

Personnel Committee Agenda
October 10, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR September 5, 2024, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation – Camille Corneby
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - None

- NEW BUSINESS
 - Strategic Goal of Reducing Length of Time Vacancies Remain Open Update: HELP Program
 - Conducting interviews for the Benefits Assistant Position.
 - Linda Parke and Camille Mattison-Corneby attended the New York State Association of Self Insured Counties Fall 2024 Conference October 2nd through October 4th.

- PERSONNEL
 - Head Count & Monthly Exam Reports – Kelly Quick

- RESOLUTIONS
 - Appointment of Democratic Election Commissioner
 - Authorize Contract with Excellus Health Plan (EHP) for Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage Through Broome County Purchasing Alliance (BCPA)
 - Authorize Appointment of Accountant (Treasurer's Office)
 - Amend Resolution No. 142-24; Create and Fill Three (3) Highway Worker (Seasonal) Positions (Public Works)
 - Authorize Appointment of Economic Development Specialist (Economic Development & Planning)
 - Create and Fill Two Full Time Social Services Employment Specialist Positions, Amend Budget and Appropriate Funds
 - Authorize Appointment of Benefits Assistant (Personnel Department)

- PROCLAMATIONS – None

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024-09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,453.70	.00	-2,626.30	35.6%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	59.7%*
A1430 510010 Full Time	257,889	0	257,889	153,835.94	.00	104,053.06	.0%
A1430 520070 Chairs	2,250	0	2,250	.00	.00	250.00	82.7%
A1430 540010 Advertising	2,600	0	2,600	2,150.00	.00	450.00	56.8%
A1430 540140 Contracting Serv	64,050	-1,000	63,050	34,337.96	1,450.05	27,261.99	64.2%
A1430 540180 Dues	580	0	580	372.58	.00	207.42	89.9%
A1430 540220 Automobile Fuel	100	0	100	89.92	.00	10.08	76.2%
A1430 540320 Leased/Service Equ	2,200	1,000	3,200	2,438.07	.00	761.93	94.2%
A1430 540340 Literature	600	0	600	564.99	.00	35.01	87.4%
A1430 540420 Office Supplies	600	0	600	524.47	.00	75.53	.0%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	14.4%
A1430 540470 Physicals	6,000	0	6,000	865.00	.00	5,135.00	39.3%
A1430 540480 Postage	1,350	0	1,350	530.32	.00	819.68	99.8%
A1430 540620 Software Expense	6,000	0	6,000	5,990.00	.00	10.00	40.5%
A1430 540732 Training/County Re	11,000	0	11,000	4,456.56	.00	6,543.44	57.0%
A1430 540733 Training/All Other	3,500	0	3,500	1,993.51	.00	1,504.49	90.5%
A1430 581088 State Retirement F	15,159	7,397	22,556	20,403.89	.00	2,151.62	69.6%
A1430 583088 Social Security Fr	0	17,027	17,027	11,846.17	.00	5,181.05	65.9%
A1430 584088 Workers Compensati	0	5,484	5,484	3,614.72	.00	1,868.90	70.6%
A1430 585588 Disability Insuran	0	291	291	205.29	.00	85.37	75.7%
A1430 586088 Health Insurance F	34,209	21,545	55,754	42,220.73	.00	13,533.53	66.5%
A1430 588988 Eap Fringe	0	72	72	47.99	.00	24.13	62.8%
TOTAL Personnel	404,577	51,815	456,392	285,036.41	1,450.05	169,905.93	62.8%
TOTAL General Fund	404,577	51,815	456,392	285,036.41	1,450.05	169,905.93	62.8%
TOTAL REVENUES	-4,085	0	-4,085	-1,453.70	.00	-2,631.30	
TOTAL EXPENSES	408,662	51,815	460,477	286,490.11	1,450.05	172,537.23	

October 2024 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2024 AUTH FT	ACTUAL	UNFUNDED	DIFF	2024 AUTH PT	ACTUAL	UNFUNDED	DIFF	2024 TEMPS
Board of Elections	4	4		0	240	235		-5	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	14	1	0	1	0		-1	0
District Attorney	5	5		0	2	1		-1	0
Eco Devel & Planning	9	7		-2	1	0		-1	0
Emergency Services	2	2		0	12	9		-3	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	9		-1	0	0		0	0
Law / Co Attorney	8	8		0	2	2		0	0
Legislature	4	3		-1	9	7	1	-1	0
Mental Hygiene	44	37	2	-5	3	2		-1	0
Personnel	8	5	1	-2	0	0		0	0
Probation	17	15	1	-1	1	1		0	0
Public Defender	6	6		0	4	4		0	0
Public Health	34	25	2	-7	6	3	1	-2	0
Public Works	48	47		-1	1	1		0	1
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	99		-9	4	2	1	-1	0
Social Services	88	82	1	-5	10	5		-5	5
Treasurer	7	6		-1	3	3		0	0
Veterans	3	3		0	1	1		0	0
TOTAL	422	379	8	-35	306	281	4	-21	6

FUNDED VACANCIES

2024 Staff Reductions

TCSO 473-23 FT: Caseworker, Case Supervisor Grade B, OS II, Social Services Investigator, Social Welfare Examiner
 PH 179-24 PT: Comm Serv Worker, YB Dir, Mail Clk

2024 Staff Increases

LEG 350-23 PH 311-24
 BOE 523-23
 TREAS 527-23
 PH Reso.140-24 FT: Deputy Dir of ES PT: Skills Instructor
 PH 183-24 FT: OSII
 Pers 255-24 PROBATION FT: Deputy Clerk to TCL
 MH 254-24, 253-24 SHERIFF FT: Cert Peer Spec, Cert A&D Counsl, CSW, Sr. CSW/ PT: ACT
 FT: EISCs, PH Sant, PH Tech, CH Prog. Spvr, Spv PHN, Local Coord. / PT: Dentist, Speech Path
 FT: Heavy Equipment Mech 1 PERSONNEL FT: Benefits Assistant
 FT: Probation Officer 1
 FT: CO, PSDT, Deputy Sheriff PT: Cook
 FT: Accountant
 FT: Economic Development Specialist

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
TCSO	Public Safety Dispatcher Trainee (A. Swagler)	9/9/2023	S. Alston	10/7/2024	\$40,212.00	\$46,088.00	(\$5,876.00)
MH	Sr. Clinical Social Worker (S. Secor)	10/10/2023	J. Murphy	10/7/2024	\$66,879.00	\$64,931.00	\$1,948.00
LAW	2nd Assist Cty Attorney (M. Townsend)	5/20/2024	N. Pence	9/9/2024	\$92,000.00	\$85,118.00	\$6,882.00
TCSO	Office Specialist II (S. Short)	7/12/2024	A. Eiklor	9/24/2024	\$31,131.00	\$31,661.00	(\$530.00)
DSS	Social Services Investigator (D. Liske)	7/29/2024	K. Heyman	9/23/2024	\$48,617.00	\$51,701.00	(\$3,084.00)
DSS	Social Welfare Examiner (A. Anthony)	7/27/2024	C. Miller	9/23/2024	\$35,451.00	\$35,451.00	\$0.00
DSS	social welfare Examiner (K. Northup)	8/26/2024	C. Robinson	9/23/2024	\$35,451.00	\$37,198.00	(\$1,747.00)
DSS	Accounting Associate II (L. Heveland)	9/9/2024	C. Scanlon	9/23/2024	\$32,851.00	\$32,851.00	\$0.00
Cty Clerk	Motor Vehicle License Clerk (H. Westervelt)	8/8/2024	M. Griffin	9/9/2024	\$32,851.00	\$32,851.00	\$0.00

TOTAL MONTHLY IMPACT:

(\$2,407.00)

YEAR TO DATE TOTAL:

(\$73,949.00)

MONTH REPORTED	AMOUNT
January	-\$24,279.00
February	-\$798.00
March	-\$739.00
April	\$2,703.00
May	-\$9,583.00
June	-\$35,360.00
July	\$728.00
August	-\$4,214.00
September	\$0.00
October	-\$2,407.00
November	
December	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINTMENT OF DEMOCRATIC
ELECTION COMMISSIONER

WHEREAS: The Chairman of the Democratic Party has submitted their recommendation to the Clerk of the Legislature; therefore be it

RESOLVED: That James Wahls be and hereby is appointed Election Commissioner for the Democratic Party from January 1, 2025 through December 31, 2026.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE CONTRACT WITH EXCELLUS HEALTH PLAN (EHP) FOR RETIREE MEDICARE ADVANTAGE PLAN/MEDICARE PART D PRESCRIPTION DRUG COVERAGE THROUGH BROOME COUNTY PURCHASING ALLIANCE (BCPA)

WHEREAS: Resolution No. 119-21 authorized Tioga County to participate in the Broome County Purchasing Alliance (BCPA). Request for Proposals seeking a contract for Medicare Advantage and Prescription Drug Benefit Services for Medicare-eligible retirees and their eligible spouses was conducted; and

WHEREAS: Broome County has reviewed and evaluated all of the proposals and selected Excellus Health Plan (EHP) as the carrier to provide the retiree Medicare coverage; and

WHEREAS: The EHP prescription co-pays in Plan 1 are \$0 for generic, \$5 for preferred brand, \$20 for non-preferred brand, and \$20 for specialty tier for 30-day supply; and

WHEREAS: The EHP Plan 1 does allow for 90-day prescriptions for one co-pay through mail order; and

WHEREAS: The EHP pharmacy network is all major pharmacy chains similar to our current plan's pharmacy network; and

WHEREAS: EHP is able to offer a three-year rate guarantee, with a rate cap in years 2 and 3 not to exceed 3-7.5% through the BCPA; therefore be it

RESOLVED: That the Tioga County Legislature wishes to change Tioga County Medicare eligible retirees' and eligible spouses' coverage to EHP Plan 1 effective January 1, 2025; and be it further

RESOLVED: That Tioga County is authorized to execute the necessary steps to change retirees' coverage to EHP Plan 1 as of January 1, 2025; and be it further

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Excellus Health Plan, subject to

review by the County Attorney, electing Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tloga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2025 through December 31, 2027.

REFERRED TO: FINANCE/LEGAL COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 AUTHORIZE APPOINTMENT OF ACCOUNTANT
TREASURER'S OFFICE

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The position of Accountant became vacant as of August 12th, 2024, within the Treasurer's Office; and

WHEREAS: The Treasurer has conducted a recruitment search and has identified a desirable candidate; and

WHEREAS: The salary range for said position has been identified as \$49,758 to \$59,758; and

WHEREAS: The Treasurer and the Personnel Officer have determined that the qualified candidate possesses 20+ years' experience, which is sufficient experience and skills to justify an entry salary at the top of the salary range; therefore be it

RESOLVED: That David Collison is provisionally appointed to the title of Accountant, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$59,758, effective October 21st, 2024; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mr. Collison shall be eligible for any authorized 2025 Management/Confidential salary increase effective April 21st, 2025, following a successful six-month evaluation.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AMEND RESOLUTION NO. 142-24;
CREATE AND FILL THREE (3) HIGHWAY
WORKER (SEASONAL) POSITIONS
PUBLIC WORKS

WHEREAS: Resolution No. 142-24 authorized the creation and filling of three (3) full-time, Highway Worker (Seasonal) positions (\$15.31/HR) in the Tioga County Department of Public Works for a temporary duration from April 15, 2024 – October 11, 2024; and

WHEREAS: One of these positions remained vacant after June; and

WHEREAS: The Commissioner of Public Works would like to extend the date of the temporary position to adequately staff his department; and

WHEREAS: Due to said vacancy of this position, there are sufficient funds within the department's Part Time/Temporary budget line D5110.510020 to cover an extension; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the continuance of one full-time, Highway Worker (Seasonal) position in Public Works through December 20, 2024.

REFERRED TO:

ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF
ECONOMIC DEVELOPMENT SPECIALIST
ECONOMIC DEVELOPMENT & PLANNING

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The Director of Economic Development and Planning received authorization to fill said vacancy per Resolution No. 256-24; and

WHEREAS: The Director of Economic Development and Planning conducted interviews and identified a qualified candidate with prior relevant work experience; therefore be it

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to appoint Sara Zubalsky-Peer to the position of full-time Economic Development Specialist at an annual Management/Confidential salary of \$60,000.00 effective November 4, 2024; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Zubalsky-Peer shall serve a probationary period of eight to fifty-two weeks; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Zubalsky-Peer shall be eligible for any authorized 2025 Management/Confidential salary increase effective May 4, 2025, following a successful six-month evaluation; and be it further

RESOLVED: That this resolution will be null and void if Ms. Zubalsky-Peer fails to pass the County mandated criminal background check.

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. - 24 CREATE AND FILL TWO FULL-TIME SOCIAL SERVICES
EMPLOYMENT SPECIALIST POSITIONS, AMEND
BUDGET AND APPROPRIATE FUNDS

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Social Services Department has an approved allocation of \$165,385 for SFY 2024-2025 for Family-Centered Case Management Services; and

WHEREAS: The Family-Centered Case Management Services provides funding intended to support hiring staff and other costs related to the program; and

WHEREAS: The Family-Centered Case Management Services Initiative is to provide a range of case management services for TANF eligible families who are having difficulty stabilizing their households and transitioning toward greater financial security; and

WHEREAS: The Social Services Employment and Transitional Supports Director determined having two (2) additional Social Services Employment Specialists tied to the Family-Centered Case Management Services allocation would be required for said duties; therefore be it

RESOLVED: That the Commissioner of Social Services be authorized to create and fill two (2) full-time Social Services Employment Specialists positions (CSEA grade VII) effective October 21, 2024; and be it further

RESOLVED: That upon approval the funding be appropriated as follows:

From: A6010.446100	Federal Aid: Administration	\$ 165,385
To: A6010.510010	Full Time Expenses	\$ 83,240
To: A6010.581088-588988	Fringe Benefits	\$ 54,106
To: A6010.520090	Computer	\$ 8,500
To: A6010.520200	Office Equipment	\$ 4,539
To: A6010.520210	Other Furniture	\$ 4,000
To: A6010.540733	Training/All Other	\$ 3,000
To: A6010.540420	Office Supplies	\$ 3,000
To: A6010.540640	Supplies (Not Office)	\$ 5,000

And be it further

RESOLVED: That available funds on 12/31/24 of the original \$165,385 will be carried forward into the New Year.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF
BENEFITS ASSISTANT
(PERSONNEL DEPARTMENT)

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The Personnel Officer and the Benefits Manager have conducted a recruitment search and have identified a desirable candidate; therefore be it

RESOLVED: That the Personnel Officer is authorized to provisionally appoint Christa Anderson to the title of Benefits Assistant, pending successful completion of civil service examination requirements at an annual, Management/Confidential salary of \$44,000 effective October 21, 2024; and be it further

RESOLVED: That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Anderson shall be eligible for any authorized 2025 Management/Confidential salary increase effective April 21, 2025, following a successful six-month evaluation.

PERSONNEL COMMITTEE MINUTES
September 5, 2024

Present: Legislator Tracy Monell; Legislator Bill Standinger; Legislator Keith Flesher, Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; and Christle Farnham, Secretary to Personnel Officer.

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

Absent: Legislator W. Jake Brown

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Flesher, seconded by Legislator Monell to approve the August 8, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In August Camille and Christie had two orientations with a total of 7 new hires. One part-time Mail Clerk, two Corrections Officers, a Network Administrator in IT and 3 Seasonal Election Inspectors.

Excellus BCBS Health Insurance Renewal: We received an update from Klehl from Anchor Group regarding his discussions/negotiations with Excellus. Their first renewal quote was a 10.86% increase. He was successful at getting them down to 6.7%. He will review claims again later in September to see if he can push it a little lower.

Lifetime Flex & HRA Non-Discrimination Compliance Testing: The Lifetime Benefit Solutions Online Non-discrimination Testing was completed. This testing is required by the IRS and consists of 11 separate on-line tests. We passed all tests with no issues. The annual fee for HRA testing is \$325.

FSA/HRA Renewal: Lifetime has requested that the plan information for the upcoming year be entered directly into their Reimbursement Plan Renewal Portal to provide them with required information. This is to be completed no later than 11/2/24. I have printed out the User Guide and hope to work on it next week.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of

August was reviewed. We have collected \$1,453.70 (35.6%) of our projected revenue and spent 55.3% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

None.

IV. PERSONNEL

The Head Count Report as of August 1, 2024, was reviewed. There are 44 FT and 43 PT funded vacancies. Funded vacancies with active recruitment: DSS - Caseworker, Case Supervisor B, OSII, Social Services Investigator, Social Welfare Examiner; PT: Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: Deputy Director of Emergency Services and PT Skills Instructor; 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 I; Public Health - Early Intervention Service Coordinator, Public Health Sanitarian, Community Program Health Supervisor, Supervising Public Health Nurse, Public Health Technician; PT Dentist and Speech Language Pathologist; Public Works - Heavy Equipment Mechanic I; Sheriff's Office - Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook; Legislature - Deputy Clerk to Tioga County Legislature; Treasurer - Accountant; ED&P - Economic Development Specialist; Personnel - Benefits Assistant

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows no change.

RESOLUTIONS

Create and Fill (1) Full-Time Public Health Emergency Preparedness Coordinator (Public Health): The Public Health Director has determined there is need to create a Management/Confidential (M/C) position of Public Health Emergency Preparedness Coordinator. The Public Health Director has worked in conjunction with the Personnel Office in creating the position description and to determine the appropriate classification for said title. One (1) full-time M/C position of Public Health Emergency Preparedness Coordinator (M/C \$51,924 - \$61,924) be created effective September 23, 2024.

Authorize Appointment of Deputy Director of Emergency Services (Emergency Management): The Deputy Director of Emergency Services

position has been vacant since February 12, 2024. A qualified candidate has been interviewed and selected. William Ellis be provisionally appointed to the title of Deputy Director of Emergency Services at an annual Management/Confidential salary of \$62,700 effective September 23, 2024, pending successful completion of civil service examination requirements. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mr. Ellis shall be eligible for any authorized 2025 Management/Confidential salary increase effective March 23, 2025, following a successful six-month evaluation.

Authorize Purchase of Specific Excess Insurance for Workers' Compensation Program: Midwest Employers Casualty Company, the company which provides the specific excess policy, is offering a two-year policy term option. This two-year policy term option will lock in the premium rate for a two-year period along with the specific retention levels. The premium would continue to be payable in annual installments. The Tioga County Legislature is authorized to accept the two-year policy option and purchase specific excess insurance through Midwest Employers Casualty Company, upon approval by the County Attorney, for the period of January 1, 2025 through December 31, 2026 to be paid for out of the 2025 and 2026 Tioga County Self-Insurance budget.

Authorize Purchase of Employers' Liability Insurance for Workers' Compensation Program: The Tioga County Self-Insurance Plan's employer's liability insurance policy expires December 31, 2024. The continuance of employer's liability insurance helps to limit exposure to the Tioga County Self-Insurance Plan. That the Tioga County Legislature authorizes the purchase of employer's liability insurance, subject to review by the County Attorney, from an A- Rated or better Insurance company for the period of January 1, 2025 through December 31, 2025 to be paid for out of the 2025 Tioga County Self-Insurance budget.

PROCLAMATIONS - None

ADJOURNMENT - 10:45