

Personnel Committee Agenda
July 7, 2022
10:30 A.M.

- APPROVAL OF MINUTES FROM JUNE 9, 2022

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking

- OLD BUSINESS
 - Salary Study RFP

- NEW BUSINESS
 - 2nd Quarter Exit Interview Report

- PERSONNEL
 - Head Count & Monthly Exam Reports – Linn Bruce

- RESOLUTIONS
 - Authorize Contract with United Health Care (UHC) for Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage through Broome County Purchasing Alliance (BCPA)
 - Declare Work Day Status for Elected and Appointed Officials
 - Authorize Contract with Burke Group-Compensation Study
 - Authorize Continuance of Out-of-Title Pay (Public Works)
 - Authorize Out-of-Title Pay (Public Works)

- PROCLAMATIONS - None

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,815.00	.00	-2,265.00	44.5%*
A1430 412601 Personnel Training	0	0	0	-100.00	.00	100.00	100.0%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	274,757	-20,000	254,757	124,330.81	.00	130,426.19	48.8%
A1430 510020 Part Time/Temporar	0	20,000	20,000	19,725.00	.00	275.00	98.6%
A1430 540010 Advertising	1,500	-200	1,300	906.64	.00	393.36	69.7%
A1430 540140 Contracting Servc	66,300	0	66,300	22,149.81	29.76	44,120.43	33.3%
A1430 540180 Dues	330	0	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320 Leased/Service Equ	2,000	0	2,000	921.16	.00	1,078.84	46.1%
A1430 540340 Literature	1,640	0	1,640	536.99	.00	1,103.01	32.7%
A1430 540420 Office Supplies	400	0	400	40.85	.00	1,359.15	10.2%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	2,750	0	2,750	1,071.95	.00	1,678.05	39.0%
A1430 540480 Postage	1,350	0	1,350	437.38	.00	1,912.62	32.4%
A1430 540620 Software Expense	5,590	200	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	1,178.44	.00	5,821.56	16.8%
A1430 540733 Training/All Other	3,500	0	3,500	1,258.97	.00	2,241.03	36.0%
A1430 581088 State Retirement F	32,714	0	32,714	18,499.48	.00	14,214.22	56.5%
A1430 583088 Social Security Fr	19,933	0	19,933	11,221.46	.00	8,711.84	56.3%
A1430 584088 Workers Compensati	6,060	0	6,060	3,200.94	.00	2,859.54	52.8%
A1430 585588 Disability Insuran	336	0	336	157.54	.00	178.36	46.9%
A1430 586088 Health Insurance F	127,209	0	127,209	45,106.55	.00	82,102.42	35.5%
A1430 588988 Eap Fringe	72	0	72	36.57	.00	35.50	50.7%
TOTAL Personnel	552,031	0	552,031	254,755.54	29.76	297,246.12	46.2%
TOTAL General Fund	552,031	0	552,031	254,755.54	29.76	297,246.12	46.2%
TOTAL REVENUES	-4,085	0	-4,085	-1,915.00	.00	-2,170.00	
TOTAL EXPENSES	556,116	0	556,116	256,670.54	29.76	299,416.12	

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTRACT WITH UNITED HEALTH CARE (UHC) FOR RETIREE MEDICARE ADVANTAGE PLAN/MEDICARE PART D PRESCRIPTION DRUG COVERAGE THROUGH BROOME COUNTY PURCHASING ALLIANCE (BCPA)

WHEREAS: Resolution 199-21 authorized a contract with United Health Care (UHC) through the Broome County Purchasing Alliance (BCPA) electing Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2022 through December 31, 2022; and

WHEREAS: UHC offered a three year rate guarantee for 2022 through 2024 through the BCPA but allows for opting out in any given year; and

WHEREAS: Tioga County has received positive feedback from retirees regarding the UHC Plan 1, and UHC provides a team that helps Tioga County with administration of the benefits; and

WHEREAS: UHC provided the 2023 renewal letter for the Medicare Advantage Plan 1 confirming that the 2023 rate will remain the same as current rate of \$260 per policy per month; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with United Health Care, subject to review by the County Attorney, continuing with Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2023 through December 31, 2023.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22

RESOLUTION TO DECLARE WORK DAY STATUS
FOR ELECTED AND APPOINTED OFFICIALS

WHEREAS: Resolutions 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, and 160-19 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; and

WHEREAS: Resolution 201-22 increased the full-time Director of Veterans' Service Agency from 35 hours per week to 40 hours per week effective June 18, 2022; therefore be it

RESOLVED: That effective June 18, 2022 the Tioga County Legislature hereby changes the standard work day for the Veterans' Service Agency for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five day work week, eight hour day: Director of Veterans' Service Agency
Veterans' Service Officer

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTRACT WITH THE
BURKE GROUP FOR COMPENSATION AND
CLASSIFICATION STUDY SERVICES

WHEREAS: Tioga County issued a Request for Proposal (RFP) for the purpose of selecting a qualified firm to review and update its compensation and job classifications for all salaried Management/Confidential employees; and

WHEREAS: The selected firm is expected to perform analysis of current job classifications, salary, and benefits structure relative to comparable positions in comparable organizations as well as internal comparison; and

WHEREAS: Three companies submitted proposals which were reviewed and narrowed down to two companies; and

WHEREAS: The sub-committee recommends the Burke Group proposal for a cost not to exceed \$9000.00; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Burke Group, subject to review by the County Attorney, to conduct a Classification and Compensation Study for all salaried Management/Confidential employees; and be it further

RESOLVED: That the cost of this contract will be paid out of A1430.540140.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE CONTINUANCE OF
OUT OF TITLE PAY - PUBLIC WORKS
DEPARTMENT

WHEREAS: In accordance with the CSEA collective bargaining agreement Article 4, Section E, Legislative approval is required to authorize out of title pay; and

WHEREAS: Due to the needs of the department, the Commissioner of Public Works assigned Mechanic Working Supervisor duties to Dereck Grier, Automotive Mechanic II (CSEA SG 4), as of March 10, 2022; and

WHEREAS: Out-of-title pay was granted for the period of March 10, 2022 through June 18, 2022 per resolution # 158-22; and

WHEREAS: Due to a retirement, the work of the Mechanic Working Supervisor (CSEA SG 1) position would not be done by the incumbent after June 18, 2022; and

WHEREAS: The Commissioner of Public Works will have an ongoing need to continue having Grier perform out-of-title work beyond June 18, 2022; and

WHEREAS: The position of Mechanic Working Supervisor is expected to be filled on July 9, 2022; therefore be it

RESOLVED: That the Legislature authorizes out-of-title pay for Derek Grier, which is reflective of a retroactive hourly rate increase of \$4.93/hour effective June 19, 2022; and be it further

RESOLVED: That said out-of-title pay shall continue through July 8, 2022.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE OUT OF TITLE PAY
PUBLIC WORKS DEPARTMENT

WHEREAS: In accordance with the CSEA collective bargaining agreement Article 4, Section E, Legislative approval is required to authorize out of title pay; and

WHEREAS: Due to numerous absences within the Road Machinery Department there was a need for coverage within this department; and

WHEREAS: The Commissioner of Public Works assigned Automotive Mechanic II (CSEA SG 4) duties to Robert Pipher, Motor Equipment Operator I (CSEA SG 8) from February 28, 2022 through May 10, 2022 for a total of 196.5 hours, beyond 20 calendar days; therefore be it

RESOLVED: That the Legislature authorizes out-of-title pay for Robert Pipher, which is reflective of a retroactive hourly rate increase of \$3.01/hour for 196.5 hours, a total of \$591.47.