

PERSONNEL COMMITTEE MINUTES

February 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, Legislator William Standinger

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 January 7, 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, 347 of those filled, 9 not filled/unfunded and 25 not filled/funded. Part-time shows 72 authorized positions, 54 filled, 3 not filled/unfunded and 15 not filled/funded.

Funded vacancies being actively recruited via vacancy posting or Eligible List certification: *an offer has been extended for a Voting Machine Technician (PT) in Board of Elections; Caseworker, Accounting Associate II and Community Services Worker (PT) at DSS; Public Health Nurse and Office Specialist II in Public Health; Heavy Equipment Operator I in Public Works; Corrections Officer, 2 Public Safety Dispatcher Trainees (all FT), and 2 Cooks (PT) in the Sheriff's Office. Deputy Commissioner of Elections and the Network Administrator in IT&CS will be filled in February per resolutions presented today.*

The Backfill Salary Difference Report shows six changes since January's report (four of those changes due to a retirement and movement within Probation) with a YTD total \$5,583.12. The Change in Classification Report-Salary Impact shows no changes since January. The Temporary Appointments chart shows one Public Health Educator (long term temp position 12/22/20-6/30/22), is now vacant due to a resignation.

- B. Amy Poff, Benefits Manager:

2021 Health Insurance:

In January \$56,264.42 was paid out of the 2021 HRA with one employee reaching their deductible. Based on the January contract counts, the total annual HRA cost to Tioga County if all employees met their 2021 deductible would be \$1,112,800.00.

2020 Health Insurance:

In January 2021 \$18,472 was paid out of the 2020 HRA. The total 2020 HRA spent is \$780,699.28, 71% utilization.

1095-C Forms:

Under the Federal Health Care Reform, Tioga County issued full-time employees a Form 1095-C for the 2020 tax year. The 1095-C form deadline was original February 1, 2021 but was extended to March 2, 2021. The deadline to file the forms electronically to the IRS is March 31, 2021, and we will work to get that done this month. The 1095-C form is used to indicate if full-time employees were offered health insurance coverage. Those employees who carry the insurance can access their 1095-B form on Excellus Blue Cross Blue Shield web-site or by contacting Excellus.

C. Bethany O'Rourke, Personnel Officer

Budget Tracking Report:

The budget tracking report for January 2021 was distributed for review. Bethany noted that in January we have spent 31.3% of our Dues account paying for the annual NYSAPCSO membership and 100% of the Software account paying our Civil Service System Management fee for 2021.

III. Old Business:

NONE

IV. New Business:

2020 Annual Report: Per Marte's request, Bethany is working on the 2020 Annual Report. This is due by March 1, 2021.

V. Resolutions:

- Authorize Appointment Network Administrator (IT&CS): The Network Administrator position has been vacant since August 29, 2020. This resolution authorizes the Chief Information Officer to provisionally appoint Cuyler Kochin to the title of Network Administrator at an annual salary of \$55,000.00 effective February 16, 2021.
- Appointment of Democratic Deputy Commissioner of Elections Board (BOE): The Democratic Deputy Election Commissioner has been vacant since December 31, 2020. This resolution authorizes the Democratic Election Commissioner to appoint Sandra Cooper at an annual NU salary of \$36,235 effective February 17, 2021.
- Authorize Waiver of 90-Day Hiring Delay (DSS): Reso 195-20 created a 90-day hiring delay effective October 1, 2020. DSS has several vacancies and new hires in its Children's Services division. Megan Weed, a Caseworker, resigned on December 2, 2020 and expressed interest in being reinstated. The backfill date for Ms. Weed's vacancy with the 90-day delay is March 2, 2021. This resolution grants the Commissioner of Social Services a waiver from the 90-day hiring delay and authorizes him to fill one Caseworker vacancy with the reinstatement of Megan Weed effective February 16, 2021.

VI: Executive Session was called at 10:43 AM.

VII: Meeting adjourned at 11:00 AM.