

PERSONNEL COMMITTEE MINUTES

January 4, 2024

Present: Legislator Keith Flesher; Legislator W. Jake Brown; Legislator Tracy Monell; Linda Parke, Personnel Officer; Kelly Quick, Senior Civil Service Technician and Alex Freyvogel, Benefits Manager.

Guest(s): Legislative Chair Marte Sauerbrey; Legislator Bill Standinger and Legislative Clerk, Cathy Haskell.

Absent: Legislator Dale Weston

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

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Brown to approve the December 7, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Alex Freyvogel, Benefits Manager:

2023 Health Insurance

In December, \$33,155.36 was paid out of the 2023 HRA with four (4) employees reaching their deductible. A total of 89 employees have met their deductible with a total of \$848,306.70 paid out of HRA to date.

Open Enrollment 2024

51 employees enrolled in the 2024 medical flex with an annual pledge of \$77,586.15 and 3 employees enrolled in the dependent care pledging \$5,800. Last year we had 52 employees enrolled in the medical flex spending with an annual pledge of \$71,982 and 1 employee enrolled in the dependent care with an annual pledge of \$2,500.

For health insurance open enrollment, there are 3 new individual policies and 1 new family policy. One individual policy changed to a family policy.

For Dental and Vision open enrollment there are 3 new enrollments in CSEA dental coverage and 6 new enrollments in CSEA vision coverage. There were 23 enrollments in the Delta Dental Plan. For these programs employees pay 100% of the premium.

Workers' Compensation

The 2024 workers' compensation bills have been distributed to Tioga

County and all the municipalities in Tioga County. The final 2024 workers' compensation budget is \$975,424.70 of which \$931,848.80 is billed to participants and \$43,575.90 is revenue from New York State. The 2024 bill for Tioga County is \$492,374.79 which is approximately a 1.37% decrease over Tioga County's 2023 bill of \$499,236.69.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of December was reviewed. We have collected \$3,329 (81.6%) of our projected revenue and spent 72.7% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

The 4th Quarter 2023 Exit Interview Report was reviewed. The questionnaires have been sent to the corresponding Department Heads and Committee Chairs.

IV. PERSONNEL

The Head Count Report as of January 1, 2023 was reviewed, there were 3 FT and 248 PT funded vacancies. The part-time increase is due to the creation of 230 Election Inspector (Seasonal) position that were created per resolution 524-23. Funded vacancies with active recruitment: BOE: Election Clerk, Election Worker, Election Inspectors; DSS – Accounting Associate II, Caseworker, Office Specialist I, and Support Investigator. ED&P: Community Development Specialist: Mental Hygiene Clinical Social Worker, Senior Clinical Social Worker (School/Community Based), and Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Public Health – Supervising Public Health Nurse, Public Health Sanitarian, PT Dentists (2) and Speech Language Pathologist; Public Works – Engineering Technician and Maintenance Mechanic III; Sheriff's Office – Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook.

The Vacancies Filled-Salary Difference Report shows nine (9) changes since the December meeting with a monthly impact of (\$21,689) and YTD of (\$24,279). The Change in Classification chart has no changes. The Temporary Appointments chart has no changes.

RESOLUTIONS

Appointment of Administrative Coroner: The Administrative Coroner will perform the supervisory duties of managing the budget, paying the bills and various office functions. The Administrative Coroner will have no supervisory authority over the other Coroners. This resolution designates W. Stewart Bennett as Administrative Coroner for 2024.

Abolish Office Specialist II and Create Accounting Associate II Position (Mental Hygiene): One FT Office Specialist II position has been vacant within the Mental Hygiene Department since December 18, 2023. Upon review of the Department's needs for additional accounting staff, the Director of Community Services has determined that the vacancy would better be utilized to provide additional accounting functions through the creation of an Accounting Associate II. This resolution abolishes one OSII position (CSEA SG IV \$31,131-\$32,131) and creates one Accounting Associate II position (CSEA SG V \$32,851-\$33,851) effective January 15, 2024.

Reclassify and Fill Vacant Position (Probation): One Probation Officer 2/Sr. Probation Officer has been vacant since September 30, 2023. The Probation Director has reviewed the staffing needs within Probation and has determined that said vacancy would be better utilized in the operation of the department if the position was reclassified as a Probation Officer 1. This resolution authorizes the reclassification and filling of one vacant, full-time Probation Officer 2/Sr. Probation Officer (CSEA SG XII \$50,924-\$51,924) to a full-time Probation Officer 1 (CSEA SG XI \$48,941-\$49,941) effective January 1, 2024.

Authorize Appointment of Chief Accountant (Treasurer's Office): The position of Chief Accountant became vacant as of September 8th, 2023. This resolution provisionally appoints Natasha Douglas to the title of Chief Accountant, pending successful completion of civil service examination requirements at an annual Management Confidential salary of \$69,403 effective January 16, 2024. Ms. Douglas will be eligible for a \$2,000 increase upon appointment from the Civil Service Eligible List.

Standard Workday and Reporting Resolution: The New York State 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 reports the record of activities for Stephen Solomon, Assistant Fire Coordinator.

Appoint Assistant Public Defender: The Assistant Public Defender has been vacant due to promotion since January 1, 2024. The Public Defender has recruited a replacement who has over 14 years of relevant legal experience. This resolution authorizes the Public Defender to appoint James Davis to the title of Assistant Public Defender with a start date of January 29, 2024 at an annual M/C salary of \$86,644.

- V. PROCLAMATIONS – None
- VI. Executive Session – Executive Session was called to discuss a personnel matter at 10:42
- VI. ADJOURNMENT – 10:55