand made a motion to approve the 2/19/19 committee meeting minutes, seconded by Legislator Lehman and carried.

Workers' Compensation Administrator Terry Clark prefaced the need for Committee members to sign bi-weekly indemnity and medical claims expense reports, likewise as they do for the General Fund list of claims, pursuant to auditing policies.

The 2019 comp budget is \$1,493,116 of which \$134,639 is administration expense and \$140,000 for NYS Workers' Compensation Board (WCB) assessments. There are 14 year-to-date reported injuries, 6 of those having lost time from work. Three (3) persons remain out of work; one each involving a fractured leg, serious thigh contusion and a torn meniscus. Pursuant to our contractual agreement, NCA Comp, Inc. administers all claims; and the year-to-date expenses remain within budget.

The State has been woefully behind with Special Fund reimbursements, but, recently began to catch up. Year-to-date receipts total nearly \$82,000 for 2-3 years prior claims expense.

The \$77,955 Excess/Stop Loss Insurance Policy premium was partially offset by the \$12,000 budget allocation, with the remainder covered by the reserve fund. At our request, County Insurance Agent Kevin Townsend will be presenting to the Committee at their June or July meeting with Aggregate and Occurrence Excess/Stop Loss policy options for consideration effective 1/1/2020. Keep in mind that pursuant to Law, the Workers' Comp budget figures must be finalized and provided to all participants by September 1st.

The Legislators then signed the year-to-date bi-weekly reports.

Terry Clark then reported that New York Municipal Insurance Reciprocal (NYMIR) Agent Kevin Townsend, in conjunction with Eastern Shore Associates Insurance, continues to formulate the County's general liability policies for the renewal period 4/5/19-4/5/20. The

Committee agreed to authorize Mr. Townsend to propose the renewal package to County officials (Ryan, Terry, Patty and Cassandra) and recommend the renewal premium for Board approval on 4/2/19.

The expiring policy premium of \$192,707 was compared to the 2014-2015 premium of \$251,000. NYMIR premiums have been kept lower by increasing deductibles currently at \$100,000 for Public Officials and Law Enforcement Liability; \$50,000 for Auto Liability and \$25,000 for Blanket Bldg and Contents Liability. NYMIR assumes first dollar legal defense costs, which had previously been borne by the County up to \$25,000.

Property values are increased by 2% year-over-year considering material prices. There are 8 additional police officers, 6 additional vehicles, and the JCC building valued at \$6.5 Million has been added.

Accordingly, we expect a small premium increase for the renewal package.

Ryan Piche proposed the attached Health Insurance Program (HIP) Changes, which are the culmination of the monthly meetings by administration personnel with GKG health insurance consultants. Recent HIP additions were the health savings account and telemedicine options. The collective changes over the past year have resulted a healthy \$4.5 Million Internal Service Fund (ISF) balance.

Recommendation #1: A 2% premium increase is proposed for the PPO Plan effective 6/1/2019; but a Zero increase for the Hybrid and High Deductible Plans.

Legislator Kulzer objected to the PPO increase, citing the goal to reach a \$2-\$3 million ISF balance has been exceeded. Ryan clarified the goal was to reach \$4 Million due to concern that the Hospital may not have been able to pay their apportioned share.

Ryan cited a Milliman study report that indicated medical costs increase by 2% each year.

Legislator Moser would not favor increasing the PPO premium by more than 2%, unless the ISF balance fell below the target level.

Recommendation #2: Enhance High Deductible Plan by offering a one-time County match to employee Health Savings Account contributions up to \$500 during the first year. These monies are pre-tax.

Recommendation #3: Offer to pay 75% or up to \$200 toward employee gym membership fees at Double Play or the Carthage YMCA. Later in the meeting, the Committee requested additional language to include other gyms within the local vicinity that serve LC residents. County allocations for gym membership fees will be paid from the Internal Service Fund.

HR Director Chris Boulio made a plea to expend \$29,750 to replace the “chisels and stone tablets” form of record keeping with a cloud-based electronic system. He explained that address, salary or job title changes for all employees require a paper form and data entry. The employee card updates are accomplished with a typewriter. The Discover eGOV software program will interface with the County’s Tyler Munis system, and would allow on-line civil service applications and electronic reporting by school districts, municipalities and the Hospital. The system is used by several counties and connects directly with the State Civil Service system for efficient reporting and information retrieval. Respective information from all users is well protected so that users may only access their own data.

The Towns of Lewis, Lyonsdale, Montague and Osceola do not have reliable Internet and would continue to use paper forms.

Electronic files would be downloaded to the vendor company from the Tyler Munis system, as well as scanned paper documents by HR personnel. The company will decipher and effect electronic retention of all materials. The transition process would take about 30 days.

Mr. Boulio cited postage savings as well as anticipated increased revenue from the on-line application option. The software costs would be partially offset by savings attributable to giving up a half-time keyboard specialist, with the balance covered by budget appropriations. If approved, the \$29,750 would be paid in three incremental installments.

The committee indicated agreement to recommend the initiative for Board approval.

Election Commissioners Lindsay Burriss and Ann Nortz proposed purchase of 30 new voting machines.

The Commissioners reported the current 34 voting machines are eleven (11) years old, obsolete, difficult to find replacement parts, and in need of constant maintenance and repairs, having expired warranties. Voting machines typically have a useful life of ten years. The Commissioners have investigated the latest, upgraded version of machines which meet New York State requirements and propose purchase of machines offered by Dominion Voting Systems Corporation, known as the “ImageCast Evolution” model.

The new Dominion voting machines have updated technology, are more efficient, more user friendly, all-encompassing and lighter in weight (130 lbs. vs. 260) and size that allows stacking that lessens needed storage space. The machines would have waterproof plastic covers. The cost of purchasing 30 machines with software use licenses and services is approximately \$350,000.00 with a five (5) year warranty, or the option of installment payments of \$43,500.00 for eight (8)

years with an eight (8) year warranty. Dominion and the NYS Office of General Services entered an agreement which approves the acquisition and use of Dominion systems.

Legislator Chartrand made a motion to recommend the Board approve a purchase agreement with Dominion for thirty (30) "Image Cast Evolution" model voting systems, service, software and licensing, at an installment cost of \$43,500.00 per year for eight (8) years, with warranties to extend for the eight year period. The motion was seconded by Legislator Burns and carried.

The following agenda docket items were then reviewed and approved:

Dockets

1. Resolution to enter an Agreement with Spectrum Enterprise to upgrade to a 400x20M HSD for high speed internet services and reduced cost pursuant to the terms and conditions of the New York State Office of General Services Contract PS67808 for all County offices at a cost of \$99.00 and \$199.00 per month for a term of three (3) years.
2. Resolution to transfer Capital Data Processing funds into the Information Technology Department for the Advance2000 Network Assessment in the amount of \$6,500.00.
3. Resolution authorizing Agreement with Catalog & Commence Solutions, LLC, d/b/a Discover eGOV, (hereinafter "eGOV") to develop a new automated Personnel/Civil Service Software system including online application and candidate, employee and position tracking system in order to ensure compliance with NYS Civil Service Law and Lewis County Civil Service Rules, and which will enable interface with related systems as well as the County's Tyler/Munis system. The digital software management system and portal will handle the processing of Civil Service employment applications and records currently maintained in a series of manual processing and steps which are inefficient in time and in record keeping. Lewis County may contract with this firm without release of another RFP, and can rely upon the RFP and determinations of Cayuga County pursuant to their proposal dated 10/29/2015. The amount of \$29,750.00 is payable in three installments; Plus annual maintenance of \$5,700 for 2020-2024 and \$6,700 for 2025-2028.
4. Resolution to direct reimbursement of \$400.00 from LCGH for penalties incurred by the Lewis County Self-Insurance Plan for late filing of claim reports to the NYS Workers' Compensation Board.
5. Resolution to increase the PPO Plan Premium by 2%, effective June 1, 2019; to include a one-time matching contribution (up to a maximum of \$500.00) from the County to the Employee's HSA account under the HDHP Plan if the employee signs up and contributes his/her own funds to the HSA, effective June 1, 2019; to offer all County employees under the county health insurance plan an annual gym membership reimbursement of up to 75% (maximum \$200.00) of the annual individual gym membership fee at Double Play or YMCA, effective June 1, 2019. The Committee requested to add language to include any other gym facility that serves the local vicinity and LC residents.
6. Resolution to amend Rule XII POWERS AND DUTIES OF COMMITTEES of the standing Rules of the Board of Legislators of Lewis County to transfer jurisdiction over

all matters pertaining to the Sheriff from the General Services Committee to the Finance and Rules Committee. The Committee unanimously tabled this proposal.

Motions:

1. As previously approved, the administrative team would recommend a motion to approve the General Liability Insurance renewal package and premium with Eastern Shore Associates Insurance through NYMIR for the period from 4/5/2019 to 4/5/2020 after a presentation by NYMIR agent Kevin Townsend.
 2. Motion to authorize County Attorney Joan McNichol to fill Assistant County Attorney position, effective immediately.
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Legislator Kulzer, again, posed the idea of property tax installment payments, requesting the status of research. Real Property Tax Director Candy Akin stated that one, two or three payments could be implemented, but all must be paid by June before the rolls are turned over to the Towns.

Ryan Piche reported the goal was to implement software compatible to the new State software that was anticipated last year, but the State has delayed implementation until the end of 2021. It would not seem feasible to implement costly new software only to later be deemed incompatible with the State's new system.

Legislator Kulzer advocated on behalf of local farmers who are struggling to keep pace with financial obligations considering the low price of milk. He feels property tax installment payments could provide the mechanism some farmers may need to avoid going out of business.

As reported earlier, the four towns without reliable Internet service ie. Lewis, Lyonsdale, Montague and Osceola; would need to acquire a computer and Internet service to accommodate tax installment payments. Computer purchase cost is estimated at \$800, and thereafter annual cost of \$1,500 for maintenance and Internet service. Each town's upfront cost would be based on the number of parcels involved.

Ryan stated that town taxes are listed on the County bill, so it would be feasible to implement. All townships would have to agree to tax installments in order for the County to implement the option. The four towns without computers and/or Internet service could continue paper collections, but it would make the Treasurer's office work more difficult. It was noted that Patty O'Brien, who could not be present today, had strongly encouraged that if implemented, ALL towns should be required to participate.

At 6:52 p.m. Legislator Chartrand made a motion to adjourn, seconded by Legislator Burns and carried.

Respectfully submitted,
Terry Clark, Clerk of the Board



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Proposed Health Insurance Program Changes

Health & Human Services Committee – March 19, 2019

Based on monthly meetings with GKG, Excellus, and the Hospital Administration, we are recommending the following program changes to the Lewis County health insurance program.

Note: The Lewis County Self Insurance Fund Balance is currently \$4.6M

Recommendation #1: Assign Premium Rates for the 2019/2020 Plan Year

Goal: Keep premiums in line with actuarial recommendations (see attached)

Actions:

1. 2% premium increase for the PPO plan
2. 0% premium increase for the Hybrid plan
3. 0% premium increase for the High Deductible plan
4. Premium Changes Effective June 1st, 2019 – We have properly accounted for these increases in the 2019 budget

Recommendation #2: Enhance High Deductible Plan

Goal: Drive enrollment to the High Deductible Plan

Actions:

1. One-time employer HSA contribution match of \$500 over the course of the 2019/2020 plan year
2. Every dollar contributed by the employee in 2019/2020, will be matched by the County, up to \$500 total employer contribution
3. Employer contributions will come from the Self Insurance Fund

Recommendation #3: Add gym membership benefit too all insured employees

Goal: Reduce exposure from future claims by increasing the overall health of employees

Actions:

1. The County will pay for 75% (up to \$200 maximum) of the cost of a gym membership for employees enrolled in any of our health insurance plans
2. Non-Employees (spouses/dependents) will not be eligible for this benefit
3. The County will contract directly with Double Play and the YMCA. The gyms will bill the County for the annual membership cost. The employee will pay his/her share up front, upon sign-up (see attached enrollment form)
4. The gyms will provide the County with annual utilization data
5. County membership costs will come from the Self Insurance Fund