

PERSONNEL COMMITTEE MINUTES

May 6, 2021

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

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator Bill Standing

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

- I. The Minutes of the April 8, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 382 authorized full-time positions, 347 of those filled, 8 not filled/unfunded. Part-time shows 72 authorized positions, 53 filled, 3 not filled/unfunded. As of today, there are 16 PT and 27 FT funded vacancies.

Funded vacancies being actively recruited via vacancy posting, certification or eligible list: Director of Assets & Records Management and Motor Vehicle License Clerk in the County Clerk's Office; Offers have been extended with tentative start dates later in May for: Caseworker, Social Welfare Examiner, Office Specialist I and Community Services Worker (PT) at DSS; Office Specialist II in ITCS; an Account Clerk Typist PT and an offer has been extended, with a start date later in May for a Clinical Social Worker in Mental Hygiene; Motor Equipment Operator I and Highway Worker (Seasonal) in Public Works; 4 Corrections Officer positions, 2 Public Safety Dispatcher Trainees, 1 Deputy and 1 Cook (PT) in the Sheriff's Office.

The Vacancies Filled-Salary Difference Report shows three changes since the April report with a monthly impact of \$11,303.33 and YTD total (\$22,385.76). The Change in Classification Report-Salary Impact shows one change since April: the unfunded Computer Programmer (Specialist) was funded and reclassified to Office Specialist II per resolution 109-21, with a salary impact of \$36,622. The Temporary Appointments chart shows no changes.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In April \$78,914.78 was paid out of the 2021 HRA with seven additional employees reaching their deductible. Total HRA spent to date is \$404,380.93 with a total of 23 employees meeting their deductible.

2020 Health Insurance:

In April an additional \$14.87 was paid out of the 2020 HRA, total 2020 HRA spent is \$784,663.90, 71% utilization.

Workers' Compensation:

The workers' compensation program ended 2020 with a surplus of \$458,272.59, a Fund Balance of \$1,484,690.20 and a Contributed Reserve of \$3,758,105.67. Local Law No 2 of 2015 established a Contributed Reserve Cap of \$6,000,000 for the Tioga county Self Insurance plan. There is a resolution today to transfer the \$458,272.59 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$4,216,378.26.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for April 2021 was distributed for review. We have collected \$330.00 (7.6%) of our projected revenue and spent 30.8% of our appropriations.

III. Old Business:

CSEA Negotiations:

Negotiations will get started on May 19th and 27th. We received their proposals earlier this week. The negotiations will be hybrid using both Zoom and in person meetings.

IV. New Business:

TCLEA Negotiations: Deputies requested to begin negotiations. Bethany will discuss the financial parameters with the Legislature this afternoon and also ask for a legislator to volunteer to join the negotiating team.

New computers throughout the office: Doug Camin has indicated that they will be replacing all County computers over the next two years and 56 Main Street will be first.

New Copier: Personnel had a new copier installed about two weeks ago. The cost savings is significant. The monthly bill will go from approximately \$385 per month down to \$87.56.

V. Resolutions:

- Amend Employee Handbook: Amend Drug-Free and Alcohol-Free Workplace Policy (Section IV. Personnel Rules; Subsection Q) and Smoking Policy (Section IX. Safety Rules/ Subsection B): Governor Cuomo signed legislation on March 31, 2021 legalizing adult-use cannabis as of April 1, 2021. This resolution amends the policy to add "This shall also include the use or consumption of any Cannabis product." To Section IV and "B. No smokable Cannabis products are allowed in any area" to Section IX.
- Medicare Advantage Request for Proposal Through Broome County Purchasing Alliance: Broome County will be issuing a Request for Proposal seeking a contract for Medicare Advantage and Prescription Drug Benefit Services for its retirees and has proposed issuing a joint Request for Proposal with other interested municipalities. Tioga County wishes to participate in this joint request for proposals. Tioga County agrees to participate with Broome County and other participating municipalities in a joint request for proposal for Medicare Advantage and Prescription Drug Benefit

Services for its eligible retirees and upon selection of a vendor. The County may enter into its own contract with the vendor. Tioga County agrees to provide Broome County with any information required to develop the RFP. Once the process is complete, we will do a resolution to opt in or out of participation.

- Abolish One Full-time Public Health Nurse and Create Public Health Educator Position: A full-time Public Health Nurse position has been vacant since July 2020. The Public Health Director identified the need to create an additional full-time PH Educator to better serve the public and submitted a New Position Duties Statement to Personnel and the Personnel Officer has determined the description of duties is consistent with the classification for PH Educator. This resolution abolishes a full-time PH Nurse position (CSEA SG XV - \$51,579) and creates a full-time PH Educator position (CSEA SG XI - \$44,572) effective May 12, 2021.
- Transfer Funds/Fund Self-Insurance Plan Reserve: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan and allows for the transfer of surplus funds from the fund balance to the reserve. The 2020 Tioga County Self Insurance operating budget had surplus funds of \$458,272.59. This resolution authorizes the Tioga County Treasurer to transfer \$458,272.59 from Self-Insurance Fund Balance S390900 to the Self-Insurance Contributed Reserve Fund S375300
- Create and Fill Temporary, Full-time Clerk (Seasonal) Position: The Treasurer's Office has a need to hire a temporary, full-time Clerk during the summer to provide clerical support. This resolution creates one temporary, full-time Seasonal Clerk position at an hourly rate of \$13.50 effective May 12, 2021 for a duration not to exceed August 31, 2021.

VI: Meeting adjourned at 11:08 AM