

PERSONNEL COMMITTEE MINUTES  
September 5, 2024

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

Guest(s): Legislative Chair, Marte Sauerbrey; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey

Absent: Legislator W. Jake Brown

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Flesher, seconded by Legislator Monell to approve the August 8, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In August Camille and Christie had two orientations with a total of 7 new hires. One part-time Mail Clerk, two Corrections Officers, a Network Administrator in IT and 3 Seasonal Election Inspectors.

Excellus BCBS Health Insurance Renewal: We received an update from Kiehl from Anchor Group regarding his discussions/negotiations with Excellus. Their first renewal quote was a 10.86% increase. He was successful at getting them down to 6.7%. He will review claims again later in September to see if he can push it a little lower.

Lifetime Flex & HRA Non-Discrimination Compliance Testing: The Lifetime Benefit Solutions Online Non-discrimination Testing was completed. This testing is required by the IRS and consists of 11 separate on-line tests. We passed all tests with no issues. The annual fee for HRA testing is \$325.

FSA/HRA Renewal: Lifetime has requested that the plan information for the upcoming year be entered directly into their Reimbursement Plan Renewal Portal to provide them with required information. This is to be completed no later than 11/2/24. I have printed out the User Guide and hope to work on it next week.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of

August was reviewed. We have collected \$1,453.70 (35.6%) of our projected revenue and spent 55.3% of our appropriations.

II. OLD BUSINESS  
None.

III. NEW BUSINESS  
None.

IV. PERSONNEL

The Head Count Report as of August 1, 2024, was reviewed. There are 44 FT and 43 PT funded vacancies. Funded vacancies with active recruitment: DSS – Caseworker, Case Supervisor B, OSII, Social Services Investigator, Social Welfare Examiner; PT: Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: Deputy Director of Emergency Services and PT Skills Instructor; II: Office Specialist II; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; PT Account Clerk Typist; Probation: Probation Officer I; Public Health – Early Intervention Service Coordinator, Public Health Sanitarian, Community Program Health Supervisor, Supervising Public Health Nurse, Public Health Technician; PT Dentist and Speech Language Pathologist; Public Works – Heavy Equipment Mechanic I; Sheriff’s Office – Correction Officer’s, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook; Legislature – Deputy Clerk to Tioga County Legislature; Treasurer – Accountant; ED&P – Economic Development Specialist; Personnel – Benefits Assistant

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows no change.

## RESOLUTIONS

Create and Fill (1) Full-Time Public Health Emergency Preparedness Coordinator (Public Health): The Public Health Director has determined there is need to create a Management/Confidential (M/C) position of Public Health Emergency Preparedness Coordinator. The Public Health Director has worked in conjunction with the Personnel Office in creating the position description and to determine the appropriate classification for said title. One (1) full-time M/C position of Public Health Emergency Preparedness Coordinator (M/C \$51,924 – \$61,924) be created effective September 23, 2024.

Authorize Appointment of Deputy Director of Emergency Services (Emergency Management): The Deputy Director of Emergency Services

position has been vacant since February 12, 2024. A qualified candidate has been interviewed and selected. William Ellis be provisionally appointed to the title of Deputy Director of Emergency Services at an annual Management/Confidential salary of \$62,700 effective September 23, 2024, pending successful completion of civil service examination requirements. in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mr. Ellis shall be eligible for any authorized 2025 Management/Confidential salary increase effective March 23, 2025, following a successful six-month evaluation.

Authorize Purchase of Specific Excess Insurance for Workers' Compensation Program: Midwest Employers Casualty Company, the company which provides the specific excess policy, is offering a two-year policy term option. This two-year policy term option will lock in the premium rate for a two-year period along with the specific retention levels. The premium would continue to be payable in annual installments. The Tioga County Legislature is authorized to accept the two-year policy option and purchase specific excess insurance through Midwest Employers Casualty Company, upon approval by the County Attorney, for the period of January 1, 2025 through December 31, 2026 to be paid for out of the 2025 and 2026 Tioga County Self-Insurance budget.

Authorize Purchase of Employers' Liability Insurance for Workers' Compensation Program: The Tioga County Self-Insurance Plan's employer's liability insurance policy expires December 31, 2024. The continuance of employer's liability insurance helps to limit exposure to the Tioga County Self-Insurance Plan. That the Tioga County Legislature authorizes the purchase of employer's liability insurance, subject to review by the County Attorney, from an A- Rated or better insurance company for the period of January 1, 2025 through December 31, 2025 to be paid for out of the 2025 Tioga County Self-Insurance budget.

PROCLAMATIONS - None

ADJOURNMENT - 10:45