

Personnel Committee Agenda
March 10, 2022
10:30 A.M.

- APPROVAL OF MINUTES FROM FEBRUARY 10, 2022
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Bethany O'Rourke
- OLD BUSINESS
 - Negotiations with TCLEA
 - Personnel Officer Recruitment
- NEW BUSINESS
- PERSONNEL
 - Head Count & Monthly Exam Reports – Linn Bruce
- RESOLUTIONS
 - Authorize Appointment Above CSEA Salary Grade Probation Officer I-Dunham
 - Authorize Appointment Above CSEA Salary Grade Probation Office I-Frantz
 - Appointment of Republican Election Commissioner
 - Create and Fill Two (2) Highway Worker (Seasonal) Positions (Public Works)
 - Resolution Recognizing Bethany O'Rourke
 - Contract for Consultant Services (Personnel)
 - Authorize Contract with Public Safety Psychology
- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 02							
ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED			AVAILABLE	PCT
A General Fund	APPROP	ADJUSTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-630.00	.00	-3,450.00	15.4%
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%
A1430 510010 Full Time	274,757	0	274,757	33,917.12	.00	240,839.88	12.3%
A1430 540010 Advertising	1,500	-200	1,300	304.18	.00	995.82	23.4%
A1430 540140 Contracting Servic	66,300	0	66,300	1,519.25	450.00	64,330.75	3.0%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	153.69	.00	1,846.31	7.7%
A1430 540340 Literature	1,640	0	1,640	.00	.00	1,640.00	.0%
A1430 540420 Office Supplies	400	0	400	1.52	.00	398.48	.4%
A1430 540450 Payment To State	2,575	0	2,575	.00	1,955.00	620.00	75.9%
A1430 540470 Physicals	2,750	0	2,750	275.00	.00	2,475.00	10.0%
A1430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	.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	150.00	.00	6,850.00	2.1%
A1430 540733 Training/All Other	3,500	0	3,500	340.00	.00	3,160.00	9.7%
A1430 581088 State Retirement F	32,714	0	32,714	6,211.58	.00	26,502.12	19.0%
A1430 583088 Social Security Fr	19,933	0	19,933	3,168.84	.00	16,764.46	15.9%
A1430 584088 Workers Compensati	6,060	0	6,060	970.30	.00	5,090.18	16.0%
A1430 585588 Disability Insuran	336	0	336	51.71	.00	284.19	15.4%
A1430 586088 Health Insurance F	127,209	0	127,209	15,360.11	.00	111,848.86	12.1%
A1430 588988 Eap Fringe	72	0	72	11.09	.00	60.98	15.4%
TOTAL Personnel	552,031	0	552,031	67,594.39	2,405.00	482,032.03	12.7%
TOTAL General Fund	552,031	0	552,031	67,594.39	2,405.00	482,032.03	12.7%
TOTAL REVENUES	-4,085	0	-4,085	-730.00	.00	-3,355.00	
TOTAL EXPENSES	556,116	0	556,116	68,324.39	2,405.00	485,387.03	

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY ABOVE CSEA BASE FOR
PROBATION OFFICER 1 (MICHELLE
DUNHAM)
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate to fill the Probation Officer 1 (CSEA SG XI, \$46,132 – 47,132) vacancy who is currently employed with Tioga County and who has over 13 years of prior relevant work experience; therefore be it

RESOLVED: That Michelle Dunham is hereby provisionally appointed to the title of Probation Officer 1 at \$47,132 / year (increment stage 2) effective retroactive to March 14, 2022, pending successful completion of civil service examination requirements; and be it further

RESOLVED: That on Ms. Dunham's anniversary date, she will be eligible for her seventh year increment in April 2024.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY ABOVE CSEA BASE FOR
PROBATION OFFICER 1 (MICHAEL FRANZ)
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate to fill the Probation Officer 1 (CSEA SG XI, \$46,132 - 47,132) vacancy who has 3 years of prior relevant work experience; therefore be it

RESOLVED: That Michael Franz is hereby appointed to the title of Probation Officer 1 at \$47,132 / year (increment stage 2) effective retroactive to March 14, 2022; and be it further

RESOLVED: That Mr. Franz will be eligible for an increment upon completion of his seventh year of service.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER
BOARD OF ELECTIONS

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

WHEREAS: Due to retirement, the Republican Election Commissioner for the Republican Party became vacant as of February 26, 2022; and

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Vera Lin Layman be and hereby is appointed Election Commissioner for the Republican Party retroactive effective February 28, 2022 through December 31, 2022, at the annual M/C salary of \$49,749.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

CREATE AND FILL TWO (2)
HIGHWAY WORKER (SEASONAL) POSITIONS
PUBLIC WORKS

WHEREAS: There will be a need for the Highway Department to employ two (2) Highway Workers (Seasonal) for 2022; and

WHEREAS: The Commissioner of Public Works has budgeted money to cover expenditures of such employment; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to create and fill two (2) temporary full-time Highway Worker (Seasonal) positions effective April 1, 2022 through October 7, 2022 at an hourly rate of \$13.20 (minimum wage), however no more than 800 hours may be worked by each worker April 1, 2022 - October 7, 2022.

REFERRING TO:

PERSONNEL COMMITTEE

RESOLUTION NO.

RESOLUTION RECOGNIZING
BETHANY O'ROURKE'S
24 YEARS OF DEDICATED
SERVICE TO TIOGA COUNTY

WHEREAS: Bethany O'Rourke began her career with Tioga County as Personnel Officer on March 18, 1998, bringing 10 years of experience with her from Cortland County; and

WHEREAS: Bethany has been dedicated and loyal in the performance of her duties and responsibilities throughout the past 24 years and has earned the respect of her fellow Department Heads, County employees and retirees, labor unions, the Legislature as well as her colleagues across the State; and

WHEREAS: During Bethany's tenure she navigated a variety of challenges such as changes in Federal and State regulations including the Affordable Care Act and most recently the paid COVID leave programs; and

WHEREAS: Bethany monitored employee benefits and was successful in implementing significant changes that maintained the level of benefits for employees while reducing County expenses; and

WHEREAS: In 2018 Bethany was very instrumental in the formation of Tioga County's Institute for Advancement (I4A), a training program developed to offer county employees opportunities for professional development, with the goal of enhancing their careers with the County; and

WHEREAS: Since the establishment of I4A, Bethany has devoted her time and energy to the success of the program and became a *Real Colors & Real Solutions* facilitator and conducts this training geared toward building sound working relationships with peers for all I4A participants; and

WHEREAS: Throughout her tenure with Tioga County, Bethany has been an integral member of the New York State Association of Personnel & Civil Service Officers, serving on the Executive Committee for many years and then as President from 2005 to 2007, and was awarded the President's Award by the New York State Civil Service Commission in 2007 in recognition of that service; and

WHEREAS: Bethany assumed the role of Secretary for the New York State Association of Personnel & Civil Service Officers in 2013, an office she held until her retirement; and

WHEREAS: The New York State Association of Personnel & Civil Service Officers honored Bethany with the 2014 Merit and Fitness Award for her commitment to

the mission and ideals of the Association by providing continuity of knowledge, sage advice, and stability to the membership; and

WHEREAS: Bethany will be retiring on March 18, 2022; therefore be it

RESOLVED: That the Tioga County Legislature, on its own behalf, as well as on behalf of the citizens of Tioga County, expresses sincere gratitude to Bethany O'Rourke for her 24 years of dedicated and loyal service as Personnel Officer to Tioga County and its residents; and be it further

RESOLVED: That this resolution be spread upon the minutes of this meeting and a certified copy be presented to Bethany O'Rourke.

DRAFT

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -

CONTRACT FOR CONSULTANT
SERVICES

WHEREAS: Legislative approval is required to contract for professional services; and

WHEREAS: The Personnel Officer position became vacant on March 18, 2022 due to a planned retirement, and a replacement has not yet been hired; and

WHEREAS: There is a need to contract with the recently retired Personnel Officer for continuity of operations and training of the successor; therefore be it

RESOLVED: That the County Legislature authorizes a contract with Bethany O'Rourke for consulting services at the rate of \$____ per hour from March 21, 2022 through May 27, 2022, and be it further

RESOLVED: That Ms. O'Rourke shall determine her hours each week, but is not expected to work more than 15 hours per week, and be it further

RESOLVED: That the end date of this arrangement may be earlier than May 27, upon agreement by both parties.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -20

AUTHORIZE CONTRACT WITH PUBLIC SAFETY
PSYCHOLOGY

WHEREAS: Part 6000 of the NYS Register, which governs medical and physical standards for law enforcement recruits, was revised in late 2021; and

WHEREAS: A significant change was made to the psychological testing regulations, to now require examination by a Psychologist or Psychiatrist certified in New York State; and

WHEREAS: Tioga County has for many years completed this testing utilizing a tool issued and evaluated by an agency in Georgia, which no longer satisfies the revised regulations; and

WHEREAS: The Personnel Department has sought quotes from three agencies to conduct psychological tests that satisfy the new regulations; and

WHEREAS: Only one of the agencies contracted is able to offer the required services; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Public Safety Psychology at a cost of \$325.00/exam, subject to review by the County Attorney, for the administration of psychological testing of law enforcement candidates in accordance with Part 6000 of the NYS Register; and be it further

RESOLVED: That the cost of this contract will be paid out of account A1430-540470.