

PERSONNEL COMMITTEE MINUTES

June 6, 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, County Attorney, Peter DeWind and Commissioner of Public Works, Gary Hammond.

Executive Session was called to discuss Personnel Matters at 10:27 by Legislator Standing and seconded by Legislator Brown. Executive Session ended at 11:07.

The meeting of the Tioga County Personnel Committee was called to order at 11:07 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Standing, seconded by Legislator Flesher to approve the May 9, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2024 Health Insurance:

In May 2024, \$73,655.95 was paid out of the 2024 HRA with 9 employees reaching their deductible. A total of 36 employees to date with \$545,553.47 paid out of the HRA.

2023 Health Insurance:

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

2023 Payroll and Vehicle Listings: Working on collecting the 2023 payroll and vehicle listings from the municipalities. We break them down by job classification to submit to our Workers Compensation stop-loss carrier. Still have a few stragglers and Camille sent a reminder email on 06/06/24.

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 \$450.00 (11%) of our projected revenue and spent 34.7% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Submitting Rules Resolution for 38 County titles to place them in the Non-Competitive Classification under the Temporary New York HELPS Program Locals.

New York State Association of Personnel and Civil Service Officers Conference: Linda Parke, Kelly Quick and Karen Weston will be attending the New York State Association of Personnel and Civil Service Officers Conference on Monday, June 10, 2024, in Saratoga Springs, NY.

IV. PERSONNEL

The Head Count Report as of June 1, 2024, was reviewed. There are 36 FT and 75 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; Law: 2nd Assistant County Attorney; Mental Hygiene: Clinical Social Worker, Senior Clinical Social Worker, Certified Alcohol & Drug Counselor, PT Account Clerk Typist; Probation: Probation Officer 1; Public Health – 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 (3) changes since the May meeting with a monthly impact of (\$35,360) and YTD of (\$68,056.00). The Change in Classification chart has no changes. The Temporary Appointments chart shows 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 Ryan Kline, Coroner.

Authorize Wage Reallocations Within CSEA Salary Schedule (Public Works): It is very difficult to procure skilled labor in the current job market. In addition, the Tioga County Department of Public Works has lost several employees to other employers in the area. The Tioga County Department of Public Works wishes to retain the skill level of its current employees. Effective June 17, 2024, the following titles shall be reallocated as indicated below:

Title	Current Wage:	New Wage:
Heavy Mechanic Working Supervisor Highway Working Supervisor	\$27.47/hr.	\$29.00/hr.
Mechanic Working Supervisor Working Supervisor Heavy Equipment Operator Site Leader	\$25.35	\$27.50
Heavy Equipment Operator III Lead Maintenance Mechanic Technical Facility Supervisor	\$23.12	\$25.00
Automotive Stock Clerk Master Craftsman Heavy Equipment Operator II	\$22.31	\$24.00
Heavy Equipment Operator I Maintenance Mechanic III Sign Maintenance Worker Heavy Equipment Mechanic I	\$20.90	\$23.00
Motor Equipment Operator III Automotive Mechanic II Maintenance Mechanic II Cleaning Supervisor	\$20.12	\$22.00
Motor Equipment Operator II Automotive Mechanic I Maintenance Mechanic I	\$19.31	\$21.00
Motor Equipment Operator I Cleaner I	\$16.92	\$19.00

The employees holding the above listed titles shall receive corresponding increases to their 2024 wages effective June 17, 2024.

Authorization to Fill Vacant Network Administrator Position within Information Technology and Communication Services Department: The Information Technology and Communication Services Department currently has a vacant and unfunded Network Administrator position. The Chief Information Officer has identified a need to fill the vacant and unfunded Network Administrator position. The Chief Information Officer has verified with the Tioga County Budget Officer that sufficient funding to source this position through the end of FY24 is currently available in the Information Technology and Communication Services Operational Budget. The Chief Information Officer shall be allowed to recruit and fill the Network Administrator Position within the Management/Confidential annual salary range of \$57,135 - \$67,135, effective June 12, 2024, in accordance with payroll requirements.

Amend Budget and Appropriate Funds: Public Health Infrastructure Grant (Public Health): Tioga County Public Health (TCPH) received five-year funding through 2027 specifically for strengthening our Public Health Infrastructure and Workforce. The funding is intended to allow for the recruitment and retention of Public Health employees following the challenging impacts on Public Health workers during the Covid-19 pandemic. The second year of the funding has been approved by the New York State Department of Health and requires amending of budget and appropriation of funds and that funding be appropriated as follows:

From:
A4011 444010-SPHIW Public Health: State Aid \$ 105,787

To:
A4011 510050-SPHIW Public Health: All Other – SPHIW \$ 81,860
A4011 583088-SPHIW Public Health: Social Security Fringe \$ 6,262
A4011 520130-SPHIW Public Health: Equipment (Not Car) \$ 2,000

A4011 540487-SPHIW Public Health: Program Expense-SPHIW \$ 15,665

Available funds on 12/31/24 of the original \$105,787 will be carried forward into the New Year.

PROCLAMATIONS – None

ADJOURNMENT – 11:20