

PERSONNEL COMMITTEE MINUTES
September 4, 2025

Present: Legislator Andrew Aronstam; Legislator Keith Flesher; Legislator Barbara Roberts; 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): Marte Sauerbrey, Legislative Chair; 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 10:31 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Aronstam, seconded by Legislator Flesher to approve the August 7, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

Camille Corneby, Benefits Manager:

Excellus: Linda, Camille and Christa met with Kiehl, our Third-Party Administrator on September 3, 2025. Excellus came in with a 5.25% increase, he will work to get that lowered down to 4-4.5%. Last year's quote came in at 10.86% and he was able to negotiate them down to 6.7%.

Lifetime Benefits Solutions: Lifetime's rate will remain the same for 2026 at \$4.65 per person admin fee. This is a decrease of \$0.50 from the fee in 2024.

Council of Government Meeting: This meeting is scheduled for September 18, 2025, at 7:00pm. The estimated billings for the Self-Insurance plan for Towns and Villages is complete.

Orientation: We had 5 new hires in August.

NFP Solutions/Navigator: Camille reported in July that we were working with our Third-Party Administrator on the beginning stages of building a platform that will enhance accessibility to the benefits experience for all employees. The platform is called Navigator. All of our employees, and benefits through Excellus, Lifetime, COBRA, Delta Dental, and Renaissance have been uploaded. We are now working through some kinks and "how to's". We will start enrollment/registration with a

few employees and build from there. Everyone will need to register and have a sign on. Our goal is to be familiar enough with Navigator to use for open enrollment.

Retiree Association: Camille and Christa met with a retiree last week and they discussed the Excellus Medicare Plan. Our representative at Excellus indicated a 7.5% increase for 2026, which is the rate cap guarantee for the BCPA's Medicare PPO Plans. The Retiree Association is having a meeting on September 23rd at 10:00am in the Hubbard Auditorium and invited us to attend to answer any questions.

Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of August was reviewed. We have collected \$2,607.25 (36.1%) of our projected revenue and spent 46.9% of our appropriations.

II. OLD BUSINESS

Continue Negotiations with Corrections Officers and Deputy Sheriffs

III. NEW BUSINESS

NFP Solutions/Navigator

IV. PERSONNEL

The Head Count Report as of September 1, 2025, was reviewed. There are 40 FT and 45 PT funded vacancies. Funded vacancies with active recruitment: DSS: Social Welfare Examiner; HEAP (Seasonal) PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT: Skills Instructor, Victim Helper; IT: Chief Information Officer, Office Specialist II; 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; Probation: Probation Officer 1; Accounting Associate III; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Mechanical Equipment Operator II; Automotive Mechanic II; Sheriff's Office: Public Safety Dispatcher, Deputy Sheriffs and PT Cook; Personnel: Civil Service Assistant; Clerk: Recording Clerk; Veterans': PT Veterans' Service Officer; Legislature: Deputy Clerk to the Tioga County Legislature

The Vacancies Filled-Salary Difference Report shows three (3) changes since the August meeting with a monthly impact of (\$3,181.00) and YTD of (\$63,502.00). The Temporary Appointments chart shows five (5) changes since August's meeting. Social Services has two (2) Social

Welfare Examiner positions, and three (3) Office Specialist I positions per Reso. 292-25.

RESOLUTIONS

Authorize Salary Increase and One-Time Payment for Legislative Clerk:
The Tioga County Legislature recognizes the exceptional performance and dedication of Legislative Clerk Cathy Haskell in fulfilling the duties and responsibilities of the Legislative Office without the assistance of a Deputy Legislative Clerk for over one year. During this period, Mrs. Haskell successfully maintained the efficiency, accuracy, and continuity of legislative operations, ensuring that the needs of the Legislature, the public, and County departments were met in a timely and professional manner. The Legislature wishes to acknowledge and compensate Mrs. Haskell for both her ongoing contributions and the additional workload undertaken during this time. The Tioga County Legislature hereby authorizes a permanent increase of \$6,000.00 to the annual base salary of Legislative Clerk Cathy Haskell, effective the first full payroll period following the adoption of this resolution, with no retroactive adjustment. The Legislature hereby authorizes a one-time payment of \$4,000.00 to Mrs. Haskell in recognition of the successful completion of the tasks and responsibilities of the Legislative Office without a Deputy for over one year. The Tioga County Treasurer is hereby authorized to make said salary adjustment and one-time payment from the appropriate budget lines.

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 and 294-25 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 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, seven-hour day:

Administrative Coordinator for Tioga County IDA and Property Development Corporation
Assistant EMS Coordinator PT

Transfer Funds (Workers' Compensation): Resolution No. 306-24 authorized the Chair of the Legislature to purchase workers' compensation specific excess Insurance from Smith Brothers for the period of January 1, 2025, through December 31, 2025. The audit of the 1/1/2024-1/1/2025 coverage period from Midwest Employer's Casualty was completed. An annual adjustment is due to the difference in the audited, actual payrolls compared to the original budget estimates that were submitted. Legislative approval is required for budget modifications and transfer of funds. Funds are available in one of the Expense accounts.

The following sum be transferred:

From: \$1720.540101 Compensation Awards \$31,159.00

To: \$1722.540270 Insurance – Liability \$31,159.00

Authorize Appointment of Community Development Specialist (Economic Development & Planning): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The Community Development Specialist position was vacated as of August 20, 2025. The Director of Economic Development and Planning was authorized to fill the vacant Community Development Specialist position via the Backfill Request form process. 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 appoint Marley Norton to the position of full-time Community Development Specialist at an annual Management/Confidential salary of \$56,640.00 effective October 4, 2025. In accordance with Tioga County's Civil Service Rules, Ms. Norton shall serve a probationary period of eight to fifty-two weeks. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Norton shall be eligible for any authorized 2026 Management/Confidential salary increase effective April 4, 2026, following a successful six-month evaluation.

Authorize Salary Adjustment for Director of Assets and Records Management, Management/Confidential (County Clerk's Office): Legislative approval is required to create and abolish positions within Tioga County. Upon review of the department needs, the County Clerk has determined that there is a need for a "senior level" Recording

Clerk position for 2026. On August 19, 2025, the Personnel Department received a new position duties statement from the County Clerk's Office. After a review of the New Position Duties Statement, the Personnel Officer has determined that the appropriate classification for the new position shall be Senior Recording Clerk (CSEA SG VI). One (1) full-time Senior Recording Clerk (\$38,859-\$39,859 CSEA SG VI) shall be created effective January 1, 2026, and filled in accordance with payroll procedures. Upon the appointment of the Senior Recording Clerk (SG VI), one (1) full-time Recording Clerk (CSEA SG V) position will be abolished.

Amend Resolution No. 169-25; Full-Time Clerk (Seasonal) Position (Treasurer's Office): Legislative approval is required for the creation of any new positions within Tioga County. Resolution No. 169-25 created (1) temporary, full-time Clerk (Seasonal) position at the hourly rate of \$15.50 in accordance with Resolution No. 196-09, effective April 19, 2025, through October 3, 2025. The Treasurer's Office has identified a need to extend and refill the temporary, full-time Clerk (Seasonal) position to provide clerical support within the office due to a leave of absence. The Treasurer has budget for said position in the approved 2025 budget. The Treasurer shall be allowed to refill said position and extend the duration of the position not to exceed beyond December 12, 2025.

Amend Resolution No. 170-25; Three (3) Highway Worker (Seasonal) Positions (Public Works): There will be a need for the Highway Department to employ three (3) Highway Worker (Seasonal) positions for 2025. Resolution No. 170-25, created and filled three (3) temporary, full-time Highway Worker (Seasonal) positions effective April 15, 2025, through December 1, 2025, at an hourly rate of \$15.77 (equivalent to CSEA Grade 7), not to exceed \$30,000. The Commissioner of Public Works has identified a need to increase the approved budgeted amount of \$30,000 to \$40,000. The Commissioner of Public Works is hereby authorized to increase the budgeted amount not to exceed \$40,000.

PROCLAMATIONS – None

ADJOURNMENT – 10:57