

PERSONNEL COMMITTEE MINUTES

February 6, 2025

Present: Legislator Dennis Mullen; Legislator Raymond Bunce; Legislator Keith Flesher, Legislator Barbara Roberts, 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): Marte Sauerbrey, Legislative Chair; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey

Absent: N/A

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

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Flesher, seconded by Legislator Bunce to approve the January 9, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In January Camille, Christa and Christie had three orientations with a total of 5 new hires.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of January was reviewed. We have collected \$3645.00 (10.7%) of our projected revenue and spent 4.5% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

4<sup>th</sup> Quarter Self-Insurance: 2024 4<sup>th</sup> Quarter Self-Insurance payroll reporting for all the Towns and Villages, Tioga County and Soil & Water was completed online and payment to Worker's Compensation has been processed.

OSHA Reporting: OSHA Reporting was due in January. This is a summary of work-related injuries and illness for each Tioga County building/location. The reports were sent to each location to be put up by February 1, 2025. They can be taken down on April 30, 2025.

1095-C's: 1095-C's were successfully uploaded to Munis, ESS and the IRS successfully. 1095's is an annual statement providing information about health insurance coverage offered by an employer. They are not needed to file your tax returns but can be kept with your tax documents. Employees can sign into ESS and print if they want to file with their taxes.

#### IV. PERSONNEL

The Head Count Report as of February 1, 2025, was reviewed. There are 36 FT and 41 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Senior Caseworker and Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director; 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; Veterans': Director of Veterans' Service Agency; DA: 4<sup>th</sup> Assistant District Attorney, Board of Elections: PT Election Clerk

The Vacancies Filled-Salary Difference Report shows two (2) changes since the January meeting with a monthly impact of (\$9,435.00) and YTD of (\$5,814.00). The Temporary Appointments chart shows one change, Amy Potter the Payroll Supervisor in the Treasurer's Office has been reclassified and is now the Payroll Coordinator per Reso. 32-25.

#### RESOLUTIONS

Amend Resolution 31-25: Authorize Salary Reallocation Within CSEA Salary Schedule for Public Health Technician (Public Health): Resolution No. 31-25 authorized the salary reallocation within CSEA salary schedule for Public Health Technician. The CSEA salary schedule was just revised as part of the new collective bargaining agreement requiring the updating of the salary amount identified in the RESOLVED statement of Resolution No. 31-25. The CSEA salary grade was VII (\$42,448-\$43,448) with the reallocation of the Public Health Technician to CSEA salary grade IX (\$47,284 -\$48,284). The 2025 annual salary of

current incumbent in said title that was listed in Resolution No. 31-25 shall be increased by \$4,836 effective retroactive to January 13, 2025.

Re-Appointment of County Historian: Emma Sedore was first appointed Tioga County Historian on November 13, 2001. She is a dedicated Historian. Her term is set to expire March 31, 2025, and Ms. Sedore is willing and able to serve another two-year term. Emma Sedore is hereby re-appointed County Historian for a two-year term from April 1, 2025, until March 31, 2027.

Create and Fill Permanent, Full-time Clinical Social Worker Position (Mental Hygiene): The Director of Community Services has identified a need for the additional position due to the level of service demand. The Director of Community Services is hereby authorized to create one (1) permanent, full-time position of Clinical Social Worker at an annual rate of \$66,917 (CSEA SG XVI) effective March 10, 2025. The Mental Hygiene Department's 2025 authorized full-time headcount shall increase from 44 to 45. Funding be appropriated as follows

From: A4310 416200	Mental Health Fees	\$79,903.36
To: A4310 510010	Full Time Salary	\$54,266.94
A4310 581088	State Retirement Fringe	\$ 5,526.80
A4310 584088	Workers Compensation Fringe	\$ 969.06
A4310 585588	Disability Insurance Fringe	\$ 55.03
A4310 586088	Health Insurance Fringe	\$15,142.86
A4310 588988	Eap Fringe	\$ 12.86

Amend Employee Handbook: Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits; Paragraph II. B. Leave Accruals Vacation Sellback & Paragraph IV. A Bereavement: The Personnel Officer and the Payroll Coordinator have identified a need to update the Management/Confidential policy sections entitled Bereavement and Vacation Sellback. There is an issue with employees whose anniversary date falls within the 2<sup>nd</sup> payroll in January and selling back vacation. The bereavement policy needs to be updated to identify "stepparent" as an eligible bereavement leave. The Management/Confidential Benefits Policy Subsection j., Paragraph II. B. Leave Accruals - Vacation Sell Back be amended as follows:

#### B. VACATION SELLBACK

Full-time employees who have been employed full-time by Tioga County for at least 10 consecutive years may sell back Vacation days

in accordance with the following parameters:

- A maximum of 5 days of Vacation may be sold back per budget year.
- A balance of at least 10 days of Vacation must exist after the sell-back occurs; if a Vacation balance of at least 10 days does not exist at the time the pay-out occurs, the sellback is nullified, and the pay-out will not occur.
- An employee must notify their Department Head (in the case of a Department Head selling back time, they notify the Chair of the Legislature) of their intent to sell-back Vacation days and how many by August 1 using the prescribed form; pay-out for the time will occur the following January in the second paycheck issued.
- An employee whose anniversary date falls between August 1 and January 1 may submit a notice in anticipation of Vacation time being received prior to the January pay-out.
- In the event an employee anniversary date falls within the 2nd payroll of January, the Treasurer's Office may adjust the vacation days accordingly.

The Management/Confidential Benefits Policy Subsection j., Paragraph; IV. A. Bereavement be amended as follows:

#### IV. BEREAVEMENT

- A. Upon the death of a spouse, domestic partner, child, parent, stepparent or sibling, the County employee involved shall be entitled to five (5) working days with pay. When working four (4) ten-hour days, Public Works employees shall be granted forty hours of bereavement leave.

For this clause, the term "child" includes the employee's natural child, stepchild or any other child who has resided with the employee and for whom the employee has been the primary care provider, both financially and emotionally for such child.

For this clause, the term "domestic partner" includes a person:

- in a committed relationship with the employee;
- over 18 years of age;
- not married to the employee or another person;
- has shared a combined residence for at least one year with the employee;
- who is financially interdependent with the employee.

The employee must be able to provide documentation of their

financial interdependence which is acceptable to the Personnel Officer.

Upon the death of a father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or step-relations, any County employee shall be entitled to three (3) working days with pay. When working four (4) ten-hour days, Public Works employees shall be granted thirty hours of bereavement leave.

Leaves for family deaths not covered by sub-section A above may be granted with Department Head approval and deducted from any accumulated benefit time, subject to all other provisions. Bereavement leave is to be taken in consecutive full days unless authorized by the department head for extenuating circumstances.

The remainder of Subsection j., Management/Confidential Benefits remains unchanged.

Authorize Appointment of 2<sup>nd</sup> and 4<sup>th</sup> Assistant District Attorney (District Attorney's Office): A new 4<sup>th</sup> Assistant District Attorney position was created as part of the 2025 Budget process. The 4<sup>th</sup> Assistant District Attorney duties are remote and include appeals and administrative filings, including but not limited to discovery compliance and responses. The 2<sup>nd</sup> Assistant District Attorney, Torrance Schmitz, wishes to transition to the 4<sup>th</sup> Assistant District Attorney position. The District Attorney seeks to fill the 4<sup>th</sup> Assistant District Attorney position with Torrance Schmitz. The District Attorney seeks to immediately fill the 2<sup>nd</sup> Assistant District Attorney vacancy by promoting the 3<sup>rd</sup> Assistant District Attorney, Lillian Reardon, to the position of 2<sup>nd</sup> Assistant District Attorney. Tioga County District Attorney is hereby authorized to appoint Torrance Schmitz to the position of 4<sup>th</sup> Assistant District Attorney at an annual salary of \$88,825, retroactive to February 10, 2025. The Tioga County District Attorney is hereby authorized to appoint Lillian Reardon to the position of 2<sup>nd</sup> Assistant District Attorney at an annual salary of \$107,750, retroactive to February 10, 2025.

Authorize Appointment of Deputy Clerk to the Legislature (Legislative Office): The full-time position of Deputy Clerk to the Legislature has been vacant since August 2, 2024, due to resignation. The Clerk of the Legislature has recruited for a replacement and after the interviews, a qualified candidate has been identified who is willing and eligible for appointment. The Clerk of the Legislature is hereby authorized to appoint Stephanie Baldwin to the title of Deputy Clerk to the

Legislature with a start date of February 24, 2025, at an annual Management/Confidential salary of \$46,000. This resolution will be null and void if Ms. Baldwin fails to pass the County mandated criminal background check.

PROCLAMATIONS – None

EXECUTIVE SESSION – Request to move into Executive Session by County Administrator Bailey. Motion by Legislator Mullen, seconded by Legislator Flesher to move into Executive Session to discuss a personnel matter at 11:11 a.m.

EXECUTIVE SESSION ADJOURNMENT – Motion by Legislator Roberts, seconded by Legislator Bunce to adjourn Executive Session at 11:53 a.m.