

PERSONNEL COMMITTEE MINUTES

February 5, 2026

Present: Legislator Jo Ellen Rose; Legislator Raymond Bunce; Legislator Keith Flesher; Legislator Ronald Ciotoli; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; and Christa Anderson, Benefits Assistant.

Guest(s): Legislative Chair, S. Tracy Monell; County Administrator, Jackson Bailey; Legislative Clerk, Cathy Haskell

Absent: Christie Farnham, Secretary to Personnel Officer

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 Bunce to approve the December 4, 2025, and January 8, 2026, meeting minutes.

It was requested by Legislator Rose that everyone introduce themselves and indicate their title.

FINANCIAL

Benefits and Workers' Compensation, Camille Corneby, Benefits Manager:

Orientation: We had 5 new hire orientations in January.

We will be sending out an e-mail blast to employees to register in Navigator so that they can view their benefit selections. This will only allow them to view their benefits, not make any changes.

The SH-900 postings have been sent to the appropriate buildings/departments. These are summaries of work-related injuries and illnesses for 2025. It is required that they be posted from 2/1/26 through 4/1/26.

There is a resolution in the packet for a budget modification of the S Fund to correct the estimated revenues for self-insured WC municipal assessments. New letters/bills will be sent out to the Towns and Villages to reflect the final budget figure.

We completed the 4th Quarter 2025 GA-4 WC Self-Insurance Remittance on-line. This is electronically submitted each quarter. It is the quarterly payroll for all the towns and villages, S&W and Tioga County.

Started working on the 1095-Cs. Last year we did not need to print them. We uploaded them to ESS, so employees would have access if needed. 1095-C's are not required to file taxes.

Linda Parke, Personnel Officer:

I. Budget Tracking Report: The budget tracking report as of the end of January was reviewed. We have collected 0.0% of our projected revenue of \$4,080 and spent 3.7% of our appropriations.

I. OLD BUSINESS

Corrections Contract did not pass; asked the State to go into a Declaration of Impasse.

Negotiations are ongoing with Deputies.

II. NEW BUSINESS

None.

III. PERSONNEL

The Head Count Report as of February 1, 2026, was reviewed. There are 42 FT and 66 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Case Supervisor Grade A, Office Specialist II, Social Welfare Examiner; Community Services Worker; Social Services Investigator and Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, Office Specialist II, Network Administrator; Law: 3rd Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker/PT, Account Clerk Typist; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Nurse, Public Health Sanitarian/PT, Dentist and Speech Language Pathologist; Public Works: Mechanical Equipment Operator II; Probation: Office Specialist I, Senior Probation Officer and Probation Officer; Sheriff's Office: Corrections Officer, Public Safety Dispatcher, Deputy Sheriffs, PT Cook; Personnel: Civil Service Assistant.

The Vacancies Filled-Salary Difference Report shows three (3) changes since the January meeting with a monthly impact of (\$1,094) and YTD of \$20,174.00. The Change In Classification Chart shows no changes since the January meeting. The Temporary Appointments chart shows no changes since the January meeting.

RESOLUTIONS

Abolish One (1) Full-Time Funded Early Intervention Services Coordinator, Reclassify One (1) PT Director of Weights & Measures I Position to One (1) Full-Time Director of Weights & Measures I (Public Health): The Director of Weights & Measures I position has been vacant since November 25, 2025. The Director of Weights & Measures I has historically served in a part-time capacity. Due to the operational needs of the program and in order to ensure it is managed to the highest standard, the Public Health Director has determined that a full-time Management/Confidential (M/C) position of Director of Weights & Measures I is necessary. The Public Health Director has worked in conjunction with the Personnel Office to determine the appropriate classification for this title. This resolution abolishes One (1) full-time funded position of Early Intervention Service Coordinator (CSEA Grade X) effective February 10, 2026 and reclassifies the part-time M/C position Director of Weights & Measures I (\$17,677 – \$22,677) to a full-time M/C position of Director of Weights & Measures I (M/C \$46,719-\$56,719) effective February 10, 2026. The Public Health Department's authorized 2026 full-time headcount remains unchanged, and the 2026 part-time headcount is decreased from 7 to 6.

Authorize Appointment of Deputy Commissioner of Social Services: This resolution appoints Sarah Moore to the title of Deputy Commissioner of Social Services at an annual, Management/Confidential salary of \$83,208, retroactive to February 7, 2026. In accordance with Tioga County's Civil Service Rules, Ms. Moore shall serve a probationary period of eight to fifty-two weeks. Until further notice, the Director of Social Services position shall remain vacant and unfunded effective February 7, 2026.

Authorizing a Budget Modification to Correct the Estimated Revenue for Self-Insured Workers' Compensation Assessments in the S-Fund: Tioga County maintains a self-insured Workers' Compensation program and administers related costs and internal distributions, including assessments charged to other participating municipalities. Upon review of the 2026

Workers Compensation General Bills, it was identified that the budgeted amount of \$933,301.10 did not match the billed amount of \$987,061.83. The Personnel Department has verified that the assessments were calculated correctly in the amount of \$987,061.83, and municipalities were billed correctly for 2026. There is a need to adjust the 2026 S-Fund budget so the accurate assessment revenue amounts are reflected in the County's financial management accounting system. This resolution authorizes the following budget modification to correct the estimated revenues for self-insured Workers' Compensation municipal assessments in the S-Fund for the 2026 fiscal year: \$53,760.73 FROM: S1710 424010 Interest and Earnings TO: S1710 422220 Assessments.

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, 465-24, 37-25, 196-25, 294-25, and 344-25 established a standard workday for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes. This resolution establishes a five-day work week, seven-hour day as the standard workday for Deputy Director of Probation (Group A) and Senior Recording Clerk, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System.

Authorize Position Reclassification (Mental Hygiene): On December 12, 2025, the Personnel Department received a Position Description Questionnaire from Carissa Singer, Accounting Associate I, who works within the Mental Hygiene Department. A desk audit resulted and involved the review of work tasks performed by this employee. The Personnel Officer has determined that the appropriate classification reflective of the work performed and responsibility assigned to Ms. Singer, is consistent with Accounting Associate II. Carissa Singer's position, Accounting Associate I (CSEA SG IV), shall be reclassified to Accounting Associate II (CSEA SG V) effective retroactive to December 12, 2025. Ms. Singer's salary will be retroactive to December 12, 2025, through December 31, 2025, at an annual salary of the 2025 CSEA SG V \$34,867 then be retroactive beginning January 1, 2026, at the 2026 CSEA SG V annual salary of \$36,087. The changes will be reflected in payroll #4 in 2026.

Reclassify One (1) Full-Time Assistant Public Defender Position to Two (2) Part-Time Positions (Public Defender's Office): The Public Defender has had a vacant full-time position without applicants since July 2025. The appointment of Michael L. Arcesi to the position of Public Defender as of January 2026 has created an opening for a second full-time Assistant Public

Defender position. No applicants have been identified for either full-time Assistant Public Defender position. The Public Defender has received inquiries regarding the possibility of part-time Assistant Public Defender employment. The Public Defender has determined that the office cannot meet its present requirements without at least one additional Assistant Public Defender. The full-time position that has remained open since July 2025 is grant-funded to the extent of \$85,000 and the Public Defender has determined that no impediment exists to the use of those funds for part-time employment. State ILS (Indigent Legal Services) has the expectation that these two part-time positions will be converted back to one full-time position in the event they both become vacant simultaneously. This resolution authorizes the Public Defender's Office to reclassify a full-time Assistant Public Defender position into two part-time Assistant Public Defender positions. The combined salaries for the two positions will not exceed \$85,000 and the fringe benefits for both part-time positions will be paid by the ILS HH Grant. Additional legislative approval will be required for the Public Defender to fill these part-time positions.

Authorize Appointment to County Planning Director Position: The County Planning Director position will become vacant due to retirement on February 28, 2026. Per Resolution No. 227-25, Ms. Zubalsky-Peer has served as the County Planning Director Trainee since August 9, 2025, and has exhibited the experience and ability to be appointed to the County Planning Director position. This resolution authorizes the Director of Economic Development and Planning is authorized to promote Sara Zubalsky-Peer to the title of County Planning Director, due to a successful training period, at an annual Management/Confidential salary of \$75,278, effective March 7, 2026. the vacant County Planning Director Trainee position will become unfunded effective March 7, 2026.

PROCLAMATIONS – None

ADJOURNMENT – 11:05