

PERSONNEL COMMITTEE MINUTES

March 10, 2022

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

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell, Legislator Bill Standinger and County Attorney, Peter DeWind.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Monell to approve the February 10, 2022 Personnel Committee meeting minutes, motion carried.

II. FINANCIAL

A. Amy Poff:

2022 Health Insurance:

In February, \$135,957.51 was paid out of the 2022 HRA with six employees reaching their deductible. Total of 7 employees with \$195,613.37 paid out of the HRA to date.

2021 Health Insurance:

In February 2022, \$937.10 was paid out of the 2021 HRA. The 2021 YTD HRA spent is \$818,611.07, 74% utilization.

1095-C Forms:

We met the March 31, 2022 IRS deadline for electronically filing 2021 1095-C forms with the IRS. The electronic file was accepted with three errors on March 1, 2022. We have determined the three name or SS# mismatches and will resubmit.

B. Bethany O'Rourke, Personnel Officer

Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected \$630 (15.4%) of our projected revenue and spent 12.7% of our appropriations. Bethany noted that due to additional advertising for the Personnel Officer position, more money was spent out of the advertising line. The advertising line included funds for the Employee Recognition program; therefore, funds will be transferred for that purpose from Training/All Other to the Advertising Account. Late last year the State changed regulations on psychological exams for Police Officers and Deputy Sheriffs. The new regulations require examination by a Psychologist or

Psychiatrist licensed in New York State. We have contracted with a firm in Albany to do these exams at a cost of \$325 each (Resolution presented today) an increase from \$100 for the previously used exam. It is probable that Personnel will request additional funding in their 2022 budget due to these items and payout of Vacation time to Personnel Officer upon retirement.

III. OLD BUSINESS

Negotiations with TCLEA:

The proposal package has been finalized. Jim Roemer will be sending it on to them and hopefully we can reconvene negotiations.

Personnel Officer Recruitment: Currently still interviewing candidates.

IV. NEW BUSINESS - None

V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 392 authorized full-time positions, 354 of those filled, 10 not filled/unfunded. Part-time shows 77 authorized positions, 52 filled, 3 not filled/unfunded. As of 3/10/2022 there were 28 FT and 22 PT funded vacancies.

Funded vacancies being actively recruited – BOE: Deputy Commissioner, Election Clerks; County Clerk: Motor Vehicle License Clerks; DSS: Caseworker (4), Principal SWE (2); ED&P: OSII part-time; MH: Certified A&D Counselor, Clinical Social Worker, and a Supervising Clinical Social Worker; Probation: Accounting Associate III (due to a retirement) and Probation Officer I (two Probation Officers starting next week); PH: Public Health Nurse, Local Coordinator and Communication & e-Services Coordinator; PW: MEO II and Building Maintenance Mechanic I; Sheriff's Office: Lieutenant, Sergeant, Corrections Officers, Public Safety Dispatcher, PT Cook and PT Deputy Sheriff;

The Vacancies Filled-Salary Difference Report shows hiring activity since February's report. There were nine (9) vacancies filled with a monthly impact of -\$34,237.20 and year to date of -\$62,853.57. The Change in Classification Report-Salary Impact shows per resolution 72-22 a PT Account Clerk Typist was reclassified to Office Specialist III with a \$3,658.00 salary impact. The Temporary Appointments chart shows three (3) temp appointments ending since February's meeting.

VI. RESOLUTIONS

Authorize Salary Above CSEA Base for Probation Officer 1 - Dunham: The Probation Director has identified a candidate to fill the Probation Officer 1 vacancy who is currently employed with Tioga County and has over 13 years of prior relevant work experience. This resolution provisionally appoints Michelle Dunham to the title of Probation Officer 1 at an annual salary of \$47,132 (increment stage 2) effective retroactive to March 14, 2022. On Ms. Dunham's anniversary date in April 2024, she will be eligible for her seventh year increment.

Authorize Salary Above CSEA Base For Probation Officer 1 - Franz: The Probation Director has identified a candidate to fill the Probation Officer 1 vacancy who has 3 years of prior relevant work experience. This resolution appoints Michael Franz to the title of Probation Officer 1 at an annual salary of \$47,132 (increment stage 2) effective retroactive to March 14, 2022. Mr. Franz will be eligible for an increment upon completion of his seventh year of service.

Appointment of Republican Election Commissioner (BOE): Due to a retirement, the Republican Election Commissioner became vacant as of February 26, 2022. The Republican Party has submitted their recommendation to the Clerk of the Legislature. Vera Layman is appointed Election Commissioner for the Republican Party retroactive effective February 28, 2022 through December 31, 2022.

Create and Fill Two (2) Highway Worker (Seasonal) Positions (Public Works): There will be a need for the Highway Department to employ two (2) Highway Workers (Seasonal) for 2022. This resolution authorizes the Commissioner of Public Works to create and fill two (2) temporary full-time Highway Worker (Seasonal) positions effective April 1, 2022 through October 7, 2022, no more than 800 hours may be worked by each worker.

Resolution Recognizing Bethany O'Rourke's 24 Years of Dedicated Service: This resolution recognizes Bethany O'Rourke for her 24 years of dedicated and loyal service as Personnel Officer to Tioga County.

Contract for Consultant Services (Personnel): The Personnel Officer position will become vacant on March 18, 2022 due to a planned retirement and a replacement has not been hired. There is a need to contract with the recently retired Personnel Officer for continuity of operations and training of the successor. This resolution authorizes a contract with Bethany O'Rourke for consulting services from March 21,

2022 through May 27, 2022. Ms. O'Rourke shall determine her hours, but is not expected to work more than 15 hours per week.

Authorize Contract with Public Safety Psychology: Part 6000 of the NYS Register, which governs medical and physical standards for law enforcement recruits, was revised in late 2021. The psychological testing regulations now requires examination by a Psychologist or Psychiatrist licensed in New York State. The Personnel Department has sought quotes from three agencies to conduct psychological tests that satisfy the new regulations. This resolution authorizes the Chair of the Legislature to enter into a contract with Public Safety Psychology retroactive to March 7, 2022 at a cost of \$325.00 per exam. That the cost of this contract will be paid out of account A1430-540470.

VII. PROCLAMATIONS - None

VII. ADJOURNMENT – 10:57