

PERSONNEL COMMITTEE MINUTES

July 7, 2022

Present: Committee Chair, Ed Hollenbeck; Legislator W. Jake Brown; Legislator Dale Weston; Linda Parke, Personnel Officer; Linn Bruce, Civil Service Administrator and Amy Poff, Benefits Manager

Guest(s): Legislator Tracy Monell, Legislator Bill Standinger and Legislative Clerk, Cathy Haskell.

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

- I. APPROVAL OF MINUTES: Motion was made by Legislator Monell, seconded by Legislator Brown to approve the June 9, 2022 Personnel Committee meeting minutes, motion carried.

II. FINANCIAL

A. Amy Poff:

2022 Health Insurance:

In June, \$60,004.19 was paid out of the 2022 HRA with fourteen additional employees reaching their deductible. Total HRA spent to date is \$579,574.81 with a total of 50 employees meeting their deductible, 52% utilization.

Under the Federal Health Care Reform there is a fee called the "PCORI" tax (used to fund the Patient-Centered Outcomes Research Institute) that applies to our HRA and is due by the end of July 2022. 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.

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, 2022. The total amount billed for the year was \$987,214.73 and \$472,960.05 remains to be collected. Tioga County's total bill was \$507,536.72 and \$253,768.36 is due by July 31, 2022.

- B. Budget Tracking Report: The budget tracking report as of the end of June was reviewed. We have collected \$1,815.00 (44.5%) of our projected revenue and spent 46.2% of our appropriations. As previously discussed, transfer from contingency will be necessary later

in the year for the Full-time account A1430 540010.

III. OLD BUSINESS

Salary Study RFP: We received 3 proposals. The proposals were reviewed and a selection was made. There is a resolution presented today to authorize a contract with Burke Group to conduct a Classification and Compensation Study for all salaried Management/Confidential employees.

IV. NEW BUSINESS

2nd Quarter Exit Interview Report:

The 2nd quarter report was distributed for review. The report and copies of the questionnaires have been sent to the appropriate Department Heads and Chairs of their Committees.

2023 Budget:

Cathy Haskell indicated that 2023 budgets will be presented at the August committee meetings.

V. PERSONNEL

Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 394 authorized full-time positions, 353 of those filled, 10 not filled/unfunded. Part-time shows 78 authorized positions, 59 filled, 3 not filled/unfunded. As of 7/6/2022, there were 31 FT and 16 PT funded vacancies.

Funded vacancies being actively recruited – DSS: Caseworkers, Principal Social Welfare Examiners, Social Welfare Examiner, Social Services Employment Specialist and Accounting Associate II; MH: Certified A&D Counselor, Senior Certified A&D Counselor, Clinical Social Worker, Supervising Clinical Social Worker and PT Account Clerk Typist; PH: Public Health Nurse and Communication & e-Services Coordinator; Sheriff's Office: Corrections Officers, Public Safety Dispatcher, Deputies and a PT Cook;

The Vacancies Filled-Salary Difference Report shows hiring activity since the June's report. There were seven (7) vacancies filled with a monthly impact of (\$14,664.00) and year to date of (-\$41,148.57). The Change in Classification Report-Salary Impact shows no changes since last month. The Temporary Appointments chart shows a Seasonal Highway Worker 7/5/22-10/7/22 and a Seasonal Clerk in the Treasurer's Office 6/8/22-8/31/22.

VI. RESOLUTIONS

Authorize Contract with United Health Care (UHC) for Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage through Broome County Purchasing Alliance (BCPA): Tioga County has received positive feedback from retirees regarding the UHC Plan and UHC provides a team that helps Tioga County with administration of the benefits. This resolution authorizes the Chair of the Legislature to enter into a contract with United Health Care to continue with Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2023 through December 31, 2023.

Resolution to Declare Work Day Status for Elected and Appointed Officials: Resolution 201-22 increased the full-time Director of Veterans' Service Agency from 35 hours per week to 40 hours per week effective June 18, 2022. This resolution changes the standard work day for the Veterans' Service Agency for the purpose of determining days worked reportable to the New York State and Local Retirement System.

Authorize Contract with the Burke Group for Compensation and Classification Study Services: Tioga County issued a Request for Proposal (RFP) for selecting a qualified firm to review and update its compensation and job classifications for all salaried Management/Confidential employees. The selected firm is expected to perform analysis of current job classifications, salary, and benefits structure relative to comparable positions in comparable organizations as well as internal comparison. Three companies submitted proposals which were reviewed and narrowed down to two. The sub-committee recommended the Burke Group proposal for a cost not to exceed \$9000.00. This resolution authorizes the Chair of the Legislature to enter into a contract with Burke Group to conduct a Classification and Compensation Study for all salaried Management/Confidential employees; and be it further

Authorize Continuance of Out-of-Title Pay (Public Works): As of March 10, 2022, the Commissioner of Public Works assigned Mechanic Working Supervisor duties to Derek Grier, Automotive Mechanic II. Out-of-title pay was granted for the period of March 10, 2022 through June 18, 2022. The Commissioner has an ongoing need to continue having Mr. Grier perform out-of-title work beyond June 18, 2022. The Mechanic

Working Supervisor position is expected to be filled on July 9, 2022. This resolution authorizes out-of-title pay for Derek Grier at a hourly rate increase of \$4.93/hour retroactive to June 19, 2022 through July 8, 2022.

Authorize Out-of-Title Pay (Public Works): Due to numerous absences within the Road Machinery Department, there was a need for coverage within the department. The Commissioner of PW assigned Automotive Mechanic II duties to Robert Pipher, MEOI from February 28, 2022 through May 10, 2022 to a total of 196.5 hours. This resolution authorizes out-of-title pay for Robert Pipher which is reflective of a retroactive hourly rate increase of \$3.01/hour for 196.5 hours, a total of \$591.47.

VII. PROCLAMATIONS – None

VII. ADJOURNMENT – 10:51