

**Personnel Committee Agenda**  
**July 8, 2023**  
**10:30 A.M.**

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- APPROVAL OF MINUTES FOR APRIL 6, 2023, MAY 4, 2023, and JUNE 2023 COMMITTEE MEETINGS
- FINANCIAL
  - Benefits & Workers' Compensation Reports – Alex Freyvogel
  - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
  - Corrections Negotiations
- NEW BUSINESS
  - 2<sup>nd</sup> Quarter Exit Interview Report
  - Rules Resolution to Amend the Appendices Public Hearing
- PERSONNEL
  - Head Count & Monthly Exam Reports
- RESOLUTIONS
  - Authorize Contract with UHC Broome County Purchasing
  - Title VI Amend Plan
  - Standard Work Day and Reporting (R. Lanouette)
- PROCLAMATIONS - None
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023-06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>Al430 Personnel</b>							
Al430 412600 Personnel Fees	-4,080	0	-4,080	-1,285.00	.00	-2,795.00	31.5%*
Al430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
Al430 510010 Full Time	300,678	0	300,678	124,635.29	.00	176,042.71	41.5%
Al430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
Al430 520090 Computer	0	936	936	935.99	.00	.01	100.0%
Al430 540010 Advertising	2,100	0	2,100	.00	.00	2,100.00	.0%
Al430 540140 Contracting Servc	69,050	-936	68,114	11,905.45	12,702.55	43,506.00	36.1%
Al430 540180 Dues	330	0	330	330.00	.00	.00	100.0%
Al430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
Al430 540320 Leased/Service Equ	2,197	0	2,197	1,056.45	87.56	1,052.99	52.1%
Al430 540340 Literature	600	0	600	536.99	.00	63.01	89.5%
Al430 540420 Office Supplies	400	0	400	102.68	.00	297.32	25.7%
Al430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
Al430 540470 Physicals	6,125	0	6,125	1,327.00	.00	4,798.00	21.7%
Al430 540480 Postage	1,350	0	1,350	561.57	.00	788.43	41.6%
Al430 540620 Software Expense	5,790	0	5,790	5,790.00	.00	.00	100.0%
Al430 540732 Training/County Re	7,000	0	7,000	922.79	.00	6,077.21	13.2%
Al430 540733 Training/All Other	3,500	0	3,500	50.00	.00	3,450.00	1.4%
Al430 581088 State Retirement F	32,714	0	32,714	14,626.38	.00	18,087.32	44.7%
Al430 583088 Social Security Fr	19,933	0	19,933	9,824.83	.00	10,108.47	49.3%
Al430 584088 Workers Compensation	6,060	0	6,060	3,322.67	.00	2,737.81	54.8%
Al430 585588 Disability Insuran	336	0	336	177.04	.00	158.86	52.7%
Al430 586088 Health Insurance F	127,209	0	127,209	35,182.87	.00	92,026.10	27.7%
Al430 588988 Eap Fringe	72	0	72	41.34	.00	30.73	57.4%
<b>TOTAL Personnel</b>	<b>584,284</b>	<b>0</b>	<b>584,284</b>	<b>210,044.34</b>	<b>12,790.11</b>	<b>361,449.97</b>	<b>38.1%</b>
<b>TOTAL General Fund</b>	<b>584,284</b>	<b>0</b>	<b>584,284</b>	<b>210,044.34</b>	<b>12,790.11</b>	<b>361,449.97</b>	<b>38.1%</b>
<b>TOTAL REVENUES</b>	<b>-4,085</b>	<b>0</b>	<b>-4,085</b>	<b>-1,285.00</b>	<b>.00</b>	<b>-2,800.00</b>	
<b>TOTAL EXPENSES</b>	<b>588,369</b>	<b>0</b>	<b>588,369</b>	<b>211,329.34</b>	<b>12,790.11</b>	<b>364,249.97</b>	

## Exit Interview Quarterly Report

Dates From 4/1/2023 To : 6/30/2023 Quarter : 2

How many interviews were conducted 3

Which Departments were represent

Sheriff	1
Social Services	2

What reasons did people give for leaving?

Education	Health	Retirement	Family	New Job	Moving	Career Change	Job Dissatisfaction	Other
0	1	1	0	0	0	0	0	1

### QUESTIONS

	ALWAYS	SOMETIMES	SELDOM	NEVER	N/A
1. Did you understand Department/County policies and the reasons for them?	3	0	0	0	0
2. Do you feel you have had the support of management on the job?	2	1	0	0	0
3. Were you adequately trained for your job?	2	1	0	0	0
4. Were you paid adequately for the work you did?	0	1	2	0	0
5. Were the working conditions conducive to doing a good job?	1	2	0	0	0
6. Was the amount of work requested of you reasonable?	1	1	1	0	0
7. Was the amount of overtime requested reasonable?	1	2	0	0	0
8. Do you feel management cared about and listened to your concerns?	2	1	0	0	0
9. Were your skills and abilities properly utilized?	2	1	0	0	0
10. Were you encouraged to learn and acquire new skills?	2	1	0	0	0
11. Did your immediate supervisor recognize your contributions?	2	1	0	0	0
12. Were performance appraisals you received timely? Meaningful? Fair?	2	1	0	0	0
13. Did you find your work rewarding?	2	1	0	0	0
14. Do you feel there was favoritism shown at the workplace?	0	1	1	1	0
15. Do the fringe benefits provide you value?	1	2	0	0	0
16. Did you feel had something been different here at work, you would have stayed	0	2	1	0	0
17. Did you feel comfortable approaching management with concerns?	1	2	0	0	0
18. Were there adequate advancement opportunities?	3	0	0	0	0
19. Were staff meetings held in your department?	2	0	1	0	0
20. Were you aware of any fraud, waster or abuse occuring?	Yes	0	No	2	
	EXCELLENT	GOOD	FAIR	POOR	N/A
Over All Rating	1	2	0	0	0

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE CONTRACT WITH UNITED HEALTH CARE (UHC) FOR RETIREE MEDICARE ADVANTAGE PLAN/MEDICARE PART D PRESCRIPTION DRUG COVERAGE THROUGH BROOME COUNTY PURCHASING ALLIANCE (BCPA)

WHEREAS: Resolution 214-22 authorized a contract with United Health Care (UHC) through the Broome County Purchasing Alliance (BCPA) electing Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2023 through December 31, 2023; and

WHEREAS: UHC offered a three-year rate guarantee of \$260 per month per policy for 2022 through 2024, with a potential increase to \$275 per month per policy in 2024, through the BCPA but allows for opting out in any given year; and

WHEREAS: Tioga County has received positive feedback from retirees regarding the UHC Plan 1, and UHC provides a team that helps Tioga County with administration of the benefits; and

WHEREAS: UHC provided the 2024 renewal letter for the Medicare Advantage Plan 1 establishing that the 2024 rate will increase to \$275 per policy per month from the current rate of \$260 per policy per month; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with United Health Care, subject to review by the County Attorney, continuing with Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2024 through December 31, 2024.

REFERRED TO:

PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION  
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION NO. 255-23 AS AMENDED BY  
RESOLUTION NO. 193-18, AS AMENDED BY  
RESOLUTION NO. 45-23; ADOPTION OF TIOGA  
COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE  
PLAN, LIMITED ENGLISH PROFICIENCY PLAN, DATA  
COLLECTION PLAN, ADA TRANSITION PLAN AND  
EMPLOYEE TRAINING PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023; and

WHEREAS: The Federal Transit Administration recently audited the County's Title VI Plan; and

WHEREAS: The Federal Transit Administration is requiring minor revisions to the County's Title VI Plan as follows:

- Title VI Plan Table of Contents Attachment 4—Title VI Nondiscrimination Policy be renamed Attachment 4—Nondiscrimination Policy
- The Tioga County Title VI Complaint Form be renamed the Tioga County Civil Rights Complaint Form
- Attachment 4: Title VI/Non-Discrimination Policy be renamed Non-Discrimination Policy

Therefore be it

RESOLVED: That this resolution shall amend Resolution No. 255-23, as amended by Resolution No. 193-18, as amended by Resolution No. 45-23, only for the following revisions to the Tioga County Title VI Plan:

- Title VI Plan Table of Contents Attachment 4—Title VI Nondiscrimination Policy be renamed Attachment 4—Nondiscrimination Policy
- The Tioga County Title VI Complaint Form be renamed the Tioga County Civil Rights Complaint Form
- Attachment 4: Title VI/Non-Discrimination Policy be renamed Non-Discrimination Policy

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

REFERRED TO:

LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -23

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	Days/Month (based on Record of Activities)	Pay Frequency	Not Submitted
<b>Appointed Officials</b>						
Assistant County Attorney	Ronald Lanouette	7	01/17/2023-12/31/2023		Biweekly	X

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 11<sup>th</sup> day of April, 2023 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 11<sup>th</sup> day of July, 2023.

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

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on July 11, 2023 and continued for at least 30 days. That the resolution was available to the public on the

Employer's website at [www.tiogacountyny.gov](http://www.tiogacountyny.gov)

- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at \_\_\_\_\_



## PERSONNEL COMMITTEE MINUTES

June 8, 2023

Present: Legislator W. Jake Brown; Legislator Keith Flesher; Linda Parke, Personnel Officer; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel.

Absent: Legislator Tracy Monell; Legislator Dale Weston.

Guest(s): Pete DeWind, County Attorney; Cathy Haskell, Legislative Clerk; Kelly Quick, Civil Service Technician; Christie Farnham, Civil Service Assistant

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

APPROVAL OF MINUTES: June's meeting did not have a quorum, therefore the April 6, 2023 and May 4, 2023 Personnel Committee meeting minutes could not be approved.

### I. FINANCIAL

#### A. Amy Poff and Alex Freyvogel:

##### 2023 Health Insurance

In May \$102,639.07 was paid out of the 2023 HRA with eleven (11) employees reaching their deductible. A total of 36 employees with a total of \$553,028.04 paid out of HRA to date.

#### B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$1,105 (27.1%) of our projected revenue and spent 33.3% of our appropriations.

### II. OLD BUSINESS

Corrections Negotiations: Linda indicated that they voted last week and it did not go through. A notice of impasse was sent in. We will be assigned a mediator.

### III. NEW BUSINESS

Amy Poff's Retirement June 30, 2023: Amy's last day will be June 30<sup>th</sup>. There is a resolution in the packet to appoint Alex Freyvogel to the Benefits Manager position effective July 3, 2023

### IV. PERSONNEL

#### Linda Parke, Personnel Officer:

The Head Count Report as of June 1, 2023, was displayed. There are 33 FT and 15 PT funded vacancies. Recruitment for DSS - Accounting

Associate III, Caseworker, Community Services Worker (FT & PT), Office Specialist I and Senior Caseworker; I.T. – GIS Technician; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse PT/FT, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Mechanic I, Seasonal Highway Worker; Sheriff's Office – CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows six (6) changes since May's meeting with a monthly impact of (\$16,207.00) and YTD of (\$31,665.00). The Change in Classification chart shows two changes since May in Public Works, two Maintenance Mechanic II positions were reclassified to Maintenance Mechanic III. The Temporary Appointments chart shows one Clerk (Seasonal) in the Treasurer's Office per resolution 175-23 from 6/7/23-9/30/23.

## RESOLUTIONS

- Appointment of Democratic Deputy Commissioner of Elections: The Deputy Commissioner of Elections (Democratic) has been vacant since April 26, 2023. The Commissioner has selected a candidate to fill said vacancy. This resolution appoints Amber Duke as Deputy Commissioner of Elections effective June 19<sup>th</sup>, 2023, at an annual salary of \$43,091
- Amend and Restate the Deferred Compensation Model Plan: The New York State Deferred Compensation Board (the "*Board*"), pursuant to Section 5 of the New York State Finance Law ("*Section 5*") and the Regulations of the New York State Deferred Compensation Board (the "*Regulations*"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of Tioga County (the "*Model Plan*") and offers the Model Plan for adoption by local employers. Effective December 11, 2020, the Board amended the Model Plan to adopt provisions in Schedule B. Upon due deliberation, Tioga County has concluded that it is prudent and appropriate to amend the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan. This resolution amends the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan effective December 11, 2020, including the optional provisions in Schedule B.

- Authorize Out-of-Title Pay (Public Health): A Senior Early Intervention Service Coordinator has been on an extended leave since April 21, 2023. Meagan Mertson, Early Intervention Service Coordinator has been carrying out the duties of Senior Early Intervention

Amend Employee Handbook: Section IV. Personnel Rules, Subsection J. Management/Confidential Benefits: This resolution consolidates subsections j and k of the Management/Confidential Benefits Policy in order to maintain continuity and conciseness.

Authorization to Create and Fill One, Part-time Principal Social Welfare Examiner Position: The Commissioner of Social Services has identified ongoing staffing needs within the Employment and Transitional Support Services Division due to the continuation of turnover and vacancies. A Principal SWE is retiring in the month of June 2023 who has expressed interest in returning as a part-time Principal SWE. This resolution authorizes the creation and filling of one, part-time Principal SWE at an hourly rate of \$21.72 effective July 3, 2023. DSS part-time headcount will increase from 9 to 10.

Authorize Salary Above CSEA Base for Probation Officer 1: The Probation Director has identified a candidate to fill the Probation Officer 1(CSEA SG XI, \$47,516 – 48,516) vacancy with a current employee of Tioga County who has over 3½ years of prior relevant work experience. This resolution provisionally appoints Briana Ward to the title of Probation Officer 1 at a yearly salary of \$48,516 effective retroactive to June 5, 2023.

Authorize Appointment of Benefits Manager: The Benefits Manager position will become vacant upon the retirement of the current incumbent, Amy Poff on July 1, 2023. This resolution promotes Alexander Freyvogel to the title of Benefits Manager at an annual M/C Salary of \$55,000. The Benefits Manger Trainee position will become unfunded effective July 3, 2023.

Amend Resolution 193-18 as Amended by Resolution 45-23; Adoption of Tioga County title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan and Employee Training Plan: The Department of Transportation is requiring minor revisions to the County's Title VI Plan. The Tioga County Title VI Plan is amended as follows: The content page is updated to include "Complaint Procedures, Complaint Form, Letters". Title VI Reporting is updated to Personnel Officer and the appointment of the County Attorney's Designee as a Title VI Coordinator. The Title VI Program Specialists are the Planning Director, the Deputy Commissioner of Social Services, the Commissioner of Public Works, and the Safety

Officer.

The Tioga County Title VI Plan Complaint Form and Title VI Notice to the Public is updated with the name and address for the Federal Transit Administration and Letter Acknowledging Receipt of Complaint, Letter Notifying Complainant that the Complaint is Not Substantiated and Letter Notifying Complainant that the Complaint is Substantiated be added to the Tioga County Title VI Plan.

Create and Fill Permanent, Pull-Time Senior Clinical Social Worker (School/Community Based) Position (Mental Hygiene): Mental Hygiene has received a request to provide services for the Tioga Center School District starting in the 2023/2024 school year. This resolution authorizes the Director of Community Services to create one (1) permanent, full-time position of Sr. Clinical Social Worker at an annual salary of \$64,931 effective July 1, 2023.

Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position (Mental Hygiene): Mental Hygiene has received a request to provide services for the Waverly Central School District starting in the 2023/2024 school year. This resolution authorizes the Director of Community Services to create one (1) permanent, full-time position of Sr. Clinical Social Worker at an annual salary of \$64,931 effective July 1, 2023.

V. PROCLAMATIONS - None

VII. ADJOURNMENT - 10:42

PERSONNEL COMMITTEE MINUTES

May 4, 2023

Present: Legislator W. Jake Brown; Legislator Keith Flesher and Linda Parke, Personnel Officer.

Absent: Legislator Tracy Monell; Legislator Dale Weston; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel. Amy and Alex are at a conference.

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger; County Attorney, Pete DeWind; Legislative Clerk, Cathy Haskell and Kelly Quick, Civil Service Technician.

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

APPROVAL OF MINUTES: The committee did not have a quorum. Therefore, April's Personnel Committee meeting minutes will be up for approval in June.

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In April, \$101,403.12 was paid out of the 2023 HRA with eight (8) employees reaching their deductible. A total of 25 employees with \$450,388.97 paid out of HRA to date.

Workers' Compensation

The contract with current third-party administrator Triad Group LLC ends May 31, 2023. The Request for Proposal (RFP) that was done in 2020 when Triad was selected allows for a one-year renewal up to two years. There is a resolution to authorize contract extension with Triad for the period of June 1, 2023 through May 31, 2024.

The 2022 workers' compensation program ended with a surplus of \$40,091.06, a Fund Balance of \$1,066,508.67 and a Contributed Reserve of \$4,351,258.20. Local Law No 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance plan. There is a resolution to transfer the \$40,091.06 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$4,391,349.26.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of April was reviewed. We have collected \$800 (19.6%) of our projected revenue and spent 26.4% of our appropriations.

II. OLD BUSINESS

Salary Study: Phase two of the salary study is complete. The Burke Group will be presenting this afternoon at 1 o'clock at the Legislative meeting.

Corrections Negotiations & TCLEA Negotiations: Linda indicated that they are close to coming to an agreement with regards to both of these contracts.

III. NEW BUSINESS

Corrections Exams: These will now be Training and Experience (T&E) exams. There is no written or oral test. Candidates receive a rating based on an evaluation of training and experience against the duties of the position. This is an online examination questionnaire that asks questions about education, training, and work experience.

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of May 4, 2023, was displayed. There are 45 FT and 18 PT funded vacancies. Recruitment for DSS - Accounting Associate II, Accounting Supervisor Grade B, Caseworker, Social Welfare Examiner, Community Services Worker (FT & PT), Office Specialist I and Senior Caseworker; I.T. - GIS Technician; Mental Health - Clinical Social Worker, Senior Clinical Social Worker (School/Community based), Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation - Probation Officer 1; Public Health - Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works - Engineering Technician, Heavy Equipment Operator I, Seasonal Highway Workers; Sheriff's Office - CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows five (5) changes since April's meeting with a monthly impact of \$4,407.00 and YTD of (\$15,458.00). The Change in Classification chart shows one change since April in Mental Hygiene, a desk audit conducted resulted and the reclassification of the Records Management Clerk to Records Management Technician. Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and resolution 175-23 created a Clerk (Seasonal) position in the Treasurer's Office 4/11/23-9/30/23.

## RESOLUTIONS

- Transfer Funds/Fund Self-Insurance Plan Reserve: The 2022 Tioga County Self-Insurance operating budget had surplus funds of \$40,091 in the fund balance. This resolution transfers \$40,091.06 from Self-Insurance Fund Balance S390900 to Self-Insurance Contributed Reserve Fund S375300.
- Authorize Contract Extension with Triad Group, LLC for Workers' Compensation Administration: Tioga County has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling. Triad submitted a one year contract extension for June 1, 2023 through May 31, 2024 at an annual cost of \$31,000, a .05% rate increase. This resolution authorizes the Chair of the Legislator to contract with Triad to continue as the third party administrator for the Tioga County Self-Insurance Plan for June 1, 2023 through May 31, 2024.
- Amend Resolution 171-23, Reclassify Records Management Clerk Position (Mental Hygiene): Resolution 171-23 indicates that Ms. Joyce's salary will be retroactive to November 14<sup>th</sup>, 2022, through December 30<sup>th</sup>, 2022, at an annual salary of the 2022 CSEA SG VII \$37,904.00 then be retroactive beginning January 2, 2023, at the 2023 CSEA SG VII annual salary of \$39,041.00 and the changes will be reflected in 2023 payroll #9. However, it was realized that Ms. Joyce received a \$500 increment for five years of service on December 18, 2022. This resolution amends to read that Ms. Joyce's salary will be retroactive November 14, 2022, through December 17, 2022, at an annual salary of \$38,278 then retroactive December 18, 2022 through December 31, 2022 at an annual salary of \$38,778 and will be reflected in payroll #11. Ms. Joyce's salary will be \$39,941 retroactive to January 1, 2023, and will also be reflected in payroll #11.
- Corporate Compliance Program (Mental Hygiene): The Community Services Board recognizes that the Federal and State Agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to healthcare providers have encouraged or required the development and implementation of formal Compliance Programs by healthcare providers. The Management of Tioga County Mental Hygiene is directed to develop and implement such a Compliance Program and to provide periodic progress reports to the Community Services Board on the development, implementation and ongoing operation of this program.

- Amend Resolution 34-23 Transfer Funds to Fund and Fill Vacant Network Administrator Position within ITCS: Resolution 34-23 authorized the CIO to transfer funds and amend the ITCS 2023 budget in the amount of \$65,180 to fund an unfilled and vacant Network Administrator position within ITCS. The CIO has been unable to find a qualified candidate to fill the position. This resolution authorizes the following transfer of funds and amends the ITCS 2023 budget:

From:	A1680 510010	Full Time	\$65,180.00
To:	A1680 540140	Contracting Services	\$48,880.00
	A1680 540320	Leased / Service Equipment	\$2,000.00
	A1680 540420	Office Supplies	\$500.00
	A1680 540660	Telephone	\$10,000.00
	A1680 540733	Training / All Other	\$3,800.00

The vacant Network Administrator position shall be unfunded effective May 9, 2023

- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Keith French, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. French, the Personnel Officer has determined justification exists to classify Mr. French to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position currently filled by Keith French to Maintenance Mechanic III and Mr. French shall receive an increase of \$0.76 to his current hourly rate. Mr. French's new hourly rate will be \$20.92.
- Authorize Appointment of Civil Service Technician trainee & Senior Civil Service Technician: Due to numerous retirements within Personnel, the Personnel Officer has reviewed work assignments, staffing and future succession training needs. In order to address said issues, the Personnel Officer has determined that creating a Civil Service Technician Trainee and a Senior Civil Service Technician will help in those efforts. This resolution appoints Karen Weston to Civil Service Technician Trainee at an annual M/C salary of \$38,000 retroactive to May 8, 2023 and Provisionally appoints Kelly Quick to Senior Civil service Technician, pending successful completion of civil service examination requirements at an annual M/C salary of \$49,393 retroactive to May 8, 2023.



- Authorize Appointment of Civil Service Assistant: Due to a promotion, the position of Civil Service Assistant will become vacant on May 8, 2023. The Personnel Officer has conducted a recruitment search and identified a desirable candidate. This resolution appoints Christie Farnham to the title of Civil Service Assistant at an annual M/C salary of \$33,855 effective May 10, 2023.
- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Janes Vandemark, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. Vandemark the Personnel Officer has determined justification exists to classify Mr. Vandemark to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position filled by James Vandemark to Maintenance Mechanic III and Mr. Vandemark shall receive an increase of \$0.76 to his current hourly rate. Mr. Vandemark's new hourly rate will be \$20.71 retroactive to April 25, 2023.

V. PROCLAMATIONS - None

VII. ADJOURNMENT - 10:42

PERSONNEL COMMITTEE MINUTES

April 6, 2023

Present: Legislator W. Jake Brown; Legislator Tracy Monell; Legislator Dale Weston; Linda Parke, Personnel Officer; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel

Absent: Legislator Keith Flesher

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

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

APPROVAL OF MINUTES: Motion was made by Legislator Brown, seconded by Legislator Weston to approve the March 9, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In March, \$135,368.09 was paid out of the 2023 HRA with ten (10) employees reaching their deductible. A total of 17 employees with \$348,985.85 paid out of HRA to date.

2022 Health Insurance

In March, \$177.64 was paid out of the 2022 HRA. The 2022 YTD HRA is \$844,810.19, 75% utilization.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected \$235.00 (5.8%) of our projected revenue and spent 14.3% of our appropriations.

II. OLD BUSINESS

Salary Study:

Still waiting for the Salary Study results, hopefully will receive Monday.

III. NEW BUSINESS

1<sup>st</sup> Quarter Exit Interview: The questionnaires were sent to the corresponding Department Heads and Committee Chairs earlier in the week. The exit interview report was displayed and reviewed.

#### IV. PERSONNEL

##### Linda Parke, Personnel Officer:

The Head Count Report as of April 5, 2023, was displayed. There are 42 FT and 18 PT funded vacancies. Recruitment for DSS – Accounting Associate III, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker (PT), Office Specialist I (2) and Senior Caseworker; I.T. – Network Administrator; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Maintenance Mechanic and Motor Equipment Operator I & II; Sheriff’s Office – CO’s, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows two changes since March’s meeting with a monthly impact of (\$7,898) and YTD of (\$19,865). The Change in Classification chart shows no changes since March and the Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and the extension of the Temporary Public Health Educator to 12/31/23 per resolution 115-23.

#### RESOLUTIONS

- Authorize Appointment of Public Health Director: The Public Health Director position became vacant on January 11, 2023 due to the prior director’s expired term. Heather Vroman was appointed Interim Public Health Director effective January 11, 2023 per resolution 43-23. The Tioga County Board of Health has unanimously recommended Ms. Vroman as Public Health Director. This resolution appoints Heather Vroman at an annual salary of \$90,000 effective April 12, 2023 for a six year term ending April 11, 2029.
- Authorize Appointment of Director of Administrative Services (DSS): The position of Director of Administrative Services (\$59,997-\$69,997 Management/Confidential) became funded as of February 14, 2023 per resolution 91-23. This resolution appoints Mickelle Andrews as Director of Administrative Services at an annual Salary of \$69,997 effective April 24, 2023 pending successful completion of all civil service examination requirements.
- Authorize Appointment to Title of Director of Patient Services: Per resolution # 134-23, the Legislature approved the creation of Director of Patient Services. This resolution authorizes the provisional appointment

of Melanie Miller to the Director of Patient Services at an annual M/C salary of \$72,126 effective April 24, 2023.

- Authorize Appointment to Title of Deputy Director of Public Health: The position of Deputy Director of Public Health has been vacant as of January 11, 2023 due to the appointment of the prior incumbent to Interim Public Health Director. This resolution appoints Susan Medina to the title of Deputy Director of Public Health at an annual M/C salary of \$80,625 effective May 8, 2023.
- Create and Fill One (1) Highway Worker (Seasonal) Position (Public Works): There is a need to employ one (1) additional Highway Worker (Seasonal) for 2023. Public Works has budgeted money to cover expenditures of such employment. This resolution authorizes the Commissioner of Public Works to create and fill one (1) additional full-time Highway Worker (Seasonal) position effective April 10, 2023 through October 6, 2023 at an hourly rate of \$14.86, not to exceed \$16,000.
- Authorization to Reclassify Welfare Management System Coordinator Position (DSS): After review of the Welfare Management System Coordinator position, the Commissioner of Social Services has found there would not be any line of succession. The current incumbent has met the Civil Service requirements as a Senior Social Welfare Examiner. This reclassification will not impact Social Services' budget as both positions reside in the same CSEA salary grade IX (\$43,599-\$44,599). This resolution reclassifies the full-time WMS Coordinator position to a full-time Senior Social Welfare Examiner effective April 11, 2023.
- Amend Budget Appropriate Funds (MH and PH): The NYS Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program. Tioga County Mental Hygiene and Tioga County Public Health have both identified eligible workforce employees. The Budget Officer will need to modify "fringe benefit" budget lines as appropriate. This resolution authorizes the Budget Officer to make adjustments to "fringe benefit" budget lines as appropriate. Available funds on 12/31/23 of this amendment and appropriation will be carried forward into the new year.
- Authorization to Reclassify Records Management Clerk (Mental Hygiene): A desk audit was requested on November 14, 2022, by Amy Joyce, the Records Management Clerk and a review has been conducted by the Personnel Department. The Personnel Officer has recommended reclassification of said position to the title of Records Management Technician and be allocated to CSEA SG VII (\$39,041-\$40,041). This resolution reclassifies the full-time Records Management Clerk Position filled by Ms. Joyce to full-time Records Management

Technician. Ms. Joyce's salary will be retroactive to November 14, 2022 through December 30, 2022 at an annual salary of \$37,904 then retroactive January 2, 2023 at an annual salary of \$39,041. The changes will be reflected in payroll # 9 of 2023.

- Standard Workday Reporting Resolution (District Attorney): The NYS Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials. This resolution establishes standard workday for Kristin Riddell, Assistant Public Defender.

Create and Fill Temporary, Full-time Clerk (Seasonal)(Treasurer's): The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office. The Treasurer budgeted for said position in the approved 2023 budget. This resolution creates one (1) temporary, full-time Clerk (Seasonal) position at an hourly rate of \$14.20 effective April 11, 2023.

V. PROCLAMATIONS - None

VII. ADJOURNMENT - 10:52