

## PERSONNEL COMMITTEE MINUTES

March 9, 2023

Present: Legislator W. Jake Brown; Legislator Tracy Monell; Legislator Keith Flesher; Linda Parke, Personnel Officer and Amy Poff, Benefits Manager; Benefits Manager Trainee Alex Freyvogel

Absent: Legislator Dale Weston

Guest(s): Legislative Chair, Marte Sauerbrey; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Brown to approve the February 9, 2023, Personnel Committee meeting minutes, motion carried.
- II. FINANCIAL
  - A. Amy Poff:
    - 2023 Health Insurance  
In February, \$139,501.60 was paid out of the 2023 HRA with seven (7) employees reaching their deductible. A total of \$213,617.76 paid out of HRA to date.
    - 2022 Health Insurance  
In February, \$12.68 was paid out of the 2022 HRA. The 2022 YTD HRA is \$844,632.55, 74% utilization.
    - 1095-C Forms:  
We met the March 31, 2023 IRS deadline for electronically filing 2022 1095-C forms with the IRS. The electronic file was accepted with no errors on March 6, 2023.
  - B. Linda Parke:
    - Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected \$235.00 (5.8%) of our projected revenue and spent 14.3% of our appropriations.
- III. OLD BUSINESS
  - Corrections Negotiations: They voted last week and it was not accepted. Negotiations will continue.

#### IV. NEW BUSINESS

Job Fair: Kelly and Nancy attended the job fair at Waverly Central School on March 1, 2023.

#### V. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of March 8, 2023, was displayed. There are 40 FT and 17 PT funded vacancies. Recruitment for DSS – Accounting Associate III, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker, Office Specialist I (3), Senior Caseworker and Director of Administrative Services; I.T. – Network Administrator; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse, PT Dentists; Public Works – Engineering Technician, Heavy Equipment Mechanic I, Heavy Equipment Operator III and Motor Equipment Operator II; Sheriff's Office – CO's, Deputy Sheriff, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows four changes since February's meeting with a monthly impact of (\$10,179.00) and YTD of (\$11,967.00). The Change in Classification chart shows no changes since February and the Temporary Appointments chart shows the temporary GIS Tech no longer needed per reso 88-23.

#### RESOLUTIONS

- Reappointment of County Historian: Emma Sedore was appointed Tioga County Historian on November 13, 2001. Emma is a dedicated Historian. This resolution re-appoints Emma Sedore to County Historian for a two-year term from April 1, 2023 until March 31, 2025.
- Amend Employee Handbook: Section IV. Personnel Rules; Subsection V. Leave Time: This resolution amends Section IV., Personnel Rules, Subsection V. Leave Time, Paragraph C. related to cancer screening, Paragraph E. related to blood work donation and Paragraph F. related to bone marrow donation.
- Appoint Secretary to the 1<sup>st</sup> Assistant County Attorney: Due to the announce retirement of the current Secretary to the 1<sup>st</sup> Assistant County Attorney as of March 31, 2023. The County Attorney has implemented a succession plan which includes training her replacement for a period of time in order to transition duties. The 1<sup>st</sup> Assistant County Attorney has recruited for a replacement and

a satisfactory candidate has been identified. This resolution provisionally appoints Erin Riddle to the title of Secretary to 1<sup>st</sup> Assistant County Attorney retroactive to March 13, 2023 pending successful completion of the civil service requirements at an annual M/C salary of \$48,310.

- Authorize Backfill Part-time Assistant Fire Coordinator: Emergency Services has a need to backfill an Assistant Fire Coordinator (PT) position, which has been vacant since June 2020. This resolution authorizes the appointment of Curtis Hammond to fill the vacant 17 hr/wk Assistant Fire Coordinator (PT) position effective March 15, 2023.
- Authorize Salary Above CSEA Base (DSS): The Commissioner of Social Services appointed Jennifer Park as a Caseworker (CSEA SG XI, \$47,516 - \$48,516) at an annual salary of \$47,516 on February 27, 2023. Jennifer Park has five years of prior relevant work experience. This resolution appoints Jennifer Park to the title of Caseworker at \$48,516/year (increment stage 2) retroactive to February 27, 2023. Ms. Park will be eligible for an increment upon completion of her seventh year of service.
- Authorize Salary Above Base; Deputy Sheriff: As of March 3, 2023, there is one full-time Deputy Sheriff position vacant. The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has over three years of police experience, at an annual salary reflecting three years of experience per the current union contract at \$61,290. This resolution authorizes the backfill of the vacant, full-time Deputy Sheriff position with Caleb Scepaniak effective April 10, 2023.
- Create and Fill Two (2) Highway Worker (Seasonal) Positions (PW): There will be a need for the Highway Department to employ two (2) Seasonal Highway Workers for 2023. This resolution authorizes the Commissioner of Public Works to create and fill two (2) temporary full-time Seasonal Highway Workers effective April 10, 2023 through October 6, 2023 at an hourly rate of \$14.86, not to exceed \$20,000.
- Extension of ELC Covid Enhanced Detection Grant (PH): Public Health has received notification that the funding for the Epidemiology and Laboratory Capacity (ELC) Enhanced Detection grant has been extended again through December 31, 2023. This resolution authorizes the Public Health Department to extend one (1) temporary, full-time Public Health Educator position from March 31, 2023 through December 31, 2023, at an hourly rate of \$22.65.

- Authorization to Abolish One Vacant Communication e-Services Coordinator Position, Create and Fill One Director of Patient Services Position: The Director of Patient Services position in the Public Health Department was abolished in 2014 via Resolution #190-14. PH has reviewed the organizational structure of the department and would like to make improvements. The Interim PH Director has determined that the return of a Director of Patient Services position is most appropriate and would improve recruitment of a qualified nurse in the position. This resolution abolishes one vacant M/C position of Communication and e-Services Coordinator (\$46,567-\$56,567) effective March 14, 2023 and creates one M/C position of Director of Patient Services (\$68,186-\$78,186) effective March 15, 2023.

VI. PROCLAMATIONS – None

VIII. ADJOURNMENT – 10:43