

## PERSONNEL COMMITTEE MINUTES

June 9, 2022

Present: Committee Chair, Ed Hollenbeck; Legislator W. Jake Brown; Legislator Dale Weston; Linda Parke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Guest(s): Legislative Chair, Marte Sauerbrey, Legislator Tracy Monell, Legislator Bill Standing and Legislative Clerk, Cathy Haskell.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Monell to approve the May 5, 2022 Personnel Committee meeting minutes, motion carried.

### II. FINANCIAL

#### A. Amy Poff:

##### 2022 Health Insurance:

In May, \$85,958.36 was paid out of the 2022 HRA with eight additional employees reaching their deductible, thirty-six total to date. HRA spent to date is \$519,570.62.

##### 2021 Health Insurance:

In May an additional \$125.12 was paid out the 2021 HRA. The total 2021 HRA spent is \$819,661.41, 74% utilization up from 202 HRA utilization which was 71% in May of 2021.

We made a change to our Medicare eligible retiree health insurance as of January 1, 2022 that saved the County over \$770,000 this year alone. As we get closer to budget season, we will be discussing continuing this plan for 2023 as United Healthcare gave us a three year rate guarantee.

- B. Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$1,640.00 (40.2%) of our projected revenue and spent 38.6% of our appropriations. It was noted that the part-time line is \$5k in the red; we have initiated a transfer of funds in MUNIS, moving \$10k from FT to PT. This should adequately cover the remainder of Bethany's part-time pay. As of June 6<sup>th</sup>, Bethany is being paid contractually out of the Contracting Services line. There is nothing notable in the remaining accounts.

III. OLD BUSINESS

Salary Study RFP: The RFP was posted to the County website on May 16<sup>th</sup> and notices were mailed to a handful of known vendors that same day. Responses to the Management Confidential Salary Study RFP were due by 3:00 pm on Friday June 3<sup>rd</sup>. As of the afternoon of June 2<sup>nd</sup>, we had received 3 proposals. Marte will assist Bethany and Linda in reviewing these and a selection will be made. A resolution to authorize a contract will then follow.

IV. NEW BUSINESS

New Personnel Officer

Please welcome Linda Parke who started on June 6<sup>th</sup>.

V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 393 authorized full-time positions, 349 of those filled, 10 not filled/unfunded. Part-time shows 79 authorized positions, 58 filled, 3 not filled/unfunded. As of 6/6/2022, there were 33 FT and 18 PT funded vacancies.

Funded vacancies being actively recruited – BOE: Election Workers; County Clerk: Motor Vehicle License Clerk; DSS: Caseworkers, Principal Social Welfare Examiner, Social Welfare Examiner, Social Services Employment Specialist and E&T Counselor; MH: Certified A&D Counselor, Senior Certified A&D Counselor, Clinical Social Worker, Senior Clinical Social Worker and PT Account Clerk Typist; PH: Public Health Nurse and Communication & e-Services Coordinator; Sheriff's Office: Corrections Officers, Public Safety Dispatcher, Deputies and a PT Cook; Veteran's: Part-time Veterans' Service Officer.

The Vacancies Filled-Salary Difference Report shows hiring activity since the April report. There were six (6) vacancies filled with a monthly impact of \$28,030.60 and year to date of \$26,484.57. The Change in Classification Report-Salary Impact shows two changes since last month. The Temporary Appointments chart shows a Seasonal Paralegal in the DA's Office 4/25/22-8/31/22 and a Seasonal Highway Worker 5/9/22-10/7/22.

Linn announced her retirement effective September 2022.

## VI. RESOLUTIONS

Authorize Appointment of Accountant (Treasurer's Office): The position of Accountant (\$41,932-\$51,932) became vacant as of June 6, 2022. The Treasurer has conducted interviews and identified a desirable candidate. This resolution appoints Laura Schurter to the title of Accountant effective June 18, 2022.

Authorize Appointment above CSEA Salary Grade (Prob): The Probation Director has identified a candidate to fill the Accounting Associate III (CSEA SG VII, \$37,904-\$38,904) vacancy who is currently employed with the County and who has over 10 years of prior experience. This resolution provisionally appoints Angela Zito at the annual rate of \$38,904 (increment stage 2) effective retroactive to June 6, 2022.

Amend Resolution 145-22: Resolution 145-22 authorized the appropriation of grant funds for Mental Health's Recruitment and retention Incentives and the proper amount of funding to satisfy the retention incentive was appropriated and transferred. It was discovered that a portion of the appropriated and transferred funds should have been appropriated and transferred to different accounts.

Authorize Salary Reallocation of Data Officer (Public Defender): The Public Defender's Office has seen an increase in work due to the evidence discovery process and the additional work has been assigned to the Data Officer position.

Appropriation of Funds, Transfer of Funds and Budget Modification (Mental Hygiene): Mental Hygiene has determined that a budget modification is necessary in order to distribute the State & Federal retention money to all staff, this resolution moves money between existing accounts.

Appointment of Election Worker (Democratic): This resolution authorizes the Democratic BOE Commissioner to fill a part-time Election Worker. Sue Smith-Heavenrich will be appointed Election Worker (PT) effective June 22, 2022 at \$13.85/hour.

Standard Work Day and Reporting Resolution: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution establishes the standard work days for Legislator Ronald Ciotoli and Assistant Public Defender Brad Helmetsie 1/1/22-12/31/25

Authorization to Change One (1) PT Veterans' Service Officer Position to FT; Increase Hours of One (1) PT Veterans Service Officer to 19.5 Hours/Week; Increase Hours of Director of Veterans' Services to 40 Hours/Week: In response to the expansion of various programs to serve the veterans, additional work hours have become necessary to complete all work.

VII. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:51