

PERSONNEL COMMITTEE MINUTES
February 6, 2020

Present: Committee Chair, Ed Hollenbeck; Legislator Cliff Balliet; Legislator Tracy Monell; Legislator Dale Weston; Bethany O'Rourke, Personnel Officer; Amy Poff, Benefits Manager and Linn Bruce, Civil Service Administrator.
Guest(s): Marte Sauerbrey and Bill Standinger

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

I. The Minutes of the January 9, 2020 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 383 authorized full-time positions, 357 of those filled, 9 not filled/unfunded and 17 not filled/funded. Part-time shows 72 authorized positions, 56 filled, 3 not filled/unfunded and 13 not filled/funded. Funded vacancies being actively recruited for: *Caseworker at DSS; Clinical Social Worker, Senior Clinical Social Worker, Peer Advocate and Certified A&D Counselor in MH; PHN and Communications & e-Services Coordinator at PH; Corrections Officer and two Public Safety Dispatchers at Sheriff's Office.* The Backfill Salary Difference Report shows ten (10) changes since January's Committee meeting with a monthly impact of \$78,648 primarily due to the hiring of Dental van staff. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows five positions in HEAP still ongoing but two of those ended at the end of January; the temporary AAI in the Sheriff's Office created last month is reflected and runs through end of June.

Amy Poff, Benefits Manager:

Health Insurance:

In January, \$67,642.37 was paid out of the 2020 HRA and one employee hit their deductible. An additional \$14,510.02 was paid out of the 2019 HRA for 2019 claims, making the 2019 year-to-date total \$878,610.44 which equates to 76% utilization of the HRA.

1095-C Forms:

Amy reported the required 1095-C forms have been issued to all necessary employees, well ahead of the March 2 deadline. The filing with the IRS must be done by March 31; Amy will now work on that.

Deferred Compensation:

Our current contract with Nationwide for administration of our Deferred Compensation Plan expires in March 2020. We issued an RFP in the Fall and the Deferred Compensation Committee reviewed the proposals; the Committee

recommends entering into another contract with Nationwide. A factor that heavily contributed to the recommendation is the 3.5% interest rate offered by Nationwide for their Fixed Account, which many of our employees participate in, as compared to 2.2% or lower offered by other companies. A resolution is being presented this month to enter into said contract with Nationwide Retirement Solutions.

Amy also updates that OneGroup, who will be handing the RFP process on our behalf in search of a new Workers' Compensation TPA, has provided a draft RFP which we are currently reviewing.

B. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for end of January 2020 was displayed for review. Bethany noted an overage in one line item of \$30 due to an oversight in the Budget prep process.

III. Old Business:

Non-Union Salary Study:

Bethany is drafting the RFP and will have Gary Grant and Pete DeWind review before it is issued. Bethany has also asked every non-union employee to review their current job description and advise her of any suggested updates by February 21, as the consultant will likely refer to the job descriptions as part of the study.

IV. New Business:

I4A Program 2020:

Bethany explained that in addition to repeating the 2018 program, new hires since 1/1/18 will be required to attend a presentation of the *County Government 101* session; presentations are scheduled for March and October. Due to overtime issues, new hires at the Sheriff's Office will view a powerpoint instead of attending a presentation. Department Heads and Legislators may also be offered a training session.

V. Resolutions:

Authorize Contract with Nationwide Retirement Solutions for Deferred Compensation Program: This authorizes the Legislative Chair to sign a contract with NRS to be our Deferred Compensation Plan administrator for the period of March 8, 2020 – March 8, 2025.

Authorize Appointment to title of Assistant Public Defender (PT): This authorizes a salary of \$35,000 for Jay Wilbur as Assistant Public Defender (PT) to start February 12, 2020.

Authorize Salary of Public Health Nurse: This authorizes the Public Health Director to pay a new Public Health Nurse at the top of the range (\$56,617) effective February 18, 2020, as allowed for in Article 4, Section B(1) of the CSEA contract with Legislative approval.

Abolish Position, Increase Salary of one Employee, Authorize two Backfills: This

authorizes the District Attorney to restructure staffing in order to adjust to the Bail Reform demands. Salary increases are offset by the part-time Chief Assistant District Attorney position being abolished. Headcount in the District Attorney's Office will then be 2 part-time plus 5 full-time.

Authorize Appointment to Title of Deputy County Treasurer: County Treasurer Jim McFadden attended to review this resolution with the Committee; Jim explains that he believes the Hiring Range for the Deputy Treasurer title is lower than it should be in light of the responsibilities of the position and in comparison to like positions in other departments. This resolution was amended by the Committee with a motion from Tracy Monell, seconded by Dale Weston and all voting Aye; the change was to the salary figure. The amended resolution authorizes a salary of \$47,000 for Katie Chandler as Deputy County Treasurer effective March 2, 2020 when the position will become vacant due to a retirement.

VI. Meeting adjourned at 11:25