

PERSONNEL COMMITTEE MINUTES

February 8, 2024

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

Guest(s): Legislative Chair Marte Sauerbrey; County Attorney, Peter DeWind and Legislative Clerk, Cathy Haskell.

Absent: Legislator Dale Weston

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

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Brown to approve the January 4, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Secretary to Personnel Officer:

2023 Health Insurance:

In January 2023, \$74,116 was paid out of the HRA with no employees reaching their deductible.

2024 Health Insurance:

In January 2024, \$79,268 was paid out of the HRA with no employees reaching their deductible.

1095-C Forms: In accordance with the Federal Health Care Reform, Tioga County issues 1095-C Forms. The deadline to file the forms electronically to the IRS is March 31st. We will work to get these done this month. These forms are used to indicate if full-time employees were offered health insurance coverage. These are not needed to file taxes but are to be kept with your tax papers.

Workers' Compensation

The 2023 Occupational Injuries and Illnesses Survey has been filed on-line. This is required by law and is reported to the Bureau of Labor Statistics.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of January was reviewed.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Management/Confidential Vacation Policy:

The Management/Confidential Vacation Policy was amended via resolution 476-23 to add 25 days vacation for 20 years. It was discovered that Munis is not able to distinguish between 20 years and 13 years and over, when adjusting vacation time. A resolution will be brought forward in March amending the Policy to include '13 year – 19 year anniversary' and '20 years and over' to Chart 2.

IV. PERSONNEL

The Head Count Report as of February 1, 2024 was reviewed, there are 32 FT and 145 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: BOE: Election Worker, Voting Machine Tech; DSS – Accounting Associate III, Caseworkers, Office Specialist I, Social Services Employment Specialist and Support Investigator. Mental Hygiene: Accounting Associate III, Clinical Social Worker, Senior Clinical Social Worker (School/Community Based), Senior Clinical Social Worker, Account Clerk-Typist and Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1. 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 two (2) changes since the January meeting with a monthly impact of (\$798.00) and YTD of (\$25,077.00). The Change in Classification chart shows one change of Probation Officer 2/Sr. (\$50,738) to Probation Officer (\$48,941). The Temporary Appointments chart has no changes.

RESOLUTIONS

Appointment of Community Development Specialist in the Economic Development & Planning Department: The director of Economic Development & Planning (ED&P) has conducted a recruitment search for the community Development Specialist and has identified a candidate. The Community Development Specialist position has been vacant since September 13, 2023; funding for this position is included in the ED&P 2024 budget. The Director of Economic Development & Planning is authorized to appoint Sean Lanning to the position of Community Development Specialist at an annual Management/Confidential salary of \$57,009 effective February 26, 2024 in accordance with payroll processing standards. This appointment shall be provisional, pending the outcome of a Civil Service examination.

Appointment of Benefits Manager: The Benefit Manager position became vacant with the announced resignation of the current Benefits manager, Alexander Freyvogel effective January 26, 2024. This resolution provisionally appoints Camille Mattison-Corneby to the title of Benefits manager, pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$54,354, retroactive to February 12, 2024.

Contract for consultant Services (Personnel): There is a need to contract with the recently retired Benefits Manager for continuity of operations and training of the successor. This resolution authorizes the Personnel Office to contract with Amy Poff for consulting services at the rate of \$50.00 per hour, not to exceed 15 hours per week, from February 13, 2024, through December 31, 2024. Ms. Poff will submit invoices for payment on a monthly basis.

Appointment of Secretary to the Personnel Officer: Due to a resignation and a promotion within the department, the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within the department of the administration of civil Service, and benefits. The Personnel Officer has identified a desirable candidate. This resolution authorizes the appointment of Christie Farnham to the title of Secretary to the Personnel Officer, at an annual, Management/Confidential salary of \$41,528 retroactive to February 12, 2024.

Authorize Appointment of Director of Emergency Services: The Director of Emergency Services position become vacant with the announced resignation of the current Director of Emergency Services, Michael Simmons effective February 6, 2024. Corinne Cornelius has been appointed to the title of Director of Emergency Services at an annual Management/Confidential salary of \$72,965 retroactive to February 12, 2024. In accordance with Tioga County's Civil Service Rules, Ms. Cornelius shall serve a probationary period of eight to fifty-two weeks.

- V. PROCLAMATIONS – None
- VI. Executive Session – Executive Session was called to discuss a personnel matter at 10:46
- VI. ADJOURNMENT – 10:59