

PERSONNEL COMMITTEE MINUTES

February 9, 2023

Present: Legislator W. Jake Brown; Legislator Dale Weston; Legislator Tracy Monell; Legislator William Standinger; Linda Parke, Personnel Officer and Amy Poff, Benefits Manager; Benefits Manager Trainee Alex Freyvogel

Absent: None

Guest(s): Legislative Chair, Marte Sauerbrey; County Attorney, Pete DeWind; Legislative Clerk, Cathy Haskell; Keith Flesher and Legislator, Dennis Mullen.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Standinger, seconded by Legislator Weston to approve the January 5th Personnel Committee meeting minutes, motion carried.

- II. FINANCIAL

- A. Amy Poff:

- 2023 Health Insurance

In January, \$74,116.16 was paid out of the 2023 HRA; no one hit their deductible. Based on the January contract counts, the total annual cost to Tioga County if all employees met their 2023 deductible would be \$1,053,000.00.

- 2022 Health Insurance

In January 2023, \$15,050.71 was paid out of the 2022 HRA. The 2022 YTD HRA spent is \$844,619.87, 76% utilization.

- 1095-C Forms:

In accordance with the Federal Health Care Reform, Tioga County issued full-time employees a Form 1095-C for the 2022 tax year in January 2023, deadline was extended to March 2, 2023. The deadline to file the forms electronically to the IRS is March 31, 2023 and we will work to try to get that done this month. The 1095-C form is used to indicate if full-time employees were offered health insurance coverage. Those employees who carry the insurance can access their 1095-B form from Excellus Blue Cross Blue Shield web-site.

- B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of January 2023 was reviewed. We have spent 4.8% of our budget. The 100% lines are annual fees and have been paid in full.

III. OLD BUSINESS

Negotiations with TCLEA and NCEU/TCCA:
Negotiations still underway

IV. NEW BUSINESS

Salary Study:

The salary study for the collective bargaining agreements is underway. There have been some questions, clarification etc. and now just waiting for the results.

Personnel Department's 2022 Annual Report: Linda has provided the annual report to Marte. Copies were passed out to committee members for review as not everything will be in final report that Marte presents.

V. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of February 1, 2023 was displayed. There are 40 FT and 17 PT funded vacancies. DSS – Accounting Associate II, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker, Office Specialist I, Senior Caseworker; Emergency Services – Assistant Fire Coordinator PT; Law – Safety Officer; Mental Health – Clinical Social Worker, PT Account Clerk-Typist; Probation – Probation Officer 1 (2); Public Health – Public Health Nurse, PT Dentists; Public Works – Engineering Technician, Heavy Equipment Mechanic I; Sheriff's – COs, Deputy Sheriff, Public Safety Dispatcher/Trainee, PT Cook

The Vacancies Filled-Salary Difference Report shows five changes since January's meeting with a monthly/year to date impact of \$3,412.00 and YTD of (\$1,788.00). The Change in Classification chart shows no changes since January and the Temporary Appointments chart shows Seasonal Paralegal PT position filled. HEAP end dates have been extended and GIS Tech Temporary 1/11/23 – 4/1/23.

VI. RESOLUTIONS

- Amend Employee Handbook; Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy: Tioga County's Workplace Violence Prevention Program Policy and Discriminatory Harassment Policy was reviewed by the Workplace Violence Advisory Team and the Loss Control Committee for necessary updates. This resolution revises several sections with the need for forms to be updated in their entirety.

- Appoint County Legislator: District 7 Legislative position has been vacant since November 23, 2022. The term of office for District 7 runs until December 31, 2024. This resolution appoints Keith Flesher as Legislator to District 7 effective February 14, 2023 until December 31, 2023. The next general election is November 7, 2023.
- Establish New Budget Line, Modify Personnel 2023 Budget and Transfer Funds for the Purchase of a Laptop Computer: The Personnel Officer has a need for a laptop computer. Personnel's budget does not have an established computer expense line. This resolution authorizes the addition of a computer expense line to purchase the laptop and transfer \$936.00 from A1430 540420 to A1430 520090.
- Authorize to Create and Fill Secretary to 1st Assistant County Attorney; Temporarily increase full-time Headcount: Due to the announced retirement of the current Secretary to 1st Assistant County Attorney as of March 31, 2023, the County Attorney has implemented a succession plan which includes the current Secretary training her replacement for a period of time in order to transition duties. This resolution creates one full-time Secretary to the 1st Assistant County Attorney position effective February 15, 2023 at an annual salary of \$39,940-\$49,740. The authorized full-time headcount for the Tioga County Law Department shall increase from 8 to 9 through March 31, 2023 and revert back to 8 as of April 1, 2023.
- Authorize Salary Above Hiring Base Corrections Officer: As of January 1, 2023, there were six (6) full-time Corrections Officer positions vacant. Kenneth Wilbur, a transfer candidate with over 10 years of Corrections experience applied and is eligible and willing to accept a transfer from the Delaware County Sheriff's Office. This resolution authorizes the Sheriff to backfill a vacant, full-time Corrections Officer position with Kenneth Wilbur at an annual salary of \$53,428 effective march 13, 2023.
- Reclassify Vacant Position (Mental Hygiene): One senior Certified Drug and Alcohol position (CSEA Salary Grade XIII) has been vacant since March 11, 2022. Due to program needs, there is a need to fill the vacancy as a Certified Drug and Alcohol Counselor. This resolution authorizes the reclassification of one vacant, full-time Senior Certified Drug and Alcohol position (CSEA Salary Grade XIII) to a full-time Certified Drug and Alcohol Counselor (CSEA Salary Grade XI) effective February 15, 2023.

- Authorization to Create and Fill One, Full-time HEO III Position (Public Works): The Commissioner of Public Works has acquired two new pieces of equipment classified as "Heavy Equipment". The operation of these two pieces of equipment would require an additional HEO III position. This resolution authorizes the creation and promotional filling of one, full-time HEO III position effective February 15, 2023.
- Authorization to Fund the Position of Director of Administrative Services: Legislative approval is required to fund any position within Tioga County. The Commissioner of Social Services currently has a vacant, unfunded, full-time Director of Administrative Services. Upon the anticipated retirement of Gary Grant, Deputy Commissioner of Social Services, the Commissioner of Social Services would like to fund the position of Director of Administrative Services. This position is critical for continuity in the functioning of the fiscal operation of the Department. This resolution authorizes the Commissioner of Social Services to fund the Director of Administrative Services Position within the Management/Confidential annual salary range of \$59,997 - \$69,997 effective February 15, 2023.
- Amend Resolution 35-23, Authorize to Create and fill GIS Manager; Temporary Increase Full-time Headcount (ITCS): This Resolution amends Resolution 35-23 which authorized the Chief Information Officer to create a temporary GIS Technician position effective February 1, 2023 with authorization to recruit and fill said temporary position on or after January 11, 2023 through April 1, 2023, at an hourly rate of \$25.55. The GIS Manager position will become vacant upon the retirement of the current incumbent, William Ostrander. The Chief Information Officer has implemented a succession plan which includes the current GIS Technician, Byran Goodrich to be promoted to the GIS Manager position. The Chief Information Officer would like to create another full-time GIS Manager position to aide in the transition of the incumbent GIS Manager's planned retirement. That one full-time GIS Manager position (Management/Confidential \$60,379 – \$70,379) be created for a temporary duration effective February 15, 2023 through April 30, 2023. That the current GIS Technician, Bryan Goodrich be appointed to the GIS Manger position effective February 15, 2023 at an annual salary of \$65,073. That the authorized full-time headcount for ITCS shall temporarily increase from 10 to 11 effective February 15, 2023 and shall revert back to 10 as of April 30, 2023.

- Authorize Appointment of Safety Officer: Legislative approval is required for any appointments made to a Management/Confidential positions. Safety Officer has been vacant since November 1, 2022. This resolution authorizes the County Attorney to provisionally appoint Doreen Holbrook to the title of Safety Officer effective February 27, 2023 pending successful completion civil service examination requirements at an annual M/C salary of \$56,000.

VII. PROCLAMATIONS – None

VIII. ADJOURNMENT – 10:50