

Personnel Committee Agenda
July 3, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR June 6, 2024, COMMITTEE MEETING
- FINANCIAL
 - Benefits & Workers' Compensation Reports - Camille Corneby
 - Monthly Departmental Budget Tracking - Linda Parke
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Linda Parke, Kelly Quick and Karen Weston attended the New York State Association of Personnel and Civil Service Officers Conference on Monday, June 10, 2024, in Saratoga Springs, NY.
 - Linda Parke will be attending the New York State Public Employer Relations Association Annual Conference from July 8th through July 10th in Saratoga Springs, NY.
 - Discuss 2025 Personnel Department budget.
 - 2nd Quarter Exit Interview Report
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Authorize Salary Above CSEA Base for Probation Officer
 - Authorize Creation of a Full-Time Certified Peer Specialist Position (Mental Hygiene)
 - Authorize Creation of a Full-Time Senior Clinical Social Worker Position (Mental Hygiene)
 - Staff Change 2024 Budget (Public Health)
 - Appoint Secretary to the 1st Assistant County Attorney (Law Department)
 - Create (1) Full-time Benefit Assistant Position (Personnel)
 - Authorize Three (3) Position Reclassification (Social Services)
 - Authorization to Fund and Fill Economic Development Specialist Position
 - Approve Salary Above Hiring Base Deputy Sheriff Position (Sheriff's Office)
- PROCLAMATIONS - None

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024.06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-450.00	.00	-3,630.00	11.0%*
A1430 427702 Other Unclassified Full Time	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Chairs	257,889	0	257,889	95,567.18	.00	162,321.82	37.1%
A1430 520070 Advertising	250	0	250	.00	.00	250.00	.0%
A1430 540010 Contracting Serv	2,600	0	2,600	150.00	.00	2,450.00	5.8%
A1430 540140 Dues	64,050	0	64,050	18,894.01	.00	45,155.99	29.5%
A1430 540180 Automobile Fuel	580	0	580	372.58	.00	207.42	64.2%
A1430 540220 Leased/Service Equ	100	0	100	.00	.00	100.00	.0%
A1430 540320 Literature	2,200	0	2,200	1,765.44	.00	434.56	80.2%
A1430 540340 Office Supplies	600	0	600	564.99	.00	35.01	94.2%
A1430 540420 Payment To State	600	0	600	321.78	.00	278.22	53.6%
A1430 540450 Physicals	2,575	0	2,575	865.00	.00	2,575.00	.0%
A1430 540470 Postage	6,000	0	6,000	273.16	.00	5,135.00	14.4%
A1430 540480 Software Expense	1,350	0	1,350	5,990.00	.00	1,076.84	20.2%
A1430 540620 Training/County Re	6,000	0	6,000	828.62	1.76	10,169.62	7.5%
A1430 540732 Training/All Other	11,000	0	11,000	1,000.00	.00	2,500.00	28.6%
A1430 581088 State Retirement F	3,500	0	3,500	13,236.59	.00	9,318.92	58.7%
A1430 583088 Social Security Fr	15,159	7,397	22,556	7,614.99	.00	9,412.23	44.7%
A1430 584088 Workers Compensati	0	17,027	17,027	2,343.94	.00	3,139.68	42.7%
A1430 585588 Disability Insuran	0	5,484	5,484	133.12	.00	157.54	45.8%
A1430 586088 Health Insurance F	34,209	291	34,500	27,527.29	.00	28,226.97	49.4%
A1430 588988 Eap Fringe	0	21,545	21,545	31.12	.00	41.00	43.2%
TOTAL Personnel	404,577	51,815	456,392	177,029.81	1.76	279,360.82	38.8%
TOTAL General Fund	404,577	51,815	456,392	177,029.81	1.76	279,360.82	38.8%
TOTAL REVENUES	-4,085	0	-4,085	-450.00	.00	-3,635.00	
TOTAL EXPENSES	408,662	51,815	460,477	177,479.81	1.76	282,995.82	

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE SALARY ABOVE CSEA BASE FOR
PROBATION OFFICER

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate to fill the Probation Officer 1 (CSEA SG XI, \$48,941 - \$49,941) with over four years of prior relevant work experience including current employment with the New York State Office of Children and Family Services as a Youth Support Specialist at the Finger Lake Residential Center. Certification in Crisis Prevention and Management including Dialectical Behavioral Therapy skills and more than three years of experience as a Correction Officer; therefore be it

RESOLVED: That Jeremiah Warnimont is hereby appointed to the title of Probation Officer 1 at \$49,941/year (increment stage 2 of CSEA SG XI) effective July 15, 2024.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO.-24 AUTHORIZE CREATION OF A FULL-TIME
CERTIFIED PEER SPECIALIST POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of positions within a County Department; and

WHEREAS: The Director of Community Services has a demonstrated need of creating a full-time Certified Peer Specialist position due to the state request to have a mobile crisis service; and

WHEREAS: A Certified Peer Specialist is required to receive the designation to operate a licensed Mobile Crisis Program; and

WHEREAS: Funding for this position is Office of Mental Health State Aid and future Fee-For-Service billable revenue; therefore be it

RESOLVED: That one Full-Time Certified Peer Specialist (CSEA SG VI \$35,451) position is created effective August 1, 2024 and may be filled effective August 12, 2024; and be it further

RESOLVED: That the Mental Hygiene Department's headcount shall increase from 42 to 43; and be it further

RESOLVED: That funding be appropriated as follows:

From: A4310 434900	State Aid-Mental Health	\$35,430.13
To: A4310 510010	Full Time Salary	\$17,725.50
A4310 581088	State Retirement Fringe	\$ 2,472.47
A4310 583088	Social Security Fringe	\$ 1,180.85
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$13,372.84
A4310 588988	Eap Fringe	\$ 7.93

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO.-24 AUTHORIZE CREATION OF A FULL-TIME
SENIOR CLINICAL SOCIAL WORKER POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of positions within a County Department; and

WHEREAS: Due to OMH (Office of Mental Health) request to create a Mobile Crisis Program, the Director of Community Services has a demonstrated need of creating an additional full-time Senior Clinical Social Worker position; and

WHEREAS: A Licensed Clinical Social Worker is required to receive the designation to operate a Mobile Crisis Program; and

WHEREAS: Funding for this position is Office of Mental Health State Aid and future Fee-For-Service billable revenue; therefore be it

RESOLVED: That one full-time Senior Clinical Social Worker (CSEA SG XVII \$66,879) position is created effective August 1, 2024, and may be filled effective August 12, 2024; and be it further

RESOLVED: That the Mental Hygiene Department's headcount shall increase from 43 to 44.

RESOLVED: That funding be appropriated as follows:

From: A4310 434900	State Aid-Mental Health	\$53,018.24
To: A4310 510010	Full Time Salary	\$33,439.50
A4310 581088	State Retirement Fringe	\$ 3,054.65
A4310 583088	Social Security Fringe	\$ 2,472.78
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$13,372.84
A4310 588988	Eap Fringe	\$ 7.93

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 STAFF CHANGE 2024 BUDGET
PUBLIC HEALTH

WHEREAS: Tioga County Public Health (TCPH) requested staffing changes as part of the 2024 Budget Process; and

WHEREAS: Those changes were approved by the County Legislature and included in the Approved Budget; and

WHEREAS: The required resolution to capture the approved changes for Personnel Office records was not previously done; therefore be it

RESOLVED: That the following staffing change is effective retroactively to January 1, 2024:

<u>Name</u>	<u>Current Title/ Salary Grade</u>	<u>New Title/ Salary Grade</u>	<u>Budget Impact</u>
VACANT	Public Health Technician (Grade 7)	Fund	\$40,212

REFERRED TO: FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. APPOINT SECRETARY TO THE
1ST ASSISTANT COUNTY ATTORNEY
LAW DEPARTMENT

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position; and

WHEREAS: Since May 16, 2024, the position of Secretary to the 1st Assistant County Attorney has been vacant; and

WHEREAS: The 1st Assistant County Attorney has recruited for a replacement and after interviewing a satisfactory candidate has been identified; therefore be it

RESOLVED: That the County Attorney is hereby authorized to provisionally appoint Sandra Short to the title of Secretary to the 1st Assistant County Attorney, with a start date of July 15, 2024, pending successful completion of the of civil service requirements at an annual Management/Confidential salary of \$41,528.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. -24 CREATE (1) FULL-TIME BENEFIT
ASSISTANT POSITION
(PERSONNEL DEPARTMENT)

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

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

WHEREAS: In order to address said issues, the Personnel Officer has determined that creating a Benefit Assistant, will help in those efforts; and

WHEREAS: Funding for the position is available in our current budget, therefore, no increase to the budget; therefore be it

RESOLVED: That one (1) full-time Benefits Assistant position is created within the Management/Confidential annual salary range of \$44,000-\$54,000, effective July 15, 2024; therefore be it

RESOLVED: That the Personnel Department's full-time headcount shall increase from 7 to 8.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE THREE (3) POSITION
RECLASSIFICATIONS
SOCIAL SERVICES

WHEREAS: Legislative approval is required for position reclassification; and

WHEREAS: On April 8, 2024, the Personnel Department received position description questionnaire for three Office Specialist I positions in the Department of Social Services (CSEA grade III); and

WHEREAS: This resulted in the review of work tasks performed by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre in comparison to the Office Specialist classification levels; and

WHEREAS: Due to the type of work assigned to and performed by Ms. Wage, Ms. Wagstaff and Ms. Dusinberre, the Personnel Officer has determined justification exists to reclassify them to Office Specialist II (CSEA grade IV); therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of three Office Specialist I positions currently filled by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre to Office Specialist II, and they each shall receive an increase of \$1,728 to their current annual salary; and be it further

RESOLVED: That Kathleen Wage's new rate will be \$31,131 retroactive to April 8, 2024; and be it further

RESOLVED: That Crystal Wagstaff's new rate will be \$31,131 retroactive to April 8, 2024; and be it further

RESOLVED: That Sarah Dusinberre's new rate will be \$31,131 retroactive to April 8, 2024.

REFERRED TO:

ED&P COMMITTEE
PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -24

AUTHORIZATION TO FUND AND FILL
ECONOMIC DEVELOPMENT SPECIALIST POSITION

WHEREAS: Legislative approval is required for the appropriation of unfunded positions within Tioga County; and

WHEREAS: The Economic Development and Planning 2024 authorized full-time head count is nine (9), of which there is an unfunded full-time Economic Development Specialist position noted; and

WHEREAS: Due to a recent retirement and part-time vacancy, there is no need for an increase to the 2024 Economic Development budget salary appropriation; therefore be it

RESOLVED: That one full-time Economic Development Specialist position shall be funded within the Management/Confidential salary range of \$54,725.00 - \$64,725.00 effective July 9, 2024.

REFERRED TO: PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 APPROVE SALARY ABOVE HIRING BASE
DEPUTY SHERIFF POSITION
SHERIFF'S OFFICE

WHEREAS: Resolution No. 211-99 requires Legislative approval for any appointments made above an established base salary amount; and

WHEREAS: There is one full-time Deputy Sheriff position vacant; and

WHEREAS: In order to maintain adequate staffing levels for the Road Patrol Division, the Sheriff has an immediate need to backfill said position; and

WHEREAS: The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has over four years of police experience, at an annual salary rate reflecting four years of experience per the current union contract, or \$74,501; and

WHEREAS: Morgan Smith, a transfer candidate with over 4 years of Police Officer experience, has applied and has been found both eligible and willing to accept a transfer from the Sidney Police Department to a Deputy Sheriff vacancy in Tioga County; therefore be it

RESOLVED: That the Sheriff is hereby authorized to backfill the vacant, full-time Deputy Sheriff position with Morgan Smith at an annual salary of \$74,501 effective July 13, 2024.

PERSONNEL COMMITTEE MINUTES

June 6, 2024

Present: Legislator Tracy Monell; Legislator Bill Standinger; Legislator W. Jake Brown; Legislator Keith Flesher; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician and Secretary to Personnel Officer, Christie Farnham.

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell, County Attorney, Peter DeWind and Commissioner of Public Works, Gary Hammond.

Executive Session was called to discuss Personnel Matters at 10:27 by Legislator Standinger and seconded by Legislator Brown. Executive Session ended at 11:07.

The meeting of the Tioga County Personnel Committee was called to order at 11:07 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Standinger, seconded by Legislator Flesher to approve the May 9, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2024 Health Insurance:

In May 2024, \$73,655.95 was paid out of the 2024 HRA with 9 employees reaching their deductible. A total of 36 employees to date with \$545,553.47 paid out of the HRA.

2023 Health Insurance:

Requested 2024 annual payroll from the participants in the self-insured plan to be broken down by job classification.

2023 Payroll and Vehicle Listings: Working on collecting the 2023 payroll and vehicle listings from the municipalities. We break them down by job classification to submit to our Workers Compensation stop-loss carrier. Still have a few stragglers and Camille sent a reminder email on 06/06/24.

New Hires: In May Camille and Christie had two orientations with a total of 10 new hires.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$450.00 (11%) of our projected revenue and spent 34.7% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Submitting Rules Resolution for 38 County titles to place them in the Non-Competitive Classification under the Temporary New York HELPS Program Locals.

New York State Association of Personnel and Civil Service Officers Conference: Linda Parke, Kelly Quick and Karen Weston will be attending the New York State Association of Personnel and Civil Service Officers Conference on Monday, June 10, 2024, in Saratoga Springs, NY.

IV. PERSONNEL

The Head Count Report as of June 1, 2024, was reviewed. There are 36 FT and 75 PT funded vacancies. The part-time increase is due to the creation of 230 Election Inspector (Seasonal) positions that were created per resolution 524-23. Funded vacancies with active recruitment: DSS – Support Investigator, Senior Social Welfare Examiner, PT Caseworker, PT Community Services Worker, PT Youth Bureau Director, and PT Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: Deputy Director of Emergency Services and PT Skills Instructor; IT: Office Specialist II; Law: 2nd Assistant County Attorney; Mental Hygiene: Clinical Social Worker, Senior Clinical Social Worker, Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1; Public Health – Supervising Public Health Nurse, Community Health Program Supervisor, Local Coordinator, PT Dentist and Speech Language Pathologist; Public Works – 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 three (3) changes since the May meeting with a monthly impact of (\$35,360) and YTD of (\$68,056.00). The Change in Classification chart has no changes. The Temporary Appointments chart shows three of three Highway Worker (Seasonal) positions per Reso 142-24 filled. The Treasurer's Clerk (Seasonal) position per Reso 111-24 has been filled. Public Health has a Clerk (Seasonal) position per Reso 141-24

RESOLUTIONS

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 Ryan Kline, Coroner.

Authorize Wage Reallocations Within CSEA Salary Schedule (Public Works): It is very difficult to procure skilled labor in the current job market. In addition, the Tioga County Department of Public Works has lost several employees to other employers in the area. The Tioga County Department of Public Works wishes to retain the skill level of its current employees. Effective June 17, 2024, the following titles shall be reallocated as indicated below:

Title	Current Wage:	New Wage:
Heavy Mechanic Working Supervisor Highway Working Supervisor	\$27.47/hr.	\$29.00/hr.
Mechanic Working Supervisor Working Supervisor Heavy Equipment Operator Site Leader	\$25.35	\$27.50
Heavy Equipment Operator III Lead Maintenance Mechanic Technical Facility Supervisor	\$23.12	\$25.00
Automotive Stock Clerk Master Craftsman Heavy Equipment Operator II	\$22.31	\$24.00
Heavy Equipment Operator I Maintenance Mechanic III Sign Maintenance Worker Heavy Equipment Mechanic I	\$20.90	\$23.00
Motor Equipment Operator III Automotive Mechanic II Maintenance Mechanic II Cleaning Supervisor	\$20.12	\$22.00
Motor Equipment Operator II Automotive Mechanic I Maintenance Mechanic I	\$19.31	\$21.00
Motor Equipment Operator I Cleaner I	\$16.92	\$19.00

The employees holding the above listed titles shall receive corresponding increases to their 2024 wages effective June 17, 2024.

Authorization to Fill Vacant Network Administrator Position within Information Technology and Communication Services Department: The Information Technology and Communication Services Department currently has a vacant and unfunded Network Administrator position. The Chief Information Officer has identified a need to fill the vacant and unfunded Network Administrator position. The Chief Information Officer has verified with the Tioga County Budget Officer that sufficient funding to source this position through the end of FY24 is currently available in the Information Technology and Communication Services Operational Budget. The Chief Information Officer shall be allowed to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135, effective June 12, 2024, in accordance with payroll requirements.

Amend Budget and Appropriate Funds: Public Health Infrastructure Grant (Public Health): Tioga County Public Health (TCPH) received five-year funding through 2027 specifically for strengthening our Public Health Infrastructure and Workforce. The funding is intended to allow for the recruitment and retention of Public Health employees following the challenging impacts on Public Health workers during the Covid-19 pandemic. The second year of the funding has been approved by the New York State Department of Health and requires amending of budget and appropriation of funds and that funding be appropriated as follows:

From:			
A4011 444010-SPHIW	Public Health: State Aid	\$	105,787
To:			
A4011 510050-SPHIW	Public Health: All Other - SPHIW	\$	81,860
A4011 583088-SPHIW	Public Health: Social Security Fringe	\$	6,262
A4011 520130-SPHIW	Public Health: Equipment (Not Car)	\$	2,000
A4011 540487-SPHIW	Public Health: Program Expense-SPHIW	\$	15,665

Available funds on 12/31/24 of the original \$105,787 will be carried forward into the New Year.

PROCLAMATIONS - None

ADJOURNMENT - 11:20