

Personnel Committee Agenda
January 4, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR DECEMBER 7, 2023, COMMITTEE MEETING
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Alex Freyvogel
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - None
- NEW BUSINESS
 - 4th Quarter Exit Interview Report 2023
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Appoint Administrative Coroner 2024
 - Abolish Office Specialist II and Create Accounting Associate II (Mental Hygiene)
 - Reclassify and Fill Vacant Position (Probation)
 - Authorize Appointment Chief Accountant (Treasurer's Office)
 - Standard Workday and Reporting Resolution (S. Solomon)
 - Appoint Assistant Public Defender
- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-3,329.05	.00	-750.95	81.68*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%
A1430 510010 Full Time	300,678	0	300,678	252,965.08	.00	47,712.92	84.1%
A1430 520020 Audio Visual Equip	0	379	379	379.00	.00	250.00	100.0%
A1430 520070 Chairs	250	0	250	.00	.00	.01	100.0%
A1430 520090 Computer	0	936	936	935.99	.00	7.36	99.7%
A1430 540010 Advertising	2,100	100	2,200	2,192.64	.00	33,987.00	48.9%
A1430 540140 Contracting Servc	69,050	-2,509	66,541	28,177.95	4,376.05	33,987.00	100.0%
A1430 540180 Dues	330	544	874	874.00	.00	.00	100.0%
A1430 540220 Automobile Fuel	100	0	100	47.71	.00	52.29	47.7%
A1430 540320 Leased/Service Equ	2,197	150	2,347	2,330.11	.00	16.89	99.3%
A1430 540340 Literature	600	0	600	536.99	.00	63.01	89.5%
A1430 540420 Office Supplies	400	400	800	314.09	.00	485.91	39.3%
A1430 540450 Payment To State	2,575	0	2,575	.00	2,575.00	.00	100.0%
A1430 540470 Physicals	6,125	0	6,125	1,652.00	.00	3,941.00	35.7%
A1430 540480 Postage	1,350	0	1,350	1,523.58	.00	-173.58	112.9%*
A1430 540620 Software Expense	5,790	0	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	6,160.90	.00	839.10	88.0%
A1430 540733 Training/All Other	3,500	0	3,500	1,060.96	.00	2,439.04	30.3%
A1430 581088 State Retirement F	32,714	0	32,714	26,713.72	.00	5,999.98	81.7%
A1430 583088 Social Security Fr	19,933	0	19,933	19,182.69	.00	750.61	96.2%
A1430 584088 Workers Compensati	6,060	0	6,060	6,238.92	.00	-178.44	102.9%*
A1430 585588 Disability Insuran	336	0	336	332.52	.00	3.38	99.0%
A1430 586088 Health Insurance F	127,209	0	127,209	62,893.79	.00	64,315.18	49.4%
A1430 588988 Eap Fringe	72	0	72	77.72	.00	-5.65	107.8%*
TOTAL Personnel	584,284	0	584,284	417,051.31	7,483.05	159,750.06	72.7%
TOTAL General Fund	584,284	0	584,284	417,051.31	7,483.05	159,750.06	72.7%
TOTAL REVENUES	-4,085	0	-4,085	-3,329.05	.00	-755.95	
TOTAL EXPENSES	588,369	0	588,369	420,380.36	7,483.05	160,506.01	

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF
ADMINISTRATIVE CORONER

WHEREAS: The Tioga County Coroners have selected an Administrative Coroner for 2024; and

WHEREAS: Such Administrative Coroner will perform the supervisory duties of managing their budget, paying the bills, and various office functions of the Coroner's office; and

WHEREAS: The Administrative Coroner will have no supervisory authority over the other Coroners; therefore be it

RESOLVED: That W. Stewart Bennett, Tioga County Coroner, has been selected by the four duly elected County Coroners to be designated as the Administrative Coroner for 2024 and be given a stipend of \$10,000 as set forth in the County budget.

REFERRED TO:

HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. - 24

ABOLISH OFFICE SPECIALIST II AND
CREATE ACCOUNTING ASSOCIATE II POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required to abolish and create any position within a Tioga County department or office; and

WHEREAS: One (1) full-time Office Specialist II (Salary Grade IV) position has been vacant within the Mental Hygiene Department since December 18, 2023; and

WHEREAS: 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 (Salary Grade V) position; therefore be it

RESOLVED: That one (1) Office Specialist II position (\$31,131-\$32,131 CSEA SG IV) shall be abolished and one (1) Accounting Associate II position (\$32,851-\$33,851 CSEA SG V) be created effective January 15, 2024.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

RECLASSIFY AND FILL VACANT POSITION
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required for all position reclassifications;
and

WHEREAS: One Probation Officer 2/Sr. Probation Officer (CSEA SG XII) has
been vacant since September 30, 2023; and

WHEREAS: The Probation Director has reviewed the staffing needs within
Probation and has determined that said vacancy would be better utilized
in the operations of the department if the position was reclassified as a
Probation Officer 1 (CSEA SG XI \$48,941-\$49,941); therefore be it

RESOLVED: That if a mandated eligible list is not available, a provisional
appointment may be made; and be it further

RESOLVED: That the Legislature hereby 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.

REFERRED TO:

FINANCE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF CHIEF
ACCOUNTANT – TREASURER’S OFFICE

WHEREAS: Legislative approval is required for any appointment to a Management Confidential position within Tioga County; and

WHEREAS: The position of Chief Accountant became vacant as of September 8th, 2023, within the Treasurer’s Office; and

WHEREAS: The Treasurer has conducted a recruitment search and has identified a qualified candidate; therefore be it

RESOLVED: That Natasha Douglas is provisionally appointed 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 16th, 2024; and be it further

RESOLVED: That Mrs. Douglas will be eligible for a \$2,000 increase in annual salary upon appointment from the Civil Service Eligible List.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24

STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: 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; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Days/Month (based on Record of Activities)	Pay Frequency	Not Submitted
Appointed Officials						
Assistant Fire Coordinator	Stephen Solomon	6	1/1/22-12/31/25	5.12	Biweekly	

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XX day of XXX 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XX day of XXX 2024.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXX, 2024 and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at www.tiogacountyny.gov
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at _____

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINT ASSISTANT PUBLIC DEFENDER
PUBLIC DEFENDER OFFICE

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

WHEREAS: As of January 1, 2024, the position of Assistant Public Defender has been vacant due to promotion; and

WHEREAS: The Public Defender has recruited for a replacement and after interviewing, a satisfactory candidate has been identified; and

WHEREAS: Mr. James Davis has over 14 years of relevant legal experience including extensive experience in upstate New York Courts with every stage of representation of indigent defendants and including felony trial experience, and further comes with excellent references from his current employer; therefore be it

RESOLVED: That the Public Defender is hereby authorized to appoint James Davis to the title of Assistant Public Defender, with a start date of January 29, 2024, at an annual Management/Confidential salary of \$86,644; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Mr. Davis shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That this resolution will be null and void if Mr. Davis fails to pass the County mandated criminal background check.