

PERSONNEL COMMITTEE MINUTES

January 9, 2024

Present: Legislator Tracy Monell; Legislator Bill Standinger; Legislator Keith Flesher, Legislator W. Jake Brown, Legislator Raymond Bunce; 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): Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey and Deputy County Treasurer, Katie Chandler.

Absent: N/A

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

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Brown, seconded by Legislator Flesher to approve the December 5, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In November Camille, Christa and Christie had three orientations with a total of 7 new hires.

B. Health Insurance: Camille and Christa Updated the 25 insurance premium tables in Munis and created 7 new tables for the Excellus Health Program. Munis is unable to accommodate 27 payrolls in 2025. In Camille's absence, Christa, Linda and Amy Potter worked with Munis. The health insurance deductions will not come out in payroll #27 on December 31, 2025.

C. Retirees: There have been some pharmacy glitches with the new Excellus Med Advantage plan. Camille and Christa are working through them as they occur.

D. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of December was reviewed. We have collected \$2219.80 (45.6%) of our projected revenue and spent 86.7% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

4<sup>th</sup> Quarter Exit Interview Report: one Exit Interview was received from a former employee at the Sheriff's Office.

#### IV. PERSONNEL

The Head Count Report as of January 1, 2025, was reviewed. There are 34 FT and 40 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Office Specialist II, Senior Caseworker and Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director and Mail Clerk; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; PT: Account Clerk Typist; Probation: Probation Officer 1; Public Health: Early Intervention Service Coordinator, Public Health Emergency Preparedness Coordinator, Community Program Health 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, Public Safety Dispatcher's, Deputy Sheriff and PT Cook; Legislature: Deputy Clerk to Tioga County Legislature; Economic Development & Planning: Education Workforce Coordinator; PT: Office Specialist II; Personnel: Civil Service Assistant; Law: Paralegal; Veterans': Director of Veterans' Service Agency

The Vacancies Filled-Salary Difference Report shows six (6) changes since the December meeting with a monthly impact of (\$3,621.00) and YTD of (\$3,621.00). The Temporary Appointments chart shows no change.

#### RESOLUTIONS

Authorize Salary Reallocation within CSEA Salary Schedule for Public Health Technician (Public Health): On November 4, 2024, the Personnel Department received a position description questionnaire from Public Health in regard to the Public Health Technician (CSEA SGVII, \$40,212-\$41,212). A desk audit occurred and involved the review of work tasks performed by the position as well as the current salary allocation. The Personnel Officer has made a determination that due to the specific college degree requirements of the minimum qualifications set by the New York Sanitary Code; the extent of work responsibilities inclusive of intensive case management and ongoing public health education; and the responsibility of enforcing statutes and regulations, there is justification to request a salary reallocation of said title within the CSEA Salary Schedule. The title of Public Health Technician shall be reallocated from CSEA Salary Grade VII to CSEA Salary Grade IX (\$44,907-\$45,907) retroactive to January 13, 2025. The 2025 annual

salary of current incumbent in said title shall increase by \$4,695, effective retroactive to January 13, 2025.

Unfund Secretary to County Attorney and Create and Fill (1) Full-Time Paralegal (County Attorney): One (1) full-time Secretary to County Attorney position is occupied by Christine Freyvogel. Upon review of the department needs, the County Attorney in conjunction with the Personnel Officer has determined that he can better address the workload by unfunding one (1) full-time Secretary to County Attorney position and creating one (1) full-time Management/Confidential (M/C) Paralegal position. One (1) full-time Secretary to County Attorney be unfunded effective January 13, 2025. One (1) full-time M/C position of Paralegal (M/C \$56,487 – \$66,487) be created effective January 13, 2025, in accordance with payroll requirements. The County Attorney is authorized to provisionally appoint Christine Freyvogel to the full-time Paralegal position at an annual salary of \$56,487, effective January 13, 2025, pending successful completion of civil service examinations requirements.

Authorize Appointment of Clinical Program Director (Mental Hygiene): The position of Clinical Program Director became vacant as of January 4, 2025, within the Mental Hygiene Department. The Director of Community Services has identified an internal desirable candidate. The salary range for said position has been identified as \$73,748 to \$83,748. The Director of Community Services and the Personnel Officer have determined that the qualified candidate possesses 13+ years' experience, which is sufficient experience and skills to justify an entry salary at the top of the salary range. Danielle Fabregas is provisionally appointed to the title of Clinical Program Director, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$80,000, an increase of \$7,807.00 from her current position as Supervising Social Worker, effective January 27, 2025.

- A. Amend Employee Handbook: Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation: County Policy (Employee Handbook Section IV. Personnel Rules; Subsection j. Management /Confidential Benefits: Paragraph II. A. Leave Accruals, Vacation) states the full-time employment requirement for Paid Time Off (PTO) for Management/Confidential staff. Tioga County Public Health (TCPH) has Non-Union and Non-Management/Confidential part-time Dentist positions that do not accrue any PTO per the full-time requirement. TCPH seeks to provide

PTO to their incumbent part-time Dentist that has been with TCPH since the inception of the Dental Van in 2003. TCPH desires this to ensure viability of the continuation of the Dental program for Tioga County residents and school children. Tioga County has been designated as a Dental Health Professional Shortage Area by the Federal Health Resources and Services Administration (HRSA). In addition to the shortage designation, in Tioga County there is currently a shortage of Dentists that will accept or provide services to patients with either Medicaid or no insurance, leaving the TCPH Dental Van as the only option for many in our communities. TCPH's Dental Van is currently backlogged with scheduling Dentist appointments for needed restorative care identified during the Dental Hygienists screenings and imaging. TCPH's Dental Van requires a collaborative agreement with a Dentist to allow services to be provided and billed for under their license. Although not required or mandated, the incumbent part-time Dentist has willingly and graciously signed a collaborative agreement each year since 2003 for the operation of the Dental Van to continue. TCPH has made numerous attempts to find additional part-time Dentists over the years, yet many factors have prevented these being filled, largely limited interest to work on a mobile unit, lack of a "good match" and an unwillingness to sign a collaborative agreement with TCPH. TCPH is in dire need of additional Dentist hours to meet the demand of the mandated Dentist appointments following screenings, cleanings and imaging. The incumbent part-time Dentist has expressed a willingness to commit to working additional hours to meet the needs of the Dental Van and also to commit to the continuation of signing a collaborative agreement with TCPH for the duration of his employment. TCPH requests that a revision to County Policy be made to allow PTO for Non-Union and Non-Management/Confidential part-time Dentists that have provided services on the TCPH Dental Van for over 20 years and commit to signing a collaborative agreement with TCPH. The Legislature has directed TCPH, the County Personnel Officer and the County Administrator to work together to develop the proposed resolution and policy changes. The incumbent part-time Dentist, Dr. Eric Sarnicola, would qualify for PTO under the proposed change in County Policy due to his provision of services on the Dental Van for over 20 years, thirteen of which have been as an employee, his commitment to working the additional hours and executing a collaborative agreement with TCPH. County Policy, specifically Employee Handbook Section IV. Personnel Rules; Subsection j. Management /Confidential Benefits: Paragraph II. A. Leave Accruals, Vacation, be amended effective January 13, 2025, with the addition of the following bullet:

- Exception: Part-time Dentists who have provided services for Tioga County for over 20 years that work 35 hours a pay period and commit to signing and continuing a collaborative

agreement for billing and other services provided under their license are eligible for pro-rated vacation days of 50 percent of the amount that a full-time eligible employee would receive.

The remainder of the Employee Handbook is unchanged. The incumbent part-time Dentist, Dr. Eric Sarnicola, who meets the eligibility requirements of the proposed County Policy change, will have seven and one-half days of vacation (prorated amount from the 15 days for full-time) effective January 13, 2025.

Authorize Position Reclassification (Treasurer's Office): On October 30th, 2024, the Personnel Department received a Position Description Questionnaire from Amy Potter, Payroll Supervisor, Tioga County Treasurer's Office. This resulted in the review of work currently performed by Amy Potter as Payroll Supervisor, CSEA Salary Grade X. Due to the type of sensitive and confidential information related to the payroll process performed by Amy Potter, and since this position does not function as a supervisor, the Personnel Officer has determined that justification exists to retitle and amend the position in the Treasurer's Office of Payroll Supervisor, a CSEA position, to Payroll Coordinator, a Management/Confidential position. The Tioga County Legislature authorizes the reclassification of the position Payroll Supervisor to Payroll Coordinator; and that Amy Potter be appointed probationally to Payroll Coordinator, as she has successfully completed a comparable civil service examination, at an annual Management/Confidential salary of \$59,500, effective January 13, 2025.

Transfer of Funds Workers' Compensation: Resolution No. 306-24 authorized the Chair of the Legislature to purchase workers' compensation specific excess Insurance from Smith Brothers for the period of January 1, 2025, through December 31, 2025. The 2025 renewal rate and terms for this policy were not finalized by Smith Brothers until late December 2024. The 2025 amount budgeted for this policy was \$180,000 but the actual cost for the options selected came in at \$208,795. Legislative approval is required for budget modifications and transfer of funds. Funds are available in one of the Expense accounts.

That the following sum be transferred:

From: S1720.540101 Compensation Awards \$28,795.00

To: S1722.540270 Insurance – Liability \$28,795.00

Resolution to declare Workday Status for Elected and Appointed Officials: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, 410-24, and 465-24 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes. That the County of Tioga, Location Code 10049, hereby establishes the following as the standard workday for the title below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five-day work week, seven-hour day:  
Payroll Coordinator

Authorize Out of Title Pay (Veterans' Service Agency): Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 calendar days. Due to the resignation of the Director of Veterans' Service Agency effective close of business on January 15, 2025, there is a need for someone to provide coverage, and fill those responsibilities for our veteran's community. Legislative approval is required to authorize the payment of out-of-title salary at the acceptable higher pay grade. Grace Ayala-Middaugh shall assume the duties of the Director of Veterans' Services effective January 16, 2025, and until such time as a new Director of Veterans' Service Agency is appointed. the Tioga County Legislature authorizes out-of-title pay for Grace Ayala-Middaugh at an annual increase of \$2,362 retroactive to January 16, 2025, Pursuant to the CSEA Collective Bargaining Agreement.

PROCLAMATIONS – None

EXECUTIVE SESSION – Motion by Legislator Brown, seconded by Legislator Monell to move into Executive Session to discuss a personnel matter at 10:44 a.m.

EXECUTIVE SESSION ADJORNMENT – Motion by Legislator Flesher, seconded by Legislator Brown to adjourn Executive Session at 10:51 a.m.