

## PERSONNEL COMMITTEE MINUTES

March 4, 2021

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

Guest(s): Legislative Chair, Marte Sauerbrey

Absent: Legislator Tracy Monell

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

I. The Minutes of the February 4, 2021 Personnel Committee meeting were approved as written.

### II. Staff Reports

#### A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 381 authorized full-time positions, 345 of those filled, 9 not filled/unfunded and 27 not filled/funded. Part-time shows 72 authorized positions, 55 filled, 3 not filled/unfunded and 14 not filled/funded.

Funded vacancies being actively recruited via vacancy posting or Eligible List certification: 2 Caseworkers (resolution in the packet today), Senior Caseworker, 2 Social Welfare Examiners, Accounting Associate II and Community Services Worker (PT) at DSS; Public Health Nurse and Public Health Educator in Public Health; Motor Equipment Operator II in Public Works; 4 Corrections Officer positions, 2 Public Safety Dispatcher Trainees, 1 Deputy, 1 Sergeant and 1 Cook (PT) in the Sheriff's Office. Voting Machine Technician (PT) in Board of Elections will be filled March 10, 2021 per resolution presented today.

The Backfill Salary Difference Report shows ten changes since February's report with a monthly impact of \$16,215.55 and YTD total (\$9,532.43). The Change in Classification Report-Salary Impact shows one change since February: per resolution 61-21 Records Management Officer to Director of Assets & Records Management. The Temporary Appointments chart shows four seasonal HEAP positions ending, one remains and will end on March 26<sup>th</sup>.

#### B. Amy Poff, Benefits Manager:

##### 2021 Health Insurance:

In February \$131,308.72 was paid out of the 2021 HRA with nine employees reaching their deductible. Total of 10 employees and \$187,573.14 paid out of the HRA to date.

##### 2020 Health Insurance:

In February 2021 \$3,139.04 was paid out of the 2020 HRA. The total 2020 HRA spent is \$783,838.32, 71% utilization.

1095-C Forms:

We met the March 31, 2021 IRS deadline for electronically filing 2020 1095-C forms with the IRS. The electronic file was accepted without errors on February 26, 2021.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for February 2021 was distributed for review. We have collected \$90.00 (2.1%) of our projected revenue and spent 12.8% of our appropriations.

III. Old Business:

2020 Annual Report: Hard copies of Personnel Department's 2020 Annual Report were distributed. Bethany has submitted to the Legislative Office for Marte's State of the State address.

IV. New Business:

Broome County Purchasing Alliance: After conversation with the Deputies Union, Bethany reached out to a consultant, Doug Bulman, who works with Broome County. He is assisting Broome County with setting up a purchasing alliance for Medicare Advantage Plans. He is able to negotiate better rates if more participants are in the "pool". We already have an insurance broker and Bethany has advised him to "sharpen his pencil". We currently offer a Medicare Supplemental plan, which is richer. Bethany will keep the committee updated.

V. Resolutions:

- Amend Employee Handbook: The Records Management and Fixed Asset Programs were moved from IT&CS to County clerk's Office per Resolution 61-21. Therefore, several sections of the Employee Handbook need to be amended to reflect the change. The Employee Handbook is amended as follows: Under Section I – Rules of the Legislature "*(6) All matters pertaining to Records Management, including both current and archive records and physical asset inventory of county personal property.*" shall be added under Administrative Services and "*(3) All matters pertaining to Records Management, including both current and archive records and physical asset inventory of county personal property.*" shall be removed under Information Technology & Communications. Under Section II – Financial Rules, all references to the IT Department shall be amended to read County Clerk's Office.
- Authorize Waiver of 90-Day Hiring Delay (BOE): Reso 195-20 created a 90-Day hiring delay effective October 1, 2020. BOE has had a part-time Voting Machine Technician position vacant since December 31, 2020 due to a resignation. This resolution grants the Democratic Election Commissioner a waiver from the 90-day hiring delay and is authorized to fill the part-time Voting Machine Technician vacancy with the appointment of Alisha Hatch effective March 10, 2021.

- Reappointment of County Historian: Emma Sedore was appointed Tioga County Historian on November 13, 2001 and is a dedicated Historian. Her term is set to expire March 31, 2021. This resolution reappoints Emma Sedore, County Historian, for a two-year term April 1, 2021 – March 31, 2023.
- Authorize Waiver of 90-Day Hiring Delay (DSS): Resolution 195-20 created a 90-day hiring delay effective October 1, 2020. Two Caseworker positions became vacant on January 19, 2021 and January 22, 2021 due to resignations. This resolution grants the Commissioner of Social Services a waiver of the 90-day hiring delay and authorizes the filling of two Caseworkers on or after March 10, 2021 from the appropriate civil service eligible list.
- Authorize Waiver of 90-Day Hiring Delay and Approve Salary above Hiring Base: (Sheriff's Office): Resolution 195-20 implemented the 90-Day hiring delay effective October 1, 2020. February 13, 2021 a full-time Deputy Sheriff position became vacant due to a promotion. The Sheriff has an immediate need to backfill this position in order to maintain adequate staffing levels for Road Patrol. This resolution grants a waiver from the 90-day hiring delay and authorizes the Sheriff to backfill the vacant, full-time Deputy Sheriff position with Michaela Marsh, a transfer candidate with over 10 years of law enforcement experience, at an annual salary of \$61,290, reflecting three years of experience per the current union contract.

VI: Meeting adjourned at 10:50 AM