

## PERSONNEL COMMITTEE MINUTES

December 5, 2019

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

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

- I. The Minutes of the November 7, 2019 Personnel Committee meeting were approved as written.

### II. Staff Reports

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

The Head Count Report reflects 379 authorized full-time positions, 356 of those filled, 7 not filled/unfunded and 16 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: *Caseworker and Senior Caseworker at DSS; Clinical Social Worker, Senior Clinical Social Worker and Peer Advocate in MH; Public Health Nurse, and Communications & e-Services Coordinator in PH; a PT Cook, Deputy Sheriff and Corrections Officer in the Sheriff's Office.* The Backfill Salary Difference Report shows seven (7) changes since November's Committee meeting with a monthly impact of (\$15,830.00) and a YTD total of \$7,543.64. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows one change since last committee meeting: D. Gilligan, Accounting Associate III in the Sheriff's Office from 12/2/19-12/31/19.

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

##### 2019 Health Insurance:

In November, \$26,713.75 was paid out of the 2019 HRA and three additional people hit their deductible. Total paid to date is \$832,386.79 with a total of 105 people reaching their deductible, 72% utilization of the HRA.

##### Open Enrollment:

We are working on finalizing 2020 open enrollment for dental, vision, flexible spending and health insurance. Approximately 58 employees have enrolled in the dental and/or vision benefits and about 55 in the medical flexible spending program. Amy will provide final numbers in January. Health insurance open enrollment is for anyone who needs to make a change.

#### C. Bethany O'Rourke, Personnel Officer

##### Budget Tracking Report:

The budget tracking report as of December 3, 2019 was displayed for review. So far in 2019 we have collected \$3,986.00 (135.1%) of our projected revenues. We have spent 87.3% of our appropriations.

III. Old Business:

Corrections Negotiations: A tentative agreement has been reached. They will vote on December 13<sup>th</sup>. A Resolution will be done in January retroactive to January 1, 2020, if the membership ratifies.

Flu Shots: Bethany gave an update on the free flu shots that were offered by Public Health. The 40 vaccines that were received in October have been administered. Two more clinics will be held this month, one at Public Safety and one at 56 Main Street.

IV. New Business:

Bethany at Training/Out of Office: As part of the Institute for Advancement, Bethany will be attending a three day *Real Colors* training in Oakland, CA next week.

Office Remodel Plan: Due to the additional staff person Personnel is hiring for 2020, our office is being reconfigured. Buildings and Grounds has begun to divide our conference room in half, creating an office for Nancy and a smaller break/meeting room.

V. Resolutions:

Appointment of Part-time Information Security Officer (Legislature): This resolution appoints Susan Haskett to the part-time Information Security Officer position for 2020 at an annual rate of \$2,511 per year.

2020 Staff Change (ITCS): The ITCS Department requested a staff change as part of the 2020 budget process. The following staff change is effective January 1, 2020: D. Griffin, Deputy Director ITCS, shall receive a salary increase of \$3,243. The 2020 non-union 2.5% salary increase is not applicable to said increased amount.

2020 Staff Changes (County Clerk): The County Clerk's Office requested staffing changes as part of the 2020 budget process. For the purpose of clarifying the classification series of titles within the Department of Motor Vehicles there is a need to amend the title of Motor Vehicle Examiner. The vacant MVE (PT) title will be abolished and a new title of Motor Vehicle License Clerk created effective January 1, 2020. Effective January 4, 2020, the new title of Principal Motor Vehicle License Clerk will be created; a vacant Senior Motor Vehicle License Clerk will be unfunded due to the promotion to Principal Motor Vehicle License Clerk and three (3) Motor Vehicle Examiner positions shall be retitled to Motor Vehicle License Clerk. The County Clerk's full-time headcount shall increase from 11 to 12 and part-time shall decrease from 2 to 1.

2020 Staff Change (Mental Hygiene): The Mental Hygiene Department requested a staffing change as part of the 2020 budget process. The following staff change is effective January 1, 2020: S. Graves, Secretary to Director of Community Services shall receive a salary increase of \$1,392. The non-union 2.5% increase is not applicable to said increased amount.

2020 Staff Change/Authorize Appointment (Personnel): The Personnel Officer requested an increase in staff as part of the 2020 budget process. The following staff change is effective January 1, 2020: Civil Service Technician (Non-Union Salary Grade \$36,421-\$46,421) with a budget impact of \$36,000. Further, Nancy Henry will be permanently promoted to the Civil Service Technician position effective January 4, 2020 at an annual salary of \$42,591. The Personnel Department's headcount shall increase from 5 full-time to 6 full-time.

2020 Staff Changes (Public Health): The Public Health Department requested staffing changes as part of the 2020 budget process. The following staffing changes are effective January 1, 2020: Dental Assistant (PT), a Dental Hygienist and a Dental Health Coordinator. The vacant Director of Dental Health Services will be unfunded. The current title of Public Health Educator will have the new title of Senior Public Health Educator effective January 4, 2020. Public Health's authorized full-time headcount shall increase from 27 to 29 and its part-time headcount shall increase from 6 to 7.

Authorize Staffing Reorganization (Veterans): The part-time Director of Veterans' Services was vacated on October 25, 2019. The Legislature is supportive of making the Director of Veteran's Services position full-time if the Veterans' Service Officer position is reduced to part-time. Effective January 1, 2020, this resolution increases the Director of Veterans' Services position to full-time (35hrs/wk) and the Veterans Service Officer position shall be reduced from full-time to part-time (17hrs/wk). Michael Middaugh shall be appointed to the full-time position of Director of Veterans' Services effective January 4, 2020. The department's headcount will remain at 1 full-time and 1 part-time.

Authorize Appointment to the Title of Paralegal (Public Defender): Due to a resignation, a part-time Paralegal position has been vacant in the Public Defender's office since December 5, 2019. This resolution authorizes the Public Defender to appoint Amanda Pullano to the title of Paralegal (PT) at an hourly rate of \$16.17. Ms. Pullano will not be eligible for the 2020 non-union salary increase until a six (6) month evaluation has been completed.

Authorize Increase in Hours – ILS (Treas): The Treasurer's Office is responsible for administration of the Indigent Legal Services program. Two part-time positions were originally created in 2014 to handle the administration and reporting responsibilities of the program. The amount of work required has increased significantly since the inception of the grant in 2014. This resolution increases the hours of the part-time Assigned Counsel Administrator up to 17.5 per week effective December 21, 2019 and the part-time accounting Associate III shall increase hours up to 15 per week. The Assigned Counsel Administrator shall not be eligible for the 2020 Non-Union salary increase.

2020 Staff Change (Sheriff): Due to a desk audit conducted in 2018 by the Personnel Department, the title of Payroll Clerk-Typist in the Sheriff's Office had been earmarked for reclassification upon vacancy. That position shall become vacant on December 31, 2019. The current title of Payroll Clerk-Typist in the Sheriff's Office will be reclassified to an Accounting Associate III with no budget impact, effective January 1, 2020.

Authorize Creation of New Classification and Identify Staff Changes (Mental Hygiene): After conducting a review of classifications within the Clinical Social Worker series, the Personnel Officer has determined a need to create a new classification to differentiate between Senior Clinical Social Workers based in the clinics and those who are primarily based in schools or community centers. This resolution creates the title of Senior Clinical Social Worker (School/Community Based). The salary allocation for said new classification will remain consistent with the current title (Senior Clinical Social Worker) salary allocation and incumbents shall have a continuation of status under civil service laws and rules.

VI. Meeting adjourned at 11:08