

PERSONNEL COMMITTEE MINUTES

April 4, 2019

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; Legislator Dale Weston; Legislator Tracy Monell; Bethany O'Rourke, Personnel Officer; Amy Poff, Benefits Manager and Linn Bruce, Civil Service Administrator.

Guest(s): Rita Hollenbeck, Lisa McCafferty

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

- I. The Minutes of the March 7, 2019 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 374 authorized full-time positions, 353 of those filled, 7 not filled/unfunded and 14 not filled/funded. Part-time shows 69 authorized positions, 51 filled, 3 not filled/unfunded and 15 not filled/funded. The funded vacancies which are being actively recruited are DA Investigator, Community Services Worker (PT), Community Development Specialist, Certified Alcohol & Drug Counselor, 2 Clinical Social Workers and a Senior Clinical Social Worker in Mental Hygiene; an Assistant Engineer in Public Works and 2 full-time Corrections Officer positions in the Sheriff's Office. There is a reso being presented today to appoint a Clinical Program Director in Mental Hygiene and a reso appointing a Communications and e-Services Coordinator in Public Health. The Backfill Salary Difference Report shows ten changes since the March Committee meeting. The total monthly impact is (\$23,914.00) with a YTD total of (\$41,866.84). The Change in Classification Report-Salary Impact shows two changes: Associate Planner reclassified to Community Development Specialist and Deputy Director Economic Development to Deputy Director Economic Development and Planning. The Temporary Appointments chart shows one Office Specialist I position at DSS ending on 3/29/19.

B. Amy Poff, Benefits Manager:

2019 Health Insurance:

In March, \$120,363.21 was paid out of the 2019 HRA. Seven additional people reached their deductible, eighteen employees to date. Total paid to date is \$349,241.23.

2018 Health Insurance:

In March 2019 \$390.34 was paid out of the 2018 HRA with total HRA spent \$891,794.16, 76% utilization.

Retiree Drug Subsidy:

We worked with The Partners and a company called RDS Services, LLC to audit our 2013 Retiree Drug Subsidy based on a re-opening opportunity offered by

Center for Medicare and Medicaid Services. This audit was completed by RDS Services, LLC in March and on March 29, 2019 the Treasurer's Office received \$14,825.36 in additional subsidy. RDS charged \$3,706.34 for their services, so the balance of \$11,119.02 went to the General Fund.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of April 2, 2019 was displayed for review. So far in 2019 we have collected \$1,835.00 (37.8%) of our projected revenues. We have spent 21.8% of our appropriations.

III. Old Business:

Employee Recognition Committee: The future of ERC was discussed at the Leaders meeting. The consensus was to do away with the employee of the quarter and year but continue to have Employee Recognition week with pin ceremonies and the luncheon. This will go to the full Legislature this afternoon.

Former Policy 3 Discussion:

Amy and Bethany are having a conference call with legal counsel tomorrow to discuss the options of changing the policy. Bethany will report back at May's Personnel Committee.

IV. New Business:

1st Quarter Exit Interview Report: The 1st quarter exit interview report was distributed for review. Four questionnaires were completed. The results have been distributed to the corresponding Department Heads and Legislative Committee Chairs.

NCEU Negotiation Team: Bethany mentioned that negotiations will be starting up in a couple of months and she is recruiting for negotiating team members from the Legislators. Legislator Hollenbeck volunteered to be on the negotiating team.

V. Resolutions:

Authorize Appointment of Clinical Program Director (Mental Hygiene): The position of Clinical Program Director became vacant on February 18, 2019 due to an internal promotion. This resolution appoints Catherine Healy to the Clinical Program Director position at an annual, non-union salary of \$68,000 effective on or after April 15, 2019. Ms. Healy's appointment shall be provisional pending the outcome of the civil service exam.

Authorize Appointment of Voting Machine Technician (BOE): A part-time Voting Machine Technician position became vacant on March 30, 2019. This resolution appoints William Leonard to the title of Voting Machine Technician effective retroactive to April 1, 2019 at the established non-union rate of \$16.93 per hour.

Authorize Appointment of Communications and e-Services Coordinator (Public Health): The position of Communications and e-Services Coordinator has been vacant since October 2017 due to an incumbent's retirement. This resolution authorizes the Public Health Director to appoint Jessica Casolite to the position of Communications and e-Services Coordinator effective April 29, 2019 at an annual salary of \$45,000 and Ms. Casolite's appointment shall be provisional pending the outcome of the civil service examination.

Create and Fill Highway Worker (Seasonal) Position (Public Works): This resolution authorizes the Commissioner of Public Works to create and fill one (1) temporary full-time Highway Worker (Seasonal) position effective May 13, 2019 through October 11, 2019 at an hourly rate of \$11.10 (minimum wage), working no more than 900 hours May 13, 2019 – October 11, 2019.

- VI. The Committee went into Executive Session at 11:02
- VII. Meeting adjourned at 11:09