

PERSONNEL COMMITTEE MINUTES

April 4, 2024

Present: Legislator Tracy Monell; Legislator Bill Standing; Legislator W. Jake Brown; 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 and County Attorney, Peter DeWind.

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 Standing, seconded by Legislator Monell to approve the March 7, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

1095-C Forms: The 1095-C forms were uploaded to the IRS on 03/26/24 successfully and were accepted.

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

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of March was reviewed. We have collected \$255.00 (6.3%) of our projected revenue and spent 22.7% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

County Administrator Interviews:

The first round of County Administrator interviews is done, and the second round will be on April 11, 2024. Legislative Chair Marte Sauerbrey thanked Kelly Quick for all her hard work with recruiting for the County Administrator position.

IV. PERSONNEL

The Head Count Report as of March 1, 2024, was reviewed. There are 40 FT and 124 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 –Caseworker, Support Investigator, PT Caseworker, PT Community Services Worker, PT Youth Bureau Director, and PT Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: PT Deputy Director of Emergency Services and Skills Instructor. IT: Office Specialist II; Legislature: County Administrator; Mental Hygiene: Clinical Social Worker, Senior Clinical Social Worker, Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1; Public Health – Office Specialist III, Public Health Educator, Supervising Public Health Nurse, Community Health Program Supervisor, Local Coordinator, PT Dentist and Speech Language Pathologist; Public Works – Deputy Commissioner of Public Works Motor Equipment Operator III and 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 (3) changes since the March meeting with a monthly impact of (\$2,703.00) and YTD of (\$23,113.00). The Change in Classification chart has no changes. The Temporary Appointments chart shows the Treasurer's Clerk (Seasonal) position per reso 11-24.

RESOLUTIONS

Create and Fill Three (3) Highway Worker (Seasonal) Positions (Public Works): There will be a need for the Highway Department to employ three (3) Highway Workers (Seasonal) for 2024. The Commissioner of Public Works has budgeted money to cover expenditure 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, 2024, through October 11, 2024, at an hourly rate of \$15.31 (equivalent to CSEA grade 9), not to exceed \$30,000.

Authorization to Create and Fill One, Full-Time HEO I Position and Abolish One Full-Time MEO II (Public Works): The Commissioner of Public Works has identified a staffing need for an additional HEO I position. The Commissioner of Public Works feels that this position would aid in the retention of a skilled employee. The Tioga County Legislature authorizes the creation and promotional filling of one, full-time HEO I position (CSEA Grade 3) effective April 22, 2024. Once the newly created HEO I position has been filled promotionally, it will create a vacant MEO II position that will also be filled promotionally. The Commissioner of Public Works will then abolish the vacant MEO II position. The HEO I position shall not represent an increase in the department's full-time headcount.

Authorize Appointment to Deputy Director of Economic Development and Planning Position: The Deputy Director of Economic Development and Planning position will become vacant on May 6, 2024. The Director of Economic Development and Planning has identified the present Economic Development Specialist (EDS) Megan Schnabl to be a qualified candidate. The salary range for the Deputy Director Economic Development and Planning is determined to be \$58,904 - \$68,904. Megan Schnabel has served as the EDS since September 3, 2019. Ms. Schnabel has proven experience specific to the operations of the Department and has the ability to train and oversee the work of her replacement as EDS. Ms. Schnabel has exhibited the ability to serve as backup to the current Deputy Director of the Economic Development and Planning Department. Ms. Schnabel's experience and expertise warrants an annual salary above the established base for the Deputy Director position. The Director of Economic Development & Planning is hereby authorized to appoint Megan Schnabel, who is eligible and willing to accept the appointment of Deputy Director of Economic Development and Planning at an annual salary of \$65,000 effective May 6, 2024. The appointment shall be provision pending the outcome of a civil service test examination.

Authorize Appointment to Director of Economic Development and Planning Position: The Director of Economic Development and Planning position will become vacant on May 4, 2024, due to the retirement of the current Director of Economic Development and Planning, LeeAnn Tinney. The Legislature has determined Brittany Woodburn to be a qualified candidate. Brittany Woodburn is hereby appointed to the position of Director of Economic Development and Planning effective May 6, 2024, at an annual salary of \$90,086. In accordance with Tioga County's Civil Service Rules, Ms. Woodburn shall serve a promotional probationary period of twelve to twenty-six weeks.

Authorize Legislative Chair Signature on Memo of Understanding with Binghamton University and Request for an Accredited Internship in the Economic Development & Planning Department: A request was made to the Economic Development & Planning Department to provide an unpaid internship to a Tioga County resident who attends Binghamton University. The intern, Alexander Umiker, is enrolled in Binghamton University's Master of Public Administration program and is required to complete 300 hours of an internship between May 2024 and July 2024. The intern will research and present findings regarding the Climate Smart Communities Program to the County and Tioga County municipalities under the supervision of Deputy Director, Brittany

Woodburn and provide administrative support for the County Planning Director under the supervision of Deputy Director, Brittany Woodburn until his obligations have been met. A Memo of Understanding with Binghamton University is required. The County's Employee Handbook, Section V. Non-Traditional Workers, Section b. Internships allows for unpaid internships if authorized by the Legislature. The Tioga County Legislature agrees to authorize the Chair of the Legislature to sign the Memo of Understanding between Binghamton University and Tioga County upon review and approval of the County Attorney. The Economic Development & Planning Department is hereby authorized to have an unpaid intern in the Economic Development & Planning Department between May 2024 and July 2024.

Create and Fill Temporary, Full-Time Clerk (Seasonal) Position (Public Health): Tioga County Public Health has the need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support. Public Health has funds available in the 2024 budget due to position vacancies to cover the expenditures of such employment. The Public Health Director is hereby authorized to create and fill one (1) temporary full-time Clerk (Seasonal) position effective May 6, 2024, through August 30, 2024, at an hourly wage of \$15.00.

Create and Fill (1) Full-Time Director of Environmental Health Services (Public Health): The Public Health Director has determined there is a need for a Management/Confidential (M/C) position of Director of Environmental Health. The Public Health Director has worked in conjunction with the Personnel Office in updating the previously used position description and to determine the appropriate classification of said title. One (1) full-time M/C position of Director of Environmental Health (M/C \$60,258 - \$70,258) be created and filled effective April 22, 2024, in accordance with payroll requirements.

Authorization to Fill Part-Time Veterans Service Officer Position Within the Veterans Service Agency: The Tioga County Veterans Service Agency (TCVSA) has a current opening for a part-time Veterans Service Officer and the Director of TCVSA has completed interviewing of applicants for the position. The Director of Veterans' Services has proffered an offer of employment to John Watson for the position, which he has accepted. That the Director of Veterans' Services shall be allowed to fill said position provisionally pending the incumbent's successful completion of civil service requirements effective May 20, 2024. The incumbent shall be paid at the rate of \$19.86 per hour, with a work week of 19.5 hours.

This resolution will be null and void if Mr. Watson fails to pass the County mandated criminal background check.

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 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. The County's Equal Employment Opportunity/Affirmative Action/ADA Policy in the Employee Handbook is incorporated in the adopted Tioga County Title VI Plan. The Equal Opportunity Commission adopted the Pregnant Workers Fairness Act requiring state and local governments with more than fifteen (15) employees to make "reasonable accommodations" to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship". The Equal Employment Opportunity/Affirmative Action/ADA Policy warrants revisions in several areas. That 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 296-23, as amended by Resolution No. 366-23 with the following revisions to the Tioga County Title VI Plan to read as follows:

- PWFA added to the title of the EQUAL EMPLOYMENT OPPORTUNITY/ AFFIRMATIVE ACTION/ADA POLICY
- Addition of Section VI. Americans with Disabilities Act, as Amended and New York State Human Rights Law
- Addition of Section VII. Pregnant Workers Fairness Act
- Addition of Section VIII. Forms

VI. Americans with Disabilities Act, as Amended and New York State Human Rights Law

The Americans with Disabilities Act, as Amended (the "ADA") and the New York State Human Rights Law (the "NYSHRL") prohibits discrimination against individuals with disabilities. Tioga County is committed to providing reasonable accommodations in accordance

with these laws. All requests for reasonable accommodations shall be made through the Personnel Officer on approved forms.

VII. Pregnant Workers Fairness Act

The Pregnant Workers Fairness Act (the "PWFA") requires employers, including state and local governments with fifteen (15) or more employees to make reasonable accommodations to a qualified employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an undue hardship. All requests for reasonable accommodations shall be made through the Personnel Officer on approved forms.

VIII. Forms

The following forms located on the County's Intranet "Employee Handbook-EH Forms" are to be used to request reasonable accommodations.

- ADA Medical Certification Form
- HIPAA Form

The remainder of the Tioga County Title VI Plan remains unchanged.

Amend Employee Handbook: Section IV, Personnel Rules, Subsection K, Entitled Equal Employment Opportunity/Affirmative Action/ADA/PWFA Policy: The Equal Opportunity Commission adopted the Pregnant Workers Fairness Act (PWFA) requiring state and local governments with more than fifteen (15) employees to make "reasonable accommodations" to an employee's known limitations related to pregnancy, childbirth, or related medical conditions, unless the accommodation will cause the employer an "undue hardship". The Personnel Officer in conjunction with the County Attorney has reviewed the Employee Handbook for compliance with the County's Title VI Plan and has identified the need to amend Section IV. Personnel Rules, Subsection k. Equal Opportunity/Affirmative Action/ADA Policy with revision of the policy title to include PWFA and addition of Sections VI., VII., and VIII. due to the newly adopted PWFA.

PROCLAMATIONS – None

ADJOURNMENT – 10:41