

PERSONNEL COMMITTEE MINUTES

August 6, 2026

Present: Legislator Jo Ellen Rose; Legislator Ronald Ciotoli; Legislator Keith Flesher; 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 and Legislative Clerk, Cathy Haskell

Absent: Legislator Raymond Bunce and Christie Farnham, Secretary to Personnel Officer

The meeting of the Tioga County Personnel Committee was called to order at 10:50 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Ciotoli to approve the July 9, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 6 new hire orientations in July and 1 transfer from Dispatch to Caseworker.

Municipal Self-Insurance Payrolls: 2nd Quarter Payrolls were submitted by Towns/Villages/Soil & Water and Tioga County. We processed the GA-4 Self-Insurance remittance online and payment was mailed out prior to the due date of July 31st.

Benefits: \$727,633.00 has been paid out of the HRA to date. 60 employees have met their deductible as of July 30th.

Workers' Compensation Budget: The 2027 estimated Workers' Compensation Budget is \$1,191,236.00. This is an increase of \$214,360.00 to the self-insurance bills to Towns/Villages and Tioga County. \$1,147,661.00 is collected from Towns/Villages and Tioga County and \$43,575 is Workers' Compensation refunds of prior years. The calculations are 35% Assessments (received from Real Property), 35% Payroll and 30% Utilization, which is a 3-year average (received from Triad, our Worker's Compensation third party administrator).

Linda Parke, Personnel Officer:

- I. Budget Tracking Report: The budget tracking report as of the end of June was reviewed. We have collected 14.5% of our projected revenue of \$3,490.00 and spent 41.2% of our appropriations.

I. OLD BUSINESS

None

II. NEW BUSINESS

2027 Personnel/Workers' Compensation Budget

Hotdog Summer Picnic

III. PERSONNEL

The Head Count Report as of August 1, 2026, was reviewed. There are 41 FT and 68 PT funded vacancies. Funded vacancies with active recruitment: District Attorney: District Attorney/PT; 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 (2); Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Sanitarian, Office Specialist II/PT: Dentist (2); Public Works: Maintenance Mechanic III, Mechanical Equipment Operator II; Probation: Office Specialist I, Probation Officer I; Sheriff's Office: Captain Operations, Corrections Officer, Corrections Sergeant, Investigator, Public Safety Dispatcher, Deputy Sheriffs (5)/PT: Cook; Personnel: Civil Service Assistant; Public Defender: Assistant Public Defender/PT: Assistant Public Defender; Treasurers: Accounting Associate III; Veterans': (211 Waiver Purposes) Director of Veterans' Service Agency.

The Vacancies Filled-Salary Difference Report shows six (6) changes since the July meeting with a monthly impact of \$2,115.00 and YTD of \$68,900.00. The Change in Classification Chart shows no changes since the July meeting.

RESOLUTIONS

Appointment of (2) Part-time Election Clerk Positions (Seasonal): Two positions for Election Clerk PT Seasonal were approved by the County Legislature to be added to the Board of Elections authorized employee head count, effective January 1, 2026. The Election Commissioners have selected two candidates to fill said vacancies. Kristy Whatley and Amy Ross shall be appointed as the Election Clerks PT (Seasonal), effective August 17, 2026, at the rate of \$19.89/hr.

Amend Resolution No. 193-18, as Amended by Resolution No. 45-23; as Amended by Resolution No. 255-23 as Amended by Resolution No. 296-23 as Amended by Resolution No. 366-23 as Amended by Resolution No. 148-24 as Amended by Resolution No. 152-26 Adoption of Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan and Employee Training Plan: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023, and Resolution No. 255-23 on June 13, 2023, and Resolution No. 296-23 on July 11, 2023 and Resolution No. 366-23 on September 12, 2023, and Resolution No. 148-24 on April 09, 2024, and Resolution No. 152-26 on March 10, 2026. New York State Department of Transportation (NYSDOT) conducts a mandatory federal triennial (3-year) compliance review of local public agencies Title VI plans to ensure adherence to civil rights regulations. The Department of Transportation recently completed its 3-year review of Tioga County's Title VI Plan, issuing specific regulatory recommendations and formal corrective actions requiring extensive revisions to the County's Title VI Plan. The County's Title VI Coordinators have updated the Title VI Plan in its entirety to integrate these federally mandated recommendations. These comprehensive revisions warrant an update to the core plan document to maintain eligibility for federal transit and highway funding streams. This resolution shall amend Resolution No. 193-18, as amended by Resolution No. 45-23, as amended by Resolution No. 255-23, as amended by Resolution No. 296-23, as amended by Resolution No. 366-23, as amended by Resolution No. 148-24, as amended by Resolution No. 152-26 reflecting the comprehensive changes detailed within the newly prepared "Tioga County Title VI Plan" – Revised July 2026.

Authorize Appointment of Captain – Operations Officer (Sheriff's Office): The position of Captain – Operations Officer became vacant July 11, 2026, due to a retirement. The Sheriff has identified a qualified candidate from the

certified eligible list and would like to backfill the position retroactive to July 25, 2026, at a salary of \$109,265 due to his 20-years of experience in the Road Patrol Division, which also included responsibility for assuming the duties of Captain - Operations Officer in his absence. The Sheriff is authorized to appoint John Delmage to the title of Captain - Operations Officer at an annual Management/Confidential Salary of \$109,265 retroactively effective July 25, 2026.

Appointment of Republican Deputy Commissioner of Elections Board: The position of Deputy Commissioner of Elections Board (Republican) will be vacant August 7, 2026, due to resignation. The Republican Election Commissioner has selected a candidate to fill said vacancy. Amy L Sheridan shall be appointed as Deputy Commissioner of Elections (Republican) effective August 24, 2026, at an annual Management/Confidential salary of \$48,237.

Authorize Funding an Unfunded Position (Mental Hygiene): Mental Hygiene currently has an unfunded Accounting Associate III (CSEA SG VII) position that the Director of Community Services has identified a need to fill with an internal department employee. Mental Hygiene has determined that funding for the Accounting Associate III position is already within its budget. The currently unfunded Accounting Associate III position (CSEA SG VII) within Mental Hygiene be funded effective August 22, 2026, payroll #18. The authorized full-time headcount within the Department of Mental Hygiene shall increase by one from 45 to 46. The following amounts be appropriated in the 2026 budget:

From:	A269100 DR098	Deferred Revenue	\$28,921.72
To:	A4309 444900	Federal Aid-Medicaid Admin	\$28,921.72
From:	A4309 444900	Federal Aid-Medicaid Admin	\$28,921.72
To:	A4309 510010	Full Time Salary	\$15,888.46
	A4309 581088	State Retirement Fringe	\$ 1,318.73
	A4309 583088	Social Security Fringe	\$ 818.54
	A4309 584088	Workers Compensation Fringe	\$ 420.96
	A4309 585588	Disability Insurance Fringe	\$ 20.87
	A4309 586088	Health Insurance Fringe	\$10,448.61
	A4309 588988	Eap Fringe	\$ 5.55

Create and Fill Seasonal Social Welfare Examiner Positions and Seasonal

Office Specialist I Positions for the HEAP Program (Department of Social Services): The Home Energy Assistance Program (HEAP) will tentatively begin outreach in mid-August and be in full season on November 1, 2026. The Social Services budget allows for the hiring of the following staff for the Home Energy Assistance Program (HEAP): Two, full-time, seasonal Social Welfare Examiners for a combined total of 202 seven-hour days, at the starting salary of \$18.37 per hour. Three, full-time seasonal Office Specialist I for a combined total of 274 seven-hour days, at the starting salary of \$16.04 per hour. Seasonal HEAP staff will start working no sooner than September 23, 2026, and stop working no later than April 30, 2027. No individual seasonal staff member will work more than 129 seven-hour days. The NYS Minimum Wage is scheduled to increase on December 31, 2026, to a rate to be published by the Commissioner of Labor on or before October 1, 2026, and Tioga County intends to pay at least minimum wage so the hourly rates for Office Specialist I positions will be adjusted accordingly as of December 31, 2026. The Department of Social Services be authorized to create and fill the seasonal HEAP positions listed above and where required, appoint from the appropriate eligible list.

Amend Resolution No. 198-26; 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 and 344-25, 144-26, and 198-26 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 amends Resolution No. 198-26 and 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, six-hour day:

Special Patrol Officer PT

Transfer of Funds (Workers' Compensation): Resolution No. 468-25 authorized the Chair of the Legislature to purchase workers' compensation specific excess Insurance from Smith Brothers for the period of January 1, 2026, through December 31, 2026. The audit of the 1/1/2025 - 1/1/2026 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:	S1720.540101	Compensation Awards	\$16,055.00
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To:	S1722.540270	Insurance – Liability	\$16,055.00
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ADJOURNMENT – 11:05