

PERSONNEL COMMITTEE MINUTES

July 3, 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.

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

Absent: Legislator Keith Flesher and Secretary to Personnel Officer, Christie Farnham.

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 Brown to approve the June 6, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

2024 Health Insurance:

In June 2024, \$49,774.49 was paid out of the 2024 HRA with 11 employees reaching their deductible. A total of 47 employees to date with \$595,327.96 paid out of the HRA.

2023 Health Insurance:

In June 2024, there were no additional payouts for 2023. Total run-out for 2023 is \$881,728.53.

New Hires: In June Camille and Christie had two orientations with a total of 9 new hires.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of June was reviewed. We have collected \$450.00 (11%) of our projected revenue and spent 38.8% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

New York State Association of Personnel and Civil Service Officers Conference: Linda Parke, Kelly Quick and Karen Weston attended the New York State Association of Personnel and Civil Service Officers

Conference on Monday, June 10, 2024, in Saratoga Springs, NY.

New York State Public Employer Relations Association Annual Conference: Linda Parke will be attending the New York State Public Employer Relations Association Annual Conference from July 8th through July 10th in Saratoga Springs, NY.

2025 Personnel Department Budget: There was discussion regarding Personnel's budget and the increasing costs of everything from stamps to contract renewals.

Probation Salary Grade Changes: There was discussion regarding salary grade changes and the processes and Civil Service rules for making changes.

2nd Quarter Exit Interview Report:

The 2nd quarter exit interview report was distributed and reviewed. The questionnaires were sent to the Department Heads and Chairs of the appropriate committees.

IV. PERSONNEL

The Head Count Report as of July 1, 2024, was reviewed. There are 36 FT and 66 PT funded vacancies. Funded vacancies with active recruitment: DSS - 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 II; Sheriff's Office - Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook.

The Vacancies Filled-Salary Difference Report shows one change since June's meeting with a monthly impact of \$728.00 and YTD of (\$67,328.00). The Change in Classification chart has no changes. The Temporary Appointments chart shows one change, Public Health filled the Clerk (Seasonal) position per Reso 141-24 effective 7/1/24.

RESOLUTIONS

Authorize Salary Above CSEA Base for Probation Officer:

The Probation Director has identified a candidate to fill the Probation Officer 1 (CSEA SG XI, \$48,941 - \$49,941) with over four years of prior

relevant work experience including current employment with the New York State Office of Children and Family Services as a Youth Support Specialist at the Finger Lake Residential Center. Certification in Crisis Prevention and Management including Dialectical Behavioral Therapy skills and more than three years of experience as a Correction Officer. Jeremiah Warnimont is hereby appointed to the title of Probation Officer 1 at \$49,941/year (increment stage 2 of CSEA SG XI) effective July 15, 2024.

Authorize Creation of a Full-Time Certified Peer Specialist Position

(Mental Hygiene): The Director of Community Services has a demonstrated need of creating a full-time Certified Peer Specialist position due to the state request to have a mobile crisis service. This resolution creates one Full-Time Certified Peer Specialist (CSEA SG VI \$35,451) position effective August 1, 2024, and may be filled effective August 12, 2024. The Mental Hygiene Department's headcount shall increase from 42 to 43.

Authorize Creation of a Full-Time Senior Clinical Social Worker Position

(Mental Hygiene): Due to OMH (Office of Mental Health) request to create a Mobile Crisis Program, the Director of Community Services has a demonstrated need of creating an additional full-time Senior Clinical Social Worker position. This resolution creates one full-time Senior Clinical Social Worker (CSEA SG XVII \$66,879) position effective August 1, 2024, and may be filled effective August 12, 2024.

Staff Change 2024 Budget (Public Health): Tioga County Public Health (TCPH) requested staffing changes as part of the 2024 Budget Process. Those changes were approved by the County Legislature and included in the Approved Budget. The required resolution to capture the approved changes for Personnel Office records was not previously done. That the following staffing change is effective retroactively to January 1, 2024: Fund the Vacant Public Health Technician with a budget impact of \$40,212.

Appoint Secretary to the 1st Assistant County Attorney (Law Department)

(Law Department): Since May 16, 2024, the position of Secretary to the 1st Assistant County Attorney has been vacant. The 1st Assistant County Attorney has recruited for a replacement and after interviewing a satisfactory candidate has been identified. The County Attorney is hereby authorized to provisionally appoint Sandra Short to the title of Secretary to the 1st Assistant County Attorney, with a start date of July

15, 2024, pending successful completion of the of civil service requirements at an annual Management/Confidential salary of \$41,528.

Create (1) Full-time Benefit Assistant Position (Personnel Department): Due to numerous changes within the department the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within the department for the administration of Benefits. In order to address said issues, the Personnel Officer has determined that creating a Benefit Assistant, will help in those efforts. Funding for the position is available in our current budget, therefore, no increase to the budget. That one (1) full-time Benefits Assistant position is created within the Management/Confidential annual salary range of \$44,000-\$54,000, effective July 15, 2024. The Personnel Department's full-time headcount shall increase from 7 to 8.

Authorize Three (3) Position Reclassification (Social Services): On April 8, 2024, the Personnel Department received position description questionnaire for three Office Specialist I positions in the Department of Social Services (CSEA grade III). This resulted in the review of work tasks performed by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre in comparison to the Office Specialist classification levels. Due to the type of work assigned to and performed by Ms. Wage, Ms. Wagstaff and Ms. Dusinberre, the Personnel Officer has determined justification exists to reclassify them to Office Specialist II (CSEA grade IV). That the Tioga County Legislature authorizes the reclassification of three Office Specialist I positions currently filled by Kathleen Wage, Crystal Wagstaff and Sarah Dusinberre to Office Specialist II, and they each shall receive an increase of \$1,728 to their current annual salary. The new rate will be \$31,131 retroactive to April 8, 2024.

Authorization to Fund and Fill Economic Development Specialist Position: The Economic Development and Planning 2024 authorized full-time head count is nine (9), of which there is an unfunded full-time Economic Development Specialist position. Due to a recent retirement and part-time vacancy, there is no need for an increase to the 2024 Economic Development budget salary appropriation. This resolution funds one full-time Economic Development Specialist position within the Management/Confidential salary range of \$54,725.00 - \$64,725.00 effective July 9, 2024.

Approve Salary Above Hiring Base Deputy Sheriff Position: The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has over four years of police experience, at an annual salary rate reflecting four years of

experience per the current union contract, or \$74,501. This resolution authorizes the Sheriff to backfill the vacant, full-time Deputy Sheriff position with Morgan Smith at an annual salary of \$74,501 effective July 13, 2024.

Appointment of Election Clerk (PT): The position of the Democratic Election Clerk (PT) has been vacant since June 14, 2024. Authorization to backfill the vacancy was approved on June 11, 2024. The Democratic Election Commissioner has selected a candidate to fill said vacancy. This resolution appoints Julia Ferencik as Democratic Election Clerk (PT) effective July 17, 2024 at the 2024 rate of \$18.57/hr.

Adjust Salary Range for 2nd Assistant County Attorney: Due to a retirement and promotion the position of the 2nd Assistant County Attorney has remained vacant since May 20, 2024. The County Attorney has been unable to complete a successful search for a qualified candidate to fill the position. The County Attorney, in consultation with the Personnel Officer, has identified a need to increase the salary range of this position. This resolution increases the salary range for the 2nd Assistant County Attorney position from \$67,407-\$77,407 (2024 M/C) to \$77,518-\$87,518 (2024 M/C) effective July 9, 2024.

PROCLAMATIONS - None

ADJOURNMENT - 11:15

