

PERSONNEL COMMITTEE MINUTES

June 7, 2018

*looks good!*

Present: Committee Chair, Ed Hollenbeck; Legislator Bill Standing; Legislator Dale Weston; Personnel Officer, Bethany O'Rourke and Civil Service Administrator Linn Bruce.

Absent: Tracy Monell and Benefits Manager, Amy Poff

Guest(s): Rita Hollenbeck

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

I. The minutes of the April 5, 2018 and May 10, 2018 Personnel Committee meetings were approved as written.

II. Staff Reports

A. Linn Bruce, Civil Service Administrator:

The Head Count Report reflects 365 authorized full-time positions, 345 of those filled, 7 not filled/unfunded and 13 not filled/funded. Part-time shows 81 authorized positions, 61 filled, 3 not filled/unfunded and 16 not filled/funded. Linn noted that the County Clerk's Office is actively recruiting for a FT Motor Vehicle Examiner; Mental Hygiene has extended offers to two (2) Senior Clinical Social Workers; and in Public Health they have extended an offer to an Early Intervention Services Coordinator and are actively recruiting for a Public Health Nurse. There was some discussion regarding the Head Count reports. Rita asked if a report could be put together of each Department's head count from 2016 through 2018. She would like to review the report at the Budget Committee meeting coming up in June.

The Backfill Salary Difference Report shows 8 changes since May's Committee meeting, with a total monthly impact of \$36,744.80 and a year to date impact of \$53,918.80. The Change in Classification Report-Salary Impact shows no changes since the last committee meeting. The Temporary Appointments chart shows five (5) temporary appointments since last Committee meeting.

B. Amy Poff, Benefits Manager:

2018 Health Insurance:

In May \$96,107.10 was paid out of the 2018 HRA. Fourteen additional people reached their deductible, fifty to date. Total paid to date is \$542,755.94, 46% 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 2018. 2013 was the first year of the fee and the chart below shows the history:

Year	Fee	Paid
2013	\$1.00	\$313.00
2014	\$2.00	\$606.00
2015	\$2.08	\$565.76
2016	\$2.17	\$564.20
2017	\$2.26	\$592.12
2018	\$2.39	\$619.01

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.

C. Bethany O'Rourke, Personnel Officer:

The budget tracking report as of June 1, 2018 was displayed for review. So far in 2018 we have collected \$1,265.00 (43%) of our projected revenues. We have spent 39.8% of our appropriations.

III. Old Business:

A. Office Renovations: Our office renovations are coming along nicely. Amy and Linn's offices are 90% completed and they have moved back in and are getting situated. They are working on Bethany's office now. The Buildings & Grounds guys are doing a great job!

B. Summer Clerk: There is a resolution today to create and fill a temporary, full-time Clerk in Personnel. Nancy Leonard will be returning from last year June 13, 2018 through September 19, 2018 or until budgeted funds are exhausted. She will be sitting across the hall in the REAP space due to our office renovations going on.

IV. New Business:

A. July Committee Meeting: Bethany will be out of the office on July 5<sup>th</sup> and 6<sup>th</sup>. She will prepare her reports as usual. She can be reached by phone if needed.

VI. Resolutions:

A. Authorize Change of Status for One (1) Full-time Social Services Investigator Position: Due to a retirement, a full-time Social Services Investigator position will become vacant on June 29, 2018. The Commissioner of Social Services would like to backfill this vacancy on a part-time basis in order to better utilize staffing resources. This resolution reduces one (1) full-time vacant Social Services Investigator position to part-time status effective July 9, 2018 at the rate of \$16.30 per hour. Social Service's 2018 authorized full-time headcount shall be adjusted from 86 to 85 and part-time from 8 to 9.

- B. Create and Fill Temporary, Full-time Clerk (Seasonal) Position (Personnel): The Personnel Department has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the department for a specialized project. The Personnel Officer budgeted \$5,500 to employ a seasonal Clerk. This resolution authorizes the creation of one (1) temporary, full-time position of Clerk (Seasonal) at the 2018 established rate of \$11.40/hour. Nancy Leonard shall fill said position effective June 13, 2018 through September 19, 2018 or until such time the budgeted funds have been exhausted.
- C. Authorizing Salary Adjustment and Lump Sum Compensation to LeeAnn Tinney: The Tioga County Legislature made an adjustment to increase the base of Non-Union salary ranges effective January 1, 2016, which was greater than the salary increases granted to Non-Union staff. This situation caused recently hired employee's salaries to fall below the base of the hiring range in 2016. This was recently discovered and needs to be corrected as it was not right for an employee to earn less than the base. This resolution authorizes the adjustment of Ms. Tinney's annual salary from \$77,265 to \$77,592 effective June 4, 2018 and authorizes a lump sum compensation to Ms. Tinney in the amount of \$791 to account for the lost salary between January 2016 and June 2018.
- D. Authorizing Salary Adjustment and Lump Sum Compensation to Susan Graves: The Tioga County Legislature made an adjustment to increase the base of Non-Union salary ranges effective January 1, 2016, which was greater than the salary increases granted to Non-Union staff. This situation caused recently hired employee's salaries to fall below the base of the hiring range in 2016. This was recently discovered and needs to be corrected as it was not right for an employee to earn less than the base. This resolution authorizes the adjustment of Ms. Graves' annual salary from \$30,598 to \$31,022 effective June 4, 2018 and authorizes a lump sum compensation to Mr. Graves in the amount of \$1,171 to account for the lost salary between January 2016 and June 2018.
- E. Authorizing Salary Adjustment and Lump Sum Compensation to Rita Hollenbeck: The Tioga County Legislature made an adjustment to increase the base of Non-Union salary ranges effective January 1, 2015, which was greater than the salary increases granted to Non-Union staff. This situation caused recently hired employee's salaries to fall below the base of the hiring range in 2015. This was recently discovered and needs to be corrected as it was not right for an employee to earn less than the base. This resolution authorizes the adjustment of Ms. Hollenbeck's annual salary from \$16,396 to \$17,209 effective June 4, 2018 and authorizes a lump sum compensation to Ms. Hollenbeck in the amount of \$2,420.50 to account for the lost salary between January 2015 and June 2018.
- F. Authorizing Salary Adjustment and Lump Sum Compensation to William Kenville: The Tioga County Legislature made an adjustment to increase the base of Non-Union salary ranges effective January 1, 2016, which was greater than the salary increases granted to Non-Union staff. This situation caused recently hired employee's salaries to fall below the base of the hiring range in 2016. This was recently discovered and needs to be corrected as it was not right for an employee

to earn less than the base. This resolution authorizes the adjustment of Mr. Kenville's annual salary from \$27, 335 to \$27,714 effective June 4, 2018 and authorizes a lump sum compensation to Mr. Kenville in the amount of \$1,298 to account for the last salary between January 2016 and June 2018.

- G. Standard Work Day and Reporting Resolution: The NYS Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution establishes the following as standard work days for elected and appointed officials and will report the following days worked to the NYS and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body:

<u>Title</u>	<u>Name</u>	<u>Hrs/Day</u>	<u>Term</u>	<u>Employers Time Keeping System</u>	<u>Days/Month</u>
D.A	Kirk Martin	7	1/1/18- 12/31/21	No	31.62
Treasurer	Jim McFadden	7	1/1/18- 12/31/21	No	22.10
2 <sup>nd</sup> Asst. DA	Palmer Pelella	7	1/1/18- 12/31/21	No	19.39

- H. Create Position (DSS): There is a need for a Caseworker position in the Children's Services Division due to an increase in Child Protective and Preventive caseloads of 27% over the last three years and an 18% (15 per month) increase in hotline reports for the State Central Register over the last three years. This resolution creates one (1) Caseworker position effective June 13, 2018. The full-time headcount for DSS is increased by one (1).

VII. Meeting adjourned @ 11:10