

## PERSONNEL COMMITTEE MINUTES

August 7, 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.

Guests: Rita Hollenbeck and Marte Sauerbrey

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

- I. The Minutes of the July 3, 2019 Personnel Committee meeting were approved as written.

### II. Staff Reports

#### A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 377 authorized full-time positions, 356 of those filled, 7 not filled/unfunded and 14 not filled/funded. Part-time shows 68 authorized positions, 54 filled, 3 not filled/unfunded and 11 not filled/funded. Funded vacancies being actively recruited: MVE (PT), Office Specialist I, Assistant Engineer, PT Cook in the Sheriff's Office, Clinical Social Worker in MH, Secretary to Public Health Director and a Confidential Assistant in PH. An offer has been extended to an AAIL at DSS; ED&P is working off a list and interviewing for Economic Development Specialist; a Certified Alcohol and Drug Counselor will start in September in Mental Hygiene and an offer has been extended to an AAIL in the Treasurer's Office. The Backfill Salary Difference Report shows seven (7) changes since July's Committee meeting. Total monthly impact is (\$3,296.00) with a YTD total of \$22,571.04. The Change in Classification Report-Salary Impact shows three (3) changes since the last committee meeting: Support Investigator to Senior Support Investigator, Maintenance Mechanic III to Lead Maintenance Mechanic and Computer Programmer (Specialist) to Software Support Liaison. The Temporary Appointments chart shows J. Feltey was hired as Highway Worker (Seasonal) 7/22/19 through 10/11/19.

#### B. Amy Poff, Benefits Manager:

##### 2019 Health Insurance:

In July, \$68,687.45 was paid out of the 2019 HRA and fourteen additional people reached their deductible. Total paid to date is \$675,170.19 with a total of 67 people reaching their deductible, 59% utilization of the HRA.

##### Workers' Compensation:

The 2020 workers' comp budget was displayed for review. Amy indicated the WC budget has been entered with a decrease of \$287,877.00 to total expenses (excluding salary and fringe costs). The majority of the decrease was to claim indemnity and medical costs based on current claims and medical payments. Also we accepted a two-year policy term option (2019 & 2020) from Midwest, our stop-loss carrier, which locked in the rate of \$100 per payroll. Although the

2020 policy premium will be based on actual 2019 payroll, it helped estimate 2020 costs. The total budget figure is \$1,165,644.00, \$51,477 is covered by refund from NYS of prior year's expenses and the balance is assessed to the participants in the self-insured workers' compensation plan. The total budget figure and assessment figure will need to be adjusted if there is any increase to salary and /or fringe costs for 2020.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of August 2, 2019 was displayed for review. So far in 2019 we have collected \$2,990.00 (101.4%) of our projected revenues. We have spent 54.9% of our appropriations. Nothing notable to mention.

III. Old Business: None

IV. New Business:

2020 Personnel Budget Request: The 2020 Personnel budget request was distributed and reviewed.

Non-Union Salary Committee 2020 Recommendations: The NU Salary Committee recommendations were distributed and reviewed.

Department Head Evaluations: Bethany reminded committee members that the Department Head evaluations are due the second week of September.

V. Resolutions:

Create and Fill Position – PT Deputy Sheriff (Sheriff's Office): This resolution authorizes the Sheriff to create and fill one part-time Deputy Sheriff position to be assigned to the Spencer VanEtten School District as a School Resource Officer (SRO) effective September 1, 2019. It will be necessary to increase the 2019 PT salary account A3110.510010 by \$12,000 and revenue account A3110.425950 by \$12,000. The PT headcount for the Sheriff's Office will increase from 6 to 7 effective September 2019.

Authorize Non-Union Salary (Legislative Office): The Clerk to the Legislature position shall become vacant on September 14, 2019 due to a retirement. This resolution promotes Cathy Haskell to Clerk to the Legislature position effective September 14, 2019 at an annual salary of \$70,000.

Create and Fill Seasonal Social Welfare Examiner Position and Seasonal Office Specialist I positions for the HEAP Program (DSS): This resolution authorizes the Department of Social Services to create and fill the seasonal HEAP positions as follows: two FT seasonal SWE's 9/30/19-2/28/20 at a starting salary of \$14.73/hour, one FT seasonal OSI 10/15/19-3/31/20 at a starting salary of \$12.22/hour, two FT seasonal OSI's 10/28/19-1/31/20 at a starting salary of \$12.22/hour and one FT seasonal OSI 10/28/19-1/31/20 at a starting salary of \$12.22/hour.

Contract for I.T. Consultant Services from Former Employee: The IT&CS department has a need to utilize the expertise of the individual retiring from a Programmer position to finalize the project migrating from the old AS400. This resolution authorizes the CIO to contract with Mary Hogan as an I.T. Consultant at a rate of \$50 per hour from August 26, 2019 until project completion as determined by the CIO. \* The committee had some concerns that there is no end date. The resolution will go forward to Worksession for further discussion.

- VI. Motion was made to go into Executive Session to discuss personnel matters at 11:20
- VII. Meeting adjourned at 11:44