

PERSONNEL COMMITTEE MINUTES

April 6, 2023

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

Absent: Legislator Keith Flesher

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standing; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

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

APPROVAL OF MINUTES: Motion was made by Legislator Brown, seconded by Legislator Weston to approve the March 9, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In March, \$135,368.09 was paid out of the 2023 HRA with ten (10) employees reaching their deductible. A total of 17 employees with \$348,985.85 paid out of HRA to date.

2022 Health Insurance

In March, \$177.64 was paid out of the 2022 HRA. The 2022 YTD HRA is \$844,810.19, 75% utilization.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected \$235.00 (5.8%) of our projected revenue and spent 14.3% of our appropriations.

II. OLD BUSINESS

Salary Study:

Still waiting for the Salary Study results, hopefully will receive Monday.

III. NEW BUSINESS

1st Quarter Exit Interview: The questionnaires were sent to the corresponding Department Heads and Committee Chairs earlier in the week. The exit interview report was displayed and reviewed.

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of April 5, 2023, was displayed. There are 42 FT and 18 PT funded vacancies. Recruitment for DSS – Accounting Associate III, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker (PT), Office Specialist I (2) and Senior Caseworker; I.T. – Network Administrator; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Maintenance Mechanic and Motor Equipment Operator I & II; Sheriff's Office – CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows two changes since March's meeting with a monthly impact of (\$7,898) and YTD of (\$19,865). The Change in Classification chart shows no changes since March and the Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and the extension of the Temporary Public Health Educator to 12/31/23 per resolution 115-23.

RESOLUTIONS

- Authorize Appointment of Public Health Director: The Public Health Director position became vacant on January 11, 2023 due to the prior director's expired term. Heather Vroman was appointed Interim Public Health Director effective January 11, 2023 per resolution 43-23. The Tioga County Board of Health has unanimously recommended Ms. Vroman as Public Health Director. This resolution appoints Heather Vroman at an annual salary of \$90,000 effective April 12, 2023 for a six year term ending April 11, 2029.
- Authorize Appointment of Director of Administrative Services (DSS): The position of Director of Administrative Services (\$59,997-\$69,997 Management/Confidential) became funded as of February 14, 2023 per resolution 91-23. This resolution appoints Mickelle Andrews as Director of Administrative Services at an annual Salary of \$69,997 effective April 24, 2023 pending successful completion of all civil service examination requirements.
- Authorize Appointment to Title of Director of Patient Services: Per resolution #134-23, the Legislature approved the creation of Director of Patient Services. This resolution authorizes the provisional appointment

of Melanie Miller to the Director of Patient Services at an annual M/C salary of \$72,126 effective April 24, 2023.

- Authorize Appointment to Title of Deputy Director of Public Health: The position of Deputy Director of Public Health has been vacant as of January 11, 2023 due to the appointment of the prior incumbent to Interim Public Health Director. This resolution appoints Susan Medina to the title of Deputy Director of Public Health at an annual M/C salary of \$80,625 effective May 8, 2023.
- Create and Fill One (1) Highway Worker (Seasonal) Position (Public Works): There is a need to employ one (1) additional Highway Worker (Seasonal) for 2023. Public Works has budgeted money to cover expenditures of such employment. This resolution authorizes the Commissioner of Public Works to create and fill one (1) additional full-time Highway Worker (Seasonal) position effective April 10, 2023 through October 6, 2023 at an hourly rate of \$14.86, not to exceed \$16,000.
- Authorization to Reclassify Welfare Management System Coordinator Position (DSS): After review of the Welfare Management System Coordinator position, the Commissioner of Social Services has found there would not be any line of succession. The current incumbent has met the Civil Service requirements as a Senior Social Welfare Examiner. This reclassification will not impact Social Services' budget as both positions reside in the same CSEA salary grade IX (\$43,599-\$44,599). This resolution reclassifies the full-time WMS Coordinator position to a full-time Senior Social Welfare Examiner effective April 11, 2023.
- Amend Budget Appropriate Funds (MH and PH): The NYS Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program. Tioga County Mental Hygiene and Tioga County Public Health have both identified eligible workforce employees. The Budget Officer will need to modify "fringe benefit" budget lines as appropriate. This resolution authorizes the Budget Officer to make adjustments to "fringe benefit" budget lines as appropriate. Available funds on 12/31/23 of this amendment and appropriation will be carried forward into the new year.
- Authorization to Reclassify Records Management Clerk (Mental Hygiene): A desk audit was requested on November 14, 2022, by Amy Joyce, the Records Management Clerk and a review has been conducted by the Personnel Department. The Personnel Officer has recommended reclassification of said position to the title of Records Management Technician and be allocated to CSEA SG VII (\$39,041-\$40,041). This resolution reclassifies the full-time Records Management Clerk Position filled by Ms. Joyce to full-time Records Management

Technician. Ms. Joyce's salary will be retroactive to November 14, 2022 through December 30, 2022 at an annual salary of \$37,904 then retroactive January 2, 2023 at an annual salary of \$39,041. The changes will be reflected in payroll #9 of 2023.

- Standard Workday Reporting Resolution (District Attorney): The NYS Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials. This resolution establishes standard workday for Kristin Riddell, Assistant Public Defender.

Create and Fill Temporary, Full-time Clerk (Seasonal)(Treasurer's): The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office. The Treasurer budgeted for said position in the approved 2023 budget. This resolution creates one (1) temporary, full-time Clerk (Seasonal) position at an hourly rate of \$14.20 effective April 11, 2023.

V. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:52