

PERSONNEL COMMITTEE MINUTES

November 4, 2021

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; 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; ED&P Director, LeeAnn Tinney and County Attorney, Pete DeWind.

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

- I. Motion to approve the October 7, 2021 Personnel Committee meeting minutes. Motion made by Legislator Balliet and seconded by Legislator Weston; all in favor, Aye.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 383 authorized full-time positions, 346 of those filled, 9 not filled/unfunded. Part-time shows 73 authorized positions, 55 filled, 3 not filled/unfunded. As of today, there are 15 PT and 28 FT funded vacancies.

Funded vacancies being actively recruited: Caseworker, Office Specialist I, Community Services Worker and Case Supervisor Grade B at DSS; Clinical Social Worker, Certified A&D Counselor (1 vacancy to be filled next week) (exams for both on 11/6/21) and a part-time Account Clerk Typist in Mental Hygiene; Corrections Officer (exam 12/11/21), Public Safety Dispatcher Trainee, Deputy Sheriff (to be filled later in the month) and (2) part-time Cooks in the Sheriff's Office. Recruiting for part-time OSII's in ED&P and ITCS. Probation Officer 1 and Probation Officer 2 (Sr.).

The Vacancies Filled-Salary Difference Report shows eight (8) changes since the October report with a monthly impact of -\$31,858.00 and YTD total -\$113,697.72. The Change in Classification Report-Salary Impact shows no changes since October. The Temporary Appointments chart shows three (3) Office Specialist I positions for HEAP per reso 186-21, 10/12/21-2/25/21, two have been filled and one is still vacant.

B. Amy Poff:

2021 Health Insurance:

In October, \$30,503.00 was paid out of the 2021 HRA with eleven additional employees reaching their deductible. Total HRA paid to date is \$748,618.37 with a total of 82 employees meeting their deductible, 67% utilization.

The UnitedHealthcare (UHC) Medicare Advantage Plan announcement letters were mailed to Medicare eligible retirees on October 25th. UHC will hold in-person meetings on Tuesday November 16th at 10 AM and again at 2 PM. A telephonic meeting will be held on Wednesday November 17th at 10 AM. We also anticipate receiving a link from UHC that we can share with retirees to view a presentation of the new plan at any time.

Workers' Compensation:

A resolution was presented today to purchase employer's liability insurance for the workers' compensation program. 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 resolution authorizes the purchase of employer's liability insurance January 1, 2022 through December 31, 2022.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of October was reviewed. We have collected \$2,385 (55.1%) of our projected revenue and spent 75.6% of our appropriations.

III. Old Business:

Medicare-Eligible Retiree Health Insurance:

Some retirees are eligible for a Medicare reimbursement benefit. Last year the Legislature passed resolution 276-20 keeping the monthly Medicare Part B reimbursement at \$115 through January 31, 2022, the same rate it was capped at per resolution 281-17 for February 1, 2018 – January 31, 2021. The Part B cost is currently \$148.50, the 2022 rate is not yet available. There was discussion today regarding if an adjustment will be made to the reimbursement rate as of February 1, 2022. Per a verbal vote, the committee decided a resolution will be brought forward in December to increase the reimbursement from \$115.00 to \$148.50 for a three (3) year period from February 1, 2022 – January 31, 2025.

TCLEA Negotiations:

There has only been one meeting where initial proposals were exchanged. They requested substantial historical health insurance information that Bethany was tasked with gathering. Bethany distributed the information to them at the end of October.

IV. New Business:

Review of Monthly Reports:

Due to a new Law, all reports that are presented at committee meetings must be sent to the Legislature along with the Agenda and Resolutions the Friday before the scheduled meeting. Bethany asked the committee if they would like our reports (Headcount, Benefits, Budget Tracking) modified in any way. Some discussion followed and it was decided to keep all reports as is for now. This can be revisited in the future if need be.

V. Resolutions:

• Amend Employee Handbook-Remote Work Policy:

A new Remote Work Policy has been written and reviewed by the Tioga County Legislature, Department Heads and Information Security Officer. This resolution authorizes a pilot program effective January 1, 2022 - December 31, 2023 for eligible Non-Union staff only, as deemed appropriate by their Department Head. The policy will

automatically terminate on December 31, 2023 unless otherwise extended. The Employee Handbook is amended to add the Tioga County Remote Work Policy to Section IV.

- Ratify Collective Bargaining Agreement (CSEA): The CSEA ratified an agreement for 2021-2024 at a vote on October 13, 2021. This resolution ratifies the 2021-2024 collective bargaining agreement and authorizes the Chair of the Legislature, along with the Sheriff to sign the Agreement as a joint employer and the Tioga County Legislature agrees to implement the funds necessary to carry out the terms and provisions of said contract.
- Authorization to Create Full-time Education Workforce Coordinator Position (ED&P): The Director of Economic Development & Planning has met with various committees and school district administrators and would like to create a full-time position which will work with area school districts and employers to match students with employment opportunities. The Education Workforce Coordinator position will be funded by grant funds for a three (3) year period and will be reviewed and re-evaluated after two (2) years and again at the end of the three (3) year period. This resolution creates a full-time Education Workforce Coordinator at an annual Non-union salary (\$43,000 – \$53,000) effective November 10, 2021. The Director of Economic Development & Planning is authorized to fill said full-time vacancy provisionally pending successful completion of civil service examination. ED&P's authorized full-time headcount for 2021 shall increase from 7 to 8.
- Authorize Purchase of Employer's Liability Insurance for Workers' Compensation Program: This resolution authorizes the purchase of employer's liability insurance for the period of January 1, 2022 through December 31, 2022.
- Transfer of Funds; Worker's Compensation: Tioga County Self-Insurance Plan has received notification from Midwest Employers Casualty Company that an audit of the payroll figures for the period 1/1/2020-1/1/2021 has resulted in additional premium due in the amount of \$13,109.00. There is only \$8,409.00 remaining in S1722.40 (540270) Insurance-Liability. This resolution transfers \$4,700.00 from S1720.40 (540380) to S1722.40 (540270).
- Authorize Appointment of Accountant (Treasurer's Office): This resolution provisionally appoints Angela Zito to the title of Accountant, pending successful completion of civil service examination requirements, at an annual, non-union salary of \$42,320 effective November 10, 2021.

- Authorize Salary Reallocation within CSEA Salary Schedule for Titles within the Department of Motor Vehicles: On September 8, 2021, the Personnel Department received position description questionnaires for employees in the Motor Vehicle Department. A desk audit occurred and involved the review of work tasks performed by the employees as well as current salary allocation. The Personnel Officer has made a determination that there is justification to request salary reallocations. The titles shall be reallocated in the CSEA Salary Schedule and the 2021 annual salaries of current incumbents in said titles shall increase as follows: Joyce Costantini, \$7,950; Lisa Chandler, \$4,336; Cheryl Heffernan, Robert Palanza, Alicia Ross, and Willetta Ryder, \$1,566 (each), effective retroactive to September 8, 2021.
- Authorize Creation of Positions: One (1) Skills Instructor (PT) and One (1) Victim Helper (PT): There is a need to create additional part-time positions for staff to work within the Department of Emergency Services' training program. This resolution authorizes the creation of one (1) Skills Instructor (PT) at the hourly rate of \$13.11 and one (1) Victim Helper (PT) at the hourly rate of \$12.50 retroactive to September 26, 2021. Emergency Services authorized headcount for 2021 shall increase from 8 to 10.
- Abolish and Create Positions (Sheriff's Office): The Sheriff has determined he can better address staffing needs and workload by abolishing certain vacant part-time positions in order to create a full-time Cook position. This resolution abolishes one (1) vacant part-time Cook position (\$15.05 per hour) and one (1) vacant part-time Deputy Sheriff position (\$20.55 per hour) effective November 10, 2021 and creates one (1) full-time Cook position (\$39,918 per year) effective November 10, 2021. The Sheriff's 2021 authorized full-time headcount shall increase to 108 and part-time headcount shall decrease to 7.

VI: Meeting adjourned at 11:13 AM