

PERSONNEL COMMITTEE MINUTES

July 10, 2025

Present: Legislator Andrew Aronstam; Legislator Raymond Bunce; Legislator Barbara Roberts; Kelly Quick, Senior Civil Service Technician; Camille Corneby, Benefits Manager; and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Marte Sauerbrey Legislative Chair; County Administrator, Jackson Bailey; and Legislative Clerk, Cathy Haskell

Absent: Legislator Keith Flesher; Linda Parke, Personnel Officer and Christa Anderson, Benefits Assistant

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Bunce, seconded by Legislator Roberts to approve the June 5, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2025 Quarterly Health Insurance: \$633,730.85 has been paid out of the HRA to date. 57 employees have met their deductible.

Orientation: We had 8 new hires in June.

Strategic Plan: We have been working with our Third-Party Administrator and are in the beginning stages of building a platform that will enhance accessibility and improve the benefits experience for all employees. It will enhance employee accessibility, reduce errors, ensure compliance, increase efficiency and will provide 24/7 access to information for employees.

Municipal Self-Insurance Payrolls: These are due to Camille by July 25th. The filing deadline and payment for the 2nd quarter are due by July 31st.

Workers' Compensation: There is a Workers' Compensation claims review scheduled for July 23rd. We will be reviewing old claims with Triad (our third-party administrator). We will have a better sense of what the Workers' Compensation budget looks like once this is completed.

Deferred Retirement Plan: Our Nationwide representative, Kevin

Calegari, will be visiting the County buildings on July 23rd and 25th. Linda, Camille and Christa will be meeting with him for a plan review on the 23rd as well.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$2,607.25 (36.1%) of our projected revenue and spent 36.2% of our appropriations.

II. OLD BUSINESS
None.

III. NEW BUSINESS

2nd Quarter Exit Interviews: There were no Exit Interviews for the 2nd Quarter.

Department Heads and Management/Confidential Evaluations: A notice was sent out on July 3rd and evaluations are due back on August 29th.

2025 NYSPELRA 50th Annual Conference: Linda Parke attended the 2025 NYSPELRA 50th Annual Conference from July 7th to July 10th in Saratoga Springs, NY.

2026 Personnel Department Budget: Based on our review of the current budget and preliminary figures for 2026, we do not anticipate any issues in maintaining a zero-growth baseline by adjusting line items as necessary.

Remote Work: Linda is the only one in Personnel who works remotely as needed.

IV. PERSONNEL

The Head Count Report as of July 1, 2025, was reviewed. There are 39 FT and 43 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; Social Services Investigator; PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT Skills Instructor, Victim Helper; IT: Chief Information Officer, Office Specialist II; 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; Probation: Probation Officer 1; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Secretary to Commissioner of Public Works; Sheriff's Office: Correction Officer's, Public Safety Dispatcher's, Deputy Sheriff and PT Cook; Personnel: Civil Service

Assistant; Veterans': PT Veterans' Service Officer

The Vacancies Filled-Salary Difference Report shows three (3) changes since the June meeting with a monthly impact of (\$19,505.00) and YTD of (\$9,615.00). The Temporary Appointments chart shows one change since June's meeting. Two of the Highway Worker (Seasonal) workers were hired as fulltime Motor Equipment Operator I and Public Works was able to fill the vacant spots.

RESOLUTIONS

Approve Salary Above Hiring Base Deputy Sheriff Position (Sheriff's Office): Resolution No. 211-99 requires Legislative approval for any appointments made above an established base salary amount. There is one full-time Deputy Sheriff position vacant. In order to maintain adequate staffing levels for the Road Patrol Division, the Sheriff has an immediate need to backfill said position. The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has two years of police experience, at an annual salary rate reflecting two years of experience per the current union contract, or \$67,543. Caleb Marshall, a potential transfer candidate with 2 years of Police Officer experience, has applied and will potentially be eligible, and is willing to accept a transfer from the Cortland County Sheriff's Office to a Deputy Sheriff vacancy in Tioga County, after July 17, 2025. The Sheriff is hereby authorized to backfill the vacant, full-time Deputy Sheriff position with Caleb Marshall at an annual salary of \$67,543 effective August 9, 2025, should Caleb Marshall not pass his probationary period at the Cortland County Sheriff's Office or any other requirements for a transfer are not met pursuant to Tioga County Civil Service Rule XVII Transfers, this resolution shall be null and void.

Amend Employee Handbook: Section IV. Personnel Rules; Subsection c. Orientation/Exit Interviews/Recruitment/Retirement: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection c. Orientation/Exit Interviews/Recruitment/Retirement Section I. Orientation needs to be amended. The Tioga County Handbook, Section IV. Personnel Rules; Subsection c. I. Orientation be amended and replaced in its entirety as follows:

I Orientation

A. Hiring of New Employees

1. With the exception of Elected Officials, Board of Elections employees and temporary employees, all new hires as of

January 1, 2016, shall be subject to a pre-employment background check to determine suitability for employment.

2. The employing department shall file with the Personnel Office the required Report of Personnel Changes (RPC/Pink Sheet) prior to date of employment. All information contained on a Pink Sheet regarding new employees or changes must be approved by the Personnel Officer with his/her signature before such information can be accepted for payroll.

B. Orientation For All New Employees, Department Heads, Appointed and Elected Officials

1. All new Employees, Department Heads, Appointed and Elected Officials shall report to the Personnel Office and complete, review and/or receive the following:

Government 101 Video Training

Tioga County Employee Handbook Table of Contents

Ethics Policy

Sexual Harassment Policy

Rights of Nursing Mothers Policy

Information Security Policy

Workplace Violence Policy

Orientation/Exit Interview/Recruitment/Retirement Policy

Appropriate Union Contract

Health/Dental/Vision information and enrollment if applicable

Life Insurance (Sheriff's Office only)

Deferred Compensation Flyer

Annual Policy Review Attestation*

Information Technology Computer Policy Form

Notice of Janus Rights

Basic Fire Drill Procedures

Tioga County Departments/Locations/Contact Information

Direct Deposit Form*

W-4 Employee's Withholding Certificate*

IT-2104 Employee's Withholding Allowance Certificate*

I-9 Employment Eligibility Verification*

Veterans/Exempt Volunteer Firefighters Status Form

Constitutional Oath of Office

Employee Self Service Informational Booklet and Mobile App Instructions– ESS

Payroll/Holiday Calendar
Safety Training, Acknowledgement and Quiz
Title VI Training and Quiz
Workplace Violence Prevention Program Training and
Acknowledgement Form(s) 2 & 3
Active Shooter Training and Flyer
Workplace Violence Training and Quiz
Sexual Harassment Prevention Training and Assessment
Quiz
NYSLRS Section 45 Form*
New York Employee's Retirement System Election Form*
NYSLRS Membership Registration Form RS 5420*

*The Annual Policy Review Attestation shall be filed in the Law Department. The I-9 form shall be filed in the Personnel Office. Original payroll and NYSLRS forms shall be filed in the Treasurer's Office. All New Hires, Department Heads Appointed and Elected Officials, shall review the Employee Handbook, a hard copy of which shall be maintained in each Department.

2. After six (6) months, a performance evaluation shall be conducted, and a minimum of once a year thereafter. The performance evaluation shall be filed in the employee's personnel file.

The remainder of this policy remains unchanged.

Create (1) Full-Time Assistant Public Defender (Public Defender's Office): The Public Defender, in consultation with NYS Office of Indigent Legal Services and the Personnel Officer, have identified a need for an additional full-time Assistant Public Defender. The County has been awarded a Grant from NYS Office of Indigent Legal Services to fund the position. The Grant provides funding for the position over the course of three years. The Public Defender is hereby authorized to create one (1) full-time position of Assistant Public Defender within the existing salary and benefits range for the position. One (1) full-time Management/Confidential position of Assistant Public Defender (\$75,465 - \$85,465) be created. The Public Defender will be required to obtain Legislative approval to fill the position if and when a suitable candidate is identified. This resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period. The Public Defender's Office authorized full-time headcount for 2025 is increased from six (6) to seven (7).

Reclassify Vacant Senior Clinical Social Worker Position (Mental Hygiene): Legislative approval is required for all position reclassifications. One Senior Clinical Social Work position (CSEA Salary Grade XVII) has been vacant since March 21, 2025. The Director of Community Services has reviewed the staffing needs within the Mental Hygiene Department and has determined that said vacancy for Senior Clinical Social Worker (Mobile Crisis) would be better utilized in the service of clients if the position was classified as a Clinical Social Worker (CSEA Salary Grade XVI). Due to program needs, there is need to fill the vacancy as a Clinical Social Worker. The Legislature hereby authorizes the reclassification of one vacant, full-time Senior Clinical Social Worker (CSEA Salary Grade XVII) to a full-time Clinical Social Worker (CSEA Salary Grade XVI) effective July 16, 2025.

Authorize Reclassification of Data Officer to Paralegal (Public Defender's Office): Legislative approval is required for the reclassification of any Management/Confidential position. Upon review of the department needs, the Public Defender, in conjunction with the Personnel Officer have determined that he can better address the workload by reclassifying the position of Data Officer to Paralegal. The position would be fully funded by New York State grants under the Hurrell-Harring settlement on a reimbursement basis. Stacy Reynolds, presently employed as Data Officer, was formerly employed as a Paralegal in the County and has the requisite skills and experience, is already performing some of the needed functions and is well qualified to fill the position. The Personnel Department is hereby authorized to reclassify the position of Data Officer to Paralegal. The Public Defender is hereby authorized to provisionally appoint Stacy Reynolds to the position of Paralegal, with a start date of July 26, 2025, at an annual Management/Confidential salary of \$56,487, pending successful completion of civil service examination requirements. This resolution will be null and void in the event that the grants are withdrawn or not renewed.

Approval of Case Manager Position (Public Defender's Office): Legislative approval is required to create any position within Tioga County. By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney. The continued expansion of the Indigent Legal Services

Program to include the Fourth Family Defense Grant, provides for a three-year contract totaling \$750,000.00. The Fourth Family Defense Grant provides for a case manager position with an annual part-time Management/Confidential salary of \$25,500 to \$29,500 per year through December 31, 2027. This resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period. The Public Defender is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025, through December 31, 2027.

Approval of Case Manager Position (Assigned Counsel) Treasurer's Office: Legislative approval is required to create any position within Tioga County. By Resolution No. 150-25 adopted on April 15, 2025, Tioga County entered into a three-year agreement with the New York State Office of Indigent Legal Services for distribution of Fourth Family Defense Grant funds to provide representation and case manager services to persons legally entitled to counsel but unable to hire an attorney. The continued expansion of the Indigent Legal Services Program to include the Fourth Family Defense Grant, provides for a three-year contract totaling \$750,000.00. The Fourth Family Defense Grant provides for a case manager position with an annual part-time Management/Confidential salary of \$25,500 to \$29,500 per year through December 31, 2027. The Assigned Counsel Office is authorized to hire a part-time Management/Confidential Case Manager with an annual salary of \$25,500 to \$29,500 per year of the three-year Fourth Family Defense Grant contract for the period January 1, 2025, through December 31, 2027. This resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

Authorize Appointment of Public Works Project Technician (Public Works): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. Resolution No. 225-25 authorized the creation of the Public Works Project Technician. The Commissioner of Public Works has identified a candidate who is qualified and willing to accept the appointment for said title. The Commissioner of Public Works is hereby authorized to provisionally appoint Jason Anderson to the title of Public Works Project Technician, pending successful completion of civil service examination requirements at an annual Management/Confidential Salary of \$44,600, effective July 16, 2025.

Standard Workday and Reporting Resolution (County Coroner): 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. The County of Tioga hereby establishes the following as standard workdays 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						
County Coroner	Ryan Kline	6	1/1/2024 – 12/31/2027	3.03	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 XXth day of XXXX, 2025 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 XXth day of XXXX 2025.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXX XX, 2025 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 56 Main Street, Owego, NY 13827

Authorize Appointment of Secretary to Commissioner of Public Works (Public Works): Legislative approval is required for any appointment to

a Management/Confidential position within Tioga County. The Secretary to Commissioner of Public Works position has been vacant since June 17, 2025, due to retirement. The Commissioner of Public Works has identified a candidate who is qualified and willing to accept the appointment for said title. The Commissioner of Public Works is hereby authorized to appoint Tammy Hummel to the title of Secretary to Commissioner of Public Works, at an annual Management/Confidential Salary of \$42,981, effective July 16, 2025.

Create and Fill Permanent, Full-Time Senior Clinical Social Worker (School/Community Based) Position (Mental Hygiene): The Mental Hygiene Department has received a request to provide additional services from the Newark Valley School District starting with the 2025/2026 school year. The Director of Community Services is able to provide the level of services requested by retaining an additional Senior Clinical Social Worker (School/Community Based). Funding for the position includes \$25,000 annually from a contract with Newark Valley School District and the balance from increased fee-for-service revenue. The Director of Community Services is hereby authorized to create one (1) permanent, full-time position of Senior Clinical Social Worker at an annual rate of \$69,915 (CSEA SG XVII) effective July 17, 2025 and be allowed to fill said position prior to the start of the 2025/2026 school year. If an appropriate eligible list is not available, a provisional appointment may be made. The Mental Hygiene Department's 2025 authorized full-time headcount shall increase from 45 to 46. Funding be appropriated as follows:

From:	A4310 416200	Mental Health Fees	\$51,600.84
To:	A4310 510010	Full Time Salary	\$32,465.50
	A4310 581088	State Retirement Fringe	\$ 3,069.52
	A4310 583088	Social Security Fringe	\$ 2,568.44
	A4310 584088	Workers Compensation Fringe	\$ 636.61
	A4310 585588	Disability Insurance Fringe	\$ 33.93
	A4310 586088	Health Insurance Fringe	\$12,819.56
	A4310 588988	Eap Fringe	\$ 7.28

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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						
County Coroner	John Olsen	6	2/12/2025 – 12/31/2025		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 XXth day of XXXX, 2025 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

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PROCLAMATIONS – None

ADJOURNMENT – 11:16