

PERSONNEL COMMITTEE MINUTES

November 7, 2024

Present: Legislator Tracy Monell; Legislator Bill Standing; Legislator W. Jake Brown, Legislator Keith Flesher, 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 Chair, Marte Sauerbrey; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey.

Absent: N/A

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Standing, seconded by Legislator Brown to approve the October 10, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In October Camille and Christie had two orientations with a total of 9 new hires and 4 returning Seasonal HEAP Workers.

Retirees: Linda and Camille met with the Retiree Association group on 10/24/24 to discuss changing from United Health Care to Excellus Health Plan. The Retirees have been transferred from United Health Care to Excellus and letters were sent out the 3rd week in October. Representatives from Excellus will be on site in the Hubbard Auditorium on 11/13/24, to meet with the Retirees. The meetings will be from 9:00 to 10:00 and 1:00 to 2:00.

Lifetime Benefit Solutions: Received notice from Lifetime that the administrative fee per employee per month went down from \$5.15 to \$4.65.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of October was reviewed. We have collected \$1,830.20 (44.9%) of our projected revenue and spent 72% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Benefits Assistant: Personnel has hired a new Benefits Assistant, Christa Anderson.

Open Enrollment: Open enrollment emails were sent out to employees for any changes to their Health, Dental or Vision benefits.

CSEA Contract Negotiations: Final Memorandum of Understanding is in the CSEA's hands. A vote is expected in November and a Resolution will be prepared in December.

IV. PERSONNEL

The Head Count Report as of November 1, 2024, was reviewed. There are 31 FT and 22 PT funded vacancies. Funded vacancies with active recruitment: DSS – Accounting Associate III, Caseworker, Social Services Investigator, Social Welfare Examiner, Support Investigator; PT: Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II; Mental Hygiene: Accounting Associate I, 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 Sanitarian, , 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 Trainee, Deputy Sheriff and PT Cook; Legislature – Deputy Clerk to Tioga County Legislature

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows all three Office Specialist I positions for Social Services per Reso. 278-24 have been filled. The two Social Welfare Examiner positions for Social Services per Reso.278-24 have been filled. The Resolution for the Highway Worker (Seasonal) has been removed.

RESOLUTIONS

Authorize Position Reclassification Department of Motor Vehicles: On August 2, 2024, the Personnel Department received a New Position Duties Statement from Andrea Klett, Tioga County Clerk. This resulted in the review of work currently performed by Joyce Costantini as Motor Vehicle Bureau Supervisor, CSEA Salary Grade XI. Due to the type of work assigned to and performed by Joyce Costantini, the majority of which require management level skills, the Personnel Officer has

determined that justification exists to reclassify the position of Motor Vehicle Bureau Supervisor to Assistant Deputy County Clerk (DMV), a Management/Confidential position. The position of Assistant Deputy County Clerk (DMV) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification. That the Tioga County Legislature authorizes the reclassification of the position Motor Vehicles Bureau Supervisor to Assistant Deputy County Clerk (DMV); and that Joyce Costantini be appointed provisionally to Assistant Deputy County Clerk (DMV) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$58,000, effective January 1, 2025.

2025 Staff Changes District Attorney: The District Attorney has identified the need for an additional part-time District Attorney Investigator position to handle the increase in the amount of discovery and trial demands, and has requested staffing changes as part of the 2025 Budget process. That one (1) part-time position of District Attorney Investigator for 27 hours per week at an hourly rate of \$35.00 per hour be created effective January 1, 2025.

Authorize Renewal Agreement with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County. Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2025 through December 31, 2025. Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2025 through December 31, 2025. These are contractual benefits for Tioga County union employees. That the Tioga County Legislature authorizes the Chair of the Legislature to sign the renewal agreement with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period January 1, 2025 through December 31, 2025.

Authorize Renewal CSEA EBF Benefits: Tioga County uses the service of the CSEA Benefit Fund to administer vision and dental plans for CSEA and Management Confidential employees, now named CSEA EBF Member Plus. These are contractual benefits for the CSEA Unit. The Chair of the Legislature is hereby authorized, if needed, to sign a

renewal, subject to review by the County Attorney, with CSEA EBF Member Plus for the purpose of facilitating the dental and vision plans for the period of January 1, 2025 – December 31, 2027.

Authorize Renewal with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible-spending and health reimbursement account programs. The Flexible-Spending program is a negotiated benefit for all Tioga County unionized employees. The Health Reimbursement Account is a negotiated benefit for CSEA union employees. Both the employees and the County can save tax dollars on money channeled through the flexible spending program. The Chair of Legislature is hereby authorized, if needed, to sign a renewal agreement with Lifetime Benefit Solutions, Inc., subject to review by the County Attorney, for the services stated above for the period of January 1, 2025 through December 31, 2025. Tioga County will continue with the flexible spending card for the period of January 1, 2025 through December 31, 2025.

Standard Workday for all Full-Time Titles and Part-Time Titles That do not Have Full-Time Equivalent Resolution: The Office of the State Comptroller has requested that a standard workday be officially established for all full-time titles, and part-time titles that do not have a full-time equivalent, for Employees' Retirement System purposes.

That the County of Tioga, Location Code 10049, hereby establishes the following as standard workdays for all full-time titles, and those part-time titles that do not have a full-time equivalent, for the purpose of determining workdays reportable to the New York State Retirement System as follows:

Five-day work week, six-hour day:

Historian P/T

Five-day work week, seven-hour day:

1st Assistant County Attorney
1st Assistant District Attorney
2nd Assistant County Attorney
2nd Assistant District Attorney
3rd Assistant County Attorney P/T
3rd Assistant District Attorney
Account Clerk-Typist P/T
Accountant
Accounting Associate I

Accounting Associate II
Accounting Associate III
Accounting Supervisor
Accounting Supervisor Grade B
Acting County Director of Real Property Services
Administrative Assistant
Assigned Counsel Administrator P/T
Assistant Director of Administration Services
Assistant Engineer
Assistant Public Defender
Benefits Assistant
Benefits Manager
Benefits Manager Trainee
Billing Specialist
Case Supervisor Grade A
Case Supervisor Grade B
Caseworker
Certified Alcohol & Drug Counselor
Certified Instructor Coordinator P/T
Certified Lab Instructor P/T
Certified Peer Specialist
Chief Accountant
Chief Assistant District Attorney P/T
Chief Information Officer
Civil Law Clerk
Civil Manager
Civil Service Administrator
Civil Service Assistant
Civil Service Technician
Civil Service Technician Trainee
Clerk
Clerk (Seasonal)
Clerk to Tioga County Legislature
Clinical Program Director
Clinical Social Worker
Commissioner – Board of Elections
Commissioner of Public Works
Commissioner of Social Services
Communications & e-Services Coordinator
Community Development Specialist
Community Health Program Supervisor
Community Services Worker
Computer Programmer

Confidential Assistant
Coordinator of Child Support Enforcement
County Administrator
County Attorney
County Director of Real Property Services
County Planning Director
Data Entry Machine Operator
Data Officer
Dental Assistant P/T
Dental Health Coordinator
Dental Hygienist
Dentist P/T
Deputy Clerk to Tioga County Legislature
Deputy Commissioner of Elections Board
Deputy Commissioner of Public Works
Deputy Commissioner of Social Services
Deputy County Clerk
Deputy County Treasurer
Deputy Director of Community Services
Deputy Director of Economic Development
Deputy Director of Economic Development & Planning
Deputy Director Emergency Services
Deputy Director of Information Technology/Communications Systems
Deputy Director of Public Health
Director of Administrative Services
Director of Assets & Records Management
Director of Community Services
Director of Dental Health Services
Director of Economic Development & Planning
Director of Emergency Services
Director of Employment & Transitional Support
Director of Environmental Health
Director of Patient Services
Director of Social Services
Director of Veterans' Services Agency
Director of Weights & Measures | P/T
District Attorney Investigator P/T
Driver (Board of Elections) P/T
Early Intervention Service Coordinator
Economic Development Specialist
Education Workforce Coordinator
Election Clerk P/T
Election Inspector (Seasonal) P/T

Election Worker P/T
Employment & Training Counselor
Employment Center Supervisor
Engineering Technician
Executive Secretary
GIS Manager
GIS Technician
Information Security Officer P/T
Land Bank Director
Local Coordinator
Mail Clerk P/T
Medical Director Mental Hygiene
Mental Hygiene Compliance Officer
Motor Vehicle Examiner
Motor Vehicle License Clerk
Network Administrator
Office Specialist I
Office Specialist I (Seasonal)
Office Specialist II
Office Specialist III
Paralegal
Paralegal (Seasonal)
Payroll Clerk Typist
Payroll Supervisor
Peer Advocate
Personnel Officer
Principal Motor Vehicle License Clerk
Principal Social Welfare Examiner
Probation Assistant
Probation Director Group A
Probation Director II
Probation Officer
Probation Officer I
Probation Officer 2/Senior Probation Officer
Probation Supervisor
Probation Supervisor I
Public Defender
Public Health Director
Public Health Educator
Public Health Emergency Preparedness Coordinator
Public Health Nurse
Public Health Sanitarian
Public Health Technician

Real Property Tax Service Technician P/T
Recording Clerk
Records Management Clerk
Records Management Officer
Records Management Technician
Registered Professional Nurse P/T
Resource Assistant
Safety Officer
Secretary to 1st Assistant County Attorney
Secretary to Commissioner of Public Works
Secretary to Commissioner of Social Services
Secretary to County Attorney
Secretary to Director of Community Services
Secretary to Director of Probation
Secretary to District Attorney
Secretary to Economic Development & Planning
Secretary to Personnel Officer
Secretary to the Public Defender
Secretary to the Public Health Director
Secretary to the Sheriff
Senior Caseworker
Senior Caseworker RN
Senior Certified Alcohol & Drug Counselor
Senior Civil Service Technician
Senior Clerk
Senior Clinical Social Worker
Senior Clinical Social Worker (School/Community Based)
Senior Computer Maintenance Technician
Senior Early Intervention Service Coordinator
Senior Motor Vehicle License Clerk
Senior Payroll Clerk
Senior Probation Officer
Senior Public Health Educator
Senior Social Welfare Examiner
Senior Support Investigator
Skills Instructor P/T
Social Services Employment Specialist
Social Services Investigator
Social Welfare Examiner
Social Welfare Examiner (Seasonal)
Software Support Liaison
Supervising Certified Alcohol & Drug Counselor
Supervising Clinical Social Worker

Supervisor Motor Vehicle Bureau
Supervising Public Health Nurse
Supervising Public Health Sanitarian
Support Investigator
Sustainability Manager
Systems Administrator
Typist P/T
Veterans' Service Assistant
Veterans' Service Officer (35)
Victim Helper P/T
Voting Machine Technician P/T
Welfare Management Systems Assistant
Welfare Management Systems Coordinator
Youth Bureau Director P/T

Five-day work week, eight-hour day:

Automotive Mechanic II
Automotive Stock Clerk
Captain-Operations Officer
Chief Public Safety Dispatcher
Cleaner I
Cleaning Supervisor
Code Enforcement Officer P/T
Construction Inspector
Cook
Cook/Manager
Corrections Lieutenant
Corrections Officer
Corrections Sergeant
Deputy Sheriff
Director of Veterans' Service Agency (40)
GIS Technician (40)
Heavy Equipment Mechanic I
Heavy Equipment Operator I
Heavy Equipment Operator II
Heavy Equipment Operator III
Heavy Equipment Operator Site Leader
Heavy Mechanic Working Supervisor
Highway Worker (Seasonal)
Highway Working Supervisor
Investigator
Lead Maintenance Mechanic
Lieutenant

Maintenance Mechanic I
Maintenance Mechanic II
Maintenance Mechanic III
Mechanic/Working Supervisor
Motor Equipment Operator I
Motor Equipment Operator II
Motor Equipment Operator III
Public Safety Dispatcher
Public Safety Dispatcher Trainee
Senior Investigator
Sergeant-Sheriff
Sign Maintenance Worker
Technical Facility Supervisor
Undersheriff
Veterans' Service Officer (40)
Working Supervisor

2025 Staff Changes District Attorney:

The District Attorney has identified the need for an additional full-time Assistant District Attorney position to handle the increase in the amount of appeals filed and complying with discovery demands, and has requested staffing changes as part of the 2025 Budget process. That one (1) full-time Management/Confidential position of 4th Assistant District Attorney (\$88,825 - \$98,825) be created effective January 1, 2025. the District Attorney's Office authorized full-time headcount for 2025 is increased from five (5) to six (6).

Abolish (1) Full-Time Unfunded Administrative Secretary, Create (1) Full-Time Office Specialist III, and Unfund (1) Full-Time Office Specialist I

Public Health: The Public Health Director has reviewed the staffing needs within the Tioga County Public Health Department (TCPH) and determined that an Office Specialist III position is needed without increase in headcount. A current vacant and unfunded position exists within TCPH that can be abolished to maintain headcount. Funding of the position is available in the TCPH budget. TCPH plans to promote a current Office Specialist I (CSEA SG III) employee into the new Office Specialist III (CSEA SG VII) position, and upon their being permanent in the role, TCPH will unfund the Office Specialist I position. That one (1) full-time unfunded position of Administrative Secretary (CSEA SG V) be abolished effective November 13, 2024. That one (1) full-time position of Office Specialist III (CSEA SG VII) be created effective November 18, 2024, in accordance with payroll requirements. the Office Specialist I

(CSEA SG III) position be unfunded upon the incumbent achieving permanent status in the Office Specialist III position.

PROCLAMATIONS - None

EXECUTIVE SESSION - Motion by Legislator Brown, seconded by Legislator Flesher to move into Executive Session to discuss a personnel matter at 10:46 a.m.

- A. EXECUTIVE SESSION ADJORNMENT - Legislator Flesher motioned to adjourn Executive Session at 11:06 a.m.