

PERSONNEL COMMITTEE MINUTES
January 9, 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: Tracy Monell

Guest(s): Marte Sauerbrey and Bill Standinger

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

- I. The Minutes of the December 5, 2019 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, 356 of those filled, 10 not filled/unfunded and 16 not filled/funded. Part-time shows 72 authorized positions, 56 filled, 3 not filled/unfunded and 13 not filled/funded. Funded vacancies being actively recruited: *Caseworker and Accounting Associate II at DSS; Clinical Social Worker, two Senior Clinical Social Worker positions, Peer Advocate and Certified A&D Counselor in MH; offers have been extended to a Dental Assistant (PT), Dental Hygienist and a Dental Health Coordinator in PH; an offer has been extended for the PT Cook position in the Sheriff's Office.* Interviews were conducted yesterday for the Veterans Service Officer (PT) position. The *Backfill Salary Difference Report* shows seven (7) changes since December's Committee meeting with a monthly impact of \$17,531.00. The *Change in Classification Report-Salary Impact* shows three (3) changes since the last committee meeting: Payroll Clerk-Typist to AAI 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 six positions in HEAP still ongoing and the temporary AAI in the Sheriff's Office ended on 12/31/19.

Amy Poff, Benefits Manager:

Health Insurance:

In December, \$31,713.63 was paid out of the 2019 HRA and six additional people hit their deductible. Total paid to date is \$864,100.42 with a total of 111 people reaching their deductible, 75% utilization of the HRA.

Open Enrollment 2020:

70 employees enrolled in the 2020 medical flex spending program with an annual pledge of \$100,324.86 and 2 enrolled in the dependent care program with an annual pledge of \$9,606. Last year we had 80 employees enrolled in the medical flex spending program with an annual pledge of \$110,343.94 and 3 employees enrolled in the dependent care program with an annual pledge of \$6,950.

49 employees enrolled in the CSEA dental coverage and 67 employees enrolled in CSEA vision coverage. For these programs, employees pay 100% of the premium.

Workers' Compensation

The 2020 workers' compensation bills have been distributed to Tioga County and all the municipalities in Tioga County. The final 2020 workers' compensation budget is \$1,171,606.00 of which \$1,120,129.00 is billed to participants and \$51,477.00 is offset by revenue from New York State. The 2020 bill for Tioga County is \$560,581.06 which is a 19% decrease over Tioga County's 2019 bill of \$693,764.70.

Amy indicated that there is a rumor floating around that UMR (our third party administrator) will no longer be handling workers' compensation. She will keep us updated on any new information.

B. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of year 2019 was displayed for review. In 2019 we collected \$4.181 (141.7%) of our projected revenues. We spent 96.7% of our appropriations.

III. Old Business:

Flu Shots: Bethany gave an update on the 100 flu shots that were purchased for County employees. Two more clinics were held in December; however, 20 vaccines are left. She noted that next year we shouldn't purchase as many.

Corrections Negotiations: The Union held a ratification vote, the membership voted in down. We are waiting to hear back from them on whether we go back to the table or file for impasse.

Office Remodel: The office remodel in Personnel is pretty much complete. We have a small punch list for Buildings and Grounds to finish up. Nancy will be moving into her new office soon. The new Civil Service Assistant starts on January 21st.

IV. New Business:

CSEA and TCLEA Negotiations: These negotiations are coming up in 2020. Bethany is putting some figures together. She will address the full Legislature for volunteers for the negotiating team once we get closer.

New Hire in Personnel: There is a resolution today to appoint the new Civil Service Assistant effective January 21st.

4th Quarter Exit Interview Report: The 4th quarter exit interview report was distributed for review. Bethany has forwarded the reports to the appropriate Department Heads and Committee Chairs.

V. Resolutions:

Authorize 2020 Salaries (Board of Elections): This resolution authorizes the 2020 rates of pay for the Board of Elections employees retroactive to January 1, 2020.

Authorize Creation and Fill One FT Public Safety Dispatcher/Trainee (Sheriff's Office): Due to work assignments and staffing needs associated with New York State discovery laws of 2020, the Sheriff has a need to create an additional position within his office. This resolution creates one full-time position of Public Safety Dispatcher/Trainee effective January 15, 2020 and the Sheriff is allowed to fill at his earliest opportunity from either a mandated eligible list or provisionally pending the next civil service exam. The Sheriff's Office authorized full-time headcount shall increase from 106 to 107.

Authorize Salary above Hiring Base for Deputy Sheriff: The Sheriff has a need to backfill a vacant full-time Deputy Sheriff position. A transfer candidate with over 1.5 years of law enforcement experience has applied and been found both eligible and willing to accept a transfer from the Endicott Police Department. The Sheriff has received approval from the TCLEU to hire a new Deputy Sheriff at an annual salary reflecting 1 year of experience per the current union contract or \$53,947. This resolution authorizes the Sheriff to hire Jolene Payne at an annual salary of \$53,947 retroactive to January 4, 2020 and her salary will increase to \$57,459 after six months from her appointment date.

Authorize Appointment of Civil Service Assistant: Due to a promotion, the position of Civil Service Assistant became vacant as of January 4, 2020. This resolution provisionally appoints Kelly Quick to the title of Civil Service Assistant, pending successful completion of the civil service examination requirements, at an annual non-union salary of \$31,000.

Authorize Creation and Fill of one Temp, Full-time Accounting Associate I Position (Sheriff's Office): Due to staffing issues, the Sheriff has a need to create a temporary, full-time AAI position. This resolution creates one full-time temporary AAI position for a duration effective January 21, 2020 until June 30, 2020 at an hourly rate of \$13.19.

Authorize Salary Increase (Public Defender's Office): The Office of Court Administration has indicated Tioga County's CAP Court must commence on January 13, 2020, thereby making it necessary for coverage from the Public Defender's Office. The Public Defender plans to provide coverage by assigning one of the full-time Assistant Public Defenders. This resolution temporarily increases Tom Cline's annual salary as 2nd Assistant Public Defender from \$66,625 to \$101,625 while he is covering CAP Court.

Authorize Appointment of Chief Accountant: Due to a retirement, the Chief Accountant position will become vacant as of February 1, 2020. This resolution provisionally appoints Stephanie Jerzak to the title of Chief Accountant, pending successful completion of civil service examination, at an annual non-union salary of \$64,000 effective February 3, 2020.

Contract for Accounting Consultant Services from Former Employee: The Treasurers' Office has a need for the retiring Chief Accountant to train her replacement. This resolution authorizes the County Treasurer to contract with Rita Hollenbeck as an Accounting Consultant at an established rate of \$75/hour effective February 3, 2020 up to a maximum of \$20,000.

VI. Meeting adjourned at 11:11