

Personnel Committee Agenda January 6, 2022

1. Call to order/approve minutes
2. Staff Reports
 - Head Count & Monthly Exam Reports – Linn Bruce
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Bethany O'Rourke
3. Old Business
 - Negotiations with TCLEA
 - Salary Survey RFP
4. New Business
 - 4th Quarter 2021 Exit Interview Report
 - COVID home tests
5. Resolutions
 - Abolish and Create Position (Mental Hygiene)
 - Appointment of Administrator Coroner
 - Authorize Hire of Education Workforce Coordinator (ED&P)
 - Authorize 2022 Staff Changes (DSS)
 - Change Reference to "Non-Union" Employee Group to "Management/Confidential"

Adjournment

2021 HDHP CSEA NON-UNION COSTS										YTD
2021 HDHP - CSEA & Non-Union	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL			
Participants	246	248	249	249	250	250				
# of people Hit Deductible Each Month	11	10	11	11	4	4	90			
TC HDHP Insurance Cost	439,273.88	436,622.13	442,896.05	429,280.00	435,547.12	436,491.15	5,235,660.69			
Lifetime Benefit Solutions Administrative Cost	1,302.95	1,333.85	1,339.00	1,323.55	1,344.15	1,354.45	15,898.05			
Monthly Paid Deductibles	67,907.70	49,126.78	33,594.58	30,503.00	30,071.69	29,416.68	808,106.74			
Maximum Annual Deductible Exp (Based on Jan contract counts 72 x 2600 + 178 x 5200)	1,112,800.00									
2021 All County Emps & Retirees										
Monthly Cost of HDHP (Health Insurance Cost + EBS Adm Cost +Monthly Deductible)	508,484.53	487,082.76	477,829.63	461,106.55	466,962.96	467,262.28	6,059,665.48			
Cost Per Participant	2,067.01	1,964.04	1,918.99	1,851.83	1,867.85	1,869.05				
Monthly Cost of CO/Law employees in PPO	141,002.53	133,773.58	141,002.63	141,002.53	137,634.75	126,482.58	1,695,460.66			
CO/Law Participants	62	60	62	62	65	59				
Cost Per Participant for CO/Law	2,274.23	2,229.56	2,274.24	2,274.23	2,117.46	2,143.77				
Monthly Cost of Non-Medicare Eligible Retirees	97,651.97	87,081.34	94,199.00	91,958.32	90,819.61	95,374.45	1,142,292.70			
Non-Medicare Participants	56	55	54	52	51	53				
Cost Per Non-Medicare Eligible Retirees	1,743.79	1,583.30	1,744.43	1,768.43	1,780.78	1,799.52				
Monthly Cost of Medicare Eligible Retirees - Plan F	141,288.30	145,305.90	142,754.40	144,285.30	144,925.20	140,551.20	1,709,964.74			
Medicare Participants	195	197	196	197	201	198				
Cost per Medicare Eligible Retirees	724.56	737.59	728.34	732.41	721.02	709.85				
Monthly Cost of Medicare Eligible Retirees - Adv	868.88	868.88	868.88	868.88	868.88	868.88	10,861.00			
Medicare Participants	2	2	2	2	2	2				
Cost per Medicare Eligible Retirees	434.44	434.44	434.44	434.44	434.44	434.44				
Tioga County's Total Health Insurance Cost	889,296.21	854,112.46	856,654.54	839,221.58	841,211.40	830,539.39	10,618,244.58			
For Comparison Purposes:										
2020 Tioga County Health Insurance Cost	783,886.62	771,632.40	781,728.58	765,309.18	759,616.70	655,604.15	9,527,181.78			

JANUARY 2021 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2022 AUTH		ACTUAL	UNFUNDED	DIFF	PREV MONTH	2022 AUTH		ACTUAL	UNFUNDED	DIFF	PREV MONTH	TEMPS
	FT	PT					PT	PT					
Board of Elections	4		4		0	4	10		5		-5	5	0
Coroners	0		0		0	0	4		4		0	4	0
County Clerk	15		13	1	-1	13	1		0		-1	0	0
District Attorney	5		5		0	5	2		1		-1	1	0
Eco Devel & Planning	9		7	1	-1	6	1		0		-1	0	0
Emergency Services	1		1		0	1	10		9		-1	9	0
Historian	0		0		0	0	1		1		0	1	0
Info. Technology	10		7	1	-2	8	0		0		0	0	0
Law / Co Attorney	8		8		0	7	1		1		0	2	0
Legislature	3		3		0	3	10		10		0	10	0
Mental Hygiene	34		32		-2	32	3		2		-1	2	0
Personnel	6		6		0	6	0		0		0	0	0
Probation	17		14	1	-2	14	1		1		0	1	0
Public Defender	5		5		0	5	6		6		0	6	0
Public Health	31		23	3	-5	23	6		3	1	-2	3	2
Public Works	38		36		-2	38	1		1		0	1	0
Real Property	2		2		0	2	1		0	1	0	0	0
Sheriff	108		100	2	-6	96	6		2	1	-3	2	0
Social Services	86		78	1	-7	78	9		5		-4	5	3
Treasurer	7		7		0	7	2		2		0	2	0
Veterans	1		1		0	1	2		1		-1	1	0
TOTAL	390		352	10	-28	349	77		54	3	-20	55	5

2022 Staff Reductions

OPW: R317-21
Law: R319-21

FUNDED Vacancies

BOE Drivers (2); E Clerks (2); E Workers (1)
CO. CLERK MVL Clerk
Dist Attorney PT: Confidential Assistant
ED&P FT: EWC; PT: OSII
Emerg Svcs PT: Assistant Fire Coord.
IT FT: OSII, Systems Administrator
MH FT: Cert. A&D Counselor, CSW (2) / PT: ACT
PH FT: CH Prog. Spvr, Comm&e-Svcs Coord, EIS Coord, PH Nurse, Local Coord. / PT: Dentist 2
DPW FT: MEO III; Maintenance Mechanic II
PROBATION FT: PO1 (2)
SHERIFF FT: CO 5, PSD Trainee / PT: DS, Cook, PSD
DSS FT: Casewkr, Sr.Casewkr, CommSvcWkr, PSWE, OSI (2); PT: Contrct Spec, YB Dir, Mail Clk

VET SVCS

PT: VSO

2022 Staff Increases

BOE: R315-21
Co. Clerk: R316-21
ED&P: R317-21
Law: R319-21
PH: R310-21
Vet Svcs: R321-21

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
TCSO	Deputy Sheriff (R. Bunce)	10/31/2021	A. Beebe	12/20/2021	\$ 50,435.00	\$ 61,890.00	-\$11,455.00
PROB	Probation Officer 1 (M. Malec)	10/30/2021	J. Regis	12/20/2021	\$ 45,272.00	\$ 51,503.00	-\$6,231.00
IT	Deputy Director if ITCS (D. Griffin)	12/31/2021	C. Kochin	1/1/2022	\$ 65,063.00	\$ 60,000.00	\$5,063.00
PROB	Probation Officer 2 (B. Jones)	8/31/2021	H. Stanton	1/1/2022	\$ 49,578.00	\$ 51,950.00	-\$2,372.00
DPW	Lead Maint. Mechanic (D. Ackley)	12/7/2021	J. Morley	1/1/2022	\$ 24,0993	\$ 23,2341	\$1,810.00
TCSO	Corrections Officer (K. Forrest)	6/30/2021	V. Alexopoulos	1/2/2022	\$ 41,428.00	\$57,281.00	-\$15,853.00
TCSO	Office Specialist II (Reso 101-20)	7/8/2020	S. Schweiger	1/3/2022	\$ 29,344.00	\$ 29,344.00	\$0.00
TCSO	Cook (Reso 260-21)	11/10/2021	B. Fawthrop	1/3/2022	\$ 41,428.00	\$ 41,428.00	\$0.00
TCSO	Corrections Officer (M. Spencer)	8/1/2021	Z. Wilt	1/4/2022	\$ 41,428.00	\$ 39,918.00	\$1,510.00

TOTAL MONTHLY IMPACT:

-\$27,528.00

YEAR TO DATE TOTAL:

-\$27,528.00

MONTH REPORTED	AMOUNT
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
	-\$27,528.00

CHANGE IN CLASSIFICATION and
TEMPORARY APPOINTMENTS

CHANGE IN CLASSIFICATION

RESO #	DEPT	TYPE	NAME	PREV TITLE	PREV SALARY	NEW TITLE	NEW SALARY	EFFECTIVE DATE	ANNUAL DIFFERENCE
312-21	ITCS	RC		Network Administrator	\$54,937.00	Systems Administrator	\$54,937.00	1/1/2022	\$0.00

Type Codes: DA = Desk Audit of current employee

RC = Review of Classification of vacant position - base salaries represented

TEMPORARY APPOINTMENTS

<u>PH</u>	Bostwick, A	PH Educator	246-20	8/23/21 - 6/30/22
	Mastro, S	PH Educator	246-20	9/13/21 - 6/30/22
<u>SHERIFF</u>				
	Fortier, S	Accounting-Assee-I	281-20	1/4/21 - 12/31/21
<u>DSS</u>				
	Cole, D	Social Welfare Examiner	186-21	9/27/21 - 2/25/2022
	Hildebrandt,	Social Welfare Examiner	186-21	9/27/21 - 2/25/2022
	Walker, P	Office Specialist I	186-21	10/12/21 - 3/25/2022

Total: 5



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2021 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,330	0	-4,330	-3,111.00	.00	-1,219.00	71.8%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	260,557	0	260,557	250,570.77	.00	9,986.23	96.2%
A1430 520070 Chairs	0	110	110	109.99	.00	.01	100.0%
A1430 540010 Advertising	1,350	455	1,805	1,219.28	.00	585.72	67.6%
A1430 540140 Contracting Servic	24,385	0	24,385	18,085.55	5,960.00	339.45	98.6%
A1430 540180 Dues	320	10	330	330.00	.00	.00	100.0%
A1430 540220 Automobile Fuel	50	-10	40	.00	.00	40.00	.0%
A1430 540320 Leased/Service Equ	4,000	0	4,000	2,677.73	150.00	1,172.27	70.7%
A1430 540340 Literature	1,100	0	1,100	90.90	.00	1,009.10	8.3%
A1430 540420 Office Supplies	450	0	450	214.01	.00	235.99	47.6%
A1430 540450 Payment To State	2,825	1,543	4,368	1,542.50	2,825.00	.00	100.0%
A1430 540470 Physicals	2,750	0	2,750	1,830.00	.00	920.00	66.5%
A1430 540480 Postage	1,150	0	1,150	924.93	.00	225.07	80.4%
A1430 540620 Software Expense	5,400	0	5,400	5,400.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	6,996.96	.00	3.04	100.0%
A1430 540733 Training/All Other	2,700	-565	2,135	1,874.97	.00	260.03	87.8%
A1430 581088 State Retirement F	32,415	0	32,415	32,713.51	.00	-298.81	100.9%*
A1430 583088 Social Security Fr	19,933	0	19,933	18,691.38	.00	1,241.62	93.8%
A1430 584088 Workers Compensati	6,064	0	6,064	6,060.60	.00	3.15	99.9%
A1430 585588 Disability Insuran	337	0	337	335.92	.00	.68	99.8%
A1430 586088 Health Insurance F	126,785	0	126,785	101,596.04	.00	25,188.48	80.1%
A1430 588988 Eap Fringe	74	0	74	72.02	.00	1.98	97.3%
TOTAL Personnel	495,309	1,543	496,851	448,226.06	8,935.00	39,690.01	92.0%
TOTAL General Fund	495,309	1,543	496,851	448,226.06	8,935.00	39,690.01	92.0%
TOTAL REVENUES	-4,335	0	-4,335	-3,111.00	.00	-1,224.00	
TOTAL EXPENSES	499,644	1,543	501,186	451,337.06	8,935.00	40,914.01	

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Exit Interview Quarterly Report

Dates From 10/1/2021 To : 12/31/2021 Quarter : 4

How many interviews were conducted 4

Which Departments were represent	
Information Technology	1
Sheriff	1
Public Health	1
Public Works	1

What reasons did people give for leaving?

Education	Health	Retirement	Family	New Job	Moving	Career Change	Job Disatisfaction	Other
0	0	0	0	1	0	0	3	0

QUESTIONS	ALWAYS	SOMETIMES	SELDOM	NEVER	N/A
1. Did you understand Department/County policies and the reasons for them?	3	1	0	0	0
2. Do you feel you have had the support of management on the job?	1	0	0	2	0
3. Were you adequately trained for your job?	1	1	1	0	0
4. Were you paid adequately for the work you did?	1	1	1	1	0
5. Were the working conditions conducive to doing a good job?	1	3	0	0	0
6. Was the amount of work requested of you reasonable?	2	1	1	0	0
7. Was the amount of overtime requested reasonable?	1	0	2	0	0
8. Do you feel management cared about and listened to your concerns?	0	1	0	3	0
9. Were your skills and abilities properly utilized?	0	1	1	1	0
10. Were you encouraged to learn and acquire new skills?	0	1	1	1	0
11. Did your immediate supervisor recognize your contributions?	1	1	0	1	0
12. Were performance appraisals you received timely? Meaningful? Fair?	1	1	1	0	0
13. Did you find your work rewarding?	0	1	2	0	0
14. Do you feel there was favoritism shown at the workplace?	2	1	0	0	0
15. Do the fringe benefits provide you value?	1	1	0	1	0
16. Did you feel had something been different here at work, you would have stayed	3	1	0	0	0
17. Did you feel comfortable approaching management with concerns?	1	0	0	2	0
18. Were there adequate advancement opportunities?	0	3	0	0	0
19. Were staff meetings held in your department?	1	0	2	0	0
20. Were you aware of any fraud, waster or abuse occurring?	Yes	0	No	2	
	EXCELLENT	GOOD	FAIR	POOR	N/A
Over All Rating	0	1	0	2	1

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
AND PERSONNEL COMMITTEE

RESOLUTION NO. -22 ABOLISH AND CREATE POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required to abolish and create any position within a Tioga County department or office; and

WHEREAS: After discussing with the Personnel Officer, the Director of Community Services has determined she can better address staffing needs and workload by abolishing a recently vacated position in order to create a full-time Supervising Clinical Social Worker position; therefore be it

RESOLVED: That one (1) vacant, full-time Clinical Social Worker position (\$60,296 CSEA SG XVI) shall be abolished effective January 12, 2022; and be it further

RESOLVED: That one (1) full-time Supervising Clinical Social Worker position (\$65,625 CSEA SG XVIII) shall be created effective January 12, 2022.

RESOLVED: That funding be appropriated as follows:

From: A4310 416200	Mental Health Fees	\$ 6,773.16
To: A4310 510010	Full Time Salary	\$ 5,153.80
A4310 581088	State Retirement Fringe	\$ 270.11
A4310 583088	Social Security Fringe	\$ 230.52
A4310 584088	Workers Compensation Fringe	\$ 72.98
A4310 585588	Disability Insurance Fringe	\$ 5.23
A4310 586088	Health Insurance Fringe	\$ 1,039.77
A4310 588988	Eap Fringe	\$ 0.75

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REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPOINTMENT OF
ADMINISTRATIVE CORONER

WHEREAS: The Tioga County Coroners have selected an Administrative Coroner for 2022; and

WHEREAS: Such Administrative Coroner will perform the supervisory duties of managing their budget, paying the bills, and various office functions of the Coroner's office; and

WHEREAS: The Administrative Coroner will have no supervisory authority over the other Coroners; therefore be it

RESOLVED: That W. Stewart Bennett, Tioga County Coroner, has been selected by the four duly elected County Coroners to be designated as the Administrative Coroner for 2022 and be given a stipend of \$5,000 as set forth in the County budget.

REFERRED TO:

ED & P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF
EDUCATION WORKFORCE
COORDINATOR IN THE
ECONOMIC DEVELOPMENT &
PLANNING DEPARTMENT

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: Resolution 263-21 authorized the creation of a full-time Education Workforce Coordinator position; and

WHEREAS: The Director of Economic Development & Planning has conducted a recruitment search and has identified a candidate, which Personnel has found to be qualified; therefore be it

RESOLVED: That the Director of Economic Development & Planning is hereby authorized to appoint Sean Lanning to the position of Education Workforce Coordinator at an annual salary of \$44,720 effective on January 31, 2022, in accordance with payroll processing standards; and be it further

RESOLVED: That said appointment shall be provisional pending the outcome of a civil service examination.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -22 2022 STAFF CHANGES
DEPARTMENT OF SOCIAL SERVICES

WHEREAS: The Commissioner of Social Services requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective retroactive to January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Create		Case Supervisor, Grade B (CSEA Grade 14)	+ \$53,384
Create		Principal Social Welfare Examiner (CSEA Grade 10)	+ \$44,246
Create		Social Welfare Examiner (CSEA Grade 6)	+ \$33,416
Abolish	Accounting Associate I (Vacant) (CSEA Grade 4)		- \$28,352

and be it further:

RESOLVED: That the Department of Social Services authorized full-time headcount is increased from 86 to 88.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -22

CHANGE REFERENCE TO
"NON-UNION" EMPLOYEE GROUP TO
"MANAGEMENT/CONFIDENTIAL"

WHEREAS: The group of salaried employees who are not represented by any labor union have traditionally been referred to as "Non-Union"; and

WHEREAS: Recently it was suggested that use of such label may be misconstrued as the County favoring either union or non-union employees; and

WHEREAS: Tioga County Legislature wishes to clarify no such intent was behind the label and in order to avoid any misinterpretation, will change the label; therefore be it

RESOLVED: That effective immediately, any and all policies, forms, procedures, etcetera which reference the "Non-Union" employee group shall be revised to instead reference "Management/Confidential", and be it further

RESOLVED: That the aforementioned policies, procedures shall include in part the Non-Union Vacation Policy, Non-Union Benefits Policy, Non-Union Evaluation Forms (PT & FT), Non-Union Salary Committee, Non-Union Vacation Sell-Back Notice, plus any other references not included listed here.