

PERSONNEL COMMITTEE MINUTES

April 8, 2021

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

Guest(s): Legislative Chair, Marte Sauerbrey

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

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

I. The Minutes of the March 4, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 381 authorized full-time positions, 347 of those filled, 9 not filled/unfunded. Part-time shows 72 authorized positions, 54 filled, 3 not filled/unfunded. As of today, there are 15 PT and 25 FT funded vacancies.

Funded vacancies being actively recruited via vacancy posting or eligible list certification: Director of Assets & Records Management in the County Clerks Office; 2 Caseworkers, 2 Social Welfare Examiners, 2 Office Specialist I, Accounting Associate II and Community Services Worker (PT) at DSS; 2 Clinical Social Workers, Office Specialist II, Accounting Associate II and Account Clerk Typist PT in Mental Hygiene; Public Health Nurse in Public Health; Motor Equipment Operator II in Public Works; 4 Corrections Officer positions, 2 Public Safety Dispatcher Trainees, (one offer has been extended with a start date in late April) 1 Deputy and 1 Cook (PT) in the Sheriff's Office.

The Vacancies Filled-Salary Difference Report shows five changes since the March report with a monthly impact of \$1,550 and YTD total (\$11,082.43). The Change in Classification Report-Salary Impact shows no changes since March. The Temporary Appointments chart shows the remaining seasonal HEAP position ended March 26th.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In March \$137,893.01 was paid out of the 2021 HRA with six additional employees reaching their deductible. Total HRA spent to date is \$325,466.15.

2020 Health Insurance:

In March an additional \$810.71 was paid out of the 2020 HRA. The total 2020 HRA spent is \$784,649.03, 71% utilization.

Amy indicated that there have been 7 employees who are retiring or have retired January through May 2021.

COBRA Subsidy: The American Rescue Plan Act (ARPA), which was signed into law March 11, 2021, provides a 100% COBRA subsidy for employees and their qualifying family members if they lost or lose group health insurance due to involuntary job loss or reduction in hours from November 2019 to present (assuming that they are still within their 18 months federal COBRA period). The subsidy runs from April 1, 2021 through September 30, 2021. It appears that the involuntary job loss does not need to be related to the pandemic, i.e. someone who was let go during their probationary period (except if due to gross misconduct). The subsidies will be funded through a payroll tax credit, pending further guidance from the IRS. We are reviewing a list of employees who left to determine if anyone is eligible as notices will need to be sent to them. Department of Labor is supposed to issue a model notice by April 10, 2021.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for March 2021 was distributed for review. We have collected \$210.00 (4.8%) of our projected revenue and spent 20.3% of our appropriations.

III. Old Business: None

IV. New Business:

1st Quarter Exit Interview Report: The Exit Interview report was distributed for review. The report and actual questionnaires were sent to the appropriate Committee Chairs and Department Heads.

CSEA Negotiations: CSEA would like to commence negotiations in May. Bethany was going to get financial parameters from the Legislature at Worksession today, but that will be put on hold until the 2nd Worksession in April.

Annual Civil Service Training Conference: The annual Civil Service conference scheduled for June 13-16 has been postponed until October 17-20 in hopes that COVID restrictions will be loosened and more people will be able to attend in-person by then.

Scam UIB Claims: The Personnel Officer has been receiving 5 to 10 bogus claims per week. Sheri McCall in the Employment Center is assisting by contacting the employees and advising them of the action they need to take with NYS DOL to report that the claim is bogus.

V. Resolutions:

- Create and Fill Highway Worker (Seasonal) Position (Public Works): This resolution authorizes the Commissioner of Public Works to create and fill one temporary full-time Highway Worker (Seasonal) position effective April 26, 2021 through October 8, 2021 at an hourly rate of \$12.50, no more than 800 hours may be worked April 26, 2021 – October 8, 2021.

- Authorize Waiver 90-Day Hiring Delay Part-Time Public Safety Dispatcher (Sheriff's Office): This resolution grants the Sheriff a waiver from the 90-day hiring delay and authorizes the backfill of the vacant, part-time Public Safety Dispatcher position effective April 24, 2021.
- Amend Resolution 348-19; Authorization to Fund and Reclassify Full-time Vacant Position (IT&CS): This resolution amends resolution 348-19 to fund the full-time vacant Computer Programmer (Specialist) within the ITCS Department. Said vacancy shall be reclassified to the title of Office Specialist II effective April 14, 2021. The CIO is authorized to fill this vacancy from the appropriate eligible list effective April 26, 2021. The Budget Officer is authorized to utilize unexpended funds from the ITCS department salary line and unutilized funds from the Records Management position to fund the position for the 2021 budget year. Budget modification and transfers of funds will be made from County Clerk to ITCS.
- Authorize Creation of a Full-Time Clinical Social Worker Position (Mental Hygiene): This resolution creates an additional full-time Clinical Social Worker position effective April 14, 2021 and may be filled as of April 26, 2021. Mental Hygiene's headcount shall increase from 32 to 33.
- Authorize Waiver of 90-Day Hiring Delay (Mental Hygiene): Effective April 2, 2021, an Accounting Associate II position became vacant due to an incumbent's resignation. Said vacancy impacts the Mental Hygiene Department's financial accounts process. This resolution grants the Director of Community Services a waiver from the 90-day hiring delay and is authorized to provisionally fill the vacant AAI effective April 26, 2021, pending successful appointment from a civil service eligible list.
- Authorize Waiver of 90-Day Hiring Delay (DSS): Effective March 1, 2021, an Office Specialist I position became vacant due to incumbent's promotion. Said vacancy impacts the coverage of the HHS Employment Center reception window. This resolution grants the Commissioner of Social Services a waiver from the 90-day and is authorized to fill one Office Specialist I vacancy effective on or after April 26, 2021 from the appropriate civil service eligible list.

VI: Meeting adjourned at 10:43 AM