

PERSONNEL COMMITTEE MINUTES

May 9, 2019

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

Guest(s): Marte Sauerbrey, Rita Hollenbeck, Peter DeWind, Sandra Balliet, Penny Eddy and Cindy Hanbury

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

I. The Minutes of the April 4, 2019 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 374 authorized full-time positions, 354 of those filled, 7 not filled/unfunded and 13 not filled/funded. Part-time shows 69 authorized positions, 52 filled, 3 not filled/unfunded and 14 not filled/funded. Funded vacancies which are being actively recruited: Community Services Worker (PT), Social Welfare Examiner, Community Development Specialist, Certified Alcohol & Drug Counselor, Clinical Social Worker, PH Educator, Assistant Engineer and one Corrections Officer position. There is a resolution being presented today to appoint an Assistant Fire Coordinator effective May 29th and a resolution to appoint a 2nd Assistant County Attorney effective May 25th. The District Attorney Investigator position, Clinical Program Director and one (1) PH Educator position will be filled effective May 13, 2019. The Backfill Salary Difference Report shows eight changes since the April Committee meeting. The total monthly impact is \$19,808.00 with a YTD total of (\$22,058.84). The Change in Classification Report-Salary Impact shows one change since the last committee meeting: Deputy Director Economic Development reclassified to Deputy Director Economic Development & Planning. The Temporary Appointments: There is a resolution today amending resolution 105-19 to fill one (1) Construction Inspector position in Public Works retroactive to April 15, 2019

B. Amy Poff, Benefits Manager:

2019 Health Insurance:

In April, \$109,690.30 was paid out of the 2019 HRA. Twelve additional people reached their deductible, thirty employees to date. Total paid to date is \$458,931.53.

2018 Health Insurance:

In April 2019 \$286.23 was paid out of the 2018 HRA with total HRA spent \$892,080.39, 76% utilization.

The annual Excellus Blue Cross Blue Shield utilization review will be held on Tuesday May 21, 2019 at 10 AM in the Legislative 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 ended 2018 with a surplus of \$523,084.24, a Fund Balance of \$1,523,084.83 and a Contributed Reserve of \$2,553,320.83. Local Law No 2 of 2015 established a Contributed Reserve Cap of \$6,000,000 for the Tioga County Self Insurance plan. There is a resolution today to transfer \$523,084.24 from the Fund Balance to the Contributed Reserve. This will take the Contributed Reserve up to \$3,076,405.07.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of May 6, 2019 was displayed for review. So far in 2019 we have collected \$1,385.00 (46.9%) of our projected revenues. We have spent 28.8% of our appropriations. Bethany informed the committee that the State has increased a fee for background checks, therefore, Evolution Consulting, the company we use for background checks, will be increasing their fee from \$100 to \$133 per CBC. This became effective on April 13, 2019. We will most likely run out of funds and request more money in our budget in the upcoming months to cover this increase.

III. Old Business:

Former Policy 3 Discussion:

Amy and Bethany are meeting with the Retiree Association tomorrow to discuss the options regarding the policy.

IV. New Business:

Part-time Hours for NU Salaried Employees:

There was a short discussion regarding part-time NU salaried employees and hours worked. This will be discussed further once more information is gathered.

V. Resolutions:

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. This resolution transfers \$523,084.24 from Self-Insurance Fund Balance S 390900 to Self-Insurance Contributed Reserve Fund S 375300.

Authorize Appointment of Undersheriff: Due to a retirement, the position of Undersheriff will become vacant on May 25, 2019. This resolution authorizes the Sheriff to promote Wayne Moulton to the title of Undersheriff and an annual, non-union salary of \$84,000 effective May 25, 2019.

Amend Resolution 105-19 (Public Works): Resolution 105-19 authorized the creation of two full-time temporary Construction Inspectors effective May 1, 2019. Due to the need to initiate construction projects earlier than indicated on said resolution, the Commissioner has received verbal approval from his legislative committee to authorize employment effective April 15, 2019 for Peter Schultz, who is returning to this seasonal position. This resolution amends 105-19 to reflect that one of the full-time, temporary Construction Inspector positions shall be effective retroactive to April 15, 2019.

Authorize Position Reclassification (Public Works): As a result of a desk audit of a Maintenance Mechanic II, justification supports that the work being performed on a regular, routine basis is that of a Maintenance Mechanic III and representative of a hourly rate difference of .694. This resolution reclassifies Thomas Murray's to Maintenance Mechanic III effective retroactive to February 19, 2019. Mr. Murray's hourly rate shall increase to \$19.4879 effective retroactive to February 19, 2019.

Increase in Hours of Part-time Position; Backfill Position (Emergency Services): The Department of Emergency Services has identified a need to increase the hours of one part-time Assistant Fire Coordinator. This resolution authorizes the Director of Emergency Services to appoint Becky Roden to the 17 hr/wk Assistant Fire Coordinator position at an annual salary of \$10,000 effective May 29, 2019.

Declare Work Day Status (Public Defender): Effective January 21, 2019, the Tioga County Legislature hereby changes the standard work day for the Public Defender's Office for the purpose of determining days worked reportable to the New York State and Local Employee's Retirement System to five day work week, seven hour days for Public Defender, 1st Assistant Public Defender, 2nd Assistant Public Defender and Secretary to the Public Defender.

Standard Work Day and Reporting (Legislator and Public Defender): The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution establishes the standard work days for Legislator, Martha Sauerbrey at 6 hours per day 1/1/19-12/31/21, Legislator, Loretta Sullivan at 6 hours per day from 1/1/19-12/31/21 and 1st Assistant Public Defender, Todd Miller 7 hours per day from 1/1/19-12/31/21. The County will report the days worked to the New York State and Local Employees' Retirement System.

Decrease Information Security Officer Salary (Legislative Office): Susan Haskett currently holds the part-time position of Information Security Officer at an annual salary of \$5,330. Due to personal circumstances, Ms. Haskett is requesting her salary be reduced to \$2,450 annually. This resolution reduces Susan Haskett's 2019 salary to \$2,450 annually effective May 11, 2019.

Reauthorize Contract Acara (formerly Superior Group) (Tioga Career Center): Broome and Tioga Counties, in partnership through the Broome/Tioga Workforce Development Board, provides for the delivery of employment and training services under the Workforce Innovation Opportunity Act 2015. The Tioga Career Center continues to have a need for a Resource Room Clerk to assist individuals in the Career Center's Resource Room. ACARA is able to provide such services from July 1, 2019 to June 30, 2020 and said contract is to be funded entirely by the Workforce Innovation Opportunity Act. This resolution authorizes the Supervisor of Tioga Career Center to enter into a contract, upon approval by the County Attorney, with ACARA effective July 1, 2019 through June 30, 2020.

Authorize Position Reclassification (Treasurer's Office): As a result of a desk audit in 2018 of a Senior Payroll Clerk position within the Treasurer's Office, the Personnel Office determined that, in order to safeguard the incumbent, the title would be earmarked for reclassification following the civil service examination for Accounting Associate III. The test results have been released for the examination held in March and the incumbent currently serving in the Senior Payroll Clerk classification is reachable for appointment from the eligible list for Accounting Associate III. This resolution reclassifies the title of Senior Payroll Clerk, currently filled by Katie Chandler, to Accounting Associate III effective retroactive to May 11, 2019.

Hire 2nd Assistant County Attorney: The 2nd Assistant County Attorney position became vacant on April 12, 2019. This resolution authorizes the County Attorney to appoint Mari Townsend to the position of 2nd Assistant County Attorney effective May 25, 2019 at an annual salary of \$72,000.

VII. Meeting adjourned at 10:57