

## PERSONNEL COMMITTEE MINUTES

April 7, 2022

Present: Committee Chair, Ed Hollenbeck; Legislator W. Jake Brown; Legislator Tracy Monell; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell, Commissioner Public Works, Gary Hammond and County Attorney, Peter DeWind.

Absent: Legislator Dale Weston and Bethany O'Rourke, Personnel Officer

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Monell, seconded by Legislator Brown to approve the March 10, 2022 Personnel Committee meeting minutes, motion carried.

### II. FINANCIAL

#### A. Amy Poff:

##### 2022 Health Insurance:

In March, \$138,157.67 was paid out of the 2022 HRA with ten additional employees reaching their deductible. Total HRA spent to date is \$333,771.04.

##### 2021 Health Insurance:

In March 2022, \$329.01 was paid out of the 2021 HRA. The 2021 YTD HRA spent is \$818,940.08, 74% utilization.

##### 1095-C Forms:

1095-C corrections were submitted to the IRS on March 24, 2022 and accepted. The 2021 submission process is now complete.

- B. Budget Tracking Report: The budget tracking report as of the end of March was reviewed. We have collected \$1,005 (24.6%) of our projected revenue and spent 24.9% of our appropriations. It was discussed last month that the Contracting Services account will be depleted before year end due to Bethany working contractually. However, in light of resolution 111-22 that appointed Bethany as Personnel Officer for another term, it will be the payroll accounts (PT and FT) that will be overspent. A transfer from contingency will be necessary later in the year.

### III. OLD BUSINESS

Personnel Officer Recruitment: A second candidate declined an offer. An interview for a new candidate was conducted on April 1. We continue to run ads for the position.

### IV. NEW BUSINESS

1<sup>st</sup> Quarter 2022 Exit Interview Report: The 1<sup>st</sup> quarter report was distributed for review. The report and copies of the questionnaires have been sent to the appropriate Department Heads and Chairs of their Committees.

### V. PERSONNEL

Linn Bruce, Civil Service Administrator:  
The Head Count Report reflects 392 authorized full-time positions, 349 of those filled, 10 not filled/unfunded. Part-time shows 77 authorized positions, 54 filled, 3 not filled/unfunded. As of 4/1/2022 there were 33 FT and 20 PT funded vacancies.

Funded vacancies being actively recruited – BOE: Deputy Commissioner, Election Clerks and Election Worker; County Clerk: Motor Vehicle License Clerks; DSS: Caseworkers, Principal SWE, Social Welfare Examiners (filling one Caseworker and one SWE next week); ED&P: OSII part-time; MH: Certified A&D Counselor, Clinical Social Worker, and a Supervising Clinical Social Worker; Personnel: Personnel Officer; Probation: Accounting Associate III (due to a retirement) and Probation Officer I (two Probation Officers starting next week); PH: Public Health Nurse, Local Coordinator and Communication & e-Services Coordinator; PW: MEO I (offer has been extended) and MEO III (to be filled by promotion later this month); Sheriff's Office: Lieutenant, Sergeant, Corrections Officers, Public Safety Dispatcher, PT Cook and PT Deputy Sheriff;

The Vacancies Filled-Salary Difference Report shows hiring activity since the March report. There were ten (10) vacancies filled with a monthly impact of \$57,984.60 and year to date of -\$4,868.97. The Change in Classification Report-Salary Impact shows no changes since last month. The Temporary Appointments chart shows the final seasonal HEAP position ended on March 25<sup>th</sup>. Two Highway Worker (Seasonal) positions were authorized through 10/7/22 per resolution 107-22. Public Works is still looking to fill those positions.

## VI. RESOLUTIONS

Create and Fill Temporary, Full-time Clerk (Seasonal) Position (Treas):  
This resolution creates one (1) temporary, full-time Clerk (Seasonal) position for a duration not to exceed beyond August 31, 2022.

Authorize Creation and Filling of Temporary Position – Acting County Director of Real Property Tax Services: The County Director of Real Property is resigning effective at the close of business on April 15, 2022. Steven Palinosky's qualifications were sent to the State for review. The State indicated that Mr. Palinosky would be eligible on an Acting Director basis for 6 months. This resolution creates a temporary Acting Director position, grants Mr. Palinosky a leave of absence from his Office Specialist III position and appoints him to Acting Director of Real Property Tax Services.

Authorize Salary Reallocation within CSEA Salary Schedule (PH): A desk audit was requested by Public Health and conducted by Personnel. This resolution reallocates the Dental Hygienist from CSEA SG 8 to SG 9 with an increase of \$2,215.

Authorize Appointment of Part-time Election Worker (Democratic):  
The PT Democratic Election Worker position has been vacant since November 29, 2021 and was authorized for backfill on December 7, 2021. This resolution appoints Joan Davis as an Election Worker (PT) effective May 11, 2022.

Authorization to Create and Fill Two Positions: Assistant Fire Coordinator (PT) (Emergency Services): This resolution authorizes the Director of Emergency Services to create two (2) Assistant Fire Coordinator (PT) positions and fills said positions with the appointment of Steve Solomon and Michael Roden effective April 25, 2022. The Department of Emergency Services authorized part-time headcount shall increase from 10 to 12.

Authorize Salary Increase (DSS): The Commissioner of Social Services requested the Personnel Department review the salary of the Director of Social Services, in comparison to other salaries of Management/Confidential employees in Tioga County. The Personnel Officer conducted the review and determined that an increase is warranted. This resolution increases Elizabeth Myers' 2022 annual salary from \$72,066 to \$80,066 retroactive to March 10, 2022.

Extension of ELC COVID Enhance Detection Grant: Resolution #246-20 authorized the creation and fill of two (2) temporary, full time Public

Health Educators through June 30, 2022. Public Health received additional funding and extension of the ELC Enhanced Detection grant through March 31, 2023. This resolution authorizes Public Health to extend the two (2) temporary, full-time Public Health Educator positions from June 30, 2022 through March 31, 2023, at an hourly rate of \$21.67.

Appointment of Republican Deputy Commissioner of Elections Board: The position of Deputy Commissioner has been vacant since February 28, 2022. This resolution appoints Kelly Johnson as Deputy Commissioner of Elections effective April 25, 2022.

Appointment of Election Clerks (PT): One Republican and one Democratic Election Clerk (PT) were approved by the County Legislature to be added to the Board of Elections authorized part-time headcount effective January 1, 2022. This resolution appoints Kristine Fitzgerald and Margaret Head as Election Clerks (PT) effective April 25, 2022.

Create and Fill Temporary Position (Public Works): Public Works is in need of additional auto mechanic assistance due to an unexpected leave of absence. This resolution creates one temporary full-time Automotive Mechanic II position with authorization to fill effective April 25, 2022 – July 29, 2022 at wage of \$18.96/hour.

VII. PROCLAMATIONS - None

VII. ADJOURNMENT – 10:50