

## PERSONNEL COMMITTEE MINUTES

July 3, 2019

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

Absent: Bethany O'Rourke, Personnel Officer

Guests: Rita Hollenbeck, Jim McFadden, Peter DeWind

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

- I. The Minutes of the June 6, 2019 Personnel Committee meeting were approved as written.

### II. Staff Reports

#### A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 374 authorized full-time positions, 358 of those filled, 7 not filled/unfunded and 9 not filled/funded. Part-time shows 70 authorized positions (up one due to headcount increase of one (1) position in the Law Department, 56 filled, 3 not filled/unfunded and 11 not filled/funded. Funded vacancies which are being actively recruited: MVE (PT), Office Specialist I, Certified Alcohol & Drug Counselor, Assistant Engineer, and Deputy Sheriff. The Backfill Salary Difference Report shows three (3) changes since the June's Committee meeting. Total monthly impact is \$5,000.00 with a YTD total of \$25,867.04. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows one Clerk (Seasonal) position in Public Health 6/24/19 through 8/31/19.

#### B. Amy Poff, Benefits Manager:

##### 2019 Health Insurance:

In June, \$76,018.73 was paid out of the 2019 HRA. Seventeen additional people reached their deductible, fifty-three employees to date. Total paid to date is \$606,482.74, approximately 53% utilization.

##### Workers' Compensation:

Participants in the workers' compensation plan are allowed to pay their annual workers' compensation bills in two installments, January and July. The July bills have been sent out with payment due by July 31, 2019. The total amount billed for the year was \$1,402,327.59 and \$687,395.77 remains to be collected. Tioga County's total bill was \$693,764.70 and \$346,882.35 is due by the end of July.

##### NYS Retirement System:

Annual NYS Retirement statements arrived at the beginning of June and were distributed to the departments. The statements reflect each employee's service credit in the NYS retirement system for the period of April 1, 2018 through March 31, 2019 and also provides information on total service credit in the system.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of July 1, 2019 was displayed for review. So far in 2019 we have collected \$1,995.00 (67.6%) of our projected revenues. We have spent 47.4% of our appropriations. Of note, our 'Training/All Other' account appears that we are making money, an expense was charged to the wrong account by mistake. Rita is making the necessary account adjustment.

III. Old Business:

Independent Contractors:

Following the discussion in June, Bethany decided to get input from the Department Heads on the practicality of requiring resolutions for all contractual workers. Bethany explained at the DH meeting that the Legislature would like to see a resolution for every contract and that the County Attorney was asked to prepare an abbreviated contract for use by sole proprietors who do not have liability insurance we typically require of a vendor. After discussion it was decided that presenting resolutions and using the abbreviated contract was agreeable for situations where an individual is contracted to personally provide services. Bethany will work with the County Attorney on revising the Contractual Hire Policy and the Purchasing and Payment Policy.

On-line Application Portal:

The On-line Application Portal went live on June 26<sup>th</sup>. We are now able to accept on-line applications and payments through Paypal. This is a major step toward enhancing our recruiting efforts. We will issue a Press release once all is fine-tuned.

IV. New Business:

Exit Interview Report: Copies of the report and actual questionnaires/comments have been sent to the appropriate Department Heads and Committee Chairs. As Linn mentioned, the turnaround has been steady.

Pending Regulations: Harassment & Work Place Violence: NYS Legislature passed major legislation expanding the definition of Unlawful Discrimination and Harassment; it is expected that the Governor will sign the legislation soon and it will take effect within 60 days after. Bethany has advised both the County Attorney and the Safety Officer, as changes to our Policies and annual training may be necessary.

NYSPELRA Conference: Bethany will be attending the annual NYS Public Employer Labor Relations Association Conference July 17-19 in Saratoga.

V. Resolutions:

Contract for Accountant Services (Treas): This resolution authorizes the Treasurer to contract with Jackson Bailey, Accountant, at an established rate of \$20.00 per hour retroactive from June 24 through July 31, 2019.

Authorize Appointment of Accountant (Treas): Legislative approval is required for any appointment to a non-union position. The Accountant position became vacant on June 24, 2019. The Treasurer has conducted a recruitment and has identified a desirable candidate. This resolution provisionally appoints Josh Fenchel-Kithcart to the accountant position pending successful completion of the Civil Service examination requirements at an annual, non-union salary of \$40,000 effective July 20, 2019.

Authorization to Create and Fill One, Full-time Lead Maintenance Mechanic Position (Public Works): The Commissioner of Public Works has discussed supervisory staffing needs for the B&G unit with the Personnel Officer. Duties and responsibilities that exceed those typical of a Maintenance Mechanic III including crew supervision are regularly assigned to a Maintenance Mechanic III, which creates a need for the classification of Lead Maintenance Mechanic. This resolution authorizes the creation and filling of one, full-time Lead Maintenance Mechanic effective July 10, 2019. The Commissioner of PW shall be authorized to reclassify one full-time Maintenance Mechanic III to the title of Lead Maintenance Mechanic upon appointment from the internal candidate pool effective June 20, 2019.

Authorize Salary Grade Reallocation and Reclassification of Vacant Positions (Social Services): The position of Welfare Management Coordinator will be vacant close of business on July 19, 2019. Due to the promotion of the incumbent, the position of Welfare Management System Assistant will become vacant at the close of business July 19, 2019. This resolution authorizes a salary reallocation of the vacant Welfare Management System Coordinator effective July 20, 2019 and authorizes the reclassification of one vacant, full-time Welfare Management System Assistant to a full-time Accounting Associate II effective July 20, 2019.

Create Position and Backfill; Abolish Position (IT&CS): The position of Computer Programmer (NU) will become vacant on August 17, 2019 due to the retirement of Mary Hogan. The Chief Information Officer has determined that hiring a Software Support Liaison will better serve the needs of the department. This resolution creates one full-time position of Software Support Liaison effective July 20, 2019 to receive four weeks of training from the Computer Programmer. This resolution provisionally appoints Charles Root to the position of Software Support Liaison effective July 20, 2019, at an annual NU salary of \$46,500. The Computer Programmer position will be abolished upon it becoming vacant on August 17, 2019.

Authorize Reappointment of Real Property Director: This resolution reappoints the Real Property Director, Terie Husby for another 6 year term effective October 1, 2019 through September 30, 2025.

VII. Meeting adjourned at 10:56