

Personnel Committee Agenda
May 4, 2023
10:30 A.M.

- APPROVAL OF MINUTES FOR APRIL 6, 2023, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - Salary Study
 - Corrections Negotiations
 - TCLEA Negotiations

- NEW BUSINESS
 - Corrections Exams

- PERSONNEL
 - Head Count & Monthly Exam Reports

- RESOLUTIONS
 - Transfer of Funds Self Insurance Plan Reserve
 - Authorize Contract with Triad for Workers' Compensation Administration
 - Amend Resolution 171-23; Records Management Clerk
 - Corporate Compliance Program (Mental Hygiene)
 - Amend Resolution 34-23, Transfer Funds (ITCS)
 - Authorize Position Reclassification (K. French-Public Works)
 - Authorize Appointment of Civil Service Technician Trainee & Senior Civil Service Technician (Personnel)
 - Authorize Appointment of Civil Service Assistant (Personnel)
 - Authorize Position Reclassification (J. Vandemark-Public Works)

- PROCLAMATIONS - None

- ADJOURNMENT

2023 TIOGA COUNTY INSURANCE COSTS								YTD
2023 HDHP - CSEA & Management/Confidential	JAN	FEB.	MAR.	APR.	MAY	JUNE	TOTAL	
Participants	241	241	244	248				
# of people Hit Deductible Each Month	0	7	10	8			25	
TC HDHP Insurance Cost	436,994.76	439,870.25	448,250.99	446,021.83			1,771,137.83	
Lifetime Benefit Solutions Administrative Cost	1,333.85	1,390.50	1,395.65				4,120.00	
Monthly Paid Deductibles	74,116.16	139,501.60	135,368.09	101,403.12			450,388.97	
Maximum Annual Deductible Exp (Based on Jan contract counts 80 x 2600 + 173 x 5200)	1,053,000.00							
2023 All County Emps & Retirees								
Cost of HDHP (Health Insurance Cost + EBS Adm Cost +Monthly Deductible)	512,444.77	580,762.35	585,014.73	547,424.95			2,225,646.80	
Cost Per Participant	\$2,126.33	\$2,409.80	\$2,397.60	\$2,207.36				
Cost of CO/Law employees in PPO	146,440.67	147,213.40	145,540.67	146,440.67			585,635.41	
CO/Law Participants	59	59	59	58				
Cost Per Participant for CO/Law	\$2,482.05	\$2,495.14	\$2,466.79	\$2,524.84				
Cost of Non-Medicare Eligible Retirees	100,926.16	98,347.69	100,842.57	95,378.34			395,494.76	
Non-Medicare Participants	54	54	54	50				
Cost Per Non-Medicare Eligible Retirees	\$1,869.00	\$1,821.25	\$1,867.46	\$1,907.57				
Cost of Medicare Eligible Retirees UHC Med Adv Plan	76,700.00	76,700.00	76,180.00	75,920.00			305,500.00	
Medicare Participants	295	295	296	294				
Cost per Medicare Eligible Retirees	\$260.00	\$260.00	\$260.00	\$260.00				
Tioga County's Total Health Insurance Cost	836,511.60	903,023.44	907,577.97	865,163.96	0.00	0.00	3,512,276.97	
For Comparison Purposes:								
2022 Tioga County Health Insurance Cost	807,038.23	870,212.73	874,503.16	846,025.12	829,314.38	797,737.85	5,024,831.47	
2022 HRA YTD								
			2022 HRA as of 12/31/22			829,569.16		
			January 2023 run-out			15,050.71		
			February 2023 run-out			12.68		
			March 2023 run-out			177.64		
			April 2023 run-out			0.00		
			May 2023 run-out					



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023_04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-800.00	.00	-3,280.00	19.6%**
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%**
A1430 510010 Full Time	300,678	0	300,678	77,970.90	.00	222,707.10	25.9%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	0.0%
A1430 520090 Computer	0	936	936	935.99	.00	.01	100.0%
A1430 540010 Advertising	2,100	0	2,100	.00	.00	2,100.00	0.0%
A1430 540140 Contracting Servis	69,050	-936	68,114	6,497.60	17,088.40	44,528.00	34.6%
A1430 540180 Dues	330	0	330	330.00	.00	0.00	100.0%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	0.0%
A1430 540320 Leased/Service Equ	2,197	0	2,197	647.90	87.56	1,461.54	33.5%
A1430 540340 Literature	600	0	600	536.99	.00	63.01	89.5%
A1430 540420 Office Supplies	400	0	400	53.44	.00	346.56	13.4%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	0.0%
A1430 540470 Physicals	6,125	0	6,125	1,327.00	.00	4,798.00	21.7%
A1430 540480 Postage	1,350	0	1,350	561.57	.00	788.43	41.6%
A1430 540620 Software Expense	5,790	0	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	922.79	.00	6,077.21	13.2%
A1430 540733 Training/All Other	3,500	0	3,500	50.00	.00	3,450.00	1.4%
A1430 581088 State Retirement F	32,714	0	32,714	9,582.85	.00	23,130.85	29.3%
A1430 583088 Social Security Fr	19,933	0	19,933	6,426.95	.00	13,506.35	32.2%
A1430 584088 Workers Compensati	6,060	0	6,060	2,135.12	.00	3,925.36	35.2%
A1430 585588 Disability Insuran	336	0	336	113.76	.00	222.14	33.9%
A1430 586088 Health Insurance F	127,209	0	127,209	23,802.76	.00	103,406.21	18.7%
A1430 588988 Eap Fringe	72	0	72	26.56	.00	45.51	36.9%
TOTAL Personnel	584,284	0	584,284	136,912.18	17,175.96	430,196.28	26.4%
TOTAL General Fund	584,284	0	584,284	136,912.18	17,175.96	430,196.28	26.4%
TOTAL REVENUES	-4,085	0	-4,085	-800.00	.00	-3,285.00	
TOTAL EXPENSES	588,369	0	588,369	137,712.18	17,175.96	433,481.28	

FOR 2023_04

ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
584,284	0	584,284	136,912.18	17,175.96	430,196.28	26.4%
GRAND TOTAL						

** END OF REPORT - Generated by Parke, Linda **

May 2023 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2023 AUTH FT	ACTUAL	UNFUNDED	DIFF	2023 AUTH PT	ACTUAL	UNFUNDED	DIFF	2023 TEMPS
Board of Elections	4	3		-1	10	10		0	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	14	1	0	1	0		-1	0
District Attorney	5	5		0	2	1		-1	1
Eco Devel & Planning	9	8	1	0	1	1		0	0
Emergency Services	2	2		0	12	11		-1	0
Historian	0	0		0	1	1		0	0
Info. Technology	11	8		-3	0	0		0	0
Law / Co Attorney	8	8		0	2	2		0	0
Legislature	3	3		0	9	9		0	0
Mental Hygiene	34	30		-4	3	2		-1	0
Personnel	7	6		-1	0	0		0	0
Probation	17	15	1	-1	1	0		-1	0
Public Defender	6	6		0	4	4		0	0
Public Health	31	20	3	-8	6	3	1	-2	1
Public Works	40	38		-2	1	1		0	3
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	99	2	-7	6	2	1	-3	0
Social Services	88	78		-10	9	4		-5	0
Treasurer	7	7		0	2	2		0	1
Veterans	3	3		0	1	1		0	0
TOTAL	400	355	8	-37	76	58	3	-15	6

FUNDED
VACANCIES

2023 Staff Reductions

LEGIS 417-22

PD 40-23

2023 Staff Increases

EMS 369-22

DPW 416-22

LAW 44-23

FT: AA II, CSG B, SWE, OSI, Sr. Caseworker PT: Contract Spec, YB Dir, Mail Clk, Comm Svc Wkr

PT: Confidential Assistant

PT: Skills Instructor

FT: OSII, Network Administrator

FT: Cert A&D Counsl, CSW / PT: ACT

FT: CH Prog. Spvr, PH Nurse, Spv PHN, Local Coord. / PT: Dentist

FT: Engineering Technician, HEO I

FT: Probation Officer

FT: CO, PSD Trainee / PT: Cook (2)

DSS

Dist Attorney

Emerg Svcs

IT

MH

PH

PW

PROBATION

SHERIFF

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
DSS	Caseworker (T. Shearer)	1/20/2023	B. Wilson	4/10/2023	\$47,890.00	\$48,031.00	(\$141.00)
DPW	MEO I (J. Stowell)	3/13/2023	J. Feltey	4/10/2023	\$16.43	\$16.43	\$0.00
DPW	MEO II (M. Tarbox)	2/13/2023	C. Shumin	4/24/2023	\$18.75	\$18.75	\$0.00
DSS	Community Services Worker PT (W. Cornell)	1/13/2022	N. Leonard	4/24/2023	\$14.41	\$13.79	\$548.00
PH	Deputy Director of Public Health (H. Vromba)	1/11/2023	S. Medina	5/8/2023	\$80,625.00	\$76,625.00	\$4,000.00
							\$0.00
							\$0.00
							\$0.00

TOTAL MONTHLY IMPACT: \$4,407.00

(\$15,458.00)

YEAR TO DATE TOTAL:

MONTH REPORTED	AMOUNT
January	-\$5,200.00
February	\$3,412.00
March	-\$10,179.00
April	-\$7,898.00
May	\$4,407.00
June	
July	
August	
September	
October	
November	
December	

REFERRED TO:

PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23

TRANSFER FUNDS/FUND SELF-
INSURANCE PLAN RESERVE

WHEREAS: Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan; and

WHEREAS: Tioga County Local Law No. 2 of 2015 allows for the transfer of surplus funds from the fund balance to the reserve; and

WHEREAS: The 2022 Tioga County Self Insurance operating budget had surplus funds of \$40,091.06 in the fund balance; and

WHEREAS: The December 31, 2022 Tioga County Self Insurance Plan Fund Balance is \$1,066,508.67; and

WHEREAS: The December 31, 2022 Tioga County Self Insurance Contributed Reserve Fund is \$4,351,258.20; therefore be it

RESOLVED: That the Tioga County Treasurer is authorized to transfer funds as follows:

From: Self-Insurance Fund Balance S 390900	\$40,091.06
To: Self-Insurance Contributed Reserve Fund S 375300	\$40,091.06

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE CONTRACT EXTENSION WITH
TRIAD GROUP, LLC FOR WORKERS'
COMPENSATION ADMINISTRATION

WHEREAS: The Tioga County Self-Insurance Plan has been using the services of Triad Group LLC (Triad) as the workers' compensation third-party administrator (TPA) since June 1, 2020 when Triad was selected through a Request for Proposal (RFP) in the first quarter of 2020; and

WHEREAS: The RFP was to select a TPA for a three-year period with the option for a one-year renewal up to two years; and

WHEREAS: Triad has a dedicated in-house team of claims adjusters, nurse case managers, legal representatives, and medical bill auditors that work together to provide effective proactive management on all workers' compensation claims; and

WHEREAS: Triad communicates with all representatives of the Tioga County Self-Insurance Plan to ensure that cases are handled appropriately; and

WHEREAS: Tioga County Self-Insurance Plan has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling; and

WHEREAS: Triad submitted a one-year contract extension for June 1, 2023 through May 31, 2024 at an annual cost of \$31,000, .05% rate increase over prior year; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to contract with Triad, subject to review by the County Attorney, to continue as the third-party administrator for the Tioga County Self-Insurance Plan for the period of June 1, 2023 through May 31, 2024; and be it further

RESOLVED: That the cost of this contract will be paid out of the Tioga County Self-Insurance Fund Account S 1720 (540140).

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AMEND RESOLUTION NO. 171-23
RECLASSIFY RECORDS MANAGEMENT CLERK
POSITION IN MENTAL HYGIENE

WHEREAS: Resolution 171-23 reclassified the Records Management Clerk position (CSEA salary grade VI) filled by Amy Joyce to full-time Records Management Technician (CSEA salary grade VII); and

WHEREAS: Resolution 171-23 indicates that Ms. Joyce's salary will be retroactive to November 14th, 2022, through December 30th, 2022 at an annual salary of the 2022 CSEA SG VII \$37,904.00 then be retroactive beginning January 2, 2023 at the 2023 CSEA SG VII annual salary of \$39,041.00. The changes will be reflected in 2023 payroll # 9; and

WHEREAS: Ms. Joyce received a \$500 increment for five years of service on December 18, 2022; therefore be it

RESOLVED: Ms. Joyce's salary will be retroactive November 14, 2022, through December 17, 2022 at an annual salary of \$38,278 then retroactive December 18, 2022 through December 31, 2022 at an annual salary of \$38,778 and will be reflected in payroll # 11; and be it further

RESOLVED: Ms. Joyce's salary will be \$39,941 retroactive to January 1, 2023, and will be reflected in payroll # 11.

REFERRED TO:

HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

CORPORATE COMPLIANCE PROGRAM
IN MENTAL HYGIENE

WHEREAS: The policy of Tioga County Mental Hygiene has always been to conduct its business in compliance with all applicable and constitutional laws and regulations and adherence to the highest ethical standards; and

WHEREAS: The Community Services Board recognizes that the Federal and State Agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to healthcare providers have encouraged or required the development and implementation of formal Compliance Programs by healthcare providers; and

WHEREAS: In light of the foregoing, and in light of the importance of limiting the potential Corporate exposure of Tioga County Mental Hygiene and its employees, agents, directors, and officers, the Community Services Board believes that development of a formal Compliance Program is necessary; therefore be it

RESOLVED: That the Management of Tioga County Mental Hygiene is directed to develop and implement such a Compliance Program and to provide periodic progress reports to the Community Services Board on the development, implementation, and ongoing operation of this program.

REFERRED TO: ITCS COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 AMEND RESOLUTION NO. 34-23
TRANSFER FUNDS TO FUND AND FILL VACANT
NETWORK ADMINISTRATOR POSITION WITHIN
INFORMATION TECHNOLOGY AND
COMMUNICATION SERVICES DEPARTMENT

WHEREAS: Resolution No. 34-23 authorized the Chief Information Officer to transfer funds and amend the ITCS 2023 Operational Budget in the amount of \$65,180.00 to fund an unfilled and vacant Network Administrator position within the Information Technology and Communication Services Department; and

WHEREAS: The Chief Information Officer has been unable to complete a successful search for a qualified candidate to fill the position; and

WHEREAS: The Chief Information Officer has identified alternate sources of increasing efficiency and optimizing workflow within the Information Technology and Communication Services Department; and

WHEREAS: Legislative approval is needed to amend the ITCS 2023 Operational Budget and transfer funds; therefore be it

RESOLVED: That the Tioga County Legislature authorize the following transfer of funds and amend the ITCS 2023 Operational Budget:

From: A1680 510010	Full Time	\$65,180.00
To: A1680 540140	Contracting Services	\$48,880.00
A1680 540320	Leased / Service Equipment	\$2,000.00
A1680 540420	Office Supplies	\$500.00
A1680 540660	Telephone	\$10,000.00
A1680 540733	Training / All Other	\$3,800.00

And be it further

RESOLVED: That the vacant Network Administrator position within the Information Technology and Communication Services Department shall be unfunded, effective May 9,2023.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE POSITION RECLASSIFICATION
PUBLIC WORKS

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 25, 2023, the Personnel Department received a position description questionnaire from Keith French, Maintenance Mechanic II (CSEA grade 4) who works within the Building and Grounds unit of the Public Works Department; and

WHEREAS: This resulted in the review of work tasks performed by Mr. French in comparison to the Maintenance Mechanic classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Mr. French which routinely involves three skill trades, the Personnel Officer has determined justification exists to classify Mr. French to a Maintenance Mechanic III (CSEA grade 3); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of one Maintenance Mechanic II position currently filled by Keith French to Maintenance Mechanic III and that Mr. French shall receive an increase of \$0.76 to his current hourly rate; and be it further

RESOLVED: That Keith French's new hourly rate will be \$20.92 retroactive to April 25, 2023.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE APPOINTMENT OF
CIVIL SERVICE TECHNICIAN TRAINEE &
SR. CIVIL SERVICE TECHNICIAN
(PERSONNEL DEPARTMENT)

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: Due to numerous retirements within the department the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within the department for the administration of Civil Service; and

WHEREAS: In order to address said issues, the Personnel Officer has determined that creating a Civil Service Technician Trainee, and a Senior Civil Service Technician will help in those efforts; therefore be it

RESOLVED: That Karen Weston is appointed to the title of Civil Service Technician Trainee, at an annual, Management/Confidential salary of \$38,000.00 retroactive to May 8, 2023; and be it further

RESOLVED: That Kelly Quick is provisionally appointed to the title of Senior Civil Service Technician, pending successful completion of civil service examination requirements, at an annual, Management/Confidential salary of \$49,393 retroactive to May 8, 2023.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE APPOINTMENT OF
CIVIL SERVICE ASSISTANT
(PERSONNEL DEPARTMENT)

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: Due to promotion, the position of Civil Service Assistant will become vacant as of May 8, 2023 within the Personnel Department; and

WHEREAS: The Personnel Officer has conducted a recruitment search and has identified a desirable candidate; therefore be it

RESOLVED: That Christie Farnham is appointed to the title of Civil Service Assistant, at an annual, Management/Confidential salary of \$33,855.00 effective May 10, 2023.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE POSITION RECLASSIFICATION
PUBLIC WORKS

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 25, 2023, the Personnel Department received a position description questionnaire from James Vandemark, Maintenance Mechanic II (CSEA grade 4) who works within the Building and Grounds unit of the Public Works Department; and

WHEREAS: This resulted in the review of work tasks performed by Mr. Vandemark in comparison to the Maintenance Mechanic classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Mr. Vandemark which routinely involves three skill trades, the Personnel Officer has determined justification exists to classify Mr. Vandemark to a Maintenance Mechanic III (CSEA grade 3); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of one Maintenance Mechanic II position currently filled by James Vandemark to Maintenance Mechanic III and that Mr. Vandemark shall receive an increase of \$0.76 to his current hourly rate; and be it further

RESOLVED: That James Vandemark's new hourly rate will be \$20.71 retroactive to April 25, 2023.