

PERSONNEL COMMITTEE MINUTES

March 7, 2019

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

Absent: Legislator, Tracy Monell

Guest(s): Marte Sauerbrey, Rita Hollenbeck,

Amy Potter and Steve Palinosky, members of the Employee Recognition Committee

The meeting of the Tioga County Personnel Committee was called to order at 10:35 a.m.

I. The Minutes of the February 7, 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, 348 of those filled, 7 not filled/unfunded and 19 not filled/funded. Part-time shows 67 authorized positions, 51 filled, 3 not filled/unfunded and 13 not filled/funded. The funded vacancies which are being actively recruited are Community Services Worker (PT) and Caseworker at DSS; 2 Certified Alcohol & Drug Counselors at Mental Hygiene as well as 2 Clinical Social Workers, a Senior Clinical Social Worker and Clinical Program Director; Communications and e-Services Coordinator in Public Health; an Assistant Engineer in Public Works and 5 full-time Corrections Officer positions in the Sheriff's Office. The Backfill Salary Difference Report shows three changes since February's Committee meeting. The total monthly impact is \$8,598, with a YTD total of (\$17,952.84). The Change in Classification Report-Salary Impact shows three changes since February's committee meeting: PT Secretary to Public Defender reclassified to Paralegal PT, SWE reclassified to Community Services Worker and Supervising Psychiatric Social Worker to Deputy Director Community Services. The Temporary Appointments chart shows one Office Specialist I position ending on 3/29/19. The Head Count History Report was displayed for review and discussed. Linn will e-mail this report to the Committee members per their request.

B. Amy Poff, Benefits Manager:

2019 Health Insurance:

The 2019 Tioga County Health Insurance chart was provided for viewing. In February, \$157,608.31 was paid out of the 2019 HRA. Ten additional people reached their deductible, eleven employees to date. Total paid to date is \$228,878.02.

The Lifetime Benefit Solutions Administrative cost reflected is an estimate, \$1,475 per month as LBS determined last year that they should only be charging us once for employees who have both a HRA Account and a Flexible Spending

Account. LBS is still calculating our credit and the bill going forward. We do know that our credit will be more than our December 2018 bill of \$1,750 so we did not have to pay the December 2018 bill.

2018 Health Insurance:

In February 2019 \$865.25 was paid out of the 2018 HRA with total HRA spent \$891,403.82, 77.5% utilization.

1095-C Forms:

We met the April 1, 2019 IRS deadline for electronically filing 2018 1095-C forms with the IRS. The electronic file was accepted on March 5, 2019.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report as of March 4, 2019 was displayed for review. So far in 2019 we have collected \$725.00 (24.6%) of our projected revenues. We have spent 14.3% of our appropriations.

III. Old Business:

Former Policy 3 Discussion:

Legislator Balliet will not offer input on this topic, as he has a personal conflict. Discussion continued regarding retiree health insurance: the number of retirees with Classic Blue Coverage; the number of retirees in Sections A, B and C of the Policy as well as number of active employees that will fall in those sections upon retirement and current contribution rates.

IV. New Business:

Employee Recognition Committee: There was discussion regarding the pros and cons of the program and possibly changing procedures. The ERC was created about 22 years ago and seems to have run its course. There is a loss of interest and finding replacement members to keep it going is difficult. Camille reached out to several departments and learned that they all do their own type of recognitions within their department. It was discussed perhaps doing away with the employee of the quarter and year, but continue to have Employee Recognition week with pin ceremonies and the luncheon. Marte bring this up at the next Leaders meeting and report back.

E-Verify Service:

DSS regulations require finger print background checks for employees who handle personal tax information. This includes several titles within the department. Bethany downloaded a free on-line program where new hires can be entered. It's an enhancement of the I-9 Form. DSS will handle the processing of these background checks.

V. Resolutions:

Authorize to Create and Fill One (1) Temporary, Full-time Public Health nurse (Public Health): This resolution authorizes the Public Health Director to create

and fill one (1) temporary, full-time Public Health Nurse position at an hourly rate of \$25.51 effective March 18, 2019 and shall end on or before August 30, 2019.

Authorize Out-of-Title Pay (Public Health): Due to the needs of the department, the Public Health Director assigned Supervising Public Health Nurse duties to Barbara Bilbrey as of February 11, 2019. This resolution authorizes out-of-title pay for Barbara Bilbrey reflective of a retroactive annual increase of \$4,846 effective February 11, 2019. Said out-of-title pay shall continue until such time as determined by the Public Health Director.

Retitle and Amend Classifications within Probation Series: Due to adopted changes to the New York Codes, Rules and Regulations, Title 9, Appendix H-10 *Standard Specifications for Professional Probation Positions*, the Personnel Officer is required to adopt the new job class specifications for Probation positions within the Probation Department. This resolution authorizes the abolishment of the following full-time titles: Probation Officer, Sr. Probation Officer, Probation Supervisor, and Probation Director I and authorizes the creation of the following full-time titles: Probation Officer 1 (CSEA SG XI), Probation Officer 2/Senior Probation Officer (CSEA SG XII), Probation Supervisor 1 (CSEA SG XV), and Probation Director (Group A) (Non-union) effective March 16, 2019.

Authorize to Create and Fill One Part-time Public Health Nurse and Abolish One Part-time Registered Professional Nurse: This authorizes the Public Health Director to create and fill one part-time Public Health Nurse position at an hourly rate of \$25.51 effective March 16, 2019 and abolishes one part-time Registered Professional Nurse position effective March 16, 2019.

Reclassify Position and Authorize Appointment to Deputy Director Economic Development and Planning: This resolution reclassifies the Deputy Director of Economic Development to Deputy Director of Economic Development and Planning, and provisionally appoints Brittany Woodburn to the Deputy Director of Economic Development and Planning at an annual salary of \$56,000 effective April 29, 2019. The vacated Economic Development Specialist position is unfunded.

Create Part-time Position and Authorize Appointment of Land Bank Director: Resolution 265-16 authorized application to the NYS Urban Development Corporation to establish the Tioga County Property Development Corporation (TCPDC), a New York Land Bank. Tioga County has executed an Administrative Services Agreement with the TCPDC. This resolution creates one part-time (17 hours/week) position of Land Bank Director effective April 29, 2019 and provisionally appoints Teresa Saraceno the Land Bank Director at an annual non-union salary of \$28,000 effective April 30, 2019.

Funding and Reclassification of Position (ED&P): This resolution funds the current unfunded, vacant full-time Associate Planner position (NU salary range \$35,300-\$45,300) and reclassifies the position to a full-time Community Development Specialist (NU salary range \$43,985-\$53,985). The Director of ED&P is allowed to fill the Community Development Specialist upon recruitment.

Create Two (2) Full-time Temporary Construction Inspector Positions: This resolution authorizes the creation of tow (2) full-time, temporary Construction Inspector positions effective May 1, 2019 at an hourly range between \$25 (NICET Level II) to \$50 (NICET Level IV). The two Construction Inspectors will be employed for a temporary duration not to exceed 25 weeks.

Appoint Rebecca Roden Assistant Fire Coordinator (Emergency Services): This appoints Rebecca Roden as a Non-Compensated Assistant Fire Coordinator effective March 13, 2019.

VI. Executive Session @ 11:44

VII. Meeting adjourned @ 11:52