

PERSONNEL COMMITTEE MINUTES

June 10, 2021

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

Absent: Legislator Tracy Monell

Guest(s): Legislator Bill Standing

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

I. The Minutes of the May 6, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 382 authorized full-time positions, 341 of those filled, 8 not filled/unfunded. Part-time shows 72 authorized positions, 53 filled, 3 not filled/unfunded. As of today, there are 16 PT and 27 FT funded vacancies.

Funded vacancies being actively recruited: Director of Assets & Records Management and Motor Vehicle License Clerk in the County Clerk's Office; Accounting Associate I, Accounting Associate II (3), Caseworker, Social Welfare Examiner, Office Specialist I and Secretary to Commissioner at DSS; Office Specialist II in ITCS; Paralegal (PT) in the Public Defender's Office; Motor Equipment Operator II in Public Works and Corrections Officer (6), Public Safety Dispatcher Trainee (3) and Deputy in the Sheriff's Office.

The Vacancies Filled-Salary Difference Report shows thirteen (13) changes since the May report with a monthly impact of \$6,325.72 and YTD total (\$16,060.04). The Change in Classification Report-Salary Impact shows one change since April: the unfunded Computer Programmer (Specialist) was funded and reclassified to Office Specialist II per resolution 109-21, with a salary impact of \$36,622. The Temporary Appointments chart shows the Public Health Educator position that was filled by a long term temp is now vacant due to the incumbent taking the permanent PHE position and a Clerk (Seasonal) in the Treasurer's Office 5/24/21-8/31/21 per resolution 129-21.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In May, \$85,611.21 was paid out of the 2021 HRA with five additional employees reaching their deductible. Total HRA spent to date is \$489,992.14 with a total of 28 employees meeting their deductible.

2020 Health Insurance:

In May there was a credit of \$114.29 to the 2020 HRA, total HRA spent is \$784,549.61. 71% utilization.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for May 2021 was distributed for review. We have collected just \$585.00 (13.5%) of our projected revenue and spent 37.8% of our appropriations. Bethany noted that our projected revenue is down due to lack of applicants for exams.

III. Old Business:

CSEA Negotiations:

Negotiations got started on May 19th. Ed was the Legislative representative. We exchanged initial proposals and will continue to exchange. Next meeting scheduled for June 17th.

TCLEA Negotiations: Negotiations were scheduled to begin end of May and early June. Their negotiator contacted us and cancelled.

IV. New Business:

None

V. Resolutions:

- Authorize Creation of Additional Part-time Assistant Public Defender: Due to caseload, the Public Defender has a need to create an additional part-time Assistant Public Defender. Funding is available from the Indigent Legal Service Grant. This resolution authorizes the creation of an additional part-time Assistant Public Defender position, who will work no more than 35 hours biweekly, effective July 6, 2021 at the 2021 annual salary of \$35,000. Public Defender's part-time headcount shall increase from 5 to 6.
- Authorize Creation and Filling of a Full-time Clinical Social Worker Position (Mental Hygiene): Due to needs within the Owego Apalachin Central School District, the Director of Community Services has demonstrated a necessity of creating an additional full-time Senior Clinical Social Worker (School/Community Based). This resolution creates one full-time Senior Clinical Social Worker (School/Community Based) position (\$60,908 – CSEA SG XVII) effective June 16, 2021. Mental Hygiene's full-time headcount shall increase from 33 to 34.
- Authorize Appointment of Director of Employment and Transitional Support: Due to retirement, the position of Director of Employment and Transitional Support became vacant as of June 9, 2021. This resolution authorizes the Commissioner of Social Services to provisionally promote Julie Whipple as Director of Employment and Transitional Support at an annual salary of \$69,602 effective June 21, 2021 pending successful completion of all civil service examination requirements.
- Authorize to Appoint Part-time Paralegal (Public Defender's Office): Due to a resignation, a part-time Paralegal position has been vacant in the Public Defender's

Office since March 31, 2021. This resolution authorizes the Public Defender to appoint Karen Weston to the title of Paralegal (PT) at an hourly rate of \$16.49 effective June 21, 2021.

- Authorization to Create and Fill One (1) Temporary Part-time Veteran's Service Officer Position; Authorize Budget Modification and Appropriation for Tioga County Veterans' Service Agency: The Veterans' Service Agency will have a part-time Veteran's Service Officer on leave of absence for a one-year duration beginning September 7, 2021 and ending September 6, 2022. The Director of Veterans' Service Agency would like to backfill said position and also be allowed to have an overlap of training in order to provide seamless services to the veteran community during this period of transition. This resolution creates one part-time Veteran's Service Officer position for a temporary duration effective July 6, 2021, not to exceed 9 weeks, at 17 hours/week at \$17.04 per hour with a maximum cost of \$2,608.

VI: Meeting adjourned at 10:49 AM