

PERSONNEL COMMITTEE MINUTES
August 4, 2022

Present: Legislator Tracy Monell; Legislator W. Jake Brown; Linda Parke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Absent: Legislator Ed Hollenbeck and 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 10:30 a.m.

- I. APPROVAL OF MINUTES: The meeting did not have a quorum; therefore the motion will be made to approve both the July 7, 2022 and the August 4, 2022 Personnel Committee meeting minutes at the September meeting.
- II. FINANCIAL
 - A. Amy Poff:
2022 Health Insurance:
In July, \$61,566.36 was paid out of the 2022 HRA with five additional employees reaching their deductible. Total paid to date is \$641,141.17, with a total of 55 employees meeting their deductible, 58% utilization.
 - B. Linda Parke:
Budget Tracking Report: The budget tracking report as of the end of July was reviewed. We have collected \$2,340.00 (57.4%) of our projected revenue and spent 52.3% of our appropriations. As previously discussed, transfer from contingency will be necessary later in the year for the Full-time account A1430 540010.
- III. OLD BUSINESS
Salary Study RFP: A resolution passed last month to authorize a contract with Burke Group. Linda has submitted all requested data to them. They indicated a turnaround time of about 3 months. Linda feels it will be a quicker turnaround time because they have already done salary studies for some surrounding Counties.
- IV. NEW BUSINESS
2023 Budget:
The 2023 Personnel budget was presented for review. Linda also indicated that she will discuss with the Budget Officer the newly required psychological exam charges.

The 2023 Workers' Compensation budget has been entered with an increase of \$22,122 to expense lines excluding salary and fringe. There is an increase of \$8,926 to contracting services which includes \$7,000 for an actuarial study and \$1,926 for anticipated increase in TPA contract costs to renew 6/1/2022. The other significant increase is to the compensation awards line, \$15,245, based on claims and increased indemnity rates. Once decisions are made regarding new position requests and 2023 salary and fringe costs, the assessment line will need to be increased to cover the total budget.

V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 393 authorized full-time positions, 351 of those filled, 10 not filled/unfunded. Part-time shows 78 authorized positions, 58 filled, 3 not filled/unfunded. As of August 1st, there were 31 FT and 16 PT funded vacancies. Per resolution 134-22, DPW's full-time headcount reverts from 39 to 38 as of July 30th.

Funded vacancies being actively recruited – BOE: filling part-time Election Worker this month, DSS: Caseworkers, Social Welfare Examiner and Office Specialist I (multiple openings for each title); ITCS: Software Support Liaison; MH: Certified A&D Counselor, Senior Certified A&D Counselor, Senior Clinical Social Worker (2) and PT Account Clerk Typist; Probation: 2 Probation Officers PH: Public Health Nurse, Communication & e-Services Coordinator and PT Dentists; Public Works: Assistant Engineer; Sheriff's Office: Corrections Officers, Public Safety Dispatcher, Deputies and PT Cook;

The Vacancies Filled-Salary Difference Report shows hiring activity since the July's report. There were seven (7) vacancies filled with a monthly impact of (-\$65,398.00) and year to date of (-\$106,546.57). The Change in Classification Report-Salary Impact shows no changes since last month. The Temporary Appointments chart shows the (Seasonal) Paralegal in the District Attorney's Office ended 7/26/22

VI. RESOLUTIONS

Authorization to Create and Fill Full-time Veterans Service Assistant: The Director of Veterans' Services has a need to hire a full-time (35 hours/week) position to provide administrative assistance to the Director and act as a backup to the Veterans' Services Officers. This resolution creates one (1) full-time (35 hours/week) Veterans Service Assistant at an annual rate of \$37,904 (CSEA Salary Grade VII) effective August 10, 2022 and the Director shall be allowed to fill said position provisionally, pending an incumbent's successful completion of civil service requirements effective August 15, 2022. Veterans'

Services Agency's headcount shall increase from 2 to 3.

Authorization to Abolish One Vacant Civil Service Administrator Position and Create and Fill One Civil Service Technician Position: Due to the announced retirement of the current Civil Service Administrator effective September 10, 2022, the Personnel Officer has reviewed work assignments, staffing structure and future succession training needs within her department. This resolution abolishes one (1) full-time Civil Service Administrator position effective September 12, 2022 and creates one (1) Civil Service Technician position effective September 12, 2022. Kelly Quick shall be provisionally appointed, pending successful completion of civil service examination requirement, to the title of Civil Service Technician at an annual salary of \$38,343 effective September 12, 2022.

Authorization to Create and Fill Full-time Benefits Manager Trainee Position: Due to the announced retirement of the current Benefits Manager in June 2023, the Personnel Officer would like to recruit and train for said replacement in advance by creating an additional position within her department. This resolution creates one (1) full-time Benefits Manager Trainee within the Management/Confidential annual salary range of \$46,094-\$56,094 effective August 10, 2022. The authorized full-time head count for the Personnel Department shall increase from 6 to 7.

Authorize Appointment of Director of Assets and Records Management: The Director of Assets and Records Management position became vacant as of July 22, 2022. The Tioga County Clerk has identified a well-qualified candidate. This resolution authorizes the County Clerk to provisionally appoint Janis Hopkins as Director of Assets and Records Management effective August 29, 2022 at an annual salary of \$40,000.

Appointment of part-time Election Worker (Republican): This resolution appoints Jean Flynn as (PT) Election Worker effective August 17, 2022.

Authorization to Reclassify One (1) Vacant Principal Social Welfare Examiner Position as Case Supervisor Grade A: This resolution reclassifies one vacant full-time Principal Social Welfare Examiner position (CSEA SG X \$44,246-\$45,246) as a full-time Case Supervisor Grade A within CSEA salary grade XV (\$57,874-\$58,874) effective August 10, 2022. The Commissioner of Social Services shall be allowed to fill said position provisionally, effective August 15, 2022 or in accordance with payroll requirements.

Authorize Transfer of Funds for Purchase of Office Chair (Personnel): The Personnel Department has an office chair that is in need of

replacement. The Personnel Department's chair expense account A1430 520070 has no funds available. This resolution transfers \$227.08 from A1430 540420 to A1430 520070 to purchase an office chair.

VII. PROCLAMATIONS – None

VII. ADJOURNMENT – 11:01