

Personnel Committee Agenda
September 8, 2022
10:30 A.M.

- APPROVAL OF MINUTES FROM AUGUST 4, 2022
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - Salary Study
- NEW BUSINESS
 - Department Head Evaluations due September 9th
- PERSONNEL
 - Head Count & Monthly Exam Reports – Linn Bruce
- RESOLUTIONS
 - Authorize Out-of-Title Pay (Motor Vehicles)
 - Authorize Contract with Employee Network (eni) for Employee Assistance Program
 - Authorize Purchase of Specific Excess and Employer's Liability
 - Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal Office Specialist I Positions for the HEAP Program
 - Amend Budget and Appropriate Funds (Mental Hygiene and Public Health)
 - Appointment of Software Support Liaison (ITCS)
 - Appointment of Deputy Director ITCS
- PROCLAMATIONS - None
- ADJOURNMENT



Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022-08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCI USE/COI.
General Fund							
A1430 - Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-2,671.00	.00	-1,409.00	65.5%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427010 Refunds Of Priority	0	0	0	-65.40	.00	65.40	100.0%
A1430 427702 Other Unclassified	0	0	0	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-20,000	254,757	163,816.44	.00	90,940.56	64.3%
A1430 510020 Part Time/Temporar	0	20,000	20,000	19,725.00	.00	19,275.00	96.6%
A1430 520070 Chairs	0	227	227	227.08	.00	.00	100.0%
A1430 540010 Advertising	1,500	-200	1,300	906.64	.00	393.36	69.7%
A1430 540140 Contracting servic	66,300	0	66,300	27,532.34	29.76	38,737.90	41.6%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	-50	50	.00	.00	50.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	1,297.60	.00	702.40	64.9%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	400	-177	223	211.16	.00	11.76	94.7%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	2,750	0	2,750	2,661.95	.00	88.05	96.8%
A1430 540480 Postage	1,350	0	1,350	782.82	.00	567.18	58.0%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	1,194.39	1,559.00	4,246.61	39.3%
A1430 540733 Training/All Other	3,500	0	3,500	1,548.97	.00	1,951.03	44.3%
A1430 581088 State Retirement F	32,714	0	32,714	24,048.08	.00	8,665.62	73.5%
A1430 583088 Social Security Fr	19,933	0	19,933	14,088.06	.00	5,845.24	70.7%
A1430 584088 Workers Compensati	6,060	0	6,060	4,170.58	.00	1,889.90	68.8%
A1430 585588 Disability Insuran	336	0	336	209.22	.00	126.68	62.3%
A1430 586088 Health Insurance F	127,209	0	127,209	57,345.15	.00	69,863.82	45.1%
A1430 588988 Eap Fringe	72	0	72	47.65	.00	24.42	66.1%
TOTAL Personnel	552,031	0	552,031	323,403.72	1,588.76	227,038.94	58.9%
TOTAL General Fund	552,031	0	552,031	323,403.72	1,588.76	227,038.94	58.9%
TOTAL REVENUES	-4,085	0	-4,085	-2,836.40	.00	-1,248.60	
TOTAL EXPENSES	556,116	0	556,116	326,240.12	1,588.76	228,287.54	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO.-22

AUTHORIZE OUT-OF-TITLE PAY
DEPARTMENT OF MOTOR VEHICLES

WHEREAS, Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 days, and

WHEREAS, Joyce Costantini, Motor Vehicle Bureau Supervisor (CSEA SG XI), was on a leave of absence from November 1, 2021 through December 13, 2021; and

WHEREAS, At the request of the County Clerk, Lisa Chandler, Principal Motor Vehicle License Clerk (CSEA SG VII) carried out the duties of Motor Vehicle Bureau Supervisor for a portion of said duration; and

WHEREAS, Legislative approval is required to authorize the payment of out-of-title salary at the applicable higher pay grade, now therefore, be it

RESOLVED, That the Tioga County Legislature authorizes out-of-title pay for Lisa Chandler reflective of a retroactive annual increase of \$7,950.00 for the duration from November 15, 2021 to December 13, 2021.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTRACT WITH EMPLOYEE
NETWORK, INC. (eni) FOR EMPLOYEE
ASSISTANCE PROGRAM

WHEREAS: Tioga County employees are covered under an Employee Assistance Program (EAP) and the current vendor contract expires December 31, 2022; and

WHEREAS: In accordance with the Tioga County Purchasing and Payment Policy quotes were obtained from three (3) EAP providers; and

WHEREAS: The Personnel Department reviewed and compared the pricing and services offered by each vendor; and

WHEREAS: Employee Network, Inc. (eni), a company that has been providing EAP services for over 30 years and who has other NYS public sector clients, has submitted a proposal to provide Tioga County's EAP for a three (3) year term at a rate of \$1.32/per covered employee per month with two (2) 1-year options to renew; and

WHEREAS: eni can provide up to 8 in-person counseling sessions for eligible employees and members of their household, along with two hours of training per year, and two hours of critical incident stress debriefing; and

WHEREAS: The EAP is a negotiated benefit for CSEA union employees; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with eni, subject to review by the County Attorney, to administer our Employee Assistance Program for full-time and part-time employees at a cost of \$1.32/per covered employee per month effective January 1, 2023 through December 31, 2025.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE PURCHASE OF SPECIFIC EXCESS
AND EMPLOYER'S LIABILITY INSURANCE FOR
WORKERS' COMPENSATION PROGRAM

WHEREAS: The Tioga County Self-Insurance Plan's excess insurance policy and employer's liability insurance policy expire December 31, 2022; and

WHEREAS: The Tioga County Self-Insurance Plan by-laws allow for the purchase of excess or catastrophic insurance; and

WHEREAS: The continuance of both excess and employer's liability insurance policies help to limit exposure to the Tioga County Self-Insurance Plan; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the purchase of specific excess insurance and employer's liability insurance, subject to review by the County Attorney, from an A- Rated or better insurance company for the period of January 1, 2023 through December 31, 2023 to be paid for out of the 2023 Tioga County Self-Insurance budget.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

CREATE AND FILL SEASONAL SOCIAL WELFARE
EXAMINER POSITIONS AND SEASONAL OFFICE
SPECIALIST I POSITIONS FOR THE HEAP PROGRAM
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2022; and

WHEREAS: The Social Services budget allows for the hiring of the following staff for the HEAP Program:

Two, full-time, seasonal Social Welfare Examiners for the period September 26, 2022 through February 24, 2023 at the starting salary of \$15.70 per hour, and

One, full-time seasonal Office Specialist I for the period September 26, 2022, through March 10, 2023, at the starting salary of \$13.20 per hour, and

One, full-time, seasonal Office Specialist I for the period October 11, 2022, through February 24, 2023, at the starting salary of \$13.20 per hour, and

One, full-time, seasonal Office Specialist I for the period October 11, 2022, through January 27, 2023, at the starting salary of \$13.20 per hour; and

WHEREAS: The NYS Minimum Wage is scheduled to increase on December 31, 2022, to a rate to be published by the Commissioner of Labor on or before October 1, 2022, 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, 2022; therefore be it

RESOLVED: That the Department of Social Services be authorized to create and fill the seasonal HEAP positions listed above and where required, appoint from the appropriate eligible list.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AMEND BUDGET AND APPROPRIATE FUNDS
MENTAL HYGIENE AND PUBLIC HEALTH

WHEREAS: The New York State Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program whereby it is the employers responsibility to submit its eligible workforce for the bonus; and

WHEREAS: A qualified employer who fails to identify, claim, and/or pay any bonus for more than 10 percent of bonus eligible workers may be subject to penalties of up to \$1,000.00 per violation of the HWB Program; and

WHEREAS: Tioga County Mental Hygiene (TCMH) and Tioga County Public Health (TCPH) have both identified eligible workforce employees; and

WHEREAS: Tioga County will incur no local share increase, as New York State will also reimburse "fringe benefit" costs associated with the HWB; and

WHEREAS: Budget Officer will need to modify "fringe benefit" budget lines as is appropriate; and

WHEREAS: Amending of Budget and Appropriation of Funds require Legislative approval; therefore be it

RESOLVED: That the budget be modified and appropriated as follows:

From: A4210-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 30,000.00
To: A4210-510050-HWB1	Salary All Other	\$ 30,000.00
From: A4309-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 3,000.00
To: A4309-510050-HWB1	Salary All Other	\$ 3,000.00
From: A4310-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 60,000.00
To: A4310-510050-HWB1	Salary All Other	\$ 60,000.00
From: A4011-434890-HWB1	SA Other-Health Care Workers Bonus	\$ 12,000.00
To: A4011-510050-HWB1	Salary All Other	\$ 12,000.00

And be it further

RESOLVED: That the Budget Officer is authorized to make adjustments to "fringe benefit" budget lines as is appropriate; and be it further

RESOLVED: That available funds on 12/31/22 of this amendment and appropriation will be carried forward into the New Year.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF
SOFTWARE SUPPORT LIAISON
INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Joseph Monroe as Software Support Liaison at an annual salary of \$38,212 effective September 26, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

ITCS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF
DEPUTY DIRECTOR OF
INFORMATION TECHNOLOGY &
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management/confidential position within Tioga County; and

WHEREAS: The Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Brandon Clark as Deputy Director of ITCS at an annual salary of \$75,000 effective September 26, 2022, pending successful completion of civil service examination requirements.