

PERSONNEL COMMITTEE MINUTES

January 8, 2026

Present: Legislator Raymond Bunce; 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): S. Tracy Monell, Legislative Chair; Legislator Jo Ellen Rose; County Administrator, Jackson Bailey; Legislative Clerk, Cathy Haskell, and Peter DeWind, County Attorney

Absent: Legislator Andrew Aronstam

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

APPROVAL OF MINUTES: The committee did not have a quorum. Therefore, December's Personnel Committee meeting minutes will be up for approval in February.

I. FINANCIAL

Camille Corneby, Benefits Manager:

Lifetime Benefit Solutions: There is a resolution to renew Lifetime Benefit Solutions for our HRA and Flex Program for 2026. New Contributions will automatically be updated on Flex Cards on January 1, 2026.

Health Insurance Tables: Camille and Christa updated 33 Munis health insurance tables.

Medicare Reimbursement: A retiree inquired about the Medicare Reimbursement for January 2026.

Orientation: We had 8 new hires in December.

Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of December was reviewed. We have collected \$1,717.20 (57.9%) of our projected revenue and spent 75.0% of our appropriations.

II. OLD BUSINESS

None

III. NEW BUSINESS

Corrections Contract didn't pass; asked the State to go into a Declaration of Impasse.

Ongoing Negotiations with Deputy Sheriffs

IV. PERSONNEL

The Head Count Report as of January 1, 2026, was reviewed. There are 42 FT and 68 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Office Specialist II, Sr. Social Welfare Examiner; Community Services Worker; Social Welfare Examiner, PT: Caseworker, Mail Clerk, Social Services Investigator; Emergency Services: PT: Assistant EMS Coordinator, Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, Office Specialist II, Network Administrator; Law: PT: 3rd Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Senior Clinical Social Worker, PT: Account Clerk Typist; Probation: Office Specialist I; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Mechanical Equipment Operator II; Sheriff's Office: Public Safety Dispatcher, Deputy Sheriffs, PT Cook; Personnel: Civil Service Assistant; Clerk: Motor Vehicle License Clerk; Economic Development & Planning: Administrative Coordinator for Tioga County IDA & Property Development Corporation; Legislature: Deputy Clerk to the Tioga County Legislature; Public Defender: Assistant Public Defender

The Vacancies Filled-Salary Difference Report shows three (3) changes since the December meeting with a monthly impact of (\$21,268.00) and YTD of (\$21,268.00). The Change In Classification Chart shows no changes since the December meeting. The Temporary Appointments chart shows no changes since the November meeting.

RESOLUTIONS

Appointment of Voting Machine Technician (PT) (Board of Elections): Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the Management/Confidential listing. The position of the Republican Voting Machine Technician (PT) has been vacant since November 6, 2025. Authorization to backfill the vacancy was approved on December 22, 2025. The Election Commissioners have selected a candidate to fill said vacancy. Daniel Cacciaglia be appointed as Republican Voting Machine Technician (PT) effective January 26, 2026, at the 2026 rate of \$24.45/hr.

Authorize Appointment of Administrator Coordinator in Economic Development & Planning: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The Director of Economic Development and Planning was authorized to

create the Administrative Coordinator position via Resolution #291-25. The Director of Economic Development and Planning reviewed applications, conducted interviews and identified a qualified candidate with prior relevant work experience. The Director of Economic Development and Planning is hereby authorized to provisionally appoint Lisa Williams to the position of Administrative Coordinator, pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$46,000.00 effective February 7, 2026.

Authorize Backfill Part-Time Assistant EMS Coordinator (Emergency Services): Tioga County Emergency Services has a need to backfill an Assistant EMS Coordinator (PT) position, which has been vacant since April 18, 2025. The Emergency Services Director has identified a qualified candidate who has been found to meet the qualifications of the Assistant EMS Coordinator (PT) classification. The Tioga County Legislature authorizes the appointment of Scott Gurney to fill the vacant 10 hr./wk. Assistant EMS Coordinator (PT) position effective January 26, 2026, at an annual salary of \$12,226.

Authorize Appointment of Director of Social Services: Legislative approval is required for any appointments made to a Management/Confidential position. The Tioga County Legislature authorized the funding of the vacant Director of Social Services position effective December 9, 2025. The Commissioner of Social Services would like to backfill the Director of Social Services position from within her department to continue the agency's operating efficiency. Sarah Moore shall be provisionally appointed to the Director of Social Services retroactive to January 10, 2026, pending successful appointment from a civil service eligible list at an annual Management/Confidential salary of \$77,705.

Authorize Creation and Filling of Deputy Director of Probation (Group A) (Probation Department): Legislative approval is required for the creation and appointment of any Management/Confidential position within Tioga County. The Director of Probation would like to create a new full-time Deputy Director of Probation (Group A) to better meet the current needs of the Department and address future succession planning. The Probation Director submitted a New Position Duties Statement to the Personnel Officer on November 25, 2025. It has been determined that the creation of a new Management/Confidential full-time Deputy Director of Probation (Group A) position be created with a salary range of \$71,000 - \$81,000. The Director of Probation (Group A) is hereby authorized to create said position, and appoint Frederick Kiechle, provisionally, pending successful completion of civil service requirements, retroactive January 10, 2026, with an annual Management/Confidential salary of \$77,000. The headcount for the Probation Department will now be 17 full-time and 2 part-time employees.

Authorize Appointment of Interim Director of Community Services: Article 41.05 of the New York State Mental Hygiene Law states that to be eligible for state aid, each local government shall have a Director who shall be its chief executive officer. Under Article 41.09 of New York State Mental Hygiene Law, Tioga County is required to have either an Acting or Permanent Director of Community Services (DCS) appointed by the Tioga County Community Services Board (CSB). The Inter-Office Coordinating Council (IOCC) is mandated by Mental Hygiene Law section 5.05(b) to coordinate the work and functions of the three NYS state agencies: the Office of Mental Health, the Office of Alcoholism and Substance Abuse Services, and the Office for People with Developmental Disabilities. The IOCC must be informed of resignations and appointments of both Acting and Permanent County Directors of Community Services to ensure appropriate management of and maintain communication with the Local Government Unit. The permanent DCS has informed the CSB and the County Legislature of her resignation effective January 29, 2026. The Tioga County CSB notified the IOCC of the permanent DCS' resignation and submitted the required documentation regarding the appointment of Sarah Begeal as Acting DCS on January 30, 2026. As of January 30, 2026, Sarah Begeal will carry out the full powers and responsibilities of the Acting DCS contingent upon the IOCC's acknowledgement of receiving said documentation. The CSB has an undetermined length of time to appoint a permanent DCS, and therefore it is not possible to determine the length of time that Sarah Begeal will fulfill the role of Acting DCS. Sarah Begeal be temporarily appointed to the position of Director of Community Service with an annual salary of \$112,984 as Temporary Director of Community Services.

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, 2026, through December 31, 2026. Tioga County will continue with the flexible spending card for the period of January 1, 2026, through December 31, 2026.

Appoint County Auditor and Deputy County Auditor: The County is required to appoint a County Auditor and Deputy County Auditor to process and

review the Accounts Payable transactions through Purchase Orders and Purchase Cards submitted by County Departments for payment of a variety of bills. The term of these appointments coincides with Legislator Group One and are due for re-appointment as of January 1, 2026. Cathy Haskell be and hereby is appointed County Auditor for a three-year term, commencing January 1, 2026 – December 31, 2028. Breige Graven be and hereby is appointed Deputy County Auditor, to act in the absence of the County Auditor, said term to be January 26, 2026 – December 31, 2028.

Authorize Appointment of Deputy Clerk to the Legislature (Legislative Office): Legislative approval is required for any appointments made to a Management/Confidential position within Tioga County. The full-time position of Deputy Clerk to the Legislature has been vacant since June 5, 2025. The Clerk of the Legislature has recruited for a replacement and after interviewing, a qualified candidate has been identified who is willing and eligible for appointment. The Clerk of the Legislature is hereby authorized to appoint Breige Graven to the title of Deputy Clerk to the Legislature with a start date of January 26, 2026, at an annual Management/Confidential salary of \$50,000. This resolution will be null and void if Ms. Graven fails to pass the County mandated criminal background check.

OTHER – Approval was given to Personnel Officer Parke to work from home in 2026 on an as needed bases per the Remote Work Policy.

PROCLAMATIONS – None

ADJOURNMENT – 10:51