

PERSONNEL COMMITTEE MINUTES

July 9, 2026

Present: Legislator Jo Ellen Rose; Legislator Raymond Bunce; Legislator Ronald Ciotoli; Legislator Keith Flesher; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant and Christie Farnham, Secretary to Personnel Officer.

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

Absent: Linda Parke, Personnel Officer

The meeting of the Tioga County Personnel Committee was called to order at 10:28 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Ciotoli to approve the June 4, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 4 new hire orientations in May.

Benefits: HRA employer funding is \$1,297,400 million, \$681,000.00 has been paid out of the HRA to date. 59 employees have met their deductible.

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

Linda Parke, Personnel Officer:

I. Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected 14.5% of our projected revenue of \$3,490.00 and spent 35.5% of our appropriations.

I. OLD BUSINESS
Deputies Negotiations

II. NEW BUSINESS

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

2nd Quarter Exit Interviews: 2 reports were completed

Strategic Plan Update

Department Heads and Management/Confidential Evaluations

III. PERSONNEL

The Head Count Report as of July 1, 2026, was reviewed. There are 42 FT and 64 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Principal Social Welfare Examiner; Social Welfare Examiner; Community Services Worker/PT: Caseworker, Community Services Worker, Senior Support Investigator, Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Software Support Liaison; Law: 3rd Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; Supervising Clinical Social Worker/PT: Account Clerk Typist; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Sanitarian, Office Specialist II/PT: Dentist; Public Works: Maintenance Mechanic III, Mechanical Equipment Operator II; Probation: Deputy Director of Probation, Office Specialist I, Probation Officer I; Senior Probation Officer 2; Sheriff's Office: Corrections Officer, Corrections Officer Sergeant, Investigator, Public Safety Dispatcher, Deputy Sheriffs (5)/PT: Cook; Personnel: Civil Service Assistant; County Clerk: Recording Clerk; Public Defender: Assistant Public Defender/PT: Assistant Public Defender; Veterans': Veterans' Service Officer.

The Vacancies Filled-Salary Difference Report shows four (4) changes since the June meeting with a monthly impact of \$560.00 and YTD of \$66,785. Two Classification Reviews of Vacant Positions: Social Welfare Examiner to Senior Social Welfare Examiner (Department of Social Services) Reso. 282-26. Clinical Social Worker to Supervising Clinical Social Worker (Mental Hygiene) Reso. 281-26

RESOLUTIONS

Create and Fill Position PT Special Patrol Officer (Sheriff's Office): There is a need to create a PT Special Patrol Officer position that will be assigned to the Spencer VanEtten School District effective September 1, 2026. The Spencer VanEtten School district will contract with the County to reimburse the salary

and fringe of the PT Special Patrol Officer. This position shall not be eligible for any County annual increases applicable to the "PT Other" classification. This position will require an increase to the budget as it is not currently included in the 2026 budget. The Sheriff is authorized to create and fill one PT Special Patrol Officer position, which will increase the PT headcount from 4 to 5 effective September 1, 2026. The 2026 budget is hereby amended to increase Personnel Services and Employee Benefits in the Sheriff's Office in the amounts set forth below:

TO: A3110 510020 PART TIME	\$50,000.00
TO: A3110 583088 SOCIAL SECURITY FRINGE	\$3,825.00
TO: A3110 584088 WORKERS COMPENSATION FRINGE	\$1,232.00
TO: A3110 588988 EAP FRINGE	\$16.00

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

TOTAL AUTHORIZED APPROPRIATION	\$55,073.00
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Amend Employee Handbook: Section IV. Personnel Rules; Subsection e. Disciplinary Procedures: The Tioga County Legislature recognizes the importance of maintaining a fair, consistent, legally compliant, and progressive system of corrective action and discipline for County employees. The Personnel Office, in consultation with the County Administrator and County Attorney, has completed a comprehensive review and revision of the County's Disciplinary Procedures Policy to ensure compliance with applicable New York State Civil Service Law, collective bargaining agreements, current employment practices, and County operations. Resolution No. 333-88 adopted the County's Policy Handbook in which the original disciplinary policy was included, and replaced by Resolution No. 130-17 replacing the Policy Handbook with the adoption of the Employee Handbook. The revised policy provides clear guidance regarding progressive corrective action, supervisory responsibilities, investigations, documentation standards, due process requirements, the administration of disciplinary actions, and the respective roles of Department Heads, Supervisors, the Personnel Officer, County Administrator, and County Attorney. The revised policy is intended to promote consistency in the administration of discipline throughout County government while ensuring employees receive the procedural protections afforded under applicable law. The Policy Review Committee has reviewed the proposed revisions and recommends adoption by the Tioga County Legislature. The Tioga County Legislature hereby adopts the revised Personnel

Rules – Section IV(e): Disciplinary Procedures, attached hereto and incorporated herein by reference, effective immediately upon adoption of this Resolution. This policy shall supersede and replace all prior County disciplinary procedure policies or provisions inconsistent with this revised policy. Department Heads and Supervisors shall administer disciplinary matters in accordance with the adopted policy, applicable collective bargaining agreements, and the New York State Civil Service Law. The Employee Handbook is hereby amended to revise in its entirety Section IV. Personnel Rules, Subsection e. entitled Disciplinary Procedures.

Authorize Appointment to Title of Deputy Treasurer (Treasurer's Office): Katie Chandler, Deputy County Treasurer, has submitted her resignation effective July 2, 2026. The County Treasurer has an immediate need to appoint a replacement to the title Deputy County Treasurer, and she has identified her preferred candidate. The County Treasurer is authorized to appoint Paul Stagg to the title of Deputy County Treasurer at an annual Management/Confidential Salary of \$70,535.00 retroactively effective July 11, 2026. In accordance with Tioga County's Civil Service Rules, Paul Stagg shall serve a probationary period of eight to fifty-two weeks.

Authorization to Create and Fill One (1) Full-Time MEO I Position and Abolish One (1) Full-Time MEO II Position (Public Works): There is a current employee in an MEO II position who announced their resignation effective July 30, 2026. The Commissioner of Public Works has identified a staffing need for an additional MEO I position to promote a current employee from temporary full-time Highway Worker (Seasonal). The Tioga County Legislature authorizes the creation and filling of one, full-time MEO I position (CSEA SG 6) effective August 8, 2026. Once the newly created MEO I position has been filled, the Commissioner of Public Works will then abolish the vacant MEO II. The MEO I position shall not represent an increase to the department's full-time headcount.

Authorization to Appoint Deputy Director of Probation (Group A) (Probation Department): The Deputy Director of Probation (Group A) (\$71,000 - \$81,000 M/C) has been vacant since May 29, 2026. Kurt Zumbach, a transfer candidate with substantial years of experience with a County Probation Department, applied and is eligible and willing to accept a transfer from the Broome County Probation Department to the vacant Deputy Director of Probation (Group A) in Tioga County. The Director of Probation (Group A) is hereby authorized to appoint Kurt Zumbach at an annual Management/Confidential salary of \$81,000 effective August 10, 2026. In

accordance with Tioga County's Civil Service Rules, Kurt Zumbach will serve a probationary period of twelve to twenty-six weeks.

ADJOURNMENT – 10:53

EXECUTIVE SESSION – Request to move into Executive Session by Legislator Flesher. Motion by Legislator Rose, seconded by Legislator Bunce to move into Executive Session to discuss a personnel matter at 10:53 a.m.

EXECUTIVE SESSION ADJOURNMENT – Motion by Legislator Flesher, seconded by Legislator Ciotoli to adjourn Executive Session at 11:00 a.m.