

PERSONNEL COMMITTEE MINUTES

April 9, 2026

Present: Legislator Jo Ellen Rose; Legislator Raymond Bunce; Legislator Ronald Ciotoli; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; and Christa Anderson, Benefits Assistant.

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

Absent: Legislator Keith Flesher and Christie Farnham, Secretary to Personnel Officer

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

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

FINANCIAL

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

Orientation: We had 10 new hire orientations in March.

Short-Term Disability: Tioga County has utilized Shelterpoint as our short-term disability carrier since 2020. There is a resolution in the packet to authorize an application with Lincoln Financial for our Short-term disability effective May 1, 2026. The employees currently with Shelterpoint will remain with Shelterpoint until their disability ends.

Workers' Compensation: We are collecting the 1st quarter payrolls from Towns, Villages, Tioga County and Soil & Water for the GA-4's. The deadline for us to file on-line is April 30, 2026.

Employee Benefits: An e-mail was sent yesterday to all county employees requesting they create a profile in Navigator, our new benefits management portal. We plan to use this portal for open enrollment in the Fall.

Linda Parke, Personnel Officer:

- I. Budget Tracking Report: The budget tracking report as of the end of March was reviewed. We have collected 2.2% of our projected revenue of \$3,990.00

and spent 18.1% of our appropriations.

I. OLD BUSINESS

Corrections Contract: A MOA has been signed by both parties and there will be a vote on May 1, 2026. A resolution will be put forward in May.

Deputies Negotiations: A MOA is in process. No date is set for the vote.

II. NEW BUSINESS

1st Quarter Exit Interviews Report: Only one exit interview was completed.

Remote Work as Needed: Linda is the only one who can work from home on an as needed basis.

III. PERSONNEL

The Head Count Report as of April 1, 2026, was reviewed. There are 36 FT and 66 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; Community Services Worker/PT; Emergency Services: Skills Instructor, Victim Helper; IT: Deputy Director of ITCS; 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 Sanitarian/PT and Dentist; 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 (5)/PT Cook; Personnel: Civil Service Assistant.

The Vacancies Filled-Salary Difference Report shows one (1) change since the March meeting with a monthly impact of \$37,353.00 and YTD of \$62,970. The Change In Classification Chart shows no changes since the March meeting.

RESOLUTIONS

Create and Fund (1) Temporary Full-Time Clerk (Seasonal) Position (Treasurer Office): The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office. The Treasurer appropriately budgeted for said position in the approved 2026 budget. One (1) temporary, full-time Clerk (Seasonal) position

is created at the hourly rate of \$16.07, in accordance with Resolution No. 196-09, effective April 18th, 2026. The Treasurer shall be allowed to fill said position for a duration not to exceed beyond October 2nd, 2026.

Create and Fill Three (3) Highway Worker (Seasonal) Positions (Public Works): There will be a need for the Highway Department to employ three (3) temporary full-time Highway Worker (Seasonal) positions for 2026. The Commissioner of Public Works has budgeted money to cover expenditures of such employment. The Commissioner of Public Works is hereby authorized to create and fill three (3) temporary full-time Highway Worker (Seasonal) positions effective April 15, 2026, through December 1, 2026, at an hourly rate of \$16.32 (equivalent to CSEA Grade 7), not to exceed \$40,000.

Authorization for Appointment of IT Support Specialist for Information Technology and Communication Services: The Chief Information Officer has identified a qualified candidate to fill the IT Support Specialist position, with responsibilities consistent with the vacancy posting including Tier 2 support, system maintenance, network assistance, and participation in cybersecurity and administrative functions. The salary range for said position has been identified as \$50,487 to \$60,487. The Department further recommends the promotion of Software Support Liaison Joseph Monroe, who has consistently demonstrated exceptional technical proficiency, professionalism, and dedication to county operations. Mr. Monroe has repeatedly exceeded expectations of his current role, providing advanced problem solving, supporting mission-critical systems, and serving as a reliable resource to both staff and leadership, thereby strengthening the efficiency and stability of countywide services. The Chief Information Officer is authorized to provisionally appoint Joseph Monroe to the title of IT Support Specialist, pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$50,487 effective April 18, 2026.

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, 344-25 and 144-26 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 titles 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:

Assistant Payroll Coordinator

IT Support Specialist

Senior Clinical Social Worker (Jail)

2026 Staffing Changes (Public Health): Public Health requested a staffing change as part of the 2026 Budget process. The request was approved by the Legislature and funds included in the approved 2026 Budget. The following staffing changes be effective January 1, 2026:

<u>Name</u>	<u>Current Title</u> <u>/ Salary</u>	<u>New Title</u> <u>/ Salary</u>	<u>Budget</u> <u>Impact</u>
Vacant/ Unfunded	Office Specialist 1 \$32,411	Office Specialist 2 \$34,253 Funded	\$34,253

Authorize Transfer of Funds for the Purchase of Laser Printer for the Personnel Department: The Personnel Department has a typewriter that is in need of replacement. The Personnel Officer consulted with the Chief Information Officer and was recommended a laser printer to fulfill our needs. The Personnel Department's office equipment expense account # A1430 520200 has no funds available at this time. This resolution authorizes the Personnel Officer to purchase the laser printer for the Personnel Department and that the following sums be transferred for this purchase:

From: A1430 540420 Office Supplies \$289.99

To: A1430 520200 Office Equipment \$289.99

Authorize Application with Lincoln Financial for Short-Term Disability: Tioga County provides a short-term disability policy to the CSEA and full-time Management/Confidential employees, except elected officials. Tioga County currently carries this short-term disability coverage through Shelterpoint. Article 6, Section D of the 2025-2027 CSEA Contract allows for the County to change short-term disability carriers, so long as the coverage continues to provide a maximum benefit level of 60%, up to a maximum of \$170 per week. Tioga County received a two-year rate guarantee from Lincoln Financial of \$5.35, per covered employee per month, a savings of

\$.30 per covered employee per month, from the current rate with Shelterpoint of \$5.65. the Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer, contingent upon the review and approval of the County Attorney to execute and submit an application to Lincoln Financial to administer short-term disability for those covered employees effective May 1, 2026 through April 30, 2028 at the two-year rate guarantee of \$5.35, per covered employee, per month.

EXECUTIVE SESSION – Motion by Legislator Ciotoli, seconded by Legislator Bunce to move into Executive Session to discuss a personnel matter at 11:05 a.m.

EXECUTIVE SESSION ADJORNMENT – Motion by Legislator Ciotoli, seconded by Legislator Bunce to adjourn Executive Session at 11:14 a.m.

