

PERSONNEL COMMITTEE MINUTES

January 7, 2021

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

Guest(s): Legislative Chair, Marte Sauerbrey, Legislator William Standinger, and County Attorney Peter DeWind

Absent: Bethany O'Rourke, Personnel Officer

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

- I. The Minutes of the December 10, 2020 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, 349 of those filled, 9 not filled/unfunded and 25 not filled/funded. Part-time shows 71 authorized positions, 52 filled, 3 not filled/unfunded and 16 not filled/funded. Vacancies are up from last month's 19 full-time and 14 part-time.

Funded vacancies being actively recruited via vacancy posting or Eligible List certification: *Deputy Commissioner of Elections (FT) and Voting Machine Technician (PT) at Board of Elections; Caseworker, Accounting Associate I, Accounting Associate II (all FT), and Community Services Worker (PT) at DSS; Network Administrator (FT) at Information Technology; Public Health Nurse and Accounting Associate III (both FT) in Public Health; Heavy Equipment Operator I (FT) in Public Works; Corrections Officer, 2 Public Safety Dispatcher Trainees (all FT), and 2 Cooks (PT) in the Sheriff's Office; an offer has been extended to a candidate for Safety Officer (PT) in the Law/County Attorney Department*

The *Backfill Salary Difference Report* shows three changes since December's report with a YTD total (\$8,751.40) The *Change in Classification Report-Salary Impact* shows one change in classification following December's resolution 282-20 reclassifying Early Intervention Coordinator to Senior Early Intervention Service Coordinator. Promotion for current incumbent, salary impact listed. The *Temporary Appointments chart* shows one seasonal HEAP position vacant due to a resignation in late December. The 2 full-time long term temporary Public Health Educator positions were filled last month. Per Resolution 281-20 the temporary full-time Accounting Associate I position at the Sheriff's Office continues through December 31, 2021.

- B. Amy Poff, Benefits Manager:
 - 2020 Health Insurance:

In December \$32,973.38 was paid out of the 2020 HRA with five additional employees reaching their deductible. Total HRA paid to date is \$762,227.18 with a

total of eighty four (84) employees reaching their deductible, approximately 70% utilization.

Amy pointed out that December 2020 payment to Excellus Blue Cross Blue Shield (HDHP & PPO for CO, Law, Non-Medicare Retirees) is lower due to the premium credit that Excellus issued on December billing reflecting a 20% refund of April 2020 premium, approximately \$118,757.56.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report is for year-end 2020. We managed our budget well. The only overage was in the Social Security fringe line, which the Treasurer's Office will correct with a budget entry.

III. Old Business:

TCLEA Contract: Law Enforcement contract expired December 31, 2020. Bethany heard from TCLEA President and had an informal discussion with President and representative on January 5, 2021. Bethany will discuss with the Legislative Chair.

IV. New Business:

4th Quarter Exit Interview Report: This report reflects feedback from four employees that left in last quarter of 2020. The report and actual forms were shared with the two Department Heads and Chairs of those committees.

Retiree letter: A copy of a retiree letter expressing gratitude to the County Legislature for maintaining retiree health insurance was shared.

V. Resolutions:

- Abolish/Create Position (Probation): This resolution abolishes a vacant full-time Probation Officer position and creates a PT Probation Supervisor position effective February 2, 2021. This was part of the Probation Department's succession plan.
- Authorize Appointment – Probation Director: This resolution authorizes the appointment of Brian Cain as Probation Director upon Joy Bennett's retirement. The salary indicated was agreed upon during the budget process and complies with our customary calculation upon promotion.
- 2021 Staff Changes (DSS): This resolution abolishes a Community Services Worker (CSEA Grade IV) position with a budget impact of (\$28,352).
- Authorize Position Reclassification (DSS): This resolution reclassifies an Executive Secretary position, vacated due to retirement, to Office Specialist III. This is in accordance with a classification study conducted a few years back, which resulted in this position being earmarked for reclassification upon vacated so as no harm to incumbent at time of study. There is no budgetary impact as both titles are in the same CSEA pay grade.

VII. Meeting adjourned at 10:47 AM