

PERSONNEL COMMITTEE MINUTES
June 8, 2023

Present: Legislator W. Jake Brown; Legislator Keith Flesher; Linda Parke, Personnel Officer; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel.

Absent: Legislator Tracy Monell; Legislator Dale Weston.

Guest(s): Pete DeWind, County Attorney; Cathy Haskell, Legislative Clerk; Kelly Quick, Civil Service Technician; Christie Farnham, Civil Service Assistant

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

APPROVAL OF MINUTES: June's meeting did not have a quorum, therefore the April 6, 2023 and May 4, 2023 Personnel Committee meeting minutes could not be approved.

I. FINANCIAL

A. Amy Poff and Alex Freyvogel:

2023 Health Insurance

In May \$102,639.07 was paid out of the 2023 HRA with eleven (11) employees reaching their deductible. A total of 36 employees with a total of \$553,028.04 paid out of HRA to date.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$1,105 (27.1%) of our projected revenue and spent 33.3% of our appropriations.

II. OLD BUSINESS

Corrections Negotiations: Linda indicated that they voted last week and it did not go through. A notice of impasse was sent in. We will be assigned a mediator.

III. NEW BUSINESS

Amy Poff's Retirement June 30, 2023: Amy's last day will be June 30th. There is a resolution in the packet to appoint Alex Freyvogel to the Benefits Manager position effective July 3, 2023

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of June 1, 2023, was displayed. There are 33 FT and 15 PT funded vacancies. Recruitment for DSS – Accounting

Associate III, Caseworker, Community Services Worker (FT & PT), Office Specialist I and Senior Caseworker; I.T. – GIS Technician; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse PT/FT, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Mechanic I, Seasonal Highway Worker; Sheriff's Office – CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows six (6) changes since May's meeting with a monthly impact of (\$16,207.00) and YTD of (\$31,665.00). The Change in Classification chart shows two changes since May in Public Works, two Maintenance Mechanic II positions were reclassified to Maintenance Mechanic III. The Temporary Appointments chart shows one Clerk (Seasonal) in the Treasurer's Office per resolution 175-23 from 6/7/23-9/30/23.

RESOLUTIONS

- Appointment of Democratic Deputy Commissioner of Elections: The Deputy Commissioner of Elections (Democratic) has been vacant since April 26, 2023. The Commissioner has selected a candidate to fill said vacancy. This resolution appoints Amber Duke as Deputy Commissioner of Elections effective June 19th, 2023, at an annual salary of \$43,091
- Amend and Restate the Deferred Compensation Model Plan: The New York State Deferred Compensation Board (the "Board"), pursuant to Section 5 of the New York State Finance Law ("Section 5") and the Regulations of the New York State Deferred Compensation Board (the "Regulations"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of Tioga County (the "Model Plan") and offers the Model Plan for adoption by local employers. Effective December 11, 2020, the Board amended the Model Plan to adopt provisions in Schedule B. Upon due deliberation, Tioga County has concluded that it is prudent and appropriate to amend the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan. This resolution amends the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan effective December 11, 2020, including the optional provisions in Schedule B.

- Authorize Out-of-Title Pay (Public Health): A Senior Early Intervention Service Coordinator has been on an extended leave since April 21, 2023. Meagan Mertson, Early Intervention Service Coordinator has been carrying out the duties of Senior Early Intervention

Amend Employee Handbook: Section IV. Personnel Rules, Subsection J. Management/Confidential Benefits: This resolution consolidates subsections j and k of the Management/Confidential Benefits Policy in order to maintain continuity and conciseness.

Authorization to Create and Fill One, Part-time Principal Social Welfare Examiner Position: The Commissioner of Social Services has identified ongoing staffing needs within the Employment and Transitional Support Services Division due to the continuation of turnover and vacancies. A Principal SWE is retiring in the month of June 2023 who has expressed interest in returning as a part-time Principal SWE. This resolution authorizes the creation and filling of one, part-time Principal SWE at an hourly rate of \$21.72 effective July 3, 2023. DSS part-time headcount will increase from 9 to 10.

Authorize Salary Above CSEA Base for Probation Officer 1: The Probation Director has identified a candidate to fill the Probation Officer 1(CSEA SG XI, \$47,516 – 48,516) vacancy with a current employee of Tioga County who has over 3½ years of prior relevant work experience. This resolution provisionally appoints Briana Ward to the title of Probation Officer 1 at a yearly salary of \$48,516 effective retroactive to June 5, 2023.

Authorize Appointment of Benefits Manager: The Benefits Manager position will become vacant upon the retirement of the current incumbent, Amy Poff on July 1, 2023. This resolution promotes Alexander Freyvogel to the title of Benefits Manager at an annual M/C Salary of \$55,000. The Benefits Manger Trainee position will become unfunded effective July 3, 2023.

Amend Resolution 193-18 as Amended by Resolution 45-23; Adoption of Tioga County title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan and Employee Training Plan: The Department of Transportation is requiring minor revisions to the County's Title VI Plan. The Tioga County Title VI Plan is amended as follows: The content page is updated to include "Complaint Procedures, Complaint Form, Letters". Title VI Reporting is updated to Personnel Officer and the appointment of the County Attorney's Designee as a Title VI Coordinator. The Title VI Program Specialists are the Planning Director, the Deputy Commissioner of Social Services, the Commissioner of Public Works, and the Safety

Officer.

The Tioga County Title VI Plan Complaint Form and Title VI Notice to the Public is updated with the name and address for the Federal Transit Administration and Letter Acknowledging Receipt of Complaint, Letter Notifying Complainant that the Complaint is Not Substantiated and Letter Notifying Complainant that the Complaint is Substantiated be added to the Tioga County Title VI Plan.

Create and Fill Permanent, Pull-Time Senior Clinical Social Worker (School/Community Based) Position (Mental Hygiene): Mental Hygiene has received a request to provide services for the Tioga Center School District starting in the 2023/2024 school year. This resolution authorizes the Director of Community Services to create one (1) permanent, full-time position of Sr. Clinical Social Worker at an annual salary of \$64,931 effective July 1, 2023.

Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position (Mental Hygiene): Mental Hygiene has received a request to provide services for the Waverly Central School District starting in the 2023/2024 school year. This resolution authorizes the Director of Community Services to create one (1) permanent, full-time position of Sr. Clinical Social Worker at an annual salary of \$64,931 effective July 1, 2023.

V. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:42