

Personnel Committee Agenda
October 6, 2022
10:30 A.M.

- APPROVAL OF MINUTES FOR JULY 7, 2022, AUGUST 4, 2022 and SEPTEMBER 8, 2022, COMMITTEE MEETINGS
- FINANCIAL
 - Benefits & Workers' Compensation Reports - Amy Poff
 - Monthly Departmental Budget Tracking - Linda Parke
- OLD BUSINESS
 - None
- NEW BUSINESS
 - 3rd Quarter Exit Interview Report
 - Annual Civil Service Training Conference: Oct 2nd - 5th
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Authorize Salary Increase Administrative Coroner
 - Appoint Republican Election Commissioner
 - Authorize Contract Lifetime Benefits Solutions Flex/HRA
 - Authorize Contract with Excellus for 2023
 - Authorize Continuance of Full-time Highway Worker (Seasonal)
 - Amend Resolution 159-22 (Public Works)
- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022_09

ACCOUNTS FOR:	ORIGINAL	TRANSFERS/ ADJUSTMENTS	REVISED	YTD	ENCUMBRANCES	AVAILABLE	PCT
A General Fund	APPROP	ADJUSTMENTS	BUDGET	ACTUAL		BUDGET	USE/COL
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-2,806.00	.00	-1,274.00	68.8%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%
A1430 427010 Refunds Of Prior Y	0	0	0	-65.40	.00	65.40	100.0%
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-20,000	254,757	196,904.37	.00	57,852.63	77.3%
A1430 510020 Part Time/Temporar	0	20,000	20,000	19,725.00	.00	275.00	98.6%
A1430 520070 Chairs	0	227	227	227.08	.00	.00	100.0%
A1430 540010 Advertising	1,500	-200	1,300	906.64	.00	393.36	69.7%
A1430 540140 Contracting servic	66,300	0	66,300	38,548.64	29.76	27,721.60	58.2%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	-50	50	.00	.00	50.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	1,474.22	.00	525.78	73.7%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	1,400	-177	1,223	211.16	.00	11.76	94.7%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	2,750	0	2,750	2,661.95	.00	88.05	96.8%
A1430 540480 Postage	1,350	0	1,350	782.82	.00	567.18	58.0%
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	2,801.11	2,910.00	1,288.89	81.6%
A1430 540733 Training/All Other	3,500	0	3,500	1,963.57	.00	1,536.43	56.1%
A1430 581088 State Retirement F	32,714	0	32,714	27,861.32	.00	4,852.38	85.2%
A1430 583088 Social Security Fr	19,933	0	19,933	16,514.96	.00	3,418.34	82.9%
A1430 584088 Workers Compensati	6,060	0	6,060	4,848.84	.00	1,211.64	80.0%
A1430 585588 Disability Insuran	336	0	336	245.37	.00	90.53	73.0%
A1430 586088 Health Insurance F	127,209	0	127,209	65,552.78	.00	61,656.19	51.5%
A1430 588988 Eap Fringe	72	0	72	55.40	.00	16.67	76.9%
TOTAL Personnel	552,031	0	552,031	384,740.82	2,939.76	164,350.84	70.2%
TOTAL General Fund	552,031	0	552,031	384,740.82	2,939.76	164,350.84	70.2%
TOTAL REVENUES	-4,085	0	-4,085	-2,971.40	.00	-1,113.60	
TOTAL EXPENSES	556,116	0	556,116	387,712.22	2,939.76	165,464.44	

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE SALARY INCREASE FOR
ADMINISTRATIVE CORONER

WHEREAS: The Tioga County Legislature annually appoints an Administrative Coroner and since January 1, 2010 this position has been held by Coroner W. Stewart Bennett; and

WHEREAS: The Administrative Coroner is responsible for performing supervisory duties of budget management, accounts payable, and various office functions of the Coroner's office; and

WHEREAS: The Administrative Coroner has been instrumental in working closely with the contracted pathologists and local physicians to control additional costs to the County; and

WHEREAS: The number of cases continues to increase with the Administrative Coroner handling a majority of them, therefore, increasing the time needed to complete the State's newly imposed reporting requirements; and

WHEREAS: The Administrative Coroner is respectfully requesting an additional increase of \$10,000 to the already established \$5,000 stipend in the County budget to offset the time required for the additional caseload and workload; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Administrative Coroner be given an annual stipend of \$15,000 effective October 12, 2022 to be paid out of A1185.510050.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF REPUBLICAN
ELECTION COMMISSIONER

WHEREAS: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That Vera Lin Layman be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2023 through December 31, 2024.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTRACT WITH LIFETIME
BENEFIT SOLUTIONS, INC. TO ADMINISTER
FLEXIBLE SPENDING AND HEALTH
REIMBURSEMENT ACCOUNT PROGRAMS

WHEREAS: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible-spending and health reimbursement account programs; and

WHEREAS: Lifetime Benefit Solutions, Inc. has submitted a new contract to continue administering said programs and conduct all required compliance testing services; and

WHEREAS: The Flexible-Spending program is a negotiated benefit for all Tioga County unionized employees; and

WHEREAS: The Health Reimbursement Account is a negotiated benefit for CSEA union employees; and

WHEREAS: Both the employees and the County can save tax dollars on money channeled through the flexible spending program; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Lifetime Benefit Solutions, Inc., subject to review by the County Attorney, for the services stated above for the period of January 1, 2023 through December 31, 2023 and be it further

RESOLVED: That Tioga County will continue with the flexible spending card for the period of January 1, 2023 through December 31, 2023.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTRACT WITH EXCELLUS BLUE
CROSS BLUE SHIELD TO ADMINISTER HEALTH
INSURANCE BENEFITS

WHEREAS: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County; and

WHEREAS: Excellus Blue Cross Blue Shield of Central New York has submitted a new contract to administer fully insured benefits for Tioga County employees for the period of January 1, 2023 through December 31, 2023; and

WHEREAS: These are contractual benefits for Tioga County union employees; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period January 1, 2023 through December 31, 2023.

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AUTHORIZE CONTINUANCE OF FULL- TIME
HIGHWAY WORKER (SEASONAL) POSITION
PUBLIC WORKS

WHEREAS: Resolution 107-22 authorized the creation and filling of two (2) full-time, Highway Workers (Seasonal) positions (\$13.20/HR) in the Tioga County Department of Public Works for a temporary duration from April 1, 2022 - October 7, 2022; and

WHEREAS: Resolution 133-22 amended Resolution 107-22 to reflect an hourly rate of \$14.43/HR; and

WHEREAS: One of these positions remained vacant until July; and

WHEREAS: The Commissioner of Public Works would like to extend the date of the temporary position in order to adequately staff his department; and

WHEREAS: Due to said vacancy of this position, there are sufficient funds within the department's Part Time/Temporary budget line D5110.510020 to cover an extension; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the continuance of one full-time, Highway Worker (Seasonal) position in Public Works for maximum of 800 hours through November 10, 2022.

REFERRED TO: PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AMEND RESOLUTION 159-22;
AUTHORIZE WAGE REALLOCATIONS WITHIN
CSEA SALARY SCHEDULE

WHEREAS: Resolution 159-22 authorized wage reallocation within the CSEA Salary Schedule; and

WHEREAS: Upon review by the Commissioner of Public Works it was determined that a CDL-B requirement should be included in the job description for the sign maintenance worker; and

WHEREAS: Legislative approval is required for a title's wage reallocation; therefore be it

RESOLVED: That Resolution 159-22 be amended and that the following title shall be reallocated as indicated below effective October 22, 2022:

Title:	Current Wage:	New Wage:
Sign Maintenance Worker	\$18.20	\$19.70

And be it further

RESOLVED: That the employee holding the above listed title shall receive a corresponding increase to their 2022 wage effective October 22, 2022.