

PERSONNEL COMMITTEE MINUTES

December 9, 2021

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

Absent: Bethany O'Rourke, Personnel Officer; Legislator, Tracy Monell

Guest(s): Legislative Chair, Marte Sauerbrey; County Attorney, Pete DeWind; Legislator, Bill Standing; Director of Administrative Services, Denis McCann; OFA students Alyssa Stephens, Mariah Salter, Carmen Jorgensen and Hailey McHugh.

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

- I. Motion to approve the November 4, 2021 Personnel Committee meeting minutes. Motion made by Legislator Weston and seconded by Legislator Balliet; all in favor, Aye.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 385 authorized full-time positions, 349 of those filled, 9 not filled/unfunded. Part-time shows 73 authorized positions, 55 filled, 3 not filled/unfunded. As of today, there are 15 PT and 27 FT funded vacancies.

Funded vacancies being actively recruited: Caseworker, Senior Casework, Office Specialist I, Community Services Worker and Principle SWE at DSS; Clinical Social Worker, Certified A&D Counselor (exams for both on 11/6/21) and a part-time Account Clerk Typist in Mental Hygiene; Public Health Nurse in Public Health; Corrections Officer (exam 12/11/21), Public Safety Dispatcher Trainee, Deputy Sheriff (to be filled later in the month) and a part-time Cook in the Sheriff's Office. Probation Officer 1 and Probation Officer 2 (Sr.).

The Vacancies Filled-Salary Difference Report shows five (5) changes since the November report with a monthly impact of -\$21,990.00 and YTD total -\$135,687.72. The Change in Classification Report-Salary Impact shows no changes since November. The Temporary Appointments chart shows one (1) Office Specialist I position for HEAP is now vacant.

B. Amy Poff:

2021 Health Insurance:

In November, \$30,071.69 was paid out of the 2021 HRA with four additional employees reaching their deductible. Total HRA paid to date is \$778,690.06 with a total of 86 employees meeting their deductible, 70% utilization.

UnitedHealthcare (UHC) held two in-person meetings on November 16th and a telephonic meeting on November 17th and all three were well attended and the retirees were able to get their question answered. The presentation has also been posted on the Tioga County web-site.

C. Budget Tracking Report:

The budget tracking report as of the end of November was reviewed. We have collected \$2,870 (66.3%) of our projected revenue and spent 82.7% of our appropriations.

III. Old Business:

TCLEA Negotiations:

The next meeting is scheduled for December 13, 2021.

IV. New Business:

Personnel Officer Vacancy: The Personnel Officer's job posting was distributed for review.

V. Resolutions:

- Appointment of Part-time Information Security Officer (Legislative Office): This resolution reappoints Susan Haskett to the part-time information Security Officer Position for 2022 at an annual rate of \$2,746.
- Authorize Exception to Employee Handbook Section IV. Personnel Rules – Subsection J: Non-Union Vacation: This resolution authorizes an exception due to the current and ongoing pandemic, for Lisa McCafferty to cash-in 88 hours Vacation that are in excess of the allowable 20-day carryover on her anniversary date of December 14th at an amount not to exceed \$4,500.
- Authorize Salary Reallocation and Appointment of Deputy Director of Information Technology & Communication Services: The Deputy Director of ITCS will become vacant as of December 31, 2021 due to a resignation. The CIO has identified revisions to the current job description in order to incorporate various network administrator duties and responsibilities. The Personnel Officer has approved said revisions and as a result of the additional responsibilities, recommend a salary reallocation. This resolution increases the salary range for Deputy Director of ITCS from \$52,943 - \$62,943 to \$65,000 - \$75,000 effective January 1, 2022. The CIO is authorized to provisionally appoint Cuyler Kochin as Deputy Director of ITCS at an annual salary of \$65,063 effective January 1, 2022 pending successful completion of civil service examination requirements.
- 2022 Staff Changes: Board of Elections: This resolution creates two (2) Elections Clerk PT positions at a salary of \$17/hour; 28 hours/week with a budget impact of +\$49,504 and two (2) Driver PT positions at a salary of \$15/hour; 42 hours/year with a budget impact of +\$1,260 effective January 1, 2022. The Board of Elections authorized part-time headcount is increased from 6 to 10.
- 2022 Staff Changes: County Clerk's Office: This resolution creates one (1) Motor Vehicle License Clerk position (CSEA Grade V: \$30,965-\$31,965) effective January 1, 2022. The County Clerk's authorized full-time headcount is increased from 14 to 15.
- 2022 Staff Changes: ED&P Department/Public Works Department: This resolution abolishes the Sustainability Manger position in Public Works and creates the

Sustainability Manger position in ED&P effective January 1, 2022. Public Work's authorized full-time headcount is decreased from 39 to 38 and ED&P's full-time headcount is increased from 8 to 9.

- 2022 Staff Changes: Emergency Services Department: This resolution increases the PT Assistant Fire Coordinator (S. Federowicz) salary to \$5,200/year, a budget impact of +\$449 and increases the PT Assistant Fire Coordinator (D. Churchman) salary to \$5,200/year with a budget impact of +\$2,271 effective January 1, 2022.. Emergency Services Department headcount is unchanged at 1 full-time and 10 part-time positions.
- 2022 Staff Changes: Law Department: This resolution would change the Part-time Safety Officer position to Full-time Safety Officer position with a budget impact of +up to \$19,507 effective January 1, 2022. The Law Department's authorized full-time headcount would increase from 7 to 8 and their part-time headcount would be reduced from 2 to 1. County Attorney, Pete DeWind requested this move forward to the full Legislature for further discussion.
- 2022 Staff Changes: Public Defender's Office: This resolution increases the 2nd Assistant Public Defender's salary by \$5,000. The Public Defender's Office headcount remains unchanged.
- 2022 Staff Changes: Veterans' Service Agency: This resolution creates a Veterans' Service Officer PT position (\$17.81/hour/ 17 hours/week) with a budget impact of + \$15,741. The Veterans' Service Agency's authorized part-time headcount is increased from 1 to 2.
- Authorize Creation of System Administrator (ITCS): The Network Administrator position will become vacant as of January 1, 2022 due to the provisional promotion of the incumbent as Deputy Director of ITCS. This resolution authorizes to un-fund the vacant Network Administrator position and create a Systems Administrator position effective January 1, 2022 to provide greater efficiency. The ITCS Department's 2022 authorized full-time headcount shall increase from 9 to 10. The unfunded position of Network Administrator shall be abolished once the Deputy Director of ITCS attains permanent status in said title.
- Authorize Contract Renewal CSEA Employee Benefit Fund: Resolution #276-11 authorized a contract with CSEA Benefit Fund to administer vision and dental plans for CSEA and Non-Union employees, now called EBF Member Plus. The dental and vision plans are contractual benefits for CSEA employees and on November 9, 2021 the CSEA contract was ratified through 2024. This resolution authorizes the Chair of the Legislature to sign a contract with EBF Member plus for the purpose of facilitating the dental and vision plans for the period of January 1, 2022 – December 31, 2024.
- Establish Retiree Health Insurance Contributions: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV.B.1.c. of the Employee Handbook Policy "Orientation/Exit Interviews/Recruitment/Retirement" are currently not contributing toward their retiree coverage. Due to continually rising health insurance

costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance. As of the date of this resolution, any retiree who qualifies for free individual coverage in accordance with Section IV.B.1.c. shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2022.

- Standard Work Day and Reporting (Public Defender): The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials. This resolution establishes the standard work days for Rhonda Pasto from 7/6/21-12/31/2021.

Amend Resolution 176-94 as Amended by Reso 281-17 as amended by Reso 276-20: Medicare Reimbursement: Resolution 281-17 amended Resolution 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years. Resolution 276-20 held the Medicare Part B reimbursement rate for eligible retirees at \$115 per month through January 31, 2022 to be reviewed in 2021. The 2022 Medicare Part B premium that retirees will pay is an increase of approximately 27% since 2017 and Tioga County will achieve substantial savings with the 2022 retiree Medicare health insurance plan change. This resolution increases the Medicare Part B reimbursement rate for eligible retirees to \$148.50 per month for the period of February 1, 2022 through January 31, 2025. The Legislature will review again in 2024.

- Authorize Salary Above CSEA Base for Probation Officer: The Probation Director has identified a candidate from the current civil service eligible list for Probation Officer 1 (CSEA SG XI, \$44,572 - \$45,272) with over six years of prior relevant work experience. This resolution appoints Jean Regis to the title of Probation Officer 1 at an annual salary of \$45,272 (increment stage 2 of CSEA SG XI) effective December 20, 2021.
- Authorize Creation of Full-time Local Coordinator Position (Public Health): Funding requirements from NYS have resulted in the immediate need for the Tioga County Public Health Department to create a full-time position to oversee contractual Public Health Fellows providing COVID related services. Funding for the position is through the Epidemiology and Laboratory Capacity (ELC) Public Fellows grant. This resolution approves the creation of a full-time local Coordinator position at an annual salary of \$50,000 (Non-union) effective January 1, 2022.
- Authorize Creation of Temporary Full-time Office Specialist I Position (Public Health): Requirements related to COVID Pandemic from NYS have resulted in immediate need for the Tioga County Public Health Department to create a full-time temporary administrative support position to assist with COVID related services. Funding for the position is through the Epidemiology and Laboratory Capacity (ELC) Public Fellows grant. This resolution approves the creation of a temporary, full-time Office Specialist I position at an hourly rate of \$13.20 effective January 1, 2022 through December 31, 2023.

VI: Meeting adjourned at 11:13 AM