

PERSONNEL COMMITTEE MINUTES

March 8, 2018

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

Guest(s): Martha Sauerbrey

The meeting of the Tioga County Personnel Committee was called to order at 10:36 a.m.

I. The minutes of the February 8, 2018 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 364 authorized full-time positions, 348 of those filled, 8 not filled/unfunded and 8 not filled/funded. Part-time shows 81 authorized positions, 56 filled, 3 not filled/unfunded and 22 not filled/funded. Public Health had a reduction in the part-time headcount from 9 to 7 per resolution 55-18. ED&P is actively recruiting for a part-time Economic Development Specialist; IT&CS is scheduling interviews for a GIS Technician; Probation is canvassing a list for Probation Officer and the Sheriff's Office will be filling a few part-time Corrections Officer positions off of the eligible list. The Backfill Salary Difference Report shows 4 changes since February's Committee meeting, with a total monthly impact of (\$38,186) and a year to date total of \$691.00. The Change in Classification Report-Salary Impact shows one change since the last committee meeting: the Materials Recovery Manager was reclassified to Sustainability Manager. The Temporary Appointments chart shows one (1) temp appointment at DSS for the HEAP season ended on 2/28/18.

B. Amy Poff, Benefits Manager:

2018 Health Insurance: In March, \$117,601.14 was paid out of the 2018 HRA. Six additional people reached their deductible, eight employees to date. Total paid to date is \$195,706.55.

2017 Health Insurance: In February 2018, \$7,057.01 was paid out of the 2017 HRA, 61 employees with total HRA spent \$785,193.97, 68% utilization.

1095-C Forms: We met the February 28, 2018 IRS deadline for electronically filing the 1095-C forms with the IRS. The electronic file was accepted on February 21, 2018.

C. Bethany O'Rourke, Personnel Officer:

The budget tracking report as of March 8, 2018 was displayed for review: So far in 2018 we have collected \$605.00 (20.5%) of our projected revenues. We have spent 14.4% of our appropriations.

III. Old Business: There was no old business to discuss

III. New Business:

- A. Planned Vacations: Bethany will be on vacation the week of March 12th -16th.
Amy will be on vacation March 9th – March 14th.

V. Resolutions:

A. Salary Adjustments for Public Defender's Office: Per resolution 44-18, Tioga County will receive grant funding from the New York State Office of Indigent Legal Services (ILS) which will be used to fund salaries in the Public Defender's Office. This resolution adjusts the following annual 2018 non-union salaries effective retroactive to 1/1/2018: Mari Townsend, Assistant Public Defender, from \$60,708 to \$66,208; Todd Miller, 1st assistant Public Defender, from \$40,553 to \$42,553; Thomas Cline, 2nd Assistant Public Defender, from \$39,379 to \$41,379 and Stacey Reynolds, Secretary to the Public Defender, from \$11.92/hour to \$12.49/hour.

VII. Meeting adjourned @ 10:57