

PERSONNEL COMMITTEE MINUTES

June 4, 2026

Present: Legislator Raymond Bunce; Legislator Ronald Ciotoli; Legislator Keith Flesher; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Legislative Chair, S. Tracy Monell; County Administrator, Jackson Bailey
Legislative Clerk, Cathy Haskell and County Attorney Peter DeWind

Absent: Legislator Jo Ellen Rose

The meeting of the Tioga County Personnel Committee was called to order at 10:32 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Bunce to approve the May 7, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 5 new hire orientations in May.

Benefits: HRA employer funding is \$1,297,400 million, \$384,528.00 has been paid out of the HRA to date. 109 employees have met their deductible.

Linda Parke, Personnel Officer:

I. Budget Tracking Report: The budget tracking report as of the end of May was reviewed. We have collected 10.8% of our projected revenue of \$3,640.00 and spent 29.7% of our appropriations.

I. OLD BUSINESS
Deputies Negotiations

II. NEW BUSINESS
Road Patrol Contract: Road Patrol Contract has been ratified.

NYSAPCSO Conference: Linda Parke will be attending the New York State

Association of Personnel and Civil Service Officers Conference in Lake George, NY 06/14 through 06/17/26

NPELRA Conference: Linda Parke will be attending the National Public Employer Labor Relations Association Conference in Saratoga Springs, NY 06/28 through 07/01/26

III. PERSONNEL

The Head Count Report as of June 1, 2026, was reviewed. There are 39 FT and 61 PT funded vacancies. Funded vacancies with active recruitment: DSS: Accounting Associate II, Caseworker, Social Welfare Examiner; Community Services Worker/PT: Caseworker, Community Services Worker, Senior Support Investigator, Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, 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/PT: Account Clerk Typist; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Sanitarian, Office Specialist II/PT: Dentist; Public Works: Maintenance Mechanic III, Mechanical Equipment Operator II; Probation: Deputy Director of Probation, Office Specialist I, Probation Officer I; Sheriff's Office: Corrections Officer, Corrections Officer Sergeant, Investigator, Public Safety Dispatcher, Deputy Sheriffs (5)/PT: Cook; Personnel: Civil Service Assistant; County Clerk: Motor Vehicle License Clerk; Public Defender: Assistant Public Defender/PT: Assistant Public Defender.

The Vacancies Filled-Salary Difference Report shows three (3) changes since the May meeting with a monthly impact of \$1,522.00 and YTD of \$67,345.00. The Change In Classification Chart shows the Treasurer's Office has filled their Clerk (Seasonal) position per Reso 193-26. Public Health has a Clerk (Seasonal) position per Reso 240-26.

RESOLUTIONS

Amend Employee Handbook: Section IV. Personnel Rules Subsection c. Orientation/Exit Interviews/Recruitment/Retirement: Tioga County's Employee Handbook Section IV. Personnel Rules; Subsection c. Orientation/Exit Interviews/Recruitment/Retirement Section **IV Retirement** needs to be amended per Memorandum of Agreement with the Tioga County Law Enforcement Association (TCLEA). The Tioga County Handbook, Section IV. Personnel Rules; Subsection c. **IV. Retirement** be amended to include new

paragraph D:

IV Retirement

D. The parties agree that the provision of retiree health insurance to TCLEA members remain governed by County Resolution and that the Resolution be modified as reflected in the chart below through County Resolution. The County also agrees that the amendment shall not be diminished by future legislative action. It is agreed by the parties that this language regarding retiree health insurance will be included in the Memorandum of Agreement but not be included in the Collective Bargaining Agreement.

Years of Service	% Paid by Employer		% Paid by Retiree	
	Ind	Fam	Ind	Fam
15	53.3%	43.3%	46.7%	56.7%
16	56.0%	46.0%	44.0%	54.0%
17	58.7%	48.7%	41.3%	51.3%
18	61.3%	51.3%	38.7%	48.7%
19	64.0%	54.0%	36.0%	46.0%
20	66.7%	56.7%	33.3%	43.3%
21	69.3%	59.3%	30.7%	40.7%
22	72.0%	62.0%	28.0%	38.0%
23	74.7%	64.7%	25.3%	35.3%
24	77.3%	67.3%	22.7%	32.7%
25	80.0%	70.0%	20.0%	30.0%

The above amended formula shall not affect those TCLEA members hired before January 1, 2005.

The Tioga County Handbook, Section IV Personnel Rules current Subsection D. will now be E.

The remainder of this policy remains unchanged.

Ratify Collective Bargaining Agreement for TCLEA: Tioga County and the Tioga County Law Enforcement Association (TCLEA) have been negotiating an agreement. The parties have reached agreement on a contract for the period of 2026-2029. The TCLEA members ratified the agreement at a vote on May 6, 2026. The Tioga County Legislature hereby ratifies the 2026-2029 collective bargaining agreement. The Chair of the Legislature, along with the Sheriff, is hereby authorized to sign the Agreement as a joint employer. The Tioga County Legislature does hereby agree to implement the funds necessary to carry out the terms and provisions of said contract.

Reclassify Position (Mental Hygiene): After discussing with the Personnel Officer, the Director of Community Services has determined she can better address staffing needs and workload by reclassifying a recently vacated Clinical Social Worker position in order to create a full-time Supervising Clinical Social Worker position. Mental Hygiene has determined that funding for this reclassification is already within its budget. Effective June 13, 2026, one (1) vacant, full-time Clinical Social Worker position (\$69,259 CSEA SG XVI) shall be reclassified to one (1) full-time Supervising Clinical Social Worker position (\$75,287 CSEA SG XVIII).

Authorize Funding an Unfunded Position and Unfund an Existing Position (Mental Hygiene): Mental Hygiene currently has an unfunded Billing Specialist 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 Billing Specialist position is already within its budget. The currently unfunded Billing Specialist position (CSEA SG VIII) within Mental Hygiene be funded effective June 13, 2026, payroll #13. The Accounting Associate III (CSEA SG VII) position being vacated be unfunded effective June 13, 2026, payroll #13.

Amend Employee Handbook Section IV Personnel Rules: Add Subsection U. Gender-Based Violence and the Workplace Policy: Tioga County is committed to providing a safe, healthy, and respectful work environment for all employees, free from discrimination, harassment and violence. Gender-based violence, including domestic violence, sexual assault, stalking and workplace harassment, significantly impacts the safety, well-being, and productivity of employees. The County Attorney and Personnel Officer have reviewed this policy for compliance with State and Federal Law and has identified the need to amend the Employee Handbook to include this policy. The Employee Handbook is hereby amended to add the Gender-Based Violence and the Workplace Policy to Section IV Personnel Rules, Subsection U.

Authorize Appointment of Deputy Director of Information Technology & Communication Services: The Chief Information Officer has identified a qualified candidate to fill said position. The Chief Information Officer is authorized to appoint Ryan Ceruti as Deputy Director of ITCS at an annual salary of \$90,590 effective June 15, 2026. In accordance with Tioga County's Civil Service Rules, Mr. Ceruti shall serve a probationary period of eight to fifty-two weeks.

Authorize One (1) Position Reclassification (Social Services): The Commissioner of Social Services has reviewed the staffing needs within the Department and has determined that a Senior Social Welfare Examiner position (CSEA Grade IX) will better meet the operational needs of the agency following the retirement of the Disability Case Manager, a contracted position with Tioga Opportunities Inc. and their inability to fill the position. There is currently a vacant Social Welfare Examiner position (CSEA Grade V \$38,859 - \$39,859) within the Department of Social Services which the Commissioner recommends reclassifying to Senior Social Welfare Examiner (CSEA Grade IX \$48,939 - \$49,939) in order to more effectively address workload demands. The vacant position of Social Welfare Examiner be reclassified to Senior Social Welfare Examiner with authorization to fill said position effective June 13, 2026. This reclassification shall not result in any change to the overall headcount of the Department of Social Services.

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. The County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body.

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Appointed Officials					
Assistant EMS Coordinator (PT)	Scott Gurney	6	1/26/2026-12/31/2028	N	8.96

Authorizing a (6) Six-Month Extension of the Tioga County Remote Work Policy Pilot Program: The Tioga County Legislature adopted Resolution No. 265-21 on November 9, 2021, establishing a new policy entitled Tioga County Remote Work supporting the use of remote worksites for a portion of the standard workweek and allowing Department Heads to implement Remote Work Arrangements for eligible Management/Confidential employees, where

appropriate. The Tioga County Legislature adopted Resolution No. 47-23 on January 10, 2023, revising the Tioga County Remote Work Policy-Pilot Program in its entirety to include eligible CSEA staff as deemed appropriate by their Department Head. The Tioga County Legislature adopted Resolution No. 94-23 on February 14, 2023, revising the Employee Handbook: Section IV. Personnel Rules; Subsection T. entitled Tioga County Remote Work Policy-Pilot Program, Subsection IV. Policy C. Hardware, Software, and Supplies. The Tioga County Legislature adopted Resolution No. 534-23 on December 12, 2023, authorizing a (1) one-year extension of the Tioga County Remote Work Policy-Pilot Program, making the policy effective January 1, 2023 – December 31, 2024. The Tioga County Legislature adopted Resolution No. 466-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2025 – June 30, 2025. The Tioga County Legislature adopted Resolution No. 231-25 on June 10, 2025, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective July 1, 2025 – December 31, 2025. The Tioga County Legislature adopted Resolution No. 497-25 on December 9, 2025, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the current policy effective January 1, 2026 – June 30, 2026. Tioga County Department Heads have expressed an interest in the Legislature considering continuation of this program based on successful results and aiding in recruitment and retention efforts. The Legislature is authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program with a new expiration date of December 31, 2026. The Remote Work Policy-Pilot Program remains unchanged.

ADJOURNMENT – 10:46