

PERSONNEL COMMITTEE MINUTES

December 4, 2025

Present: Legislator Andrew Aronstam; Legislator Raymond Bunce; Legislator Barbara Roberts; 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): Marte Sauerbrey, Legislative Chair; County Administrator, Jackson Bailey; Legislative Clerk, Cathy Haskell, and Jo Ellen Rose

Absent: Legislator Keith Flesher

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Bunce, seconded by Legislator Roberts to approve the November 6, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

Camille Corneby, Benefits Manager:

Soil & Water requested adding two (2) additional family plans under the County health insurance. After some discussion with the Committee, it was decided not to allow them to be added.

Orientation: We had 5 new hires in November.

Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of November was reviewed. We have collected \$2,182.25 (46.5%) of our projected revenue and spent 67.8% of our appropriations.

II. OLD BUSINESS

Ongoing Negotiations with Corrections Officers and Deputy Sheriffs

III. NEW BUSINESS

Soil & Water Health Insurance Benefits

4th Quarter Exit Interviews

2026 Strategic Plan

IV. PERSONNEL

The Head Count Report as of December 1, 2025, was reviewed. There are 35

FT and 42 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; HEAP (Seasonal), PT: Caseworker, Community Services Worker, Youth Bureau Director, Mail Clerk, Social Services Investigator; Emergency Services: PT: Assistant EMS Coordinator, Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, Office Specialist II, Network Administrator; Law: 3rd Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Senior Clinical Social Worker, PT: Account Clerk Typist; Probation: Office Specialist III; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Mechanical Equipment Operator II; Sheriff's Office: Public Safety Dispatcher, Deputy Sheriffs, PT Cook; Personnel: Civil Service Assistant; Clerk: Motor Vehicle License Clerk; Veterans': PT: Veterans' Service Officer; Economic Development & Planning: Administrative Coordinator for Tioga County IDA & Property Development Corporation; Legislature: Deputy Clerk to the Tioga County Legislature; Treasurer: PT: Case Manager (ACO); Public Defender: Assistant Public Defender

The Vacancies Filled-Salary Difference Report shows four (4) changes since the November meeting with a monthly impact of (\$1,620.00) and YTD of (\$87,362.00). The Change In Classification Chart shows one (1) change since the November meeting; per Reso 419-25 Amy Eiklor is now an Office Specialist III. The Temporary Appointments chart shows no changes since the November meeting.

RESOLUTIONS

2026 Staff Changes Board of Elections: The Board of Elections Commissioners have requested a staffing change as part of the 2026 Budget process. This request was approved by the County Legislature.

The following staffing changes will be effective January 1, 2026:

<u>Name</u>	<u>Current Title</u> <u>/Salary</u>	<u>New Title</u> <u>/Salary</u>	<u>Budget Impact</u>
NEW		(2) Election Clerk PT (Seasonal)	19.89/hr.

The Board of Election's authorized 2026 part-time headcount shall increase from 238 to 240.

2026 Staff Changes County Clerk: The County Clerk requested staffing changes as part of the 2026 Budget process. This request was approved by the County Legislature.

the following staffing changes be effective January 1, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
VACANT	Recording Clerk PT (\$17.03/hr.; 17.5 hrs./wk.)	UNFUND	-\$15,497
NEW		Sr. Recording Clerk (CSEA SG VI)	+\$38,859
UNFUNDED	Sr. Motor Vehicle License Clerk (CSEA SG VI)	FUND	+\$38,859

The 2026 County Clerk full-time headcount is increased from 15 to 16. Part-time headcount remains unchanged.

2026 Staff Changes Social Services: The Department of Social Services requested staffing changes as part of the 2026 Budget process. This request was approved by the County Legislature.

The following staffing changes be effective January 1, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
NEW		Sr. Social Welfare Examiner (CSEA SG IX)	+\$48,939
NEW		Office Specialist II (CSEA SG IV)	+\$34,253
NEW		Community Services Worker (CSEA SG IV)	+\$34,253
ABOLISH	Community Services Worker (Part-time) (\$16.07/hour; 17.5 hrs./wk.)		-\$14,624
ABOLISH	Youth Bureau Director (Part-time) (Management/Confidential)		-\$11,947

The Department of Social Services authorized 2026 full-time headcount is increased from 91 to 94 and the 2026 part-time headcount is decreased from 10 to 8.

2026 Staff Changes Economic Development & Planning: The Economic Development & Planning Department requested a staffing change as part of the 2026 Budget process. This request was approved by the County Legislature. The following staffing change be effective January 1, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Unfunded	Office Specialist II PT (\$0.00/hr.; 17.5 hrs./wk.)	Abolish	-\$00,000.00

The Economic Development & Planning Department's authorized 2026 part-time headcount shall decrease from 1 to 0.

2026 Staff Changes Veterans' Service Agency: The Veterans' Service Agency requested a staffing change as part of the 2026 Budget process. This request was approved by the County Legislature. the following staffing changes be effective January 1, 2026:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title</u>	<u>Budget Impact</u>
Vacant	Veterans' Services Officer PT (\$21.28/hr.; 19.5 hrs./wk.)	Unfund	\$21,578

The Veterans' Service Agency's authorized headcount is unchanged at 3 FT and 1 PT positions.

Authorize 2026 Salaries/Wages (Board of Elections): The salaries for employees of the Board of Elections are set by resolution. Management/Confidential staff and hourly employees have been authorized a 3.5% salary increase for 2026. The 2026 rates for the Board of Elections staff shall be as follows:

2026 pay:

Commissioners	\$ 63,552.00/yr.
Deputy Commissioners	\$ 48,237.00/yr.
Voting Machine Technicians	\$ 24.45/hr.
Election Clerk (Seasonal)	\$ 19.89/hr.

Election Workers	\$	16.07/hr.
Election Inspectors (Seasonal)	\$	16.04/hr.

Authorize Appointment of Commissioner of Social Services: Legislative approval is required for any appointments made to a Management/Confidential position. The current Commissioner of Social Services is retiring effective December 13, 2025. A committee was formed to recruit for a replacement and after interviewing a number of candidates, the committee has identified a qualified candidate. The Tioga County Legislature appoints Elizabeth Myers to the position of Commissioner of Social Services at an annual salary of \$110,292, effective December 13, 2025, for a five-year term, which will run through December 13, 2030. In accordance with the Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Myers shall be eligible for any authorized 2026 Management/Confidential salary increase effective June 13, 2026, following a successful six-month evaluation. In accordance with Tioga County's Civil Service Rules, Ms. Myers shall serve a probationary period of eight to fifty-two weeks.

Authorize Contract with Bree Health Insurance for Employee Assistance Program: Tioga County employees are covered under an Employee Assistance Program (EAP) and the current vendor contract expires December 31, 2025. In accordance with the Tioga County Purchasing and Payment Policy quotes were obtained from three (3) EAP providers. The Personnel Department reviewed and compared the pricing and services offered by each vendor. Bree Health (eni), a company that has been providing EAP services for over 30 years and who has other NYS public sector clients, has submitted a proposal to provide Tioga County's EAP for a one (1) year term at a rate of \$1.32/per covered employee per month with two (2) 1-year options to renew. eni can provide up to 8 in-person counseling sessions for eligible employees and members of their household, along with two hours of training per year, and two hours of critical incident stress debriefing. The EAP is a negotiated benefit for CSEA union employees. The Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with eni, subject to review by the County Attorney, to administer our Employee Assistance Program for full-time and part-time employees at a cost of \$1.32/per covered employee per month effective January 1, 2026, through December 31, 2027.

Authorize Appointment of Public Defender: Legislative approval is required for any appointments made to a Management/Confidential position. The current Public Defender is retiring effective December 31, 2025. A committee was formed to recruit for a replacement and the committee has identified a qualified candidate. The Tioga County Legislature appoints Michael Arcesi to

the title of Public Defender at an annual Management/Confidential salary of \$127,561, effective January 1, 2026, for a three-year term, which will continue through December 31, 2028. In accordance with Tioga County's Civil Service Rules, Mr. Arcesi shall serve a probationary period of eight to fifty-two weeks.

Authorize Renewal with Delta Dental to Administer Dental Benefits: Tioga County uses the service of the CSEA Employee Benefit Fund to administer dental insurance benefits for Management/Confidential employees of Tioga County. Employees have expressed a desire for more competitively priced dental benefits. Delta Dental has offered a plan with similar coverage at a lower rate than the CSEA Employee Benefit Fund. Delta Dental has offered a two-year rate guarantee. the Tioga County Legislature authorizes the Chair of the Legislature to enter into a renewal with Delta Dental, subject to review by the County Attorney, to administer dental insurance benefits for Tioga County for the period January 1, 2026, through December 31, 2027. The Delta Dental insurance plan will be the only dental insurance plan made available to Management/Confidential employees during the contract period.

Authorize Purchase of Employer's Liability Insurance for Workers' Compensation Program: The Tioga County Self-Insurance Plan's employer's liability insurance policy expires December 31, 2025. The continuance of employer's liability insurance helps to limit exposure to the Tioga County Self-Insurance Plan. 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, 2026, through December 31, 2026, to be paid for out of the 2026 Tioga County Self-Insurance budget.

Authorize Appointment of Case Manager (Part-Time) (Assigned Counsel Office): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The Legislature has previously approved the creation of this new position to assist the Assigned Counsel Office in providing services in FCA Article 10 cases. The County has been awarded a grant from NYS Office of Indigent Legal Services to fund the position for a three-year period. The Assigned Counsel Office has conducted a recruitment search and has identified a suitable desirable candidate for the position. Jo Ellen Yoest has ample training and over eleven years of directly relevant experience to be successful in the position and can provide benefits to the clients of the office. The Assigned Counsel Office is hereby authorized to provisionally appoint Jo Ellen Yoest to the title of Case Manager (Part Time), pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$29,500, effective December 15, 2025. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Jo Ellen Yoest shall be

eligible for any authorized 2026 Management/Confidential salary increase effective June 15, 2026, following a successful six-month evaluation. This resolution will be null and void if the Grant is withdrawn or is not renewed after the three-year period.

Authorize Funding of Vacant Director of Social Services Position: Legislative approval is required to fund any unfunded vacancy and to authorize any appointment to a Management/Confidential position within Tioga County. Since 2023, the Director of Social Services position has been left vacant and unfunded; however, due to staffing needs, the Commissioner of Social Services wishes to now fund said vacancy. The Tioga County Legislature authorizes the funding of the vacant Director of Social Services position at an annual 2025 Management/Confidential salary range of \$73,748 - \$83,748 effective December 9, 2025.

Amend Employee Handbook: Section II Ethics Rules: Add Subsection A. Nepotism Policy: By Local Law No. 5 of the Year 1990 Tioga County adopted the Tioga County Ethics Law to provide guidance to county officers, employees, and appointed officials regarding Tioga County's expectations for standards of ethics and conduct. The County Attorney, in conjunction with the Personnel Officer, have determined Tioga County would benefit from a comprehensive nepotism policy codified in a single location and that provides greater clarity and guidance to county officers, employees, and appointed officials to ensure employment decisions in Tioga County are based on qualifications, merit, and business necessity, and to avoid conflicts of interest or the appearance of favoritism. The County Attorney has written and proposed a new program entitled Nepotism Policy. The Employee Handbook is hereby amended to add a new policy to Section II-Ethic Rules, Subsection a. entitled Nepotism Policy.

Amend Employee Handbook: Revise Section IV. Personnel Rules; Subsection S. Entitled Remote Work Policy – Pilot Program with a Six (6) Month Implementation Period: 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. 467-24 on December 10, 2024, authorizing a (6) six-month extension of the Tioga County Remote Work Policy-Pilot Program, making the policy effective January 1, 2025 – June 30, 2025. The Tioga County Legislature adopted Resolution No. 231-24 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 Policy Review Committee has completed a comprehensive review and update of the County's Remote Work Policy - Pilot Program to ensure alignment with operational needs, service delivery expectations, technological capacity, and best practices in public sector workforce management. 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 Tioga County Legislature finds it prudent to implement the revised Remote Work Policy – Pilot Program on a limited basis in order to evaluate its effectiveness, operational impact, and suitability for future adoption. The Tioga County Legislature hereby adopts the revised Tioga County Remote Work Policy – Pilot Program, as submitted by the Policy Review Committee, for a (6) six-month period of January 1, 2026 – June 30, 2026. The County Administrator, in coordination with the Policy Review Committee and Personnel Department, shall issue guidance as needed to support implementation and shall report back to the Legislature through the Legislative Clerk no later than thirty (30) days prior to the conclusion of the (6) six-month period with recommendations for continuation and/or further amendments to the policy. The Employee Handbook is hereby amended to revise in its entirety Section IV. Personnel Rules, Subsection s. entitled Remote Work Policy – Pilot Program.

PROCLAMATIONS – None

ADJOURNMENT – 11:12