

PERSONNEL COMMITTEE MINUTES

July 6, 2023

Present: Legislator W. Jake Brown; Legislator Tracy Monell; Linda Parke, Personnel Officer; and Kelly Quick, Senior Civil Service Technician.

Absent: Legislator Keith Fleisher; Legislator Dale Weston; Alex Freyvogel, Benefits Manager

Guest(s): Pete DeWind, County Attorney; Cathy Haskell, Legislative Clerk and Legislator Bill Standing.

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

APPROVAL OF MINUTES: Again, the Committee did not have a quorum to approve the April 6th, May 4th and June 8th, Personnel Committee meeting minutes.

- Personnel Committee members re-convened at the Legislative meeting at 1:00 PM on July 6, 2023. Legislator Monell made the motion to approve April 6th, May 4th and June 8th Personnel Committee meeting minutes, seconded by Legislator Brown, motion carried.

I. FINANCIAL

A. Linda Parke reported for Alex Freyvogel: 2023 Health Insurance

In June \$62,569.63 was paid out of the 2023 HRA with seven (7) employees reaching their deductible. A total of 43 employees with a total of \$615,597.67 paid out of HRA to date.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of June was reviewed. We have collected \$1,285 (31.5%) of our projected revenue and spent 38.1% of our appropriations.

II. OLD BUSINESS

Corrections Negotiations: A notice of impasse was sent in. We will be assigned a Mediator.

III. NEW BUSINESS

2nd Quarter Exit Interview Report: The 2nd Quarter 2023 Exit Interview Report was displayed for review.

Rules Resolution to Amend Appendices/Public Hearing: There will be a public hearing on July 13, 2023, to approve changes to the Appendices of the Tioga County Civil Service Rules.

IV. PERSONNEL

Kelly Quick, Senior Civil Service Technician:

The Head Count Report as of July 3, 2023, was displayed. There are 35 FT and 16 PT funded vacancies. The following are funded vacancies with active recruitment for DSS – Accounting Associate II & III, Caseworkers (4), Community Services Worker, Office Specialist I, Senior Caseworker and Social Welfare Examiners (2); Mental Health – Clinical Social Worker, Senior Clinical Social Worker (School/Community Based) (3), Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Office Specialist II, PT Dentists (2) and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Mechanic I, Seasonal Highway Worker; Sheriff's Office – CO's (4), Public Safety Dispatcher/Trainee, Sergeant and PT Cook.

The Vacancies Filled-Salary Difference Report shows five (5) changes since June's meeting with a monthly impact of (\$3,894.00) and YTD of (\$35,559.00). The Change in Classification chart shows no changes since June. The Temporary Appointments chart shows no changes.

RESOLUTIONS

Amend Resolution 193-18 as Amended by Resolution 45-23, as Amended by Resolution 255-23; 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 Federal Transit Administration is requiring minor revisions to the County's Title VI Plan. This resolution amends reso 193-18 as amended by reso 45-23 as amended by reso 255-23 with revisions to the Tioga County Title VI Plan.

Authorize Contract With United Health Care (UHC) For Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage Through Broome County Purchasing Alliance (BCPA): This resolution authorizes the Chair of the Legislature to enter into a contract with United Health Care continuing with Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible retirees and their eligible spouses for the period of January 1, 2024 through December 31, 2024.

Standard Workday and Reporting Resolution: 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 Ronald Lanouette, Assistant County Attorney.

- V. PROCLAMATIONS – None
- VII. ADJOURNMENT – 10:42