

PERSONNEL COMMITTEE MINUTES

June 5, 2025

Present: Legislator Keith Flesher; Legislator Raymond Bunce; Legislator Barbara Roberts; Linda Parke, Personnel Officer, Kelly Quick, Senior Civil Service Technician; Camille Corneby, Benefits Manager; Christa Anderson, Benefits Assistant; and Christie Farnham, Secretary to Personnel Officer.

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

Absent: None.

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 Roberts, seconded by Legislator Bunce to approve the April 10 and May 8, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2025 Quarterly Health Insurance: HRA employer funding is \$1,180,400.00 million, \$560,130.00 has been paid out of the HRA to date. 48 employees have met their deductible.

Orientation: We had 6 new hires in May.

Audit: Per the auditor's request, Christa and Camille completed a health insurance enrollee census for all groups.

Retirement Statements: Retirement statements are available online on the website (NYS retirement website).

Resolution for Transfer of Funds: There is a resolution in the packet to do a transfer of funds. This is to pay for the Worker's Compensation audit.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$2,702.25 (33.8%) of our projected revenue and spent 30.6% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

None.

IV. PERSONNEL

The Head Count Report as of June 1, 2025, was reviewed. There are 39 FT and 43 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT Skills Instructor, Victim Helper; IT: 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: Heavy Equipment Mechanic I, Maintenance Equipment Operator I, Maintenance Equipment Operator II, 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 May meeting with a monthly impact of (\$1,802.00) and YTD of (\$9,890.00). The Temporary Appointments chart shows all three Highway Worker (Seasonal) positions per Reso 170-25 filled. Public Health Educator (Seasonal) position per Reso 129-25 has been filled. The Clerk (Seasonal) position for the Treasurer's Office per Reso 169-25 has been filled.

RESOLUTIONS

Authorize Salary Increase for Part-Time Assigned Counsel Administrator in the Assigned Counsel Office: 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 increased supervisory duties for the Fourth Family Defense Grant provides a salary increase for the Assigned Counsel Administrator, Irene C. Graven, in the additional amount of \$20,000.00 each year through December 31, 2027, effective June 14, 2025. The Assigned Counsel Administrator, Irene C. Graven's salary is increased an additional \$20,000.00 for each year of the three-year Fourth Family Defense Grant contract period of

January 1, 2025, through December 31, 2027. Irene Graven's annual salary will be increased to \$68,998 effective June 14, 2025. This resolution will be null and void in the event that the Grant is withdrawn.

Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy – Pilot Program: Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where appropriate. The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head. The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies. The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program, making the policy effective January 1, 2023 – December 31, 2024. The Tioga County Legislature adopted Resolution No. 467-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2025 – June 30, 2025. Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts. The Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of December 31, 2025.

Authorization to Abolish One Vacant Engineering Technician Position, Create One Public Works Project Technician (Public Works): Legislative approval is required to abolish and create positions within Tioga County. One (1) full-time Engineering Technician (\$42,448 – 43,448 2025 CSEA SG VII) will become vacant effective close of business June 13, 2025, upon the resignation of incumbent, Danielle Gregrow. Upon review of the staffing structures, work assignments, and department needs, the Commissioner of Public Works submitted a New Position Duties Statement to the Personnel Department on May 2, 2025. Upon review of the New Position Duties Statement, the Personnel Officer has determined the appropriate classification for said title. One (1) full-time

Management/Confidential title of Public Works Project Technician (\$44,600 – \$54,600) be created effective June 16, 2025. one (1) full-time Engineering Technician (\$42,448 – 43,448 2025 CSEA SG VII) be abolished effective June 16, 2025.

Approve Salary Above Hiring Base Deputy Sheriff Position (Sheriffs Office) (Not Approved by Personnel): PULLED

Memorandum of Understanding (MOU) Implementation of eCornell On-Demand Continuing Education Services: The Institute for Advancement Committee (I4A) has secured the ability to register Tioga County local government employees for eCornell On-Demand online coursework offered by Cornell University free of charge. This initiative aims to provide professional development and career growth opportunities for county employees, aligning with the leadership's commitment to workforce enhancement. Phase 1 of the initial rollout to eCornell access on-demand services will be initially restricted to graduates of the I4A program. This phase will serve as a pilot program to assess the effectiveness and user experience of the eCornell platform. Phase 2 will expand access following a positive assessment of the initial rollout, the program will be expanded to include all Tioga County personnel, and will be integrated as a personnel benefit, accessible upon hire. Cornell University will administer the online accounts for registered Tioga County employees, and will provide access to the on-demand online coursework content upon signing of the Memorandum of Understanding (MOU). The Tioga County Legislature authorizes the Institute for Advancement (I4A) to enter into a Memorandum of Understanding (MOU) with Cornell University (eCornell). The Tioga County Legislature authorizes the Chair of the Legislature to sign said MOU, upon approval by the County Attorney.

Transfer of Funds Workers' Compensation: The Tioga County Self-Insurance Plan has received notification from Midwest Employers Casualty Company that an audit of the payroll figures for the period of January 1, 2024 through January 1, 2025 submitted for our workers' compensation Specific Excess Insurance has resulted in additional premium due in the amount of \$15,977.00. There is currently a zero (\$0) balance in S1722(540270) Insurance – Liability. The following sum be transferred:

From: S1720 (540101) Compensation Awards \$15,977.00

To: S1722 (540270) Insurance – Liability \$15,977.00

Authorization to Create Full-Time Housing Development Specialist Position (Economic Development & Planning): The Director of Economic Development and Planning would like to create a full-time Housing Development Specialist position. Legislative approval is required for the creation of any position within a Tioga County department. The Personnel Officer has met with the Director of Economic Development and Planning and has reviewed the description of work duties for the proposed full-time Housing Development Specialist position. A full-time position titled Housing Development Specialist be created at an annual Management/Confidential salary (\$56,640 – \$66,640) effective June 10, 2025. The Director of Economic Development & Planning is authorized to fill said full-time vacancy provisionally pending successful completion of civil service examination requirements.

Authorization to Appoint County Planning Director Trainee and Abolish One Full-Time Economic Development Specialist Position (Economic Development & Planning): Resolution No. 461-24 authorized the creation of a full-time County Planning Director Trainee position and the Director of Economic Development and Planning received authorization to fill said position. The Director of Economic Development and Planning identified current Economic Development Specialist, Sara Zubalsky-Peer as a qualified candidate that has over 10 years of planning and community development experience. Sara Zubalsky-Peer will be vacating the Economic Development Specialist position and will be appointed to the County Planning Director Trainee position effective August 9, 2025. The Economic Development and Planning Department has two full-time Economic Development Specialist positions. The Director of Economic Development and Planning would like to abolish one of the full-time Economic Development Specialist positions. Legislative approval is required for the abolishment of and appointment to any position within a Tioga County department. The Director of Economic Development and Planning is hereby authorized to appoint Sara Zubalsky-Peer provisionally to the position of full-time County Planning Director Trainee pending successful completion of civil service requirements at an annual Management/Confidential salary of \$65,000 effective August 9, 2025. The full-time Economic Development Specialist position currently filled by Ms. Zubalsky Peer will be abolished effective August 9, 2025.

Authorize Salary Increase for Assistant Public Defender for Family Court (Public Defenders Office): Legislative approval is required for any salary

increases for a Management/Confidential position. The County has been awarded a Grant from NYS Office of Indigent Legal Services for assistance with Family Court Article 10 cases. The Grant as budgeted by the State specifically appropriates funding in the amount of \$20,000 to raise the salary of the Family Court Assistant Public Defender to compensate for the increase in supervisory and case responsibility for the position. The Grant has fully funded the increase over the course of three years for the position. The Public Defender is hereby authorized to increase the salary of Sarah Schrader, Family Court Assistant Public Defender an additional \$20,000 for each year of the three-year Fourth Family Defense Grant contract period of January 1, 2025 through December 31, 2027. Sarah Schrader's annual salary will be increased to \$95,879 effective June 14, 2025. This resolution will be null and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

Standard Workday and Reporting Resolution (Public Defender): 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 work days 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						
Assistant Public Defender	Thomas Saitta	7	1/13/2025 – 12/31/2025	11.04	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

PROCLAMATIONS – None

ADJOURNMENT – 10:58