

PERSONNEL COMMITTEE MINUTES

August 5, 2021

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

Absent: Legislator Dale Weston

Guest(s): Legislative Chair, Marte Sauerbrey

The meeting of the Tioga County Personnel Committee was called to order at 10:35 a.m.

- I. The Minutes of the July 8, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 383 authorized full-time positions, 338 of those filled, 8 not filled/unfunded. Part-time shows 73 authorized positions, 53 filled, 3 not filled/unfunded. As of today, there are 17 PT and 37 FT funded vacancies.

Funded vacancies being actively recruited: Director of Assets & Records Management in the County Clerk's Office (resolution presented today to appoint and fill by 8/30); Accounting Associate I, Accounting Associate II, Caseworker, Senior Caseworker, Social Welfare Examiner, Principal SWE and Office Specialist I (2) at DSS; Office Specialist II in ITCS and there is a resolution to appoint and fill the Chief Information Officer by 8/16; MEO I and MEO II in Public Works; PH Educator (long term temp) in Public Health; part-time Account Clerk Typist, Senior CSW/School Based and Certified A&D Counselor in Mental Hygiene and 7 Corrections Officer positions, 1 Public Safety Dispatcher Trainee and 2 part-time Cooks in the Sheriff's Office.

The Vacancies Filled-Salary Difference Report shows eleven (11) changes since the July report with a monthly impact of -\$58,065.00 and YTD total -\$38,441.04. The Change in Classification Report-Salary Impact shows no changes since July. The Temporary Appointments chart shows the PT Veterans Services Officer position filled 8/2/21-9/6/22 per Reso 150-21.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In June, \$67,907.70 was paid out of the 2021 HRA with eleven additional employees reaching their deductible. Total HRA paid to date is \$635,394.01 with a total of 50 employees meeting their deductible, 57% utilization.

Workers' Compensation:

The 2022 workers' compensation budget has been entered but is not yet finalized. Amy is still reviewing 2021 reports as we had two different third-party administrators in 2021, UMR from January through May and Triad for June through December. It looks like indemnity awards can be decreased but medical expenses

need to be increased. The 2022 budget will either be a zero increase or be slightly decreased (excluding salary and fringe costs). The total budget figure is comprised of assessments to participants in the self-insured plan and a small portion covered by refund from NYS of prior year's expenses.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of July 2021 was distributed for review. We have collected \$1,320 (30.5%) of our projected revenue and spent 51.4% of our appropriations.

III. Old Business:

Remote Work Discussion:

A draft 'work from home' policy was emailed to Personnel Committee members and it was requested that they give any feedback to Marte by July 22nd. Marte indicated that hard copies of the draft policy were also handed out at the Department Head meeting and she met with Drew regarding the technical aspects of working from home. After some discussion, the draft policy will be distributed to all Legislators in advance and discussed at September's Worksession with added feedback from I.T. and Department Heads.

Non-Union Salary Committee:

The committee has met once and a second meeting is scheduled for August 11th. Some recommendations regarding the Board of Elections are also being considered.

Medicare Eligible Retiree Health Insurance:

A resolution will need to be done by August 30th if the County wants to participate with the Broome County Purchasing Allowance. Amy and Bethany have asked for more information to compare the benefits with what we currently offer Medicare eligible retirees. Bethany spoke to the consultant and scheduled a zoom call with UHC, the insurance carrier. If this moves forward, a resolution will be presented at the 2nd Worksession in August. The Committee authorized Bethany and Amy to decide if we should move forward.

IV. New Business:

2022 Departmental Budget Request:

Some highlights of Personnel's budget request:

- Reduced revenue forecast due to drop in applicants
- Reduction to the Payment to State
- Advertising budget reduced due to lower amount requested from ERC for 2022
- Increased Contracting Services by \$40,000. This amount was originally budgeted in 2020 for the Non-Union Salary Study, which was cancelled
- Decrease in Leased/Service Equipment. The monthly payments for the new copier have been reduced dramatically.
- Increase in Training/All Other in order to send Nancy to the Leadership Tioga program next year, some additional money for Kelly to attend Civil Service Institute and money for attending the annual Civil Service conference, possibly being held at Tioga Downs

Department Head Evaluations are due by September 10th.

V. Resolutions:

- Authorize Appointment Chief Information Officer (ITCS): This resolution appoints Jeremy Loveland to the title of Chief Information Officer at an annual salary of \$87,900 effective August 16, 2021.
- Create and Fill Seasonal Social Welfare Examiner Position and Seasonal Office Specialist I Positions for the HEAP Program: The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2021. This resolution authorizes the Department of Social Services to create and fill the following seasonal HEAP positions: two, full-time, seasonal SWE's for the period September 27, 2021 through February 25, 2022 at the starting salary of \$15.03/hr; one full-time seasonal OSI for the period October 12, 2021 through March 25, 2022 at the starting salary of \$12.50/hr; one, full-time, seasonal OSI for the period October 12, 2021 through February 25, 2022 at the starting salary of \$12.50/hr and one, full-time, seasonal OSI for the period October 12, 2021 through January 28, 2022 at the starting salary of \$12.50/hr. The NYS Minimum Wage is scheduled to increase on December 31, 2021 to a rate to be published by the Commissioner of Labor on or before October 1, 2021 and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2021.
- Authorize Appointment of Director of Assets and Records Management: Resolution 61-21 authorized creation of the position Director of Assets and records Management within the County Clerk's Office. This resolution authorizes the County Clerk to provisionally appoint Tracy Savard as Director of Assets and Records Management at an annual salary of \$40,000 effective August 30, 2021, pending successful completion of civil service examination requirements.

VI: Meeting adjourned at 11:10 AM