

## PERSONNEL COMMITTEE MINUTES

July 5, 2018

Present: Committee Chair, Ed Hollenbeck; Legislator Bill Standinger; Civil Service Administrator, Linn Bruce and Benefits Manager, Amy Poff.

Absent: Bethany O'Rourke, Personnel Officer and Legislator Dale Weston

Guest(s): Lisa McCafferty and Marte Sauerbrey

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

- I. The minutes of the June 7, 2018 Personnel Committee meeting were approved as written.
- II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 365 authorized full-time positions, 343 of those filled, 7 not filled/unfunded and 15 not filled/funded. Part-time shows 81 authorized positions, 58 filled, 3 not filled/unfunded and 20 not filled/funded. Per request, Linn has provided a 10 year head count report to Rita. Rita reviewed the report at the Budget Committee meeting that was held in June. The Backfill Salary Difference Report shows 4 changes since June's Committee meeting, with a total monthly impact of (\$2,301.00) and a year to date impact of \$51,617.80. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows two (2) temporary appointments since last Committee meeting, Seasonal Clerk in Personnel from 6/13/18-9/19/18 and a Seasonal Highway Worker from 7/2/18 – 10/12/18

B. Amy Poff, Benefits Manager:

2018 Health Insurance:

In June \$65,388.13 was paid out of the 2018 HRA. Seven additional people reached their deductible, fifty seven to date. Total paid to date is \$608,144.07, 52% utilization.

Worker's Compensation:

Participants in the workers' compensation plan are allowed to pay their annual workers' compensation bills in two installments, January and July. The July bills have been sent out with payment due by July 31, 2018. The total amount billed for the year was \$1,410,105.75 and \$705,052.35 remains to be collected. Tioga County's total bill was \$693,440.35 and \$346,720.17 is due by July 31, 2017.

NYS Retirement:

The annual NYS Retirement statements arrived at the end of June and have been distributed to the departments. The statements reflect each employee's service credit in the NYS retirement system for the period of April 1, 2017 through March 31, 2018 and also provide information on total service credit in the system.

C. Budget Tracking Report:

The budget tracking report as of June 28, 2018 was displayed for review. So far in 2018 we have collected \$1,265.00 (43%) of our projected revenues. We have spent 47.6% of our appropriations.

III. Old Business:

A. 10 Year History of Positions in Each Department: Linn has provided this report to Rita. Marte requested a copy of the report, Linn will send it to her.

B. Office Renovations: The office renovations are about 1/3 completed at this point. Bethany will be able to move back into her office next week. The next area to be renovated is the reception area. We will use the door from the hallway into the conference room as our reception entrance for about 2 weeks. I.T. and Buildings and Grounds are coordinating to move the copier into the hallway during that time period.

IV. New Business:

A. 2<sup>nd</sup> Quarter Exit Interview Report: The report and copies of the actual forms have been sent to the appropriate Department Heads and the Legislator that chairs the HHS Committee.

VI. Resolutions:

A. Reclassify One (1) Vacant Corrections Officer (PT) Position to Cook (PT) (Sheriff's Office): The Sheriff has determined that an additional part-time Cook position is necessary. The Sheriff currently has nine (9) part-time Corrections Officer positions vacant which are compensated at the same 2018 hourly rate (\$14.39) as a part-time Cook (PT). This resolution reclassifies one part-time Corrections Officer position to a part-time Cook position at the same hourly 2018 rate of \$14.39 per hour effective July 11, 2018.

B. Amend Resolution #320-02; Increase Civil Service Application Fees: Resolution 320-02 established Application fees of \$15 for non-uniformed titles and \$25 for uniformed titles. The Personnel Department will begin offering an on-line Application Portal whereby applicants may submit electronic applications as well as payment of the Application fee. The electronic payments will be collected via a PayPal account. PayPal will charge a fee of 2.9% plus 30¢ per transaction. Resolution 320-02 is hereby amended to establish on-line Application fees for non-uniformed titles to \$16 and \$27 for uniformed titles effective upon start of the on-line application portal.

C. Abolish one (1) Vacant Full time Accounting Associate I Position and Create Office Specialist III: The Public Health Director has assessed both current and long term needs of the department. This resolution abolishes one (1) Accounting Associate I position and creates one (1) Office Specialist III position effective July 11, 2018.

- D. Abolish One (1) Vacant Full-time Supervising Clinical Social Worker Position and Create Supervising Psychiatric Social Worker (Mental Hygiene): A vacant Supervising Clinical Social Worker position exists within the Mental Hygiene Department. The Director of Community Services has worked with the Personnel Department to identify an appropriate classification to fill said vacancy. This resolution abolishes one vacant Supervising Clinical Social Worker position and creates one Supervising Psychiatric Social Worker position effective July 11, 2018.
- E. Abolish One (1) Vacant Full-time Computer Maintenance Technician and Create One (1) Network Administrator (IT&CS): A Computer Maintenance Technician has been vacant since March 2, 2012. Due to an upcoming retirement, the Director of ITCS would like to reclassify said current vacancy with a previously used classification in order to better staff the department. This resolution abolishes one (1) vacant Computer Maintenance Technician (CSEA SG \$40,296-\$40,996) and creates one (1) Network Administrator position (Non-union SG \$50,378-\$60,378).

VII. Meeting adjourned @ 11:01