

PERSONNEL COMMITTEE MINUTES
February 10, 2022

Present: Committee Chair, Ed Hollenbeck; Legislator W. Jake Brown; Legislator Tracy Monell; Legislator Dale Weston; Bethany O'Rourke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell and County Attorney, Peter DeWind.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Weston, seconded by Legislator Monell to approve the January 6, 2022 Personnel Committee meeting minutes, motion carried.

II. FINANCIAL

A. Amy Poff:

2022 Health Insurance:

In January, \$59,655.86 was paid out of the 2022 HRA with one employee reaching their deductible. Based on the January contract counts the total annual cost to Tioga County if all employees met their 2022 deductible would be \$1,107,600.

2021 Health Insurance:

In January 2022, \$9,567.23 was paid out of the 2021 HRA. The 2021 YTD HRA spent is \$817,673.97, 74% utilization.

1095-C Forms:

In accordance with the Federal Health Care Reform, Tioga County issued full-time employees the 1095-C for the 2021 tax year by the January 31, 2022 deadline. The deadline to file the forms electronically to the IRS is March 31, 2022 and we will work to get that done this month. The 1095-C is used to indicate if full-time employees were offered health insurance coverage. Those employees who carry the insurance can access their 1095-B form from the Excellus Blue Cross Blue Shield web-site.

Amy indicated all Medicare eligible retirees have been moved to the UHC Medicare Advantage Plan effective 1/1/2022.

B. Bethany O'Rourke, Personnel Officer

Budget Tracking Report: The budget tracking report as of the end of January was reviewed. We have collected \$450 (11%) of our

projected revenue and spent 5.8% of our appropriations. We have spent 100% of our Software Expense line paying the yearly fee for our civil service software.

III. OLD BUSINESS

Negotiations with TCLEA:

There was a conference call with Jim Roemer at the January 6, 2022 Worksession. Bethany will outline package proposal at today's Worksession. Once the Legislators have reviewed, we can reconvene negotiations.

Management /Confidential Salary Study:

The Management/Confidential salary study was postponed back in 2020 due to budget cuts and COVID. The funds are back in our 2022 budget. Bethany is working to get the RFP finalized and get it posted.

IV. NEW BUSINESS

Personnel Department's 2021 Annual Report:

Personnel's 2021 Annual Report was distributed for review.

Personnel Officer Recruitment:

Four (4) candidates are being interviewed tomorrow.

V. PERSONNEL

C. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 392 authorized full-time positions, 352 of those filled, 10 not filled/unfunded. Part-time shows 77 authorized positions, 54 filled, 3 not filled/unfunded. As of 2/4/2022 there were 30 FT and 20 PT funded vacancies.

Funded vacancies being actively recruited - DSS: Caseworker, Principal SWE and Office Specialist I; ED&P: OSII part-time; MH: Certified A&D Counselor, Clinical Social Worker, and a Supervising Clinical Social Worker; Probation: Probation Officer I; PH: Public Health Nurse and Local Coordinator; PW: MEO II and Building Maintenance Mechanic I; Sheriff's Office: Corrections Officer and PT Cook; filling 2 Corrections Officer vacancies as of 2/15.

The Vacancies Filled-Salary Difference Report shows hiring activity since January's report. There were six (6) vacancies filled with a monthly impact of -\$1,088.57 and year to date of -\$28,616.57. The Change in Classification Report-Salary Impact shows per resolution 31-22 a vacant Clinical Social Worker was reclassified to a Supervising Clinical Social

Worker with a \$5,329.00 salary impact. The Temporary Appointments chart shows no changes since January's meeting.

The New York State Civil Service Annual Report was submitted this week. The Personnel Department recorded 1,320 classified employees throughout its jurisdiction in 15 municipalities, 5 school districts, 3 special districts and the County employees.

The provisional rate in 2021 was 12.1%, a 2% jump from 2020, primarily due to delays in exam administration due to COVID, increased turnover and fewer applicants. In 2021 we conducted 31 centralized and 8 decentralized exams, testing a total of 255 candidates.

VI. RESOLUTIONS

Authorize Appointment of Systems Administrator (ITCS): Resolution 312-21 created the Systems Administrator position (\$54,937-\$64,937 M/C). Following active recruitment, the CIO has identified a qualified candidate to fill said position. This resolution authorizes the CIO to provisionally appoint Charles Root as Systems Administrator at an annual salary of \$54,937 effective March 1, 2022, pending successful completion of civil service examination requirements.

Authorization to Reclassify Account Clerk-Typist to Office Specialist III (Emergency Services): In late November, a desk audit was requested on a part-time Account Clerk-Typist position held by Debra Stubecki. After analysis of the work performed, the Personnel Officer has recommended reclassification of said position to Office Specialist III. This resolution reclassifies the part-time ACT position to a part-time OSIII effective retroactive to November 22, 2021.

VII. PROCLAMATIONS - None

VII. ADJOURNMENT – 10:47