

PERSONNEL COMMITTEE MINUTES

July 6, 2017

Present: Committee Chair, Ed Hollenbeck; Bill Standinger, Tracy Monell; Bethany O'Rourke, Personnel Officer and Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Absent: Dale Weston

Guest(s): Lisa McCafferty, Director Public Health and Marte Sauerbrey, Chair of the Legislature

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

I. The Minutes of the June 8, 2017 Personnel Committee meeting were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 363 authorized full-time positions, 336 of those filled, 8 not filled/unfunded and 19 not filled/funded. Part-time shows 92 authorized positions, 66 filled, 3 not filled/unfunded and 23 not filled/funded. Mental Hygiene's FT headcount increased by two due to the creation of one FT Sr. CSW and one FT Medical Director position. Linn indicated that we are actively recruiting for Voting Machine Tech, part-time Assistant Fire Coordinator, Senior Clinical Social Worker, part-time Mail Clerk, PH Nurse, PH Educator, Motor Equipment Operator II, Assistant Engineer and Public Safety Dispatcher/Trainee. The Medical Director position in MH will be filled July 24th and they are certifying a list for a full-time Deputy Sheriff. The Backfill Salary Difference Report shows one (1) change since June's Committee Meeting, with a total monthly impact of (\$374.40) and YTD impact of \$39,536.40. The Change in Classification Report-Salary Impact shows four (4) changes since the last committee meeting: Sr. Prob Officer to Probation Officer, E911 Dispatcher/Trainee to Public Safety Dispatcher Trainee, E911 Dispatcher to Public Safety Dispatcher and Chief Dispatcher to Chief Public Safety Dispatcher. The Temporary Appointments chart shows one (1) temp appointment per Reso 81-17 of a Construction Inspector starting June 24th for 25 weeks.

B. Amy Poff, Benefits Manager:

2017 Health Insurance:

In June, \$70,246.53 was paid out of the 2017 HRA and three additional people hit their deductible. Total paid to date is \$466,736.83 with a total of 19 people reaching their deductible. This is approximately 41% utilization of the HRA which is the same as January through June 2016 HRA utilization. Six month 2017 health insurance cost of \$4,310,897.25 is down about 4% from 2016 cost of \$4,498,491.77.

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 with payment due by July 31, 2017. The total amount billed for the year was \$1,407,738.00 and \$703,868.97 remains to be collected. Tioga County's total bill was \$695,314.88 and \$347,657.44 is due by July 31, 2017.

NYS Retirement System:

The annual NYS Retirement statements arrived at the end of June and have been distributed to the departments. The statements reflect each employee's service credit in the NYS retirements system for the period of April 1, 2016 through March 31, 2017 and also provide information on total service credit in the system.

- C. The 2017 budget tracking report as of June 30, 2017 was displayed for review: YTD we have collected \$1,250.00 in application fees, 50% of projected revenues. We've spent 48.4% of our appropriations.

III. Old Business:

- A. Medicare Part B Reimbursement: Rita, Amy and Bethany met and came up with some proposed changes and sent those ideas on to the labor counsel for review and also ran the ideas by the County Attorney, Peter DeWind. There will be a resolution in August to outline proposed changes for 2018.
- B. Corrections Negotiations: Negotiations have wrapped up. They are currently in the process of getting the contract signed and printed.

V. New Business:

- A. 2nd Quarter Exit Interview Report: 5 employees completed the Exit Interview Questionnaire during the 2nd Qtr of 2017; the results have been distributed to the corresponding Department Heads and Legislative Chairs.
- B. NYSPELRA Conference July 19-21: Bethany will be out of the office attending the NYSPELRA Conference July 19-21 in Saratoga Springs.
- C. 2018 Succession Planning Budget: Bethany, Marte Sauerbrey, Joy Bennett, LeeAnn Tinney, Ellen Pratt and Elaine Jardine have been meeting regarding succession planning. They would like to arrange 4 classes next year, hopefully one per quarter with speakers and presenters. On behalf of the Succession committee, Bethany requested \$5,000 to get the program started. The funds will be held in the Personnel budget on a separate budget line. After a short discussion, the funds were approved to be added to next year's budget.

VI. Resolutions:

A. Standard Workday and Reporting Resolution: This resolution establishes the standard work days for elected and appointed officials and will be reported to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by District Attorney, Kirk Martin; County Treasurer, James McFadden; 2nd Assistant District Attorney, Cheryl Mancini and 2nd Assistant Public Defender Mark Loughran.

B. Authorize Salary Reallocation (Public Health): The Personnel Department received a request from the Public Health Director to add duties to the Community Health Program Supervisor classification (CSEA SG XIII), which included the designation as an Early Intervention Official who will have full oversight of the Early Intervention program to ensure compliance with New York State laws and regulations. The Personnel Officer has determined that the level of said additional responsibilities justifies consideration for salary reallocation. This resolution authorizes salary reallocation of the Community Health Program Supervisor, Heather Morgan, from CSEA SG XIII to CSEA SG XV and she shall receive an increase of \$6,582 added to her current annual salary effective July 12, 2017.

C. Abolish and Create Positions (Department of Social Services): New York State has been slowly taking over administration of the SNAP/Medicaid programs, resulting in a reduced need for staff on the local level. The Department of Social Services currently has two (2) vacant Office Specialist positions in the Medicaid unit that there is no longer a need to backfill. There is an increased need for a Community Services Worker position in the Children's Services Division due to increased activity in that division, especially Foster Care. The Commissioner of Social Services has determined that having an additional Community Services Worker will better serve the needs of the department. This resolution abolishes two (2) vacant Office Specialist positions effective July 12, 2017 and creates one (1) Community Services Worker position effective July 12, 2017. This reduces the full-time headcount for the Department of Social Services by one (1).

D. Create and Fill Temporary, Part-time Position (Bureau of Fire): Assistant Fire Coordinator, Robert Byrnes resigned as Assistant Fire Coordinator on July 4, 2017. The incumbent had previously overseen EMS services throughout Tioga County, which included the EMS training facility and courses as well as attend local, regional and state meetings. The Bureau of Fire will begin the hiring process for a new Assistant Fire Coordinator; however, the County Fire Coordinator has requested a temporary position be created in order to continue EMS training services and to provide training for the new hire. This Resolution creates one temporary, part-time position of Assistant Fire Coordinator created effective July 12, 2017 until December 31, 2017 to work no more than a total of 34 hours per pay period at an hourly rate of \$25/hour.

VII. Meeting adjourned @ 11:02

