

PERSONNEL COMMITTEE MINUTES
September 7, 2023

Present: Legislator Keith Flesher; Legislator W. Jake Brown; Legislator Dale Weston; Linda Parke, Personnel Officer and Alex Freyvogel, Benefits Manager.

Absent: Legislator Tracy Monell

Guest(s): Legislator Bill Standinger; Cathy Haskell, Legislative Clerk;

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

APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Brown to approve the August 10, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Alex Freyvogel, Benefits Manager:

2023 Health Insurance

In August, \$44,048.01 was paid out of the 2023 HRA with fourteen (14) employees reaching their deductible. A total of 67 employees with a total of \$703,856.67 paid out of HRA to date.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of August was reviewed. We have collected \$1,515 (37.1%) of our projected revenue and spent 51% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Employee Recognition Schedule of Events: The schedule for pin ceremonies and the food truck was distributed.

IV. PERSONNEL

The Head Count Report as of September 1, 2023, was displayed. There are 42 FT and 16 PT funded vacancies. Funded vacancies with active recruitment: DSS – Accounting Associate III, Caseworkers (4), Community Services Worker, Office Specialist I, Senior Caseworker, Social Welfare Examiners (3), Senior Social Welfare Examiner, Senior Support Investigator, Case Supervisor Grade B, HEAP titles: OS I and SWE's; Mental Hygiene – Clinical Social Worker, Senior Clinical Social Worker (School/Community Based) (3), Certified Alcohol & Drug

Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Defender - PT Assistant Public Defender; Public Health – Office Specialist III, PT Dentists (2) and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Mechanic I and Seasonal Highway Worker (2); Sheriff's Office – CO's (4), Public Safety Dispatcher Trainee (2) and PT Cook.

The Vacancies Filled-Salary Difference Report shows six (6) changes since the August meeting with a monthly impact of (\$24,282.00) and YTD of (\$50,144.00). The Change in Classification chart and Temporary Appointments chart shows the Seasonal Paralegal resigned 8/9/23, Resolution 343-23 created (3) Seasonal HEAP OSI positions and (2) SWE positions, Resolution 341-23 change in classification of Office Specialist II to Office Specialist III, annual difference of \$8,817 and Accounting Associate II to Accounting Associate III, annual difference of \$7,147.

RESOLUTIONS

Amend Resolution No. 193-18, as Amended by Resolution No. 45-23; as Amended by Resolution No. 255-23 as Amended by Resolution 296-23 Adoption Of Tioga County Title Vi Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, Ada Transition Plan And Employee Training Plan: The Department of Labor is requiring revisions to the County's Title VI Plan as follows:

- Title VI Plan Table of Contents Attachment 6: Public Participation Plan be added.
 - Title VI Plan Table of Contents Attachment 7: American with Disabilities (ADA) Transition Plan be added.
 - Title VI Plan Table of Contents Attachment 8: ADA Authorizing Resolution(s) be added.
 - Tioga County Public Participation Plan be added to the Title VI Plan.
 - American with Disabilities (ADA) Transition Plan be added to the Title VI Plan.
 - Amend Equal Employment Opportunity/Affirmative Action/ADA Policy.
 - Font is updated to Century Gothic 12.
- Attachment 6 Tioga County Public Participation Plan added.

Amend Employee Handbook: Section II-Ethics Rules; Add New Whistleblower Policy: This resolution adds to Section II – Ethics Rules: a Whistleblower Policy.

Amend Employee Handbook: Section IV. Personnel Rules; Subsection K. Equal Employment Opportunity/Affirmative Action /ADA Policy: This resolution amends Section III. Implementation Responsibilities.

Authorize Out-of-Title Pay (DMV): Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 calendar days. Joyce Costantini, Motor Vehicle Bureau Supervisor (CSEA SG XI), was on a leave of absence from July 20, 2023 through August 16, 2023. At the request of the County Clerk, Lisa Chandler, Principal Motor Vehicle License Clerk (CSEA SG VII) carried out the duties of Motor Vehicle Bureau Supervisor for the said duration and at the request of the County Clerk, Robert Palanza, Motor Vehicle License Clerk (CSEA SG V) carried out the duties of Principal Motor Vehicle License Clerk for the said duration. This resolution authorizes out-of-title pay for Lisa Chandler reflective of a retroactive annual increase of \$8,475.00 for the duration from July 20, 2023 through August 16, 2023 and out-of-title pay for Robert Palanza reflective of a retroactive annual increase of \$7,147.00 for the duration from July 20, 2023 through August 16, 2023.

Unfund and Create Position (Mental Hygiene): The Director of Community Services has determined she can better address staffing needs and workload by unfunding a position in order to create a position. This resolution unfunds one (1) Billing Specialist position (\$41,318 CSEA SG VIII) effective September 23, 2023 and creates one (1) Accounting Supervisor position (\$47,516 CSEA SG XI) effective September 23, 2023

Authorize Appointment of Deputy Commissioner of Social Services: Deputy Commissioner, Gary Grant has announced that he will retire effective September 30, 2023. This resolution appoints Elizabeth Myers to the title of Deputy Commissioner of Social Services at an above base annual M/C salary of \$88,585 effective October 2, 2023 with no increase in pay on January 1, 2024. Ms. Myers shall be granted a leave of absence from her current position, Director of Social Services and until further notice, the vacant Director of Social Services position shall be left vacant and unfunded effective October 2, 2023.

Create (1) FT Cleaning Supervisor position and (7) FT Cleaner I positions: (Public Works): A need has been identified within Public Works to maintain the cleanliness of the County buildings. This resolution authorizes the Commissioner of Public Works to create (1) permanent, full-time Cleaning Supervisor position at an hourly rate of \$19.53 and (7) permanent, full-time Cleaner I positions at an hourly rate of \$14.86.

V. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:43