

PERSONNEL COMMITTEE MINUTES  
March 5, 2020

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

Absent: Legislator Tracy Monell

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

- I. The Minutes of the February 6, 2020 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 384 authorized full-time positions, 359 of those filled, 10 not filled/unfunded and 15 not filled/funded. Part-time shows 70 authorized positions, 55 filled, 3 not filled/unfunded and 12 not filled/funded. Funded vacancies being actively recruited for: Accounting Associate II, Caseworker and Senior Caseworker at DSS; Senior Clinical Social Worker, Peer Advocate, Certified A&D Counselor and a PT Account Clerk Typist in MH. The Backfill Salary Difference Report shows nine (9) changes since February's Committee meeting with a monthly impact of \$77,211.00 and YTD total \$173,390.00. The Change in Classification Report-Salary Impact shows three changes since the last committee meeting: Payroll Clerk-Typist to Accounting Associate III in the Sheriff's Office, Sr. Clinical Social Worker to Sr. Clinical Social Worker (School/Community Based) in Mental Hygiene and Motor Vehicle Examiner to Motor Vehicle License Clerk in the DMV. The Temporary Appointments chart shows three positions ending in HEAP on 2/28/20 and one will end 3/31/20; the temporary AAI in the Sheriff's Office created last month is reflected and runs through end of June.

Linn and Nancy will be attending the Tioga County Job Fair on March 11<sup>th</sup>. Linn will also be attending job fairs in Waverly on March 17<sup>th</sup>, OFA on April 3<sup>rd</sup> and one at the TC3 Campus on April 22<sup>nd</sup>.

B. Amy Poff, Benefits Manager:

Health Insurance:

In February, \$140,168.96 was paid out of the 2020 HRA with six employees reaching their deductible; total HRA spent to date is \$207,811.33. In February, an additional \$1,011.23 was paid out of the 2019 HRA for 2019 claims, making the 2019 year-to-date total \$879,621.67.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of February 2020 was displayed for review. So far in 2020 we have collected \$720 (16.6%) of our projected revenues. We have spent 12.3% of our appropriations. Bethany indicated we have no precise way of knowing how many exams we will hold each year and exactly what the payment to the State will be. The payment to the State for 2019 exams was slightly more than what was budgeted, therefore \$88.50 was used from the 2020 budget.

III. Old Business:

Non-Union Salary Study:

Bethany drafted the RFP and sent to Gary Grant and Pete DeWind for review. She will be requesting guidance from them on how to issue it. Bethany asked non-union employees to review their current job description and advise her of any suggested updates by February 21. Bethany has reworked the job specs she received with changes and they are ready for the consultant.

I4A Program 2020:

There is a new class of 18 employees attending 4 sessions of the I4A Program in 2020. The first session was held in February. In addition to repeating the 2018 program, new hires since 1/1/18 will be required to attend a presentation of a *County Government 101* session to give a broader picture of what the County does and where everyone fits in; those presentations are scheduled for March and October. Joy Bennett, Steve Palinosky and/or Ellen Pratt will be doing the presentations. Department Heads and Legislators may also be offered a training session.

Corrections Negotiations:

As indicated previously, a tentative agreement was reached late last year, however the membership voted it down. A new proposal was received in February and Bethany will be talking to the full Legislature later this afternoon.

IV. New Business:

Medicare Part B Reimbursement:

In November of 2017, Resolution 281-17 was passed setting the reimbursement rate for retirees at \$115/month in an effort to streamline the administration of the Medicare Part B reimbursement benefit and to help control costs. This is to be reviewed every three years, so Amy wanted to begin discussions. Prior to passing the resolution, the Medicare Part B reimbursement for retirees in 2017 ranged from \$108 to \$134. Based on the retirees receiving the benefit at that time (those hired prior to January 1, 2005) that was an average reimbursement of approximately \$111. The Medicare Part B premium increased to \$134 in 2018, 135.50 in 2019 and \$144.60 in 2020. We currently have 177 retirees collecting this monthly benefit, annual cost of \$244,260. There are additional retirees who will be eligible for this benefit when they turn 65. Amy will put together a packet with more numbers and information and provide at next month's committee meeting for further discussion.

Vacation: Bethany will be on vacation March 16<sup>th</sup> through 20<sup>th</sup>.

V. Resolutions:

Amend Employee Handbook Section II–Ethics Rules, Schedule A: This resolution amends Schedule A to identify additional positions and board members required to provide an annual financial disclosure. Deputy Director of Community Services, Deputy Director of Information Technology and Communication Systems and Property Development Corporation will now be included on Schedule A.

Create and Fill Highway Worker (Seasonal) Position (Public Works): This authorizes The Commissioner of Public Works to create and fill one temporary full-time Highway Worker (Seasonal) position effective April 1, 2020 through October 9, 2020 at an hourly rate of \$11.80, however no more than 847 hours may be worked April 1, 2020 – October 9, 2020.

Authorize Appointment to Title of Deputy Director of Public Health: The position of Deputy Director of Public Health has been vacant due to a resignation since February 14, 2020. This authorizes the Director to provisionally appoint Heather Vroman to the title of Deputy Director of Public Health at an annual non-union salary of \$65,000 effective March 14, 2020 pending successful completion of civil service examination requirement.

Amend Resolution 356-19 (Public Defender’s Office): This resolution amends 356-19 to read: That Ms. Pullano’s hourly rate shall be \$16.49 effective January 1, 2020 and that the title of Paralegal (PT) is not eligible for a non-union salary increase following a six month evaluation.

Authorize Appointment to the Title of Paralegal (PT) (Public Defender’s Office): Due to staffing change, a part-time Paralegal position became vacant as of March 2, 2020. This reso authorizes the appointment of Gabriella Ayres to Paralegal (PT) at an hourly rate of \$16.49 effective March 16, 2020.

Appropriation of Funds for Operation of a Child Advocacy Center (CAC); Authorize Creation of Case Supervisor Grade B Position (DSS): A CAC will provide advocacy, support and referral services to every family and child in need of accessing services surrounding the issues of sexual and physical abuse, including access to medical resources, mental health services and court rights and information. DSS, in coordination with the DA’s Office and Sheriff’s Office, will be the lead agency for the implementation of the CAC. This resolution appropriates funding and creates one Case Supervisor Grade B effective March 16, 2020.

Rescind Resolution 67-20: Resolution 67-20 authorized a salary above base for a prospective new hire in recognition of his years of service in the field. The candidate is not transferring to Tioga County; therefore reso 67-20 is rescinded.

Authorize Position Reclassification (Public Works): On December 10, 2019, the Personnel Department received a position description questionnaire from Lynn Quick, AAI in Public Works and a desk audit was completed. The Personnel

Officer has made a determination that due to the type of work assigned and the level of autonomy in carrying out those assignments demonstrates sufficient justification to reclassify the title in order to accurately reflect the work performed. This resolution reclassifies the Lynn Quick's position from AAI to AAIII effective retroactive to December 10, 2019. Ms. Quick shall be appointed from an appropriate eligible list and shall receive an annual salary adjustment of \$6,508 from December 10, 2019-December 31, 2019 and shall receive an annual salary increase of \$6,704 added to her current annual salary retroactive to January 1, 2020.

VI. Meeting adjourned at 11:09