

## PERSONNEL COMMITTEE MINUTES

May 5, 2022

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

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell and Commissioner Public Works, Gary Hammond.

Absent: Legislator Tracy Monell

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

- I. APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Brown to approve the April 7, 2022 Personnel Committee meeting minutes, motion carried.

### II. FINANCIAL

#### A. Amy Poff:

##### 2022 Health Insurance:

In April, \$99,841.22 was paid out of the 2022 HRA with eleven additional employees reaching their deductible, twenty-eight total to date. Total HRA spent to date is \$433,612.26.

##### 2021 Health Insurance:

In April an additional \$596.21 was paid out the 2021 HRA. The total 2021 HRA spent is \$819,536.29, 74% utilization.

##### Workers' Compensation:

The 2021 workers' compensation program ended with a surplus of \$134,879.94, a Fund Balance of \$1,161,297.55 and a Contributed Reserve of \$4,216,378.26. Local Law No 2 of 2015 established a Contributed Reserve Cap of \$6,000,000.00 for the Tioga County Self Insurance Plan. There is a resolution today to transfer the \$134,879.94 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$4,351,258.20.

- B. Budget Tracking Report: The budget tracking report as of the end of March was reviewed. We have collected \$1,110.00 (27.2%) of our projected revenue and spent 28.5% of our appropriations. As discussed last month, the Contracting Services account will run short in 2022. It was noted at today's committee meeting that Evolution Consulting, the company that conducts our new hire background checks, had not

billed for several background checks performed in 2020 and 2021. We received invoices in late April 2022 with these charges. This will further deplete this account. A transfer from contingency will be necessary later in the year.

### III. OLD BUSINESS

Personnel Officer Recruitment: Bethany extended an offer this morning to a candidate. She will update as things progress.

Salary Study RFP: Bethany finalized the RFP documents with Pete. It will be posted on May 16<sup>th</sup> with responses due June 3<sup>rd</sup>. There will be a resolution in June to authorize a contract. Linn will be the liaison between the County and company chosen, Kelly will be her backup.

### IV. NEW BUSINESS

None.

### V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 393 authorized full-time positions, 349 of those filled, 10 not filled/unfunded. Part-time shows 79 authorized positions, 58 filled, 3 not filled/unfunded. As of 5/2/2022, there were 34 FT and 18 PT funded vacancies.

Funded vacancies being actively recruited – BOE: Part-time Drivers and Election Worker-Offers have been extended; County Clerk: 2 Motor Vehicle License Clerks-one hire beginning later in May; DSS: Caseworkers, Principal SWE, Sr. SWE, SWE and E&T Counselor; ED&P: OSII part-time; MH: Certified A&D Counselor, Clinical Social Worker, filling a Supervising Clinical Social Worker later in May; Personnel: Personnel Officer; Probation: Accounting Associate III; PH: Public Health Nurse, Local Coordinator and Communication & e-Services Coordinator; PW: Automotive Mechanic II; Sheriff's Office: Corrections Officers, Public Safety Dispatcher, PT Cook, Deputies; Veteran's: Part-time Veterans' Service Officer.

The Vacancies Filled-Salary Difference Report shows hiring activity since the April report. There were ten (10) vacancies filled with a monthly impact of \$6,415.00 and year to date of \$1,546.03. The Change in Classification Report-Salary Impact shows no changes since last month. The Temporary Appointments chart shows a Seasonal Paralegal in the DA's Office 4/25/22-8/31/22 and a Seasonal Clerk in the Treasurer's Office 5/23/22-8/31/22.

## VI. RESOLUTIONS

Appropriation of Funds, Transfer of Funds and Budget Modification (Mental Hygiene): The Mental Hygiene department has been allocated Federal aid funding for the purpose of Workforce Enhancement and Development. Mental Hygiene has identified the best use of these funds as retention incentive for the entire department's staff and training for select staff. This resolution authorizes a Budget Modification, Transfer of Funds and Appropriation of Funds for these incentives.

Authorize Out-of-Title Pay (Public Works): Due to an unexpected extended leave of absence, the work of the Mechanic Working Supervisor position will not be done by the incumbent from March 9, 2022 through June 18, 2022. The Commissioner of PW assigned Mechanic Working Supervisor duties to Dereck Grier (Auto Mechanic II) as of March 10, 2022. This resolution authorizes out-of-title pay for Derek Grier with an hourly rate increase of \$4.93 retroactive to March 10, 2022 through June 18, 2022, in accordance with the collective bargaining agreement.

Appointment of Board of Elections Drivers (Part-time): Per resolution 315-21, the Legislators authorized two part-time drivers for voting machine transportation, one Republican and one Democrat, effective January 1, 2022. The Election Commissioners have selected candidates to fill said vacancies. This resolution appoints C. Truman and K. Smith as Drivers PT effective May 11, 2022 at a rate of \$15.00/hr.

Authorize Wage Reallocations within CSEA Salary Schedule (Public Works): The Federal Department of Transportation imposed much stricter and costly requirements for obtaining a Commercial Drivers' License (CDL). These new requirements impact recruiting of new CDL drivers and place greater importance of retaining existing staff. The Commissioner of Public Works noted a disparity between the Highway titles which require CDLs and the titles which do not require CDLs. After review by the Personnel Officer, two Highway positions need reclassifying to distinguish them from other positions that currently have the same title but do not require a CDL. The Legislature is supportive of reallocating those titles which require CDLs. This resolution reclassifies one position of Mechanic Working Supervisor to Heavy Mechanic Working Supervisor and one position of Working Supervisor to Highway Working Supervisor effective June 4, 2022 with both new titles requiring a CDL. Effective June 4, 2022 the wages of Heavy Mechanic Working Supervisor, Highway Working Supervisor HEO Site Leader, HEO III, HEO II,

HEO I, MEO III and MEO II shall be reallocated.

Transfer Funds/Fund Self-Insurance Plan Reserve: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan and allows for the transfer of surplus funds from the fund balance to the reserve. The 2021 Tioga County Self Insurance operating budget had surplus funds of \$134,879.94. This resolution authorizes the Tioga County Treasurer to transfer \$134,879.94 from Self-Insurance Fund Balance S390900 to the Self-Insurance Contributed Reserve Fund S375300.

Standard Work Day and Reporting Resolution: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution establishes the standard work days for Kirk Martin, Martha Sauerbrey, S. Tracy Monell, James McFadden, Jackson Bailey, Todd Miller and Rhonda Pasto from 1/1/2022-12/31/2025.

VII. PROCLAMATIONS – None

VIII. EXECUTIVE SESSION – Executive Session was called at 11:00 to discuss a personnel matter.

VII. ADJOURNMENT – 11:13