

PERSONNEL COMMITTEE MINUTES

March 5, 2026

Present: Legislator Jo Ellen Rose; 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; Christie Farnham, Secretary to Personnel Officer

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

Absent: Legislator Raymond Bunce

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Ciotoli to approve the February 5, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 8 new hire orientations in January.

1095 C's: The 1095 C's were uploaded into Munis/ESS and the IRS successfully. Employees can obtain these in their ESS account.

Linda Parke, Personnel Officer:

- I. Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected 0.0% of our projected revenue of \$4,080 and spent 9.5% 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

Short Term Disability Carrier is out for bid.

On 03/11/26, Linda Parke, Kelly Quick, and Karen Weston will be attending the New York Civil Service Transformation meeting in Binghamton, NY.

On 03/20/26, Karen Weston will be attending the Twin Tiers Regional Job Fair in Waverly, NY

III. PERSONNEL

The Head Count Report as of March 1, 2026, was reviewed. There are 40 FT and 69 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Case Supervisor Grade B, Social Welfare Examiner; Community Services Worker/PT: Caseworker, Social Services Investigator and Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, 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/Probation Officer 2; Sheriff's Office: Corrections Officer, Public Safety Dispatcher, Deputy Sheriffs/PT Cook; Personnel: Civil Service Assistant.

The Vacancies Filled-Salary Difference Report shows two (2) changes since the February meeting with a monthly impact of (\$5,443) and YTD of \$25,617.00. The Change In Classification Chart shows one (1) change since the February meeting. A Desk Audit was conducted for an employee in Mental Hygiene and their title changed from Accounting Associate I to Accounting Associate II. The Temporary Appointments chart shows no changes since the February meeting.

RESOLUTIONS

Create and Fund (1) Full-Time Assistant Payroll Coordinator Position (Treasurer's Office): Legislative approval is required for the creation and funding of any new positions within Tioga County. Due to numerous changes within the Treasurer's Office the Treasurer has reviewed work assignments, staffing structure, as well as future succession training needs within the

department regarding the administration of payroll. In order to address said issues, the Treasurer, in conjunction with the Personnel Officer, has determined that creating an Assistant Payroll Coordinator will help in those efforts. The Personnel Officer has met with the Treasurer's Office to review the description of work duties for the proposed full-time Assistant Payroll Coordinator position. Funding for the position is not currently available in the Treasurer's Office budget, therefore, will require an increase to the budget. One (1) full-time Assistant Payroll Coordinator position is created within the Management/Confidential annual salary range of \$49,000-\$59,000, effective March 11th, 2026, during the 2026 fiscal year. The Treasurer's Office full-time headcount shall increase from 8 to 9. The Legislature hereby authorizes the funding of said position effective upon adoption of this resolution. The 2026 County Budget is hereby amended to increase Personal Services and Employee Benefits in the Treasurer's Department in the amounts set forth below:

TO: A1325 510010 FULL TIME	\$59,000.00
TO: A1325 581088 STATE RETIREMENT FRINGE	\$8,443.00
TO: A1325 583088 SOCIAL SECURITY FRINGE	\$4,531.00
TO: A1325 584088 WORKERS COMPENSATION FRINGE	\$1,068.00
TO: A1325 585588 DISABILITY INSURANCE FRINGE	\$53.00
TO: A1325 586088 HEALTH INSURANCE FRINGE	\$23,700.00
TO: A1325 588988 EAP FRINGE	\$12.00

Said increase shall be financed by the appropriation of unassigned General Fund Balance.

TOTAL AUTHORIZED APPROPRIATION	\$96,807.00
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Further discussion regarding this resolution will take place during this afternoon's Worksession.

Amend Resolution No. 193-18, As Amended by Resolution No. 45-23, as Amended by Resolution No. 255-23, as Amended by Resolution No. 296-23, as Amended by Resolution No. 366-23, as Amended by Resolution No. 184-24 Adoption of Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan and Employee Training Plan: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan

by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023, and Resolution No. 296-23 on July 11, 2023 and Resolution No. 366-23 on September 12, 2023, and Resolution No. 148-24 on April 09, 2024. Tioga County's Title VI Plan requires an annual review of Title VI for necessary updated data, documentation, including demographic data mapping of ethnicity by area. The Title VI Plan, Title VI Data Collection and Analysis Policy, the Tioga County Public Participation Plan, the Limited English Proficiency (LEP) Plan, and Attachment 7 Americans with Disabilities (ADA) Transition Plan warrants revisions and updated information. This resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, as amended by Resolution No. 296-23, as amended by Resolution No. 366-23, as amended by Resolution No. 148-24 only for the following revisions to the Tioga County Title VI Plan:

- Title VI Plan-Reporting: "Transportation" the Deputy Commissioner of the Department of Social Services replaced with the Director of Administrative Services Department of Social Services.
- Title VI Data Collection and Analysis Policy: "Department" changed to "Tioga County", information on the Statistical Data and Analysis chart corrected, Appendix A definitions updated, and additional local resources added to Appendix B.
- Attachment 3-Authorizing Resolutions: Resolution No. 366-23 and Resolution No. 148-24 added.
- Tioga County Public Participation Plan: Public Outreach Activities limited English proficiency (LEP) numbers adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Limited English Proficiency (LEP) Plan: "Meaningful Access Four-Factor Analysis" data adjusted to the American Community Survey (ACS) Data 2020-2024 for Tioga County.
- Attachment 7 Americans with Disabilities (ADA) Transition Plan: ADA Coordinator Doreen Holbrook and her contact information added to "ADA Coordinator(s)".

The remainder of the Tioga County Title VI Plan remains unchanged.

Authorizing the Creating of an IT Specialist Position in the Information Technology and Communication Services Department: The Information Technology and Communication Services (ITCS) Department plays a critical role in supporting Tioga County's technology infrastructure and in the delivery of shared services across multiple departments and partner agencies. The increasing demand for secure, reliable, and efficient technology solutions requires additional technical expertise to maintain and expand systems essential to county operations and intergovernmental collaborations. The

Chief Information Officer has identified the need to establish a new IT Specialist position to strengthen departmental capacity, enhance the County's cybersecurity posture, and ensure continuity of services for Tioga County and its shared service partners. Legislative approval is required to authorize the creation of any new position within Tioga County government. Funding for the IT Specialist position will be made available through the defunding of the Network Administrator position. The Tioga County Legislature hereby authorizes the creation of IT Specialist position within the Information Technology and Communication Services Department. The Chief Information Officer is hereby authorized to recruit IT Specialist position within the Management/Confidential annual salary range of \$50,487 to \$60,487, effective March 15, 2026.

Appoint Part-Time Assistant Public Defender (Public Defender's Office): Legislative approval is required for any appointments made to a Management/Confidential position. The Legislature supports the reclassification of one full-time Assistant Public Defender position into two part-time Assistant Public Defender positions by Resolution No. 107-26 dated February 10, 2026. The Public Defender has recruited and identified a satisfactory candidate to fill one of the positions. Ms. Dina M. Foerster has approximately 2 years of relevant legal experience including extensive experience in every stage of representation of indigent criminal defendants and is well qualified by reason of substantial experience and judgment to fill the position. The Public Defender is hereby authorized to appoint Dina Foerster to the position of Part-Time Assistant Public Defender, with a start date of March 23, 2026, at an annual Management/Confidential salary of \$42,500.00. In accordance with Tioga County's Civil Service Rules, Ms. Foerster shall serve a probationary period of eight to fifty-two weeks. This resolution will be null and void if Ms. Foerster fails to pass the County mandated criminal background check. This resolution will be null and void in the event that State grant funding for the position is no longer available.

Create and Fill One Full-Time Senior Clinical Social Worker (Jail) Position (Mental Hygiene): Legislative approval is required for creation of new positions within Tioga County. The Tioga County Sheriff currently has a contracted social worker to provide required mental health services in the Tioga County Jail. The Tioga County Sheriff desires to replace the contracted mental health social worker position with a county social worker position. The Department of Mental Hygiene is willing to partner with the Tioga County Sheriff to provide one full-time social worker to provide mental health services at the Tioga County Jail. This new position would be funded from the Tioga

County Jail's existing 2026 budget contract line previously budgeted to contract with CBH for the same position. Funding for this position shall be provided through an interdepartmental charge from the Tioga County Jail to the Department of Mental Hygiene, utilizing funds previously appropriated for contracted mental health services in the Jail's 2026 adopted budget. The Director of Community Services is hereby authorized to create one (1) permanent, full-time position of a Senior Clinical Social Worker (Jail) at a rate of \$72,362 (CSEA SG XVII) effective April 1, 2026. The authorized full-time headcount within the Department of Mental Hygiene shall increase by one from 46 to 47. This action represents a reallocation of existing appropriations and does not result in an increase to the County's total 2026 operating budget. Funding would be appropriated through an interdepartmental charge from the Department of Mental Hygiene to the Tioga County Sheriff budget line A3150 540370 Medical Expense. The following amounts be appropriated in the 2026 budget:

From:	A4310 422800	Health Services – Other Gov't	\$74,475.79
To:	A4310 510010	Full Time Salary	\$54,321.06
	A4310 581088	State Retirement Fringe	\$ 3,648.33
	A4310 583088	Social Security Fringe	\$ 4,155.56
	A4310 584088	Workers Compensation Fringe	\$ 924.84
	A4310 585588	Disability Insurance Fringe	\$ 51.05
	A4310 586088	Health Insurance Fringe	\$11,362.94
	A4310 588988	EAP Fringe	\$ 12.01

Authorize Out of Title Pay (Probation Department): Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 calendar days. Chad Post, Probation Supervisor 1 (CSEA SG XVI), was forced to take an unexpected medical leave of absence as of November 5, 2025. The medical leave of absence is undetermined. At the request of the Probation Director, Heather Stanton, Senior Probation Officer/Probation Officer 2 (CSEA SG XIII) carried out the duties of the Probation Supervisor 1 from December 1, 2025, until she was promoted provisional on January 24, 2026. Legislative approval is required to authorize the payment of out-of-title salary at the applicable higher pay grade. The Tioga County Legislature authorizes out-of-title pay for Heather Stanton reflective of a retroactive annual increase of \$10,781.00 for the duration from December 1, 2025, through December 31, 2025. The Tioga County Legislature authorizes out-of-title pay for Heather Stanton reflective of a retroactive annual increase of

\$11,158.00 for the duration from January 1, 2026, through January 23, 2026. The retroactive out-of-title pay will be reflected in 2026 payroll #6.

Authorize Per-Election Stipends for Certain Election Inspector Duties: The Tioga County Board of Elections has historically paid additional stipends to election inspectors for taking on roles or responsibilities beyond that of a basic election inspector. The Board of Elections would like to continue this standard practice indefinitely. Authority rests with the County Legislature to prescribe the salaries of election inspectors. These stipends are already planned for in the Budget and do not require additional appropriations. Election inspectors who assume responsibility for the positions or duties listed below shall be paid, per election worked, an additional stipend of the respective amounts herein provided, until such amounts shall be further modified by resolution:

Poll Site Chair (3-district poll site):	\$40.00
Poll Site Chair (1- or 2-district poll site):	\$30.00
Machine Inspector:	\$25.00
Return of Election Materials to BOE on Election Night:	\$18.00

Amend Resolution No. 344-25: 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. The County of Tioga, Location Code 10049, hereby amends Resolution No. 344-25 and establishes the following as the standard workday for the title below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five-day work week, six-hour day:
Assistant EMS Coordinator PT

Authorize Appointment of Part-Time Speech Language Pathologist (Public Health): Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing. Resolution No. 141-23 authorized the creation of the part-time Speech Language Pathologist. The Public Health

Director has identified a candidate who is qualified and willing to accept the appointment for said title. Jennifer Lazarou be appointed to the title of Speech Language Pathologist on a part-time basis (up to 17 hours per week) at an hourly rate of \$47.02, effective March 11, 2026.

PROCLAMATIONS – None

ADJOURNMENT – 11:10

EXECUTIVE SESSION – Motion by Legislator Rose, seconded by Legislator Flesher to move into Executive Session to discuss a personnel matter at 11:10 a.m.

EXECUTIVE SESSION ADJOURNMENT – Motion by Legislator Rose, seconded by Legislator Flesher to adjourn Executive Session at 11:16 a.m.