

PERSONNEL COMMITTEE MINUTES
November 10, 2022

Present: Legislator W. Jake Brown; Legislator Dale Weston; Legislator Tracy Monell; Linda Parke, Personnel Officer and Amy Poff, Benefits Manager

Absent: Legislator Ed Hollenbeck

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger, County Attorney, Pete DeWind; LeeAnn Tinney, Director ED&P and Legislative Clerk, Cathy Haskell

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

- I. APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Monell to approve the October 6th Personnel Committee meeting minutes, motion carried.
- II. FINANCIAL
 - A. Amy Poff:
2022 Health Insurance:
In October \$37,621.38 was paid out of the 2022 HRA, and nine additional people hit their deductible. Total paid to date is \$770,751.00 with a total of 86 people reaching their deductible, 69% utilization of the HRA.
 - B. Linda Parke:
Budget Tracking Report: The budget tracking report as of the 3rd of November was reviewed. We have collected \$2,966.00 (72.7%) of our projected revenue and spent 75.5% of our appropriations.
- III. OLD BUSINESS
None
- IV. NEW BUSINESS
None
- V. PERSONNEL
Linda Parke, Personnel Officer:
The Head Count Report reflects 395 authorized full-time positions, 343 of those filled, 10 not filled/unfunded. Part-time shows 78 authorized positions, 58 filled, 3 not filled/unfunded. As of November 1st, there were 42 FT and 17 PT funded vacancies.

Funded vacancies being actively recruited –DSS: AAll, Caseworker PT, Grade B Case Supervisor, Social Welfare Examiner, WMS Coordinator, Community Services Worker, Mail Clerk and Office Specialist I (multiple openings for each title); MH: Senior Certified Alcohol & Drug Counselor, Senior Clinical Social Worker, Clinical Social Worker and PT Account Clerk Typist; Probation: Probation Officer; PH: Public Health Nurse and PT Dentist; Public Works: Engineering Technician, MEO I and HEO II; Sheriff's Office: Corrections Officers, Public Safety Dispatcher/Trainee, Deputy Sheriff and PT Cook.

The Vacancies Filled-Salary Difference Report shows hiring activity since the October's report. There were eight (8) vacancies filled with a monthly impact of (-\$727.93) and year to date of (-\$122,589.50). The Change in Classification chart shows no changes as of November 1, 2022 and the Temporary Appointments chart shows one Seasonal Highway Worker ending on November 6, 2022; this worker was hired full time as a MEO I.

VI. RESOLUTIONS

Authorize Salary Increase for Administrative Coroner: The Administrative Coroner respectfully requested an additional increase of \$5,000 to the already established \$5,000 stipend in the County budget to offset the time required for the additional caseload and workload. This resolution authorizes the Administrative Coroner be given an annual stipend of \$10,000 effective January 1, 2023 to be paid out of A1185 510050

Appointment of Democratic Election Commissioner: This resolution appoints James Wahls Election Commissioner for the Democratic Party from January 1, 2023 through December 31, 2024.

Authorize Salary Increase (Personnel): The Civil Service Administrator retired on September 10, 2022 and the position was abolished on September 12, 2022. The Personnel Officer redistributed the technical aspects of the Civil Service Program workload to Nancy Henry, Civil Service Technician. The Personnel Officer would like to compensate Ms. Henry for taking on additional duties. This resolution increases Ms. Henry's salary \$3,370 retroactive to September 12, 2022, increasing her 2022 salary to \$47,878.

Authorize Salary Adjustment for Economic Development & Planning: Brittany Woodburn's hire date was December 28, 2015 as an Economic Development Specialist at the base salary range rate of \$39,779. Ms. Woodburn was promoted to Deputy Director of Economic Development and Planning in March of 2019 with a corresponding increase to \$54,943. The approved salary range of the Deputy Director of Economic Development and Planning is defined as \$54,144-\$64,199. Ms. Woodburn's current salary is \$58,851. Ms. Woodburn accepted additional duties within her Economic Development and Planning Deputy Director responsibilities including direct oversight, training and mentoring of staff. That due to the existing duties coupled with the increase in responsibilities taken on by Brittany Woodburn, the Tioga County Legislature agrees to adjust her annual salary to \$64,199 effective December 5, 2022.

Accept The Burke Group Classification and Compensation Study Recommendations: Tioga County adopted Resolution 215-22 authorizing a contract with the Burke Group to conduct a Classification and Compensation Study for all salaried Management/Confidential employees to review and update its compensation and job classifications. The Burke Group has presented its recommendations to the Tioga County Legislature for review. The Tioga County Legislature agreed to accept the Burke Group's recommendation at the minimum level for the 21 titles that have been identified. This resolution authorizes the Chair of the Legislature authorizes the Budget Officer to incorporate these new salaries into the 2023 County Budget.

Authorize Appointment of Benefits Manager Trainee (Personnel): Legislative approval is required for any appointment to a M/C position within Tioga County. Due to the announced upcoming retirement of the current Benefits Manager, resolution 248-22 created the position of Benefits Manager Trainee. This resolution authorizes the Personnel Officer to provisionally appoint Alexander Freyvogel to the title of Benefits Manager Trainee at an annual M/C salary of \$48,168 effective November 21, 2022.

Authorize Appointment of Civil Service Assistant (Personnel): Legislative approval is required for any appointment to a M/C position within Tioga County. Due to a promotion, the position of Civil Service Assistant became vacant as of September 12, 2022. This resolution provisionally appoints Karen Weston to the title of Civil Service Assistant at an annual, M/C salary of \$31,930 effective November 21, 2022.

Authorize Part-time Assistant Fire Coordinator and Increase Hours of Deputy Director (Emergency Services): The Office of Emergency Services has identified a need to increase the hours of Deputy Director and a need to create a part-time Assistant Fire Coordinator position due to the reassignment of current staff and department needs. Additional funds were allocated in the 2023 budget. This resolution authorized the creation of one, part-time Assistant Fire Coordinator, to be filled by Robert Williams effective January 1, 2023 at an annual M/C salary of \$5,434 and increases the Deputy Director's position to a full-time position at an annual M/C salary of \$60,000 both effective January 1, 2023.

Transfer Funds Self-Insurance Plan: In 2021, the Tioga County Self-Insurance Plan agreed to settle a claim after the 2022 budget process was complete. The Section 32 settlement was approved by the NYS Workers' Compensation Board in January 2022 and paid out of the Tioga County Self-Insurance Plan's compensation awards budget line on January 24, 2022. The account used to pay compensation awards only has a balance of \$5,289.80. This resolution transfers \$49,629.00 from Workers' Compensation Account S1722.40 (540270) to S1720.40 (540101).

Authorize Contract with Pro-Flex Administrators LLC: The Personnel Department currently handles COBRA (Consolidated Omnibus Budget Reconciliation Act) administration offering continuing health coverage to employees, dependents, spouses, and former spouses who lose coverage due to a qualifying event. COBRA laws are constantly changing, and employers can be subject to significant monetary penalties for violations. This resolution authorizes the Chair of the Legislature to enter into a contract with Pro-Flex Administrators LLC, for COBRA administration at an annual cost not to exceed \$3,000.00 effective February 1, 2023 through January 31, 2028. Pro-Flex Administrators LLC will handle billing and payment collection for any individuals who elect COBRA.

Authorize Appointment to Title of Assistant Public Defender: Legislative approval is required for any appointment to a M/C position within Tioga County. The position of Public Defender (PT) became vacant on October 14, 2022. This resolution authorizes the Public Defender to appoint Kristin Riddell to the title of Assistant Public Defender on a part-time basis at an annual M/C salary of \$37,139 effective November 21, 2022.

Authorize Appointment of Director of Real Property Tax Services: Legislative approval is required for any appointment to a M/C position within Tioga County. Resolution 125-22 authorized the creation and filling of a temporary Actin County Director of Real Property for a duration not to exceed December 31, 2022 at an annual salary of \$65,000 and also resolved that following the qualification review by the NYS ORPTS, Steven Palinosky shall be considered for appointment to the title of County Director of Real Property. NYS ORPTS concluded their qualification review and determined Mr. Palinosky meets the minimum qualification standards for County Director, as documented in a letter dated November 7, 2022. This resolution appoints Steven Palinosky as Director of Real Property Tax Services to fill the current six-year term cycle effective November 16, 2022 through September 30, 2025. The temporary Acting Director position will be abolished effective November 16, 2022.

VII. PROCLAMATIONS – None

VIII. EXECUTIVE SESSION – Executive Session was called at 11:05. Motion to adjourn by Legislator Monell, seconded by Legislator Brown at 11:09

VII. ADJOURNMENT – 11:09