

PERSONNEL COMMITTEE MINUTES
September 8, 2022

Present: Legislator W. Jake Brown; Legislator Dale Weston; Linda Parke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Absent: Legislator Ed Hollenbeck and Legislator Tracy Monell

Guest(s): Legislator William Standinger, County Attorney, Pete DeWind, Legislative Clerk, Cathy Haskell, Civil Service Technician, Nancy Henry and Civil Service Assistant, Kelly Quick.

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

- I. APPROVAL OF MINUTES: The committee did not have a quorum; therefore the motion will be made to approve the July 7, 2022, August 4, 2022 and September 8, 2022 Personnel Committee meeting minutes at the October meeting.

II. FINANCIAL

A. Amy Poff:

2022 Health Insurance:

In August, \$54,738.31 was paid out of the 2022 HRA with sixteen additional employees reaching their deductible. Total paid to date is \$695,879.48, with a total of 71 employees meeting their deductible, 63% utilization.

Employee Assistance Program:

The current Employee Assistance Program/EAP contract expires December 31, 2022. In accordance with the Tioga County Purchasing and Payment policy quotes were obtained from three EAP providers. After review and comparison of the pricing and services offered by all three vendors, Employee Network/eni is the recommended vendor at a cost of \$1.32/per covered employee per month offering a three year proposal with two one year options to renew.

Workers' Compensation

There is a resolution to purchase specific excess and employer's liability insurance policies for the workers' compensation program for 2023 to be paid out of the 2023 S fund budget. The specific excess coverage pays all remaining expenses when a claim or claims (as a result of one occurrence) reaches a set maximum known as the self-insured retention or SIR. Employer's liability insurance offers protection to our workers' compensation program if someone sues a company due to a work related injury, i.e. a manufacturer of a piece of machinery, and

that company names Tioga County in the lawsuit as a responsible party.

The current Midwest stop-loss policy is for two years 2021 and 2022, but the renewal details are not yet know. If a two year policy is offered and determined to be a better purchase, this resolution can be amended in regards to the terms of the stop-loss policy.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of August was reviewed. We have collected \$2,671.00 (65.5%) of our projected revenue and spent 58.9% of our appropriations. Money may need to be transferred from contingency into our Physicals line (A1430 540470), we have spent 96.8% and only have \$88 left

III. OLD BUSINESS

Salary Study RFP: The salary study will be presented at Worksession this afternoon in executive session.

IV. NEW BUSINESS

Department Head Evaluations due September 9th

V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 395 authorized full-time positions, 350 of those filled, 10 not filled/unfunded. Part-time shows 78 authorized positions, 59 filled, 3 not filled/unfunded. As of September 1st, there were 35 FT and 16 PT funded vacancies. Per resolution 247-22, Veterans full-time headcount increased from 2 to 3 and per reso 248-22, Personnel's full-time headcount increased from 6 to 7.

Funded vacancies being actively recruited – BOE: part-time Election Clerk; County Clerk: filling FT Recording Clerk later this month; DSS: Caseworkers, Grade A and Grade B Supervisors, Social Welfare Examiner and Office Specialist I (multiple openings for each title); ITCS: Software Support Liaison and Deputy Director (offers have been extended and there are resolutions being presented today); MH: Certified A&D Counselor, Senior Certified A&D Counselor, Senior Clinical Social Worker (2) and PT Account Clerk Typist; Personnel: Benefits Manager Trainee; Probation: 2 Probation Officers PH: Public Health Nurse, Communication & e-Services Coordinator and PT Dentists; Public Works: Assistant Engineer; Sheriff's Office: Corrections Officers, Public Safety Dispatcher, Deputy and PT Cook.

The Vacancies Filled-Salary Difference Report shows hiring activity since the August's report. There were five (5) vacancies filled with a monthly impact of (-\$1,335.00) and year to date of (-\$107,881.57). The Change in Classification Report-Salary Impact shows one change since last month, Principal SWE reclassified to Case Supervisor Grade B. The Temporary Appointments chart shows a Seasonal Highway Worker position ended 8/15/22 and a Seasonal Clerk in the Treasurer's Office ended 8/31/22.

VI. RESOLUTIONS

Authorize Out-of-Title Pay (DMV): The Motor Vehicle bureau Supervisor (CSEA SG XI) was on a leave of absence from November 1, 2021 through December 13, 2021. At the request of the County Clerk, the Principal Motor Vehicle License Clerk (CSEA SG VII) carried out the duties of the Motor Vehicle Bureau Supervisor for a portion of said duration. This resolution authorizes out-of-title pay for L. Chandler reflective of a retroactive annual increase of \$7,950 for the duration from November 15, 2021 to December 13, 2021.

Authorize Contact with Employee Network, Inc. (eni) for Employee Assistance Program: In accordance with the Tioga County Purchasing and Payment Policy, quotes were obtained from three (3) EAP providers. Employee Network, Inc. (eni) has submitted a proposal to provide Tioga County's EAP for a three (3) year term at a rate of \$1.32/per covered employee per month with two (2) 1-year options to renew. This resolution authorizes the Chair of the Legislature to enter in to a contract with eni at a cost of \$1.32/per covered employee per month effective January 1, 2023 through December 2025.

Authorize Purchase of Specific Excess and Employer's Liability Insurance for Workers' Compensation Program: Tioga County's Self-Insurance Plan's excess insurance policy and employer's liability policy expire December 31, 2022. This resolution authorizes the purchase of specific excess insurance and employer's liability insurance, subject to review by the County Attorney, from an A-Rated or better insurance company for the period of January 2023 through December 31, 2023 to be paid out of the 2023 Tioga County Self-Insurance budget.

Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal Office Specialist I Positions for the HEAP Program (DSS): The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2022. The Social Services budget allows for the hiring of two, full-time, seasonal Social Welfare Examiners for the period September 26, 2022 through February 24, 2023 at the starting salary of \$15.70 per hour;

one, full-time seasonal Office Specialist I for the period September 26, 2022, through March 10, 2023, at the starting salary of \$13.20 per hour; one, full-time, seasonal Office Specialist I for the period October 11, 2022, through February 24, 2023, at the starting salary of \$13.20 per hour and one, full-time, seasonal Office Specialist I for the period October 11, 2022, through January 27, 2023, at the starting salary of \$13.20 per hour. This resolution authorizes the Department of Social Services to create and fill the seasonal HEAP positions listed above and where required, appoint from the appropriate eligible list. The NYS Minimum Wage is scheduled to increase on December 31, 2022, to a rate to be published by the Commissioner of Labor on or before October 1, 2022, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2022; therefore be it

Amend Budget and Appropriate Funds (MH & PH): The New York State Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program whereby it is the employers responsibility to submit its eligible workforce for the bonus. A qualified employer who fails to identify, claim, and/or pay any bonus for more than 10 percent of bonus eligible workers may be subject to penalties of up to \$1,000.00 per violation of the HWB Program. Tioga County Mental Hygiene and Tioga County Public Health have both identified eligible workforce employees. Budget Officer will need to modify “fringe benefit” budget lines as is appropriate. This resolution modifies and appropriates the budget and authorizes the Budget Officer to make adjustments to “fringe benefit” budget lines as is appropriate. That available funds on 12/31/22 of this amendment and appropriations will be carried forward into the New Year.

Authorize Appointment of Software Support Liaison (ITCS): This resolution authorizes the provisional appointment of Software Support Liaison to Joseph Monroe at an annual salary of \$38,212 effective September 26, 2022 pending successful completion of CS exam requirements.

Authorize Appointment of Deputy Director of Information Technology and Communication Services: This resolution authorizes the provisional appointment of Brandon Clark as Deputy Director of ITCS at an annual salary of \$75,000 effective September 26, 2022.

VII. PROCLAMATIONS – None

VII. ADJOURNMENT – 11:07