

## PERSONNEL COMMITTEE MINUTES

January 6, 2022

Present: Committee Chair, Ed Hollenbeck; Legislator W. Jake Brown; Legislator, Tracy Monell; Legislator Dale Weston; Bethany O'Rourke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator Bill Standing; ED&P Director, LeeAnn Tinney; PW Commissioner, Gary Hammond; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

The meeting of the Tioga County Personnel Committee was called to order at 10:25 a.m.

I. The December 9, 2021 Personnel Committee meeting minutes were approved as written

II. Staff Reports

A. Amy Poff:

Health Insurance:

In December \$29,416.68 was paid out of the 2021 HRA with four additional employees reaching their deductible. Total HRA paid to date is \$808,106.74 with a total of 90 employees meeting their deductible, 73% utilization.

Open Enrollment 2022

56 employees enrolled in the 2022 medical flex spending program with an annual pledge of \$72,287.52 and 2 employees enrolled in the dependent care pledging \$4,999.90. Last year we had 62 employees enrolled in the medical flex spending program with an annual pledge of \$72,768.90 and 2 employees enrolled in dependent care with an annual pledge of \$7,599.99.

50 employees enrolled in CSEA dental coverage and 70 employees enrolled in CSEA vision coverage. Employees pay 100% of the premium for these programs.

Workers' Compensation:

The 2022 workers' compensation bills have been distributed to Tioga County and all the municipalities in Tioga County. The final 2022 workers' compensation budget is \$1,016,384.22 of which \$987,214.82 is billed to participants and \$29,169.40 is refund of prior year's expense from New York State. The 2022 bill for Tioga County is \$507,536.72 which is approximately a 5.2% decrease over Tioga County's 2021 bill of \$535,309.41.

B. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 390 authorized full-time positions, 352 of those filled, 10 not filled/unfunded. Part-time shows 77 authorized positions, 54 filled, 3 not filled/unfunded. As of today, there are 28 FT and 20 PT funded vacancies.

Funded vacancies being actively recruited - DSS: Case Supervisor Grade B, Principal SWE and Community Services Worker; MH: Certified A&D Counselor, Clinical Social Worker, and a part-time Account Clerk Typist; Probation: Probation Officer I; PH: Public Health Nurse and Local Coordinator; PW: MEO III and Building Maintenance Mechanic II; Sheriff's Office: Corrections Officer and PT Cook; ED&P: OSII.

The Vacancies Filled-Salary Difference Report shows nine (9) changes since the December report with a monthly impact of -\$27,528.00. The Change in Classification Report-Salary Impact shows one change since December in ITCS per resolution 312-21 the Network Administrator was reclassified to Systems Administrator with no salary impact. The Temporary Appointments chart shows an Accounting Associate I ended 12/31/21 per resolution 281-20.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of December was reviewed. We collected \$3,111 (71.8%) of our projected revenue and spent 92% of our appropriations.

III. Old Business:

IV. TCLEA Negotiations:

Jim Roemer will be calling in during Worksession this afternoon for an executive session to discuss a topic that Deputies are saying is a must.

Salary Survey RFP:

The Management/Confidential salary study was postponed back in 2020 due to budget cuts and COVID. The funds are back in our 2022 budget. Bethany hopes to get the RFP posted by the end of January/ early February.

V. New Business:

4<sup>th</sup> Quarter 2021 Exit Interview Report: The Exit Interview report was distributed for review. The report and questionnaires were sent to the appropriate Committee Chairs and Department Heads. Bethany explained to the new Legislators that if there are any issues or concerns

regarding information on the forms, they should be directed to the Department Head.

COVID Home Tests:

As of Monday, positive home tests can be registered on Public Health's web page. Public Health is not issuing quarantine or isolation orders for these, only sending a letter. Bethany posed the question of now that home tests are out there, are we going to allow them for COVID paid leave time? After some discussion, it was decided that PCR lab tests will be required.

VI. Resolutions:

- Abolish and Create Position (Mental Hygiene):  
This resolution abolishes one (1) vacant, full-time Clinical Social Worker position and creates one (1) full-time Supervising Clinical Social Worker position effective January 12, 2022
- Appointment of Administrative Coroner: This resolution names W. Stewart Bennett the Administrative Coroner for 2022 with a stipend of \$5,000.
- Authorize Appointment of Education Workforce Coordinator in the Economic Development & Planning Department: Resolution 263-21 authorized the creation of a full-time Education Workforce Coordinator position. The ED&P Director has conducted a recruitment search and has identified a candidate. This resolution authorizes the appointment of Sean Lanning to the position of Education Workforce Coordinator at an annual salary of \$44,720 effective January 31, 2022.
- 2022 Staff Changes (DSS): This resolution creates one (1) Case Supervisor Grade B, with a budget impact of +\$53,384, one (1) Principal Social Welfare Examiner, with a budget impact of +\$44,246, one (1) Social Welfare Examiner, with a budget impact of +\$33,416 and abolishes one (1) Accounting Associate I (Vacant) position, with a budget impact of -\$28,352.
- Change Reference to "Non-Union" Employee Group to "Management/Confidential":  
Recently it was suggested that the use of the term "Non-Union" may be misconstrued as the County favoring either union or non-union

employees. Effective immediately, any and all policies, forms, procedures, etc. that reference "Non-Union" shall be revised to reference "Management/Confidential".

VI: Meeting adjourned at 10:49 AM