

**Personnel Committee Agenda**  
**May 5, 2022**  
**10:30 A.M.**

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- APPROVAL OF MINUTES FROM APRIL 7, 2022
  
- FINANCIAL
  - Benefits & Workers' Compensation Reports – Amy Poff
  - Monthly Departmental Budget Tracking – Bethany O'Rourke
  
- OLD BUSINESS
  - Personnel Officer Recruitment
  - Salary Study RFP
  
- NEW BUSINESS
  
- PERSONNEL
  - Head Count & Monthly Exam Reports – Linn Bruce
  
- RESOLUTIONS
  - Appropriation of Funds, Transfer of Funds and Budget Modification (Mental Hygiene)
  - Authorize Out-of-Title Pay (Public Works)
  - Appointment of Board of Elections Drivers (PT) (Board of Elections)
  - Authorize Wage Reallocations within CSEA Salary Schedule (Public Works)
  - Transfer of Funds Self Insurance Plan Reserve
  - Standard Work Day and Reporting Resolution
  
- PROCLAMATIONS - None
  
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL.
A General Fund							
<b>A1430 Personnel</b>							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,110.00	.00	-2,970.00	27.2%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-10,000	264,757	84,573.82	.00	180,183.18	31.9%
A1430 510020 Part Time/Temporar	0	10,000	10,000	5,550.00	.00	4,450.00	55.5%
A1430 540010 Advertising	1,500	-200	1,300	300.00	588.32	411.68	68.3%
A1430 540140 Contracting Servic	66,300	0	66,300	4,612.90	851.76	60,835.34	8.2%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	518.21	87.56	1,394.23	30.3%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	400	0	400	40.85	.00	359.15	10.2%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	2,750	0	2,750	1,071.95	.00	1,678.05	39.0%
A1430 540480 Postage	1,350	0	1,350	437.38	.00	912.62	32.4%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	1,071.28	.00	5,928.72	15.3%
A1430 540733 Training/All Other	3,500	0	3,500	1,240.00	.00	2,260.00	35.4%
A1430 581088 State Retirement F	32,714	0	32,714	12,079.81	.00	20,633.89	36.9%
A1430 583088 Social Security Fr	19,933	0	19,933	7,288.36	.00	12,644.94	36.6%
A1430 584088 Workers Compensati	6,060	0	6,060	1,949.73	.00	4,110.75	32.2%
A1430 585588 Disability Insuran	336	0	336	101.30	.00	234.60	30.2%
A1430 586088 Health Insurance F	127,209	0	127,209	29,808.29	.00	97,400.68	23.4%
A1430 588988 Eap Fringe	72	0	72	22.28	.00	49.79	30.9%
<b>TOTAL Personnel</b>	<b>552,031</b>	<b>0</b>	<b>552,031</b>	<b>155,883.15</b>	<b>1,527.64</b>	<b>394,620.63</b>	<b>28.5%</b>
<b>TOTAL General Fund</b>	<b>552,031</b>	<b>0</b>	<b>552,031</b>	<b>155,883.15</b>	<b>1,527.64</b>	<b>394,620.63</b>	<b>28.5%</b>
<b>TOTAL REVENUES</b>	<b>-4,085</b>	<b>0</b>	<b>-4,085</b>	<b>-1,210.00</b>	<b>.00</b>	<b>-2,875.00</b>	
<b>TOTAL EXPENSES</b>	<b>556,116</b>	<b>0</b>	<b>556,116</b>	<b>157,093.15</b>	<b>1,527.64</b>	<b>397,495.63</b>	

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22 APPROPRIATION OF FUNDS, TRANSFER OF  
FUNDS, AND BUDGET MODIFICATION  
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene (TCMH) has been allocated additional pass through federal aid funding as a grant through the Office of Alcohol and Substance Abuse (OASAS) and previously from the Office of Mental Health (OMH) for the purpose of Workforce Enhancement and Development; and

WHEREAS: Eligible expenses to spend these funds include but are not limited to: Recruitment and Retention Incentives, Educational Expenses, Career Development and Training Expenses; and

WHEREAS: Tioga County Mental Hygiene has identified the best use of these funds as retention incentive for the entire departments staff and training for select staff; and

WHEREAS: Personnel has negotiated a Memorandum of Agreement between Tioga County and the CSEA Union to distribute \$1,000 per each Union Member of the Mental Hygiene Department; and

WHEREAS: TCMH has determined the allowable retention incentives for non-union staff: \$5,000 Medical Director, \$1,218 Director of Community Services, \$1,000 for each full-time therapists and full-time support staff, \$1,000 Clinic Program Director, \$832 Deputy Director of Community Services, \$817 to each of the two Part-Time Account Clerks, \$745 Director of Administrative Services, and \$730 Secretary to the Director of Community Services; and

WHEREAS: TCMH will incur no local share increase, yet this will require a Budget Modification, Transfer of Funds and an Appropriation of Funds into the proper account codes; and

WHEREAS: Budget Modifications, Transfer of Funds and Appropriation of Funds require Legislative approval; therefore be it

RESOLVED: That funding be appropriated as follows:

From: A4210-444310-WEG1 FA-COVID R	\$13,796.00
To: A4210-510050-WEG1 Salary Other	\$12,543.00
To: A4210-583088-WEG1 Social Sec Fringe	\$ 960.00
To: A4210-540733-WEG1 Training Other	\$ 293.00

And be it further

RESOLVED: That funding be transferred as follows:

From: A4310-540733-WEG1 Training Other	\$24,346.00
To: A4310-510050-WEG1 Salary Other	\$22,616.00
To: A4310-583088-WEG1 Social Sec Fringe	\$ 1,730.00

REFERRED TO:

PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE OUT OF TITLE PAY  
PUBLIC WORKS DEPARTMENT

WHEREAS: In accordance with the CSEA collective bargaining agreement Article 4, Section E, Legislative approval is required to authorize out of title pay; and

WHEREAS: Due to an unexpected extended leave of absence, the work of the Mechanic Working Supervisor (CSEA SG 1) position would not be done by the incumbent from March 9, 2022 through June 18, 2022; and

WHEREAS: Due to the needs of the department, the Commissioner of Public Works assigned Mechanic Working Supervisor duties to Dereck Grier, Automotive Mechanic II (CSEA SG 4), as of March 10, 2022; and

WHEREAS: The Commissioner of Public Works will have an ongoing need to continue having Grier perform out-of-title work beyond 20 calendar days and through June 18, 2022; therefore be it

RESOLVED: That the Legislature authorizes out-of-title pay for Derek Grier, which is reflective of a retroactive hourly rate increase of \$4.93/hour effective March 10, 2022; and be it further

RESOLVED: That said out-of-title pay shall continue through June 18, 2022.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. --22

APPOINTMENT OF BOARD OF ELECTIONS DRIVERS  
PT

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: Two positions for Driver PT for voting machine transportation, one Republican and one Democrat, were approved by the County Legislature to be added to the Board of Elections authorized part-time employee head count, effective January 1, 2022; and

WHEREAS: The Driver positions have been vacant since January 1, 2022; and

WHEREAS: The Election Commissioners have selected candidates to fill said vacancies; therefore be it

RESOLVED: That Charles W. Truman, Jr. and Kenneth I. Smith shall be appointed as Drivers PT, effective May 11, 2022, at the rate of \$15.00/hr.

REFERRED TO: PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE WAGE REALLOCATIONS  
WITHIN CSEA SALARY SCHEDULE  
PUBLIC WORKS

WHEREAS: Legislative approval is required for a title's wage reallocation;  
and

WHEREAS: Effective February 7, 2022, the Federal Department of Transportation imposed much stricter and costly requirements for obtaining a Commercial Driver's License (CDL); and

WHEREAS: These new requirements will not only impact recruiting of new CDL drivers but also place greater importance on retaining existing staff in positions requiring CDLs; and

WHEREAS: In reviewing the current wage structure for Public Works titles, the Commissioner of Public Works noted a disparity between the Highway titles which require CDLs and the titles which do not require CDLs, further justifying an increase in wages for titles requiring CDLs; and

WHEREAS: Upon 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 license: and

WHEREAS: The Legislature is aware of the shortage of CDL drivers in Tioga County and elsewhere, and is supportive of reallocating those titles which require CDLs; therefore be it

RESOLVED: That one position of Mechanic Working Supervisor in the Highway division of Public Works be reclassified to Heavy Mechanic Working Supervisor and one position of Working Supervisor in the Highway division of Public Works be reclassified to Highway Working Supervisor effective June 4, 2022 with both new titles requiring possession of a CDL license; and be it further

RESOLVED: That effective June 4, 2022 the following titles shall be reallocated as indicated below:

Title:	Current Wage:	New Wage:
Heavy Mechanic Working Supervisor	\$23.89/hr	\$25.89/hr
Highway Working Supervisor	\$23.89	\$25.89
HEO Site Leader	\$21.80	\$23.89

HEO III	\$19.70	\$21.80
HEO II	\$18.96	\$21.03
HEO I	\$18.20	\$19.70
MEO III	\$17.45	\$18.96
MEO II	\$16.69	\$18.20

; and be it further

RESOLVED: That the employees holding the above listed titles shall receive corresponding increases to their 2022 wages effective June 4, 2022.

REFERRED TO:

PERSONNEL COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22

TRANSFER FUNDS/FUND SELF-  
INSURANCE PLAN RESERVE

WHEREAS: 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

WHEREAS: Tioga County Local Law No. 2 of 2015 allows for the transfer of surplus funds from the fund balance to the reserve; and

WHEREAS: The 2021 Tioga County Self Insurance operating budget had surplus funds of \$134,879.94 in the fund balance; and

WHEREAS: The December 31, 2021 Tioga County Self Insurance Plan Fund Balance is \$1,161,297.55; and

WHEREAS: The December 31, 2021 Tioga County Self Insurance Contributed Reserve Fund is \$4,216,378.26; therefore be it

RESOLVED: That the Tioga County Treasurer is authorized to transfer funds as follows:

From: Self-Insurance Fund Balance S 390900	\$134,879.94
To: Self-Insurance Contributed Reserve Fund S 375300	\$134,879.94



REFERRED TO:

PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22

STANDARD WORK DAY AND  
REPORTING RESOLUTION

WHEREAS: 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; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates In Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Elected Officials</b>					
Legislator	Martha Sauerbrey	6	01/01/22 - 12/31/25	N	25.20
Legislator	Loretta Sullivan	6	01/01/19 - 12/31/21	N	4.09
<b>Appointed Officials</b>					
1 <sup>st</sup> Assistant Public Defender	Todd Miller	7	01/01/19 - 12/31/21	N	10.46

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 10<sup>th</sup> day of May, 2022 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this 10th day of May, 2022.

\_\_\_\_\_  
Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on May 10, 2022 and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at [www.tiogacountyny.com](http://www.tiogacountyny.com)
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at \_\_\_\_\_