

**Personnel Committee Agenda**  
**February 10, 2022**  
**10:30 A.M.**

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- APPROVAL OF MINUTES FROM JANUARY 6, 2022
  
- FINANCIAL
  - Benefits & Workers' Compensation Reports – Amy Poff
  - Monthly Departmental Budget Tracking – Bethany O'Rourke
  
- OLD BUSINESS
  - Negotiations with TCLEA
  - Management/Confidential Salary Study
  
- NEW BUSINESS
  - Personnel Department's 2021 Annual Report
  - Personnel Officer recruitment
  
- PERSONNEL
  - Head Count & Monthly Exam Reports – Linn Bruce
  
- RESOLUTIONS
  - Authorize Appointment of Systems Administrator (ITCS)
  - Authorization to Reclassify Account Clerk-Typist to Office Specialist III (Emergency Services)
  - Donation of Sick Time (Sheriff's Office)
  
- PROCLAMATIONS - None
  
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A</b> General Fund							
<b>A1430 Personnel</b>							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-450.00	.00	-3,630.00	11.0%
A1430 427702 Other Unclassified Full Time	-5	0	-5	.00	.00	-5.00	.0%
A1430 510010 Advertising	274,757	-200	274,557	12,972.36	304.18	261,784.64	4.7%
A1430 540140 Contracting Servc	1,500	0	1,500	.00	.00	995.82	23.4%
A1430 540140 Contracting Servc	66,330	0	66,330	.00	.00	330.00	.0%
A1430 540180 Dues	330	0	330	.00	.00	100.00	.0%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	912.44	4.4%
A1430 540320 Leased/Service Equ	2,000	0	2,000	87.56	.00	1,912.44	4.4%
A1430 540340 Literature	1,640	0	1,640	.00	.00	400.00	.0%
A1430 540420 Office Supplies	400	0	400	.00	.00	400.00	.0%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,475.00	.0%
A1430 540470 Physicals	2,750	0	2,750	275.00	.00	2,475.00	10.0%
A1430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	.0%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	.00	.00	7,000.00	.0%
A1430 540733 Training/All Other	3,500	0	3,500	300.00	.00	3,200.00	8.6%
A1430 581088 State Retirement F	32,714	0	32,714	3,138.18	.00	29,575.52	9.6%
A1430 583088 Social Security Fr	19,933	0	19,933	1,661.28	.00	18,272.02	8.3%
A1430 584088 Workers' Compensati	6,060	0	6,060	485.48	.00	5,575.00	8.0%
A1430 585588 Disability Insuran	336	0	336	25.87	.00	310.03	7.7%
A1430 586088 Health Insurance F	127,209	0	127,209	7,686.69	.00	119,522.28	6.0%
A1430 588988 Eap Fringe	72	0	72	5.55	.00	66.52	7.7%
<b>TOTAL Personnel</b>	<b>552,031</b>	<b>0</b>	<b>552,031</b>	<b>31,977.97</b>	<b>304.18</b>	<b>519,749.27</b>	<b>5.8%</b>
<b>TOTAL General Fund</b>	<b>552,031</b>	<b>0</b>	<b>552,031</b>	<b>31,977.97</b>	<b>304.18</b>	<b>519,749.27</b>	<b>5.8%</b>
<b>TOTAL REVENUES</b>	<b>-4,085</b>	<b>0</b>	<b>-4,085</b>	<b>-450.00</b>	<b>.00</b>	<b>-3,635.00</b>	
<b>TOTAL EXPENSES</b>	<b>556,116</b>	<b>0</b>	<b>556,116</b>	<b>32,427.97</b>	<b>304.18</b>	<b>523,384.27</b>	

REFERRED TO:

ITCS COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF SYSTEMS  
ADMINISTRATOR  
INFORMATION TECHNOLOGY &  
COMMUNICATION SERVICES

WHEREAS: Legislative approval is required for any appointment to a management / confidential position within Tioga County; and

WHEREAS: Resolution 312-21 created the position of Systems Administrator (\$54,937 - \$64,937 M/C) and following active recruitment, the Chief Information Officer has identified a qualified candidate to fill said position; therefore be it

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Charles Root as Systems Administrator at an annual salary of \$54,937 effective March 1, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO RECLASSIFY ACCOUNT  
CLERK-TYPIST TO OFFICE SPECIALIST III  
EMERGENCY SERVICES

WHEREAS: Legislative approval is required for any position reclassification;  
and

WHEREAS: In late November 2021, a desk audit was requested and  
conducted by the Personnel Department on a part-time Account Clerk-  
Typist position held by Debra Stubecki; and

WHEREAS: Upon analysis of the work performed by Ms. Stubecki, the  
Personnel Officer has recommended reclassification of said position to the  
title of Office Specialist III; therefore be it

RESOLVED: That the part-time Account Clerk-Typist position (\$13.79/hour)  
filled by Ms. Stubecki shall be reclassified as a part-time Office Specialist III  
effective retroactive to November 22, 2021, at the 2021 hourly rate of 17.04  
and increase to the 2022 hourly rate of \$17.81 effective January 1, 2022.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

DONATION OF SICK TIME  
SHERIFF'S OFFICE

WHEREAS: The Sheriff's Office has an employee who has been out on medical leave since September 17, 2021 and will exhaust all of their benefit time as of February 14, 2022; and

WHEREAS: County Policy Section 25 (h) (formerly policy # 21) stipulates that fellow county employees are permitted to assist employees in need of additional sick time; and

WHEREAS: Legislative approval is required for all requests for donations of sick time; therefore be it

RESOLVED: That the Tioga County Sheriff's Office employees be permitted to donate sick time in the amount up to 60 days to William White, retroactive to February 14, 2022, and said donated days will follow the rules outlined in County Policy Section 25(h).

## Personnel Department 2021 Annual Report

### Highlights:

The collective bargaining agreement with CSEA expired December 31, 2020 but instead of negotiating a new contract, the CSEA employee group agreed to rollover the terms of the 2018-2020 contract for one year with no salary increases and no increase in health insurance contributions for 2021; this afforded the County time to gain a better understanding of the financial impacts the pandemic was having on County finances. The Management Confidential group agreed to the same. This cooperative attitude was greatly appreciated by the Legislature.

The collective bargaining agreement with the Tioga County Law Enforcement Association expired December 31, 2020 as well. Negotiations began in Fall 2021 for a successor agreement.

Scammers were busy in early 2021 trying to file bogus Unemployment claims while the enhanced benefit was still available. The Personnel Department collaborated with the Employment Center to contact the affected employees' whose identities were compromised, advising them of the steps necessary to report to NYS Dept of Labor that the claim was bogus and also to report the identity theft. Over 50 bogus claims were reported.

Throughout 2021 we had 17 retirements and 49 resignations. As was true for all employers, recruiting proved to be a challenge throughout 2021 for all positions, with an average of over 40 vacancies being carried at any time. Staffing shortages have resulted in several areas, compounded by COVID related absences.

The NYS Civil Service Department gradually resumed operations during 2021 and rescheduled civil service exams postponed from 2020. By end of 2021, all postponed exams were offered and the testing system is back on schedule.

Tioga County opted to participate in a RFP process initiated by the Broome County Purchasing Alliance for the group purchase of Medicare Advantage Plans for Medicare-eligible retirees. The end result was a change in coverage as of January 2022 that provides equal to or better than coverage and will also save Tioga County \$770,000 in premiums in 2022, plus qualify for approximately \$700,000 in Shared Services reimbursement from New York State.

Legalization by NYS of the recreational use of marijuana required update and reinforcement of policies.

The Institute for Advancement training program offered supplemental classes during 2021, including a Real Colors/Real Solutions session for Department Heads, and also a speaker on the topic of *Attracting Tomorrow's Talent with Today's Leaders*, which

focused on generational differences. The I4A program collaborated with the Employee Recognition program to offer two employee appreciation events to thank employees for their dedication and service throughout the pandemic, when many other counties remained closed or worked only remotely long after Tioga County employees were called back to work onsite. The Employee Recognition Program was also able to resume its annual recognition ceremonies and luncheon, which had been cancelled in 2020 due to the pandemic.

## PERSONNEL COMMITTEE MINUTES

January 6, 2022

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

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator Bill Standinger; ED&P Director, LeeAnn Tinney; PW Commissioner, Gary Hammond; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

The meeting of the Tioga County Personnel Committee was called to order at 10:25 a.m.

I. The December 9, 2021 Personnel Committee meeting minutes were approved as written

II. Staff Reports

A. Amy Poff:

Health Insurance:

In December \$29,416.68 was paid out of the 2021 HRA with four additional employees reaching their deductible. Total HRA available to date is \$808,106.74 with a total of 90 employees meeting their deductible, 73% utilization.

Open Enrollment 2022

56 employees enrolled in the 2022 medical flex spending program with an annual pledge of \$72,287.52 and 2 employees enrolled in the dependent care pledging \$4,999.90. Last year we had 62 employees enrolled in the medical flex spending program with an annual pledge of \$72,768.90 and 2 employees enrolled in dependent care with an annual pledge of \$7,599.99.

50 employees enrolled in CSEA dental coverage and 70 employees enrolled in CSEA vision coverage. Employees pay 100% of the premium for these programs.

Workers' Compensation:

The 2022 workers' compensation bills have been distributed to Tioga County and all municipalities in Tioga County. The final 2022 workers' compensation budget is \$1,016,384.22 of which \$987,214.82 is billed to participants and \$29,169.40 is refund of prior year's expense from New York State. The 2022 bill for Tioga County is \$507,536.72 which is approximately a 5.2% decrease over Tioga County's 2021 bill of \$535,309.41.

B. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 390 authorized full-time positions, 352 of those filled, 10 not filled/unfunded. Part-time shows 77 authorized positions, 54 filled, 3 not filled/unfunded. As of today, there are 28 FT and 20 PT funded vacancies.

Funded vacancies being actively recruited - DSS: Case Supervisor Grade B, Principal SWE and Community Services Worker; MH: Certified A&D Counselor, Clinical



Social Worker, and a part-time Account Clerk Typist; Probation: Probation Officer I; PH: Public Health Nurse and Local Coordinator; PW: MEO III and Building Maintenance Mechanic II; Sheriff's Office: Corrections Officer and PT Cook; ED&P: OSII.

The Vacancies Filled-Salary Difference Report shows nine (9) changes since the December report with a monthly impact of -\$27,528.00. The Change in Classification Report-Salary Impact shows one change since December in ITCS per resolution 312-21 the Network Administrator was reclassified to Systems Administrator with no salary impact. The Temporary Appointments chart shows an Accounting Associate I ended 12/31/21 per resolution 281-20.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of the end of December was reviewed. We collected \$3,111 (71.8%) of our projected revenue and spent \_\_\_\_\_ of our appropriations.

III. Old Business:

IV. TCLEA Negotiations:

Jim Roemer will be calling in during Work Session this afternoon for an executive session to discuss a topic that Deputies are speaking out on.

Salary Survey RFP:

The Management/Confidential salary study was postponed back in 2020 due to budget cuts and COVID. The funds are back in the 2022 budget. Bethany hopes to get the RFP posted by the end of January/ early February.

V. New Business:

3<sup>rd</sup> Quarter 2021 Exit Interview Report: The Exit Interview report was distributed for review. The report and questionnaires were sent to the appropriate Committee Chairs and Department Heads. Bethany explained to the new Legislators that if there are any issues or concerns regarding information on the forms, they should be directed to the Department Head.

COVID Home Tests:

As of Monday, positive home tests can be registered on Public Health's web page. Public Health is not issuing quarantine or isolation orders for these, only sending a letter. Bethany posed the question of now that home tests are out there, are we going to allow them for COVID paid leave time? After some discussion, it was decided that PCR lab tests will be required.

VI. Resolutions:

- Abolish and Create Position (Mental Hygiene):  
This resolution abolishes one (1) vacant, full-time Clinical Social Worker position and creates one (1) full-time Supervising Clinical Social Worker position effective January 12, 2022
- Appointment of Administrative Coroner: This resolution names W. Stewart Bennett the Administrative Coroner for 2022 with a stipend of \$5,000.
- Authorize Appointment of Education Workforce Coordinator in the Economic Development & Planning Department: Resolution 263-21 authorized the creation of a full-time Education Workforce Coordinator position. The ED&P Director has conducted a recruitment search and has identified a candidate. This resolution authorizes the appointment of Sean Lanning to the position of Education Workforce Coordinator at an annual salary of \$44,720 effective January 31, 2022.
- 2022 Staff Changes (DSS): This resolution creates one (1) Case Supervisor Grade B, with a budget impact of +\$53,384, one (1) Principal Social Welfare Examiner, with a budget impact of +\$44,246, one (1) Social Welfare Examiner, with a budget impact of +\$33,416 and abolishes one (1) Accounting Associate I (Vacant) position, with a budget impact of -\$28,352.
- Change Reference to “Non-Union” Employee Group to “Management/Confidential”:  
Recently it was suggested that the use of the term “Non-Union” may be misconstrued as the County favoring either union or non-union employees. Effective immediately, any and all policies, forms, procedures, etc. that reference “Non-Union” shall be revised to reference “Management/Confidential”.

VI: Meeting adjourned at 10:49 AM