

PERSONNEL COMMITTEE MINUTES

May 4, 2023

Present: Legislator W. Jake Brown; Legislator Keith Flesher and Linda Parke, Personnel Officer.

Absent: Legislator Tracy Monell; Legislator Dale Weston; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel. Amy and Alex are at a conference.

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger; County Attorney, Pete DeWind; Legislative Clerk, Cathy Haskell and Kelly Quick, Civil Service Technician.

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

APPROVAL OF MINUTES: The committee did not have a quorum. Therefore, April's Personnel Committee meeting minutes will be up for approval in June.

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In April, \$101,403.12 was paid out of the 2023 HRA with eight (8) employees reaching their deductible. A total of 25 employees with \$450,388.97 paid out of HRA to date.

Workers' Compensation

The contract with current third-party administrator Triad Group LLC ends May 31, 2023. The Request for Proposal (RFP) that was done in 2020 when Triad was selected allows for a one-year renewal up to two years. There is a resolution to authorize contract extension with Triad for the period of June 1, 2023 through May 31, 2024.

The 2022 workers' compensation program ended with a surplus of \$40,091.06, a Fund Balance of \$1,066,508.67 and a Contributed Reserve of \$4,351,258.20. 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 to transfer the \$40,091.06 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$4,391,349.26.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of April was reviewed. We have collected \$800 (19.6%) of our projected revenue and spent 26.4% of our appropriations.

II. OLD BUSINESS

Salary Study: Phase two of the salary study is complete. The Burke Group will be presenting this afternoon at 1 o'clock at the Legislative meeting.

Corrections Negotiations & TCLEA Negotiations: Linda indicated that they are close to coming to an agreement with regards to both of these contracts.

III. NEW BUSINESS

Corrections Exams: These will now be Training and Experience (T&E) exams. There is no written or oral test. Candidates receive a rating based on an evaluation of training and experience against the duties of the position. This is an online examination questionnaire that asks questions about education, training, and work experience.

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of May 4, 2023, was displayed. There are 45 FT and 18 PT funded vacancies. Recruitment for DSS – Accounting Associate II, Accounting Supervisor Grade B, Caseworker, Social Welfare Examiner, Community Services Worker (FT & PT), Office Specialist I and Senior Caseworker; I.T. – GIS Technician; Mental Health – Clinical Social Worker, Senior Clinical Social Worker (School/Community based), Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Operator I, Seasonal Highway Workers; Sheriff's Office – CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows five (5) changes since April's meeting with a monthly impact of \$4,407.00 and YTD of (\$15,458.00). The Change in Classification chart shows one change since April in Mental Hygiene, a desk audit conducted resulted and the reclassification of the Records Management Clerk to Records Management Technician. Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and resolution 175-23 created a Clerk (Seasonal) position in the Treasurer's Office 4/11/23-9/30/23.

RESOLUTIONS

- Transfer Funds/Fund Self-Insurance Plan Reserve: The 2022 Tioga County Self-Insurance operating budget had surplus funds of \$40,091 in the fund balance. This resolution transfers \$40,091.06 from Self-Insurance Fund Balance S390900 to Self-Insurance Contributed Reserve Fund S375300.
- Authorize Contract Extension with Triad Group, LLC for Workers' Compensation Administration: Tioga County has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling. Triad submitted a one year contract extension for June 1, 2023 through May 31, 2024 at an annual cost of \$31,000, a .05% rate increase. This resolution authorizes the Chair of the Legislator to contract with Triad to continue as the third party administrator for the Tioga County Self-Insurance Plan for June 1, 2023 through May 31, 2024.
- Amend Resolution 171-23, Reclassify Records Management Clerk Position (Mental Hygiene): Resolution 171-23 indicates that Ms. Joyce's salary will be retroactive to November 14th, 2022, through December 30th, 2022, at an annual salary of the 2022 CSEA SG VII \$37,904.00 then be retroactive beginning January 2, 2023, at the 2023 CSEA SG VII annual salary of \$39,041.00 and the changes will be reflected in 2023 payroll #9. However, it was realized that Ms. Joyce received a \$500 increment for five years of service on December 18, 2022. This resolution amends to read that Ms. Joyce's salary will be retroactive November 14, 2022, through December 17, 2022, at an annual salary of \$38,278 then retroactive December 18, 2022 through December 31, 2022 at an annual salary of \$38,778 and will be reflected in payroll #11. Ms. Joyce's salary will be \$39,941 retroactive to January 1, 2023, and will also be reflected in payroll #11.
- Corporate Compliance Program (Mental Hygiene): The Community Services Board recognizes that the Federal and State Agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to healthcare providers have encouraged or required the development and implementation of formal Compliance Programs by healthcare providers. The Management of Tioga County Mental Hygiene is directed to develop and implement such a Compliance Program and to provide periodic progress reports to the Community Services Board on the development, implementation and ongoing operation of this program.

- Amend Resolution 34-23 Transfer Funds to Fund and Fill Vacant Network Administrator Position within ITCS: Resolution 34-23 authorized the CIO to transfer funds and amend the ITCS 2023 budget in the amount of \$65,180 to fund an unfilled and vacant Network Administrator position within ITCS. The CIO has been unable to find a qualified candidate to fill the position. This resolution authorizes the following transfer of funds and amends the ITCS 2023 budget:

From:	A1680 510010	Full Time	\$65,180.00
To:	A1680 540140	Contracting Services	\$48,880.00
	A1680 540320	Leased / Service Equipment	\$2,000.00
	A1680 540420	Office Supplies	\$500.00
	A1680 540660	Telephone	\$10,000.00
	A1680 540733	Training / All Other	\$3,800.00

The vacant Network Administrator position shall be unfunded effective May 9, 2023

- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Keith French, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. French, the Personnel Officer has determined justification exists to classify Mr. French to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position currently filled by Keith French to Maintenance Mechanic III and Mr. French shall receive an increase of \$0.76 to his current hourly rate. Mr. French's new hourly rate will be \$20.92.
- Authorize Appointment of Civil Service Technician trainee & Senior Civil Service Technician: Due to numerous retirements within Personnel, the Personnel Officer has reviewed work assignments, staffing and future succession training needs. In order to address said issues, the Personnel Officer has determined that creating a Civil Service Technician Trainee and a Senior Civil Service Technician will help in those efforts. This resolution appoints Karen Weston to Civil Service Technician Trainee at an annual M/C salary of \$38,000 retroactive to May 8, 2023 and Provisionally appoints Kelly Quick to Senior Civil service Technician, pending successful completion of civil service examination requirements at an annual M/C salary of \$49,393 retroactive to May 8, 2023.

- Authorize Appointment of Civil Service Assistant: Due to a promotion, the position of Civil Service Assistant will become vacant on May 8, 2023. The Personnel Officer has conducted a recruitment search and identified a desirable candidate. This resolution appoints Christie Farnham to the title of Civil Service Assistant at an annual M/C salary of \$33,855 effective May 10, 2023.
- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Janes Vandemark, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. Vandemark the Personnel Officer has determined justification exists to classify Mr. Vandemark to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position filled by James Vandemark to Maintenance Mechanic III and Mr. Vandemark shall receive an increase of \$0.76 to his current hourly rate. Mr. Vandemark's new hourly rate will be \$20.71 retroactive to April 25,2023.

V. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:42