

PERSONNEL COMMITTEE MINUTES

January 5, 2023

Present: Legislator W. Jake Brown; Legislator Dale Weston; Legislator Tracy Monell; Legislator William Standing; Linda Parke, Personnel Officer and Amy Poff, Benefits Manager

Absent: None

Guest(s): Legislative Chair, Marte Sauerbrey; County Attorney, Pete DeWind; Legislative Clerk, Cathy Haskell; Benefits Manager Trainee Alex Freyvogel.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Standing, seconded by Legislator Brown to approve the December 8th Personnel Committee meeting minutes, motion carried.

- II. FINANCIAL

- A. Amy Poff:

- Health Insurance

- In December, \$27,433.00 was paid out of the 2022 HRA and eight additional people hit their deductible. Total paid to date is \$29,569.16 with a total of 99 people reaching their deductible, 75% Utilization of the HRA.

- Open Enrollment 2023:

- 52 employees enrolled in the 2023 medical flex with an annual pledge of \$71,982 and 1 employee enrolled in the dependent care pledging \$2,500. Last year we had 56 employees enrolled in the medical flex spending program with an annual pledge of \$72,287.52 and 2 employees enrolled in the dependent care with an annual pledge of \$4,999.90

- For health insurance open enrollment there are 5 new individual policies and 4 new family policies.

- 59 employees enrolled in CSEA dental coverage and 62 employees enrolled in CSEA vision coverage. For these programs, employees pay 100% of the premium.

Workers' Compensation:

The 2023 workers' compensation bills have been distributed to Tioga County and all the municipalities in Tioga County. The final 2023 workers' compensation budget is \$994,255.42 of which \$951,882.42 is billed to participants and \$42,373 is revenue from New York State. The 2023 bill for Tioga County is \$499,236 which is approximately a 1.64% decrease over Tioga County's 2022 bill of \$507,536.72.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of December 2022 was reviewed. In 2022, we collected \$3,156 (77.4%) of our projected revenue and spent 90.2% of our appropriations.

III. OLD BUSINESS
None

IV. NEW BUSINESS

2022 4th Quarter Exit Interview Report: The Exit Interview report was distributed for review. The report and questionnaires were sent to the appropriate Committee Chairs, Legislative Chair Sauerbrey and Department Heads.

V. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of January 1, 2023 was displayed. There are 40 FT and 18 PT funded vacancies.

Funded vacancies being actively recruited – County Clerk: Motor Vehicle License Clerk and Recording Clerk; DSS: AAll, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, WMS Coordinator, Community Services Worker and Senior Caseworker; Emergency Services: Assistant Fire Coordinator PT; Law: Safety Officer; MH: Clinical Social Worker and PT Account Clerk Typist; Probation: Probation Officer; PH: Public Health Nurse and PT Dentist; Public Works: Engineering Technician; Real Property: Office Specialist III; Sheriff's Office: Corrections Officers, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows two changes since December's meeting with a monthly/year to date impact of (\$5,200). The Change in Classification chart and the Temporary Appointments chart show no changes as of January 1st.

VI. RESOLUTIONS

- Appointment of Administrative Coroner: This resolution appoints W. Stewart Bennett, Tioga County Administrative Coroner for 2023 and be given a stipend of \$10,000. The Administrative Coroner will perform the supervisory duties of managing their budget, paying bills and various office functions of the Coroner's office.
- Amend Resolution 277-06; Appoint ADA Coordinator: Resolution 277-06 was adopted on December 12, 2006 naming the Safety Officer and the Personnel Officer to serve as the county's ADA Coordinators. Upon the resignation of Dawn Thorpe, Safety Officer and the retirement of Bethany O'Rourke, Personnel Officer, a new ADA Coordinator must be appointed. This resolution appoints Kevin Humes, who is Paralegal with the Law Department, ADA Coordinator for Tioga County. In the event Mr. Humes is unable to act for any reason, the county Attorney is hereby designated to act in his stead.
- Amend Resolution 193-18; Adoption of Tioga County Title VI Plan: Resolution 193-18, the Tioga County Title VI Plan is amended as follows:
 - Updated Tioga County Title VI Plan Content Page
 - Updated Tioga County Title VI Plan/Nondiscrimination Policy Statement, attachments, and appendixes to reflect nondiscriminatory language.
 - Updated Tioga County Title VI Reporting Page and forms with the removal of retired Personnel Officer Bethany O'Rourke's name and email and replaced with current Personnel Officer Linda Parke's name and email address and the removal of retired Safety Officer William Kenville's name and replaced with Safety Officer.
 - Updated Tioga County Title VI Plan Complaint Form
 - Updated Tioga County Title VI Plan Attachment 4 "Tioga County Title VI Nondiscrimination Policy Statement" to include related policy and authoritative sources, New York executive orders, and federal laws and executive orders
 - Updated Tioga County Title VI Plan Environmental Justice Plan Introduction to include nondiscriminatory language and "Identification of Minority, Low Income and Handicapped Populations" section, which now includes the statement "This data can be found in the Tioga County 2020 Strategic Plan."
 - Updated Tioga County Title VI Plan Limited English Proficiency (LEP) Plan to now include updated data for individuals who have limited English proficiency, and the addition of two forms; "LEP

Tracking Form A: Use of Free Interpreter/Translator Services" and "LEP Form B: Waiver of Rights to Free Interpreter/Translator Services"

- Remove Section 50: Workplace Violence Prevention Policy and Discriminatory Harassment Policy from the original Tioga County Title VI Plan.
- 2023 Staff Changes (Law Department): Legislative approval is required to create and fill any position within Tioga County. The Law Department has identified the need for an additional part-time Assistant County Attorney position to handle the increase in juvenile cases and has requested staffing changes as part of the 2023 budget. This resolution creates a part-time 4th Assistant County Attorney effective January 1, 2023 and authorizes the County Attorney to appoint Ronald Lanouette, Jr. at an annual salary of \$38,500 effective January 17, 2023.
- Appoint Title VI Coordinator: Upon the retirement of Bethany O'Rourke, Personnel Officer, who also served as the Title VI Coordinator, a new Title VI Coordinator must be appointed. This resolution appoints the Personnel Officer, Linda Parke, to Title VI Coordinator.
- Transfer of Funds to Fund and Fill Vacant Network Administrator Position within ITCS: ITCS Department has a vacant and unfunded Network Administrator position and the CIO has identified a need to fund and fill said position. This resolution authorizes fund transfers to amend the ITCS 2023 budget. The CIO is authorized to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135 effective January 1, 2023.
- Authorize Creation and Filling of Temporary Position (ITCS): The GIS Manager position will become vacant upon the retirement of the current incumbent, William Ostrander. The CIO has implemented a succession plan which includes the current GIS Tech, Bryan Goodrich, transferring into the GIS Manager position. The CIO would like to have an opportunity for the GIS Tech to work with Mr. Ostrander for a period of time in order to transition with workload. In order to accomplish this, a temporary position needs to be created. This resolution authorizes the creation of a temporary GIS Technician position effective February 1, 2023 and the CIO shall be allowed to recruit and fill said temporary position on or after January 11, 2023 through April 1, 2023.

- Authorize Interim Appointment and Salary Increase (Public Health): The Public Health Director will become vacant as of close of business January 10, 2023. The state Health Department requires that an interim Director be named. This resolution appoints Deputy Director Heather Vroman interim Public Health Director effective close of business on January 10, 2023 with an annual salary adjustment of \$10,000.
- Amend Resolution 286-22; Create and Fill Seasonal SWE Positions and Seasonal OSI Positions for the HEAP Program (DSS): Resolution 286-22 authorized the creation and filling of three Office Specialist I (Seasonal) positions for the HEAP Program. Only two of the three positions were filled. This resolution extends the end dates of both positions to ensure adequate coverage until the end of the HEAP Program. Resolution 286-22 is amended to reflect the end date extension for Penny Walker from February 24, 2023 to March 10, 2023 and Nancy Leonard end date from January 27, 2023 to February 24, 2023 at the 2023 NYS Minimum Wage of \$14.20/hour.
- Abolish Two Part-Time Paralegal Positions and Create One Full-time Office Specialist III (Public Defender): The Public Defender has determined that he can better address staffing needs and workload by abolishing two (2) current part-time Paralegal positions and create one (1) full-time Office Specialist III. This resolution abolishes the two (2) current part-time Paralegal positions and creates one (1) Office Specialist III position effective January 30, 2023. The Public Defender is authorized to provisionally appoint Amanda Pullano to the full-time Office Specialist III at an annual salary of \$39,041 effective January 30, 2023, pending successful completion of civil service examination requirements.
- Authorize Salary Above Base (DSS): Legislative approval is required to hire above the established CSEA salary base. Donna Corbin was appointed Case Supervisor Grade B (2022 CSEA SG XIV \$53,384-\$54,384) at a salary of \$53,384 on December 19, 2022. Donna Corbin has eighteen years of prior relevant work experience. This resolution increases Ms. Corbin's 2023 CSEA salary to \$55,986 (2023 CSEA SG XIV \$54,986-\$55,986) retroactive to January 1, 2023.
- Amend Employee Handbook; Section IV. Personnel Rules, Subsection T. Entitled Tioga County Remote Work Policy: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote

Work Arrangements for eligible Management/Confidential employees. Tioga County's current policy established and identified the rules and procedures for the use of remote worksites as a pilot program effective January 1, 2022 – December 31, 2023, for eligible Management/Confidential staff as deemed appropriate by their Department Head. The revised Remote Work Policy continues as a pilot program set to expire on December 31, 2023, unless otherwise expanded. By way of this resolution, The Tioga County Remote Work Policy-Pilot Program has been revised in its entirety to include eligible CSEA staff and has been renamed, amended, and replaced in its entirety.

(Legislator Monell inquired how many people are working from home. Legislator Sauerbrey indicated that there are 14 employees currently registered for remote work)

- Create and Fill Temporary, Part-time Paralegal (Seasonal) Position (District Attorney's Office): Legislative approval is required for the creation of any new positions within Tioga County. The District Attorney's Office has a need to hire a temporary, part-time Paralegal to work during the first eight months of the year to provide paralegal support within the office. This resolution authorizes the creation of one temporary, part-time Paralegal (Seasonal) positions with authorization to fill effective January 1, 2023 – August 31, 2023 at \$18.83/hour.

VII. PROCLAMATIONS – None

VIII. ADJOURNMENT – 11:01