

## PERSONNEL COMMITTEE MINUTES

March 6, 2025

Present: Legislator Dennis Mullen, Legislator Raymond Bunce, Legislator Barbara Roberts, Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Marte Sauerbrey, Legislative Chair; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey

Absent: Legislator Keith Flesher

The meeting of the Tioga County Personnel Committee was called to order at 11:00 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Mullen, seconded by Legislator Bunce to approve the February 6, 2025, Personnel Committee meeting minutes, motion carried.

### I. FINANCIAL

#### A. Camille Corneby, Benefits Manager:

New Hires: In February Camille, Christa and Christie had two orientations with a total of six new hires.

Retirees: There is a significant delay with Social Security regarding retirees who turn 65 signing up for Medicare. Camille is sending retirees who will be turning 65 notification letters earlier so there is not a delay in moving from Excellus to Medicare.

#### B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of January was reviewed. We have collected \$3645.00 (10.7%) of our projected revenue and spent 10.5% of our appropriations.

### II. OLD BUSINESS

None.

### III. NEW BUSINESS

Completed the Annual Report for Civil Service: The report has been sent to the New York State Department of Civil Service.

Completed the 2024 Municipal Examination Fee Billing for Civil Service: This report has been sent to the New York State Department of Civil Service.

Tioga County Chamber of Commerce: On 03/19/25, Linda, Kelly, and Karen are attending the Tioga County Chamber of Commerce Human Resources Round Table Discussion on Workforce Recruitment and Retention. This is being presented by Hinman, Howard & Kattell, LLP at the Owego Free Academy High School.

Retirement Plan Issue: Legislator Bunce presented to the Committee an issue regarding an employee in the Sheriff's Office who is looking to retire and realized they are in the 89P (Corrections) plan and not the 553B (Sheriffs) plan. The Benefits Manager is working to resolve this issue with New York State Retirement.

#### IV. PERSONNEL

The Head Count Report as of March 1, 2025, was reviewed. There are 33 FT and 55 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II; Law: 3<sup>rd</sup> Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Records Management Technician, Senior Clinical Social Worker; PT: Account Clerk Typist; Probation: Probation Officer 1; Public Health: Early Intervention Service Coordinator, Public Health Emergency Preparedness Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Local Coordinator; PT: Dentist and Speech Language Pathologist; Public Works: Heavy Equipment Mechanic I; Sheriff's Office: Correction Officer's, Corrections Officer Sergeant, Public Safety Dispatcher's, Deputy Sheriff and PT Cook; Personnel: Civil Service Assistant; Veterans': Director of Veterans' Service Agency, Veterans' Service Officer

The Vacancies Filled-Salary Difference Report shows two (2) changes since the February meeting with a monthly impact of (\$843.00) and YTD of (\$6,657.00). The Temporary Appointments chart shows one change, one Seasonal HEAP Office I Specialist has ended.

#### RESOLUTIONS

##### Appointment of Republican Election Clerk (Board of Elections):

Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing. The position of Republican Election Clerk PT has been vacant since January 31, 2025. A request to backfill the vacancy was approved on January 31, 2025. The Republican Election Commissioner has selected a candidate to fill said vacancy.

Pamela Wylubski shall be appointed as the Republican Election Clerk PT, effective March 12, 2025, at the rate of \$19.22/hr.

Authorize Two (2) Position Reclassifications (Social Services): On January 2, 2025, the Personnel Department received position description questionnaires for two Office Specialist I (CSEA SG III, \$31,315) positions in the Department of Social Services. This resulted in the review of work tasks performed by Denise Haskins and Elaine Ellers in comparison to the Office Specialist classification levels. Due to the type of work assigned to and performed by Ms. Haskins, and Ms. Ellers, the Personnel Officer has determined justification exists to reclassify them to Office Specialist II (CSEA SG IV, \$33,095). The Tioga County Legislature authorizes the reclassification of two Office Specialist I positions currently filled by Denise Haskins and Elaine Ellers to Office Specialist II, and they each shall receive an increase of \$1,780 to their current annual salary. Denise Haskins new rate will be \$40,212 retroactive to January 2, 2025. Elaine Ellers new rate will be \$33,095 retroactive to January 2, 2025.

Create and Fill Temporary, Full-Time Public Health Educator (Seasonal) Position (Public Health): Tioga County Public Health desires to hire a temporary, full-time Public Health Educator to work during the summer season to assist with the preparation and compilation of reports of several Public Health initiatives. Public Health has funds available in the 2025 budget due to position vacancies to cover the expenditures of such employment. The Public Health Director is hereby authorized to create and fill one (1) temporary full-time Public Health Educator (Seasonal) position effective May 5, 2025, through August 29, 2025, at an hourly rate of \$28.26.

Create and Fill Full-Time Senior Clinical Social Worker Position (Mental Hygiene): The Director of Community Services and the Commissioner of Social Services has identified a need for an additional position to serve clients at the Child Advocacy Center. By the partnering of the Department of Social Services and Tioga County Mental Hygiene to offer mental health/therapeutic support and substance abuse services at the neutral location of the Child Advocacy Center we will be able to enhance services to our most vulnerable youth and families. This position would be funded for the first two years through Opioid Settlement Funds and in the following years would be funded through the Department of Social Services grant opportunities, preventive services funding and Medicaid billing. A4210 416300 ABATE will be funded from deferred revenue A269100 DR104. The Director of

Community Services is hereby authorized to create one (1) permanent, full-time position of a Senior Clinical Social Worker at a rate of \$69,915 (CSEA SG XVII) effective March 24, 2025. The Mental Hygiene Department's 2025 authorized full-time headcount shall remain at 45. Funding would be appropriated from the Opioid Settlement Funds as follows:

From:	A4210 416300 ABATE Narcotic Program Charges		\$78,440.41
To:	A4310 510010	Full Time Salary	\$54,016.52
	A4310 581088	State Retirement Fringe	\$ 5,265.40
	A4310 583088	Social Security Fringe	\$ 3,743.94
	A4310 584088	Workers Compensation Fringe	\$ 923.23
	A4310 585588	Disability Insurance Fringe	\$ 52.43
	A4310 586088	Health Insurance Fringe	\$14,426.64
	A4310 588988	Eap Fringe	\$ 12.25

Abolish Medical Director Transfer Funds and Modify Budget (Mental Hygiene): The Director of Community Services has identified the need to modify Mental Hygiene's 2025 budget to meet the state requirements of medical staffing. It is the requirement of the Office of Mental Health (OMH) and the Office of Addiction Services and Supports (OASAS) to have licensed medical staff oversee certain job functions for Mental Hygiene's Clinic. With the retirement of Mental Hygiene's Medical Director, the Director of Community Services has identified the best solution as the abolishment of the Medical Director position and the transfer of funds to contracted services to meet state mandated medical staff requirements. That the existing 2025 contract with Fairview Recovery Services, Inc. will be modified to add the additional transferred funding and add additional medical staffing titles and positions to the contract. That the Director of Community Services is requesting the abolishment of the Medical Director position as of 3/11/2025 and transfer of funds to contracted services. Mental Hygiene's 2025 budget be modified and funding be transferred as follows.

From:	A4210 510010	Full Time Salary	\$ 54,702.40
	A4310 510010	Full Time Salary	\$101,590.09
	A4210 581088	State Retirement Fringe	\$ 1,981.67
	A4210 583088	Social Security Fringe	\$ 2,617.44
	A4210 584088	Workers Compensation Fringe	\$ 355.56
	A4210 585588	Disability Insurance Fringe	\$ 20.64
	A4210 586088	Health Insurance Fringe	\$ 3,490.69

A4210 588988	Eap Fringe	\$ 4.92
A4310 581088	State Retirement Fringe	\$ 3,680.25
A4310 583088	Social Security Fringe	\$ 4,860.97
A4310 584088	Workers Compensation Fringe	\$ 660.32
A4310 585588	Disability Insurance Fringe	\$ 38.34
A4310 586088	Health Insurance Fringe	\$ 6,482.71
A4310 588988	Eap Fringe	\$ 9.14

To:	A4310 540130	Contracts	\$126,346.60
	A4310 540140	Contracting Services	\$ 54,148.54

Create and Fill One (1) Full-Time Public Health Project Coordinator and Abolish One (1) Local Coordinator and Authorize Salary Above CSEA Base (Public Health): The Public Health Director has determined there is a need to create a position of Public Health Project Coordinator. The Public Health Director has worked in conjunction with the Personnel Office in creating the position description and to determine the appropriate classification for said title. One (1) full-time position of Public Health Project Coordinator (CSEA Salary Grade XIII: \$56,136 - \$ 57,136) be created effective March 24, 2025. The vacant Management/Confidential position of Local Coordinator be abolished effective March 24, 2025. In the event a current Tioga County Public Health employee is promoted into this role, the maximum salary for CSEA Salary Grade XIII will be used in calculating their annual salary.

PROCLAMATIONS - None

EXECUTIVE SESSION - Request to move into Executive Session by Legislator Mullen. Motion by Legislator Bunce, seconded by Legislator Roberts to move into Executive Session to discuss a personnel matter at 11:25 a.m.

EXECUTIVE SESSION ADJOURNMENT - Motion by Legislator Mullen, seconded by Legislator Bunce to adjourn Executive Session at 12:05 p.m.

