

PERSONNEL COMMITTEE MINUTES

August 10, 2023

Present: Legislator Keith Flesher; Legislator Tracy Monell; Legislator Dale Weston; Legislator Bill Standing; Linda Parke, Personnel Officer and Kelly Quick, Senior Civil Service Technician.

Absent: Legislator W. Jake Brown and Benefits Manager, Alex Freyvogel.

Guest(s): Pete DeWind, County Attorney; Cathy Haskell, Legislative Clerk; Katie Chandler, Deputy Treasurer; Stephanie Jerzak, Chief Accountant and Laura Schurter, Accountant.

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

APPROVAL OF MINUTES: Motion was made at the Legislative Worksession by Legislator Monell, seconded by Legislator Flesher to approve the July 6, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Linda Parke reported for Alex Freyvogel:

2023 Health Insurance

In June \$44,210.99 was paid out of the 2023 HRA with ten (10) employees reaching their deductible. A total of 53 employees with a total of \$659,808.66 paid out of HRA to date.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of July was reviewed. We have collected \$1,515 (37.1%) of our projected revenue and spent 44.2% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Personnel 2024 Budget Presentation: Linda reviewed the proposed 2024 Personnel budget noting compliance with directives from the Budget Officer of zero increase in base. Line items that are increased are offset by reducing other lines.

Workers' Compensation 2024 Budget Presentation: Linda reviewed the proposed 2024 Workers' Compensation budget noting compliance with directives from the Budget Officer of zero increase in base. Line items that are increased are offset by reducing other lines.

IV. PERSONNEL

Kelly Quick, Senior Civil Service Technician:

The Head Count Report as of August 1, 2023, was displayed. There are 37 FT and 16 PT funded vacancies. Funded vacancies with active recruitment: DSS – Accounting Associate II & III, Caseworkers (4), Community Services Worker, Office Specialist I, Senior Caseworker and Social Welfare Examiners (3), PT Community Services Worker; Mental Health – Clinical Social Worker, Senior Clinical Social Worker (School/Community Based) (3), Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer 1; Public Health – Early Intervention Service Coordinator, Office Specialist II, PT Dentists (2) and Speech Language Pathologist; Public Works – Engineering Technician, Heavy Equipment Mechanic I, Maintenance Mechanic III and Seasonal Highway Worker (2); Sheriff's Office – CO's (4), and PT Cook.

The Vacancies Filled-Salary Difference Report shows nine (9) changes since July's meeting with a monthly impact of \$9,697.00 and YTD of (\$25,862.00). The Change in Classification chart shows no changes since July. The Temporary Appointments chart shows no changes.

RESOLUTIONS

Establish New Budget Line, Modify Personnel 2023 Budget and Transfer Funds for the Purchase of a Video Conference Camera: The Personnel Office has a need for video conference camera. This resolution amends the Personnel Budget with the addition of an Audio-Visual Equipment expense line, A1430 520020 and transfers \$379.00 from A1430 540140 (Contracting Services) to A1430 520020 (Audio-Visual Equipment).

Create and Fill (3) Permanent, Full-time Senior Clinical Social Worker Positions and (1) Full-time Clinical Social Worker (Mental Hygiene): Mental Hygiene received notice that the current contract with Helio Health will not be renewed and will end 12/31/23. By creating three (3) permanent, full-time Sr. Clinical Social Worker Positions and one (1) permanent, full-time Clinical Social Worker Mental Hygiene can provide the level of services provided by that contract with Helio Health. Funding for the positions will be transferred from the current contract budgeted amount and State Aid therefore no increase to current budget. This resolution authorizes the Director of Community Services to create three (3) permanent, full-time positions of Senior Clinical Social Worker at an annual rate of \$64,931 and one (1) permanent full-time

Clinical Social Worker at an annual rate of \$62,105.

Reclassify Vacant Position and Fill (Public Health): One Office Specialist II has been vacant since April 12, 2019. The Public Health Director has reviewed the staffing needs and has determined that said vacancy would be better utilized if the position was classified as an Office Specialist III. This resolution authorizes the reclassification and filling of one vacant, full-time Office Specialist III effective August 16, 2023.

Reclassify and Fill Vacant Position (DSS): One Accounting Associate II position has been vacant since June 22, 2023. The Commissioner of Social Services reviewed the staffing needs within the Accounting Unit and has determined that said vacancy would be better utilized in the operation of the department if the position was classified as an Accounting Associate III. Funding is available in 2023 from position vacancies and funding for 2024 and beyond will be covered within the Social Services budget, including State and Federal reimbursement. This resolution authorizes the reclassification and filling of one vacant, full-time Accounting Associate II to a full-time Accounting Associate III effective August 16, 2023.

Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal Office Specialist I Positions for the HEAP Program: The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on October 2, 2023. This resolution authorizes DSS to create and fill the seasonal HEAP positions as follows:

Two, full-time, seasonal Social Welfare Examiners for the period September 25, 2023 through February 23, 2024 at the starting salary of \$16.41 per hour. One, full-time seasonal Office Specialist I for the period September 25, 2023 through March 8, 2024, at the starting salary of \$14.20 per hour. One, full-time, seasonal Office Specialist I for the period October 10, 2023, through February 23, 2024, at the starting salary of \$14.20 per hour. One, full-time, seasonal Office Specialist I for the period October 11, 2023, through January 26, 2024, at the starting salary of \$14.20 per hour.

The NYS Minimum Wage is scheduled to increase on December 31, 2023 to a rate to be published by the Commissioner of Labor on or before October 1, 2023, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2023.

Ratify Collective Bargaining Agreement (TCCA/NCEU): Tioga County and the Tioga County Association/National Corrections Employees Union have been negotiating a successor agreement to the 2020-2022

collective bargaining agreement. The parties have reached an agreement on a contract for January 1, 2023 – December 31, 2025. The TCCA/NCEU members ratified the agreement on July 27, 2023. This resolution ratifies the 2023-2025 collective bargaining agreement and authorizes the Chair of the Legislature along with the Sheriff to sign the agreement. The County Legislature agrees to implement the funds necessary to carry out the terms and provisions of said contract.

V. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:43