

PERSONNEL COMMITTEE MINUTES

July 8, 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.

Absent: Legislator Tracy Monell

Guest(s): Legislative Chair, Marte Sauerbrey and Legislator Bill Standing

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

I. The Minutes of the June 10, 2021 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The *Head Count Report* reflects 383 authorized full-time positions, 340 of those filled, 8 not filled/unfunded. Part-time shows 73 authorized positions, 54 filled, 3 not filled/unfunded. As of today, there are 16 PT and 35 FT funded vacancies.

Funded vacancies being actively recruited: Director of Assets & Records Management and Motor Vehicle License Clerk in the County Clerk's Office. Offers have been extended for both positions; Accounting Associate I, Accounting Associate II, Caseworker, Senior Caseworker, Social Welfare Examiner, Office Specialist I (2) and an offer has been extended and there is a resolution today for the Secretary to Commissioner at DSS; Office Specialist II and Chief Information Officer in ITCS; Motor Equipment Operator I (2) and Heavy Equipment Officer in Public Works; an offer has been extended for the long term temp PH Educator in Public Health and 9 Corrections Officer positions, 2 Public Safety Dispatcher Trainees, 2 Deputies and 2 part-time Cooks in the Sheriff's Office.

The *Vacancies Filled-Salary Difference Report* shows six (6) changes since the June report with a monthly impact of \$35,684.00 and YTD total \$19,623.96. The *Change in Classification Report-Salary Impact* shows no changes since June. The *Temporary Appointments chart* shows one Highway Worker (Seasonal) position filled 6/28/21-10/8/21 per resolution 107-21.

B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In June, \$77,494.17 was paid out of the 2021 HRA with eleven additional employees reaching their deductible. Total HRA spent to date is \$567,486.31 with a total of 39 employees meeting their deductible. 51% utilization based on June contract counts which is about the same as last year at this time.

PCORI Tax: Under the Federal Health Care Reform there is a fee called the "PCORI" tax (Patient Centered Outcomes Research Institute) that applies to our HRA and is due by the end of July 2021. Tioga County is required to pay this fee

and it will be paid out of the General Fund Health Fees. This fee also applies to our health insurance plan but it is reflected as part of our rates from Excellus BCBS. The fee for 2021 is \$2.66 per covered lives for a total due of \$665.00.

Workers' Compensation:

Participants in the workers' compensation plan are allowed to pay their annual workers' compensation bills in two installments (January and July). The July bills have been sent out and payments are due by July 31, 2021. The total billed was \$1,058,262.95 and \$413,038.31 remains to be collected. Tioga County's total bill was \$535,309.41 and \$267,654.70 is due by July 31, 2021.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for June 2021 was distributed for review. We have collected just \$820.00 (18.9%) of our projected revenue and spent 44.3% of our appropriations.

III. Old Business:

CSEA Negotiations:

A tentative agreement has been reached with CSEA. An agreement will be drafted and once the ratification vote passes, a resolution will be done. This Contract will run 2022-2024

IV. New Business:

2nd Quarter Exit Interview Report was distributed for review. Bethany sent this report and questionnaires to the appropriate Committee Chairs and Department Heads.

Remote Work Discussion:

At the Department Head meeting in June, the question was raised regarding working from home and whether or not the County would consider allowing it to continue. Marte wanted to bring the idea to the Personnel Committee to go over some of the points to consider and see if the Personnel Committee is agreeable to move forward. Bethany and Marte have reviewed some policies from other Counties and drafted a Policy. After some discussion with the committee, it was decided to move forward and send the Personnel Committee members the draft policy for their review and feedback by July 22nd. The idea is to have a Policy finalized and adopt a resolution in September.

Non-Union Salary Committee: The first meeting is scheduled for July 12th.

V. Resolutions:

- Authorize Appointment Secretary to Commissioner (DSS): This resolution authorizes the Commissioner of Social Services to promote Brenda Holt to the title of Secretary to Commissioner effective July 14, 2021 at an annual salary of \$44,201.

VI: Meeting adjourned at 11:26 AM