

PERSONNEL COMMITTEE MINUTES  
September, 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.

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

- I. The Minutes of the August 7, 2019 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 377 authorized full-time positions, 360 of those filled, 7 not filled/unfunded and 10 not filled/funded. Part-time shows 69 authorized positions, 55 filled, 3 not filled/unfunded and 11 not filled/funded. Funded vacancies being actively recruited: Accounting Associate II at DSS; Clinical Social Worker in MH; Public Health Nurse, Secretary to Public Health Director and a Confidential Assistant in PH; Assistant Engineer in PW and a PT Cook in the Sheriff's Office. Offers have been extended to a part-time MVE and to one of the PT Cook positions in the Sheriff's Office. The Backfill Salary Difference Report shows four (4) changes since August's Committee meeting. Total monthly impact is \$327.60 with a YTD total of \$22,898.64. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows two (2) changes: Seasonal Clerk in Public Health ended 8/31/19 and a Seasonal Clerk in the Treasurer's Office ended 8/31/19.

B. Amy Poff, Benefits Manager:

2019 Health Insurance:

In August, \$46,300.99 was paid out of the 2019 HRA and twelve additional people hit their deductible. Total paid to date is \$721,471.18 with a total of 79 people reaching their deductible, 63% utilization of the HRA.

2020 Health Insurance Renewals:

Our health insurance broker is working on responses that he received to our active employee health insurance RFP. Amy and Bethany will be meeting with him later this month to review. The 2020 figures were received from the Hartford (Medicare Supplemental Plan F for retirees) but we are working to see if that can be reduced.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of September 5, 2019 was displayed for review. So far in 2019 we have collected \$3,360.00 (113.9%) of our projected revenues. We

have spent 61.9% of our appropriations.

III. Old Business:

Bethany reminded committee members that Department Head Evaluations are due by September 11<sup>th</sup>.

IV. New Business:

Flu Shots: Bethany received a phone call from Public Health regarding offering flu shots this year to County employees. The County supplied 100 flu shots last year and all of them were used. The cost this year would be \$17-\$19 each, compared to a pharmacy charge of \$35-\$40 or even more if in a doctor's office. After discussion it was agreed to offer 100 flu shots again this year to County employees.

V. Resolutions:

Abolish Position in Treasurer's Office and Create Position in Law Department; Transfer from Treasurer Budget to Law Budget and Modify Budgets: This resolution abolishes the Paralegal position in the Treasurer's Office currently held by Kevin Humes and creates the position of Paralegal in the Law Department to be held by Kevin Humes retroactive to August 31, 2019 at his current rate of pay causing the need for budget modification and transfer of funds.

Abolish/Create Position (Mental Hygiene): Due to retirement, the position of Supervising Certified Alcohol & Drug Counselor has been vacant since August 8, 2019. The Director of Community Services has determined that a new classification would better serve current program needs. This resolution abolishes the vacant position of Supervising Certified Alcohol & Drug Counselor (CSEA SG XV, \$54,288-\$54,988) and creates a Peer Advocate (CSEA SG VI, \$31,346-\$32,046) effective September 14, 2019.

Authorize Position Reclassifications (Social Services): As a result of a recent retirement, one Social Services Employment Specialist position became vacant on August 24, 2019. The Commissioner of Social Services has determined that a Caseworker position will better meet the needs of the agency in light of the significant growth in hotline activity and the resulting foster care work. There is a vacant Office Specialist I position which the Commissioner would like to reclassify to Social Welfare Examiner in order to better service the work demands. This resolution reclassifies one vacant Social Services Employment Specialist to Caseworker and one vacant Office Specialist I position to Social Welfare examiner with permission to fill effective September 14, 2019. These changes do not impact the Department's headcount.

VI. Meeting adjourned at 11:08