

PERSONNEL COMMITTEE MINUTES

May 10, 2018

Present: Committee Chair, Ed Hollenbeck; Legislator Bill Standing; Personnel Officer, Bethany O'Rourke; Benefits Manager, Amy Poff, and Civil Service Administrator Linn Bruce.

Absent: Tracy Monell, Dale Weston

Guest(s): Rita Hollenbeck, Marte Sauerbrey, Amy Potter and Lisa McCafferty

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

I. The minutes of the April 5, 2018 Personnel Committee meeting were not approved due to not having a quorum.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 364 authorized full-time positions, 346 of those filled, 8 not filled/unfunded and 10 not filled/funded. Part-time shows 81 authorized positions, 57 filled, 3 not filled/unfunded and 21 not filled/funded. Linn mentioned that an offer has been extended for Caseworker at DSS and an Economic Development Specialist in ED&P. Mental Hygiene is doing interviews for Senior Clinical Social Worker and the Sheriff's Office is looking at the Eligible Lists for Corrections Officer and Dispatchers.

The Backfill Salary Difference Report shows 1 change since April's Committee meeting, with a total monthly impact of \$38,550.00 and a year to date impact of \$17,174.00. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows two (2) appointments in Public Works: Construction Inspector starting 5/14/18 for 12-25 weeks and a Seasonal Highway Worker 5/29/18-10/12/18.

B. Amy Poff, Benefits Manager:

2018 Health Insurance: In April, \$92,633.90 was paid out of the 2018 HRA. Twelve additional people reached their deductible, thirty-six to date. Total paid to date is \$446,648.84, 38% utilization.

2017 Health Insurance:

In April 2018 \$10,415.84 was paid out of the 2017 HRA, 69 employees with total HRA spent \$800,946.39, 70% utilization.

The annual Excellus Blue Cross Blue Shield (BC/BS) utilization review will be held on Tuesday May 29, 2018 at 1:30 PM in the ED&P Conference Room. This is an opportunity for us to learn more information about trends in our health insurance over the past year.

Workers' Compensation:

The workers' compensation program closed 2017 with a surplus of \$357,842.07, a Fund Balance of \$1,357,842.66 and a Contributed Reserve of \$2,195,478.76.

Local Law No. 2 of 2015 established a Contributed Reserve Cap of \$6,000,000 for the Tioga County Self Insurance plan, so there is a resolution in your packet to transfer the \$357,842.07 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$2,553,320.83.

C. Bethany O'Rourke, Personnel Officer:

The budget tracking report as of May 2, 2018 was displayed for review: So far in 2018 we have collected \$905.00 (30.7%) of our projected revenues. We have spent 30.1% of our appropriations.

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

III. New Business:

A. Office Renovations: The Personnel Office is undergoing a much needed facelift. The layout will remain basically the same. Public Works has informed us that they will be working on and off due to mowing and other jobs that they have lined up.

B. Staff Vacation: Scheduled for the week of May 20th.

C. Summer Clerk in Personnel: The deadline for taking applications was May 7th. Four people applied. Due to the remodeling in our office, Bethany asked to utilize the desk in the REAP office across the hall, which they have agreed too. We will need to find other accommodations for our clerk a few times when that space is being used by REAP.

VI. Resolutions:

A. Abolish/Create Position and Authorize Appointment of Economic Development Specialist (ED&P): The Legislature authorized the hire of an Economic Development Specialist (PT) at an annual base salary amount not to exceed \$19,500. The Director of ED&P has expressed a desire to adjust the position to full time at an annual 2018 base salary amount of \$42,787. IDA has expressed a commitment to partner with the County by providing funding to fill the budgetary gap in the year 2018 in an amount not to exceed \$10,400 and in 2019 an amount not to exceed \$26,700. The Legislature reserves the right to reevaluate the need for the position at the time of the 2020 budget planning. This resolution abolishes one vacant part-time ED&P Specialist and creates one full-time ED&P Specialist (NU salary range \$42,787-\$52,787) effective May 31, 2018. ED&P's full-time headcount shall be adjusted to 7 and its part-time headcount adjusted to 0.

B. Create and Fill Clerk (Seasonal) Position (Public Health): Due to scheduled leaves of absences over the next few months, the Public Health Department has identified the need to employ a temporary clerical position during the summer. There are funds available in the 2018 budget due to position vacancies. This resolution authorizes the Public Health Director to create and fill on (1) temporary full-time Clerk (Seasonal) position effective May 16, 2018 through August 31, 2018.

- C. Approve Funding for One (1) Full-time Public Health Nurse Position: Due to a retirement, a half-time, benefited Public Health Nurse position will become vacant on 5/26/18. The Public Health Director would like to backfill this vacancy on a full-time basis. This resolution authorizes the Public Health Director to increase the hours and fund the vacant half-time Public Nurse vacancy on a full-time basis effective May 29, 2018. The PH Department's 2018 authorized headcount shall be adjusted to 27 full-time and 6 part-time.
- D. Transfer of Funds/Fund Self-Insurance Plan Reserve: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self-Insurance Plan. The 2017 Tioga County Self-Insurance operating budget had surplus funds of \$357,842.01 in the fund balance. The December 31, 2017 Self-Insurance Fund is \$2,195,478.76. This resolution authorizes the transfer of \$357,842.07 from Self-Insurance Fund Balance (S 390900) to Self-Insurance Contributed Reserve Fund (S 375300).
- E. Create Position and Authorize Appointment of Full-time Motor Vehicle Examiner: The DMV had a full-time Motor Vehicle Examiner position that was abolished in December 2015. The County Clerk has expressed a desire to reinstate the full-time position at an annual 2018 base salary amount of \$26,724. This request is based on a notable increase in the volume of customers at the DMV as well the increase in time required to process the new Federal Real ID and Enhanced Driver's License transactions. This resolution authorizes the creation of one full-time position of MVE no sooner than May 29, 2018. The County Clerk's 2018 authorized full-time headcount shall be adjusted to 11 and part-time to 2.
- F. Authorizing Salary Adjustment and Lump Sum Compensation to Brittany Woodburn: Brittany Woodburn's hire date was December 28, 2015 at the base salary range rate of \$39,779.00. An adjustment to increase the base salary range to \$41,370.00. A similar adjustment was not made to Ms. Woodburn's base rate. The Legislature made subsequent adjustments to the base salary range that were not reflected in Ms. Woodburn's salary in 2017 and 2018. This resolution adjusts Ms. Woodburn's annual salary to \$44,768 effective June 4, 2018 and a lump sum payment in the amount of \$3,952.00 to account for the lost salary between January 2016 and June 2018.
- G. Create and Fill Highway Worker (Seasonal) Position (Public Works): Due to an extended leave of absence within the Public Works Department, there is a need for an additional seasonal Highway Worker for 2018. The Commissioner of Public Works has budgeted money to cover expenditures of such employment. This resolution authorizes the Commissioner to create and fill an additional temporary full-time Highway Worker (Seasonal) position effective May 16, 2018 through October 12, 2018 at an hourly rate of \$10.40 May 16, 2018 – October 12, 2018, however no more than 960 hour may be worked.

VII. Meeting adjourned @ 10:58