

PERSONNEL COMMITTEE MINUTES

May 9, 2024

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

Guest(s): Legislative Chair, Marte Sauerbrey, Legislative Clerk, Cathy Haskell.

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 Monell, seconded by Legislator Standing to approve the April 4, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2024 Health Insurance

In April 2024, \$111,740.03 was paid out of the 2024 HRA with 9 employees reaching their deductible. A total of 27 employees to date with \$47,897.52 paid out of the HRA.

Requested 2024 annual payroll from the participants in the self-insured plan to be broken down by job classification.

New Hires: In May Camille and Christie had two orientations with a total of 10 new hires.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected \$330.00 (8.1%) of our projected revenue and spent 28.9% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

New York State Association of Self Insured Counties Conference:

Linda Parke and Camille Corneby attended the New York State Association of Self Insured Counties Conference May 1 - 3.

IV. PERSONNEL

The Head Count Report as of May 1, 2024, was reviewed. There are 39 FT and 91 PT funded vacancies. The part-time increase is due to the

creation of 230 Election Inspector (Seasonal) positions that were created per resolution 524-23. Funded vacancies with active recruitment: DSS – Support Investigator, Senior Social Welfare Examiner, PT Caseworker, PT Community Services Worker, PT Youth Bureau Director, and PT Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: Deputy Director of Emergency Services and PT Skills Instructor; IT: Office Specialist II; Mental Hygiene: Clinical Social Worker, Senior Clinical Social Worker, Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1; Public Health – Public Health Educator, Supervising Public Health Nurse, Community Health Program Supervisor, Local Coordinator, PT Dentist and Speech Language Pathologist; Public Works – Maintenance Mechanic III; Sheriff's Office – Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook.

The Vacancies Filled-Salary Difference Report shows three (2) changes since the April meeting with a monthly impact of (\$9,583.00) and YTD of (\$32,696.00). The Change in Classification chart has no changes. The Temporary Appointments chart shows one of three of three Highway Worker (Seasonal) positions per Reso 142-24 filled. The Treasurer's Clerk (Seasonal) position per Reso 111-24 has been filled. Public Health has a Clerk (Seasonal) position per Reso 141-24

RESOLUTIONS

Standard Workday and Reporting Resolution:

The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term. This resolution reports the record of activities for Andrea Klett, County Clerk.

Authorize Contract Extension with Tirad Group, LLC for Workers' Compensation Administration: The Tioga County Self-Insurance Plan has been using the services of Triad Group LLC (Triad) as the workers' compensation third-party administrator (TPA) since June 1, 2020, when Triad was selected through a Request for Proposal (RFP) in the first quarter of 2020. The RFP was to select a TPA for a three-year period with the option for a one-year renewal up to two years. Triad has a dedicated in-house team of claims adjusters, nurse case managers, legal representatives, and medical bill auditors that work together to provide effective proactive management on all workers' compensation claims. Triad communicates with all representatives of the Tioga County Self-Insurance Plan to ensure that cases are handled appropriately.

Tioga County Self-Insurance Plan has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling. Triad submitted a one-year contract extension for June 1, 2024, through May 31, 2025, at an annual cost of \$31,000, with a 0% rate increase over prior year. The Tioga County Legislature authorizes the Chair of the Legislature to contract with Triad, subject to review by the County Attorney, to continue as the third-party administrator for the Tioga County Self-Insurance Plan for the period of June 1, 2024, through May 31, 2025. The cost of this contract will be paid out of the Tioga County Self-Insurance Fund Account S 1720 (540140).

Authorize Appointment of Civil Service Technician (Personnel Department): Karen Weston was appointed to the Civil Service Technician Trainee position on May 8, 2023. Karen Weston has successfully completed the training period and upon promotion, the Civil Service Technician Trainee (M/C) position will be reclassified to Civil Service Technician (M/C). The Personnel Officer is authorized to promote Karen Weston to the title of Civil Service Technician, at an annual, Management/Confidential salary of \$42,622, effective May 20, 2024.

Appoint 1st Assistant County Attorney (Law Department): Due to the announced retirement of the current 1st Assistant County Attorney as of April 30, 2024, the County Attorney has implemented a succession plan. The County Attorney has determined Mari Townsend to be a qualified candidate. In accordance with Tioga County's Civil Service Rules, Ms. Townsend shall serve a probationary period of twelve to twenty-six weeks. The County Attorney is hereby authorized to appoint Mari Townsend to the title of 1st Assistant County Attorney effective May 20, 2024, at an annual Management/Confidential salary of \$100,000.00.

Amend Resolution 187-119 Increase Hours and Rate of Pay for 3rd Assistant County Attorney (Law Department): Tioga County has an interest in providing sufficient County Attorney staff to cover all necessary court appearances. Resolution No. 187-19 created the part-time position of 3rd Assistant County Attorney to which the County Attorney was authorized to hire Thomas Coulson at an hourly rate of pay up to an annual maximum of \$5,000. Due to the announced retirement of the current 1st Assistant County Attorney as of April 30, 2024, the County Attorney has a need to increase the hourly rate of pay and remove the annual maximum of the 3rd Assistant County Attorney position. That the County Attorney is hereby authorized to amend Resolution No. 187-19 and remove the annual maximum of \$5000 from

the 3rd Assistant County Attorney position effective May 20, 2024. That the 3rd Assistant County Attorney's hourly rate of pay shall be increased to \$45.00 and shall be paid from DSS Account No. A6010 510020 Part-time effective May 20, 2024.

Authorize Appointment of Economic Development Specialist (Economic Development & Planning): Due to a promotion in the Department of Economic Development and Planning, the Economic Development Specialist position will become vacant May 6, 2024. The Director of Economic Development and Planning received authorization to fill said vacancy. The Director of Economic Development and Planning conducted interviews and identified a qualified candidate. That the Director of Economic Development and Planning is hereby authorized to appoint Casey Yelverton provisionally to the position of full-time Economic Development Specialist pending successful completion of civil service requirements at an annual Management/Confidential salary of \$54,725.00 effective June 17, 2024.

Appoint Director of Environmental Health (Public Health): Resolution No. 140-24 authorized the "create and fill" of the Director of Environmental Health. The Public Health Director has identified an individual who is qualified and willing to accept the appointment for said title. Daniel Scherrer has over ten years' experience in Environmental Health with Tioga County Public Health, in addition to previous experience. Mr. Scherrer has demonstrated admirable leadership over the rabies and water programs, and has successfully performed throughout his role. Daniel Scherrer will be provisionally appointed to the title of Director of Environmental Health, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$65,258, effective May 20, 2024; and that if unable to be permanently appointed shall return to the position of Public Health Sanitarian.

Authorize Salary Reallocation Within CSEA Salary Schedule and Abolish Dental Coordinator (Public Health): The Public Health Director has continuously worked with the Personnel Officer regarding the job specifications and placement of the dental program titles within the CSEA Salary Schedule in conjunction with a desk audit submitted by Kimberly Thomas, Dental Hygienist. The Public Health Director has determined, to better utilize the titles within the department, that the Dental Health Coordinator (CSEA SG X) title be abolished. The Personnel Officer has made a determination that due to the specific college degree and licensing requirements of the minimum qualifications there

is justification to request a salary reallocation of the Dental Hygienist title within the CSEA Salary Schedule. That the title of Dental Hygienist shall be reallocated from CSEA Salary Grade IX to CSEA Salary Grade X (\$46,940-\$47,940) effective May 20, 2024. The 2024 annual salary of Ms. Thomas increase by \$2,033 to \$47,470 effective May 20, 2024. The Dental Health Coordinator (CSEA SG X) position will be abolished effective May 20, 2024.

Appoint County Administrator: Pursuant to Local Law No. 4 of 2023 adopted on September 12, 2023 by way of Resolution No. 350-23, the position of County Administrator for Tioga County has been established. After an extensive search process and interviews, the Legislature has selected a candidate to fill this position. Jackson D. Bailey, II be and hereby is appointed to the unclassified position of County Administrator for Tioga County commencing July 1, 2024 at an annual Management/Confidential salary of \$125,000. The County Administrator, in accordance with Local Law No. 4 of 2023, will work with the Chair of the Legislature for a period of 52 weeks and run coextensively on the same terms as Legislative Clerk, County Attorney, and Public Defender. Based on the number of years of relevant experience, including his current position as part-time Budget Officer, and in accordance with County policy, Jackson D. Bailey, II is entitled to 15 days of vacation upon hire. The position of part-time Budget Officer will be unfunded effective July 1, 2024.

Authorize Appointment of Deputy Commissioner of Public Works (Public Works): The Deputy Commissioner of Public Works position became vacant as of March 13, 2024. The Commissioner of Public Works, who intends to fill this vacancy, has identified a well-qualified candidate who has passed the Fundamentals of Engineering Exam. The Commissioner of Public Works is hereby authorized to appoint Justin Ruggiero to the title of Deputy Commissioner of Public Works effective May 20, 2024, at an annual Management/Confidential salary of \$60,979. Mr. Ruggiero shall be eligible for any Management/Confidential salary increase that may occur January 1, 2025. Upon a successful completion of the 52-week probationary period, Mr. Ruggiero's annual Management/Confidential salary shall increase to \$65,979. This resolution will be null and void if Mr. Ruggiero fails to pass the County mandated criminal background check.

PROCLAMATIONS – None

ADJOURNMENT – 10:45