

PERSONNEL COMMITTEE MINUTES

October 10, 2024

Present: Legislator Tracy Monell; Legislator Bill Standinger; Legislator W. Jake Brown, Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; and Christie Farnham, Secretary to Personnel Officer.

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

Absent: Legislator Keith Flesher

The meeting of the Tioga County Personnel Committee was called to order at 10:34 a.m.

APPROVAL OF MINUTES: In today's Worksession, motion was made by Legislator Standinger, seconded by Legislator Monell to approve the September 5, 2024, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In September Camille and Christie had two orientations with a total of 12 new hires.

United Health Care moving to Excellus Blue Cross Blue Shield Health Insurance: Linda and Camille met with Kiehl Hutchings from Anchor Group about UHC moving to Excellus. Camille is working on notifying the retirees of this change.

Towns and Villages Payroll: Camille is working on the 3<sup>rd</sup> Quarter payroll for the Towns and Villages which is due by the end of October.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of August was reviewed. We have collected \$1,453.70 (35.6%) of our projected revenue and spent 62.8% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

Strategic Goal of Reducing Length of Time Vacancies Remain Open Update: HELP Program. Kelly Quick and Karen Weston researched and identified Titles to be added to the HELP Program and submitted them

for approval to the State Civil Service Commission. Personnel has obtained the following approved Titles under the HELP Program in the Non-Competitive jurisdiction effective September 24, 2024. Personnel is currently waiting for 35 titles to be approved by New York State.

Approved Titles:

1. School District: Student Assistant Advisors
2. Town of Owego: Code Enforcement Officer Trainee, Town Planning & Zoning Administrator, Water & Wastewater Maintenance Supervisor
3. Village of Owego: Director of Utilities, Superintendent of Public Works
4. Tioga County Soil & Water Conservation District: Agricultural Environmental Management Specialists, Buffer Steward Coordinator, Office Specialists III (PT)
5. In all Departments and Jurisdictions where they exist Accounting Associate I, Office Specialist I, and Office Specialist II,
6. County Service: Economic Development Specialists, and Safety Officer

Linda Parke and Camille Mattison-Corneby attended the New York State Association of Self Insured Counties Fall 2024 Conference October 2nd through October 4th.

Benefits Assistant: Personnel has hired a new Benefits Assistant, Christa Anderson. Christa will be starting on Monday, 10/21/24.

3<sup>rd</sup> Quarter Exit Interviews: There were four Exit Interviews returned this quarter; one from Social Services, One from the County Clerk and two from Public Works.

#### IV. PERSONNEL

The Head Count Report as of October 1, 2024, was reviewed. There are 35 FT and 21 PT funded vacancies. Funded vacancies with active recruitment: DSS - Caseworker, Case Supervisor B, OSII, Social Services Investigator, Social Welfare Examiner; PT: Community Services Worker, Youth Bureau Director and Mail Clerk; District Attorney: PT Confidential Assistant; Emergency Services: Deputy Director of Emergency Services and PT Skills Instructor; IT: Office Specialist II; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker; PT Account Clerk Typist; Probation: Probation Officer 1; Public Health - Early Intervention Service Coordinator, Public Health Sanitarian, Community Program Health Supervisor, Supervising Public Health Nurse, Public Health Technician; Local Coordinator; PT Dentist and Speech Language Pathologist; Public Works - Heavy Equipment Mechanic I; Sheriff's Office - Correction Officer's, Public Safety Dispatcher Trainee, Deputy Sheriff and PT Cook;

Legislature - Deputy Clerk to Tioga County Legislature; Treasurer - Accountant

The Vacancies Filled-Salary Difference Report shows no change. The Temporary Appointments chart shows one of three Office Specialist I positions for Social Services per Reso. 278-24 have been filled. Social Services has two Social Welfare Examiner positions per Reso.278-24.

## RESOLUTIONS

Appointment of Democratic Election Commissioner: The Chairman of the Democratic Party has submitted their recommendation to the Clerk of the Legislature. James Wahls be and hereby is appointed Election Commissioner for the Democratic Party from January 1, 2025 through December 31, 2026.

Authorize Contract with Excellus Health Plan (EHP) for Retiree Medicare Advantage Plan/Medicare Part D Prescription Drug Coverage Through Broome County Purchasing Alliance (BCPA); Resolution No. 119-21 authorized Tioga County to participate in the Broome County Purchasing Alliance (BCPA). Request for Proposals seeking a contract for Medicare Advantage and Prescription Drug Benefit Services for Medicare-eligible retirees and their eligible spouses was conducted. Broome County has reviewed and evaluated all of the proposals and selected Excellus Health Plan (EHP) as the carrier to provide the retiree Medicare coverage. The EHP prescription co-pays in Plan 1 are \$0 for generic, \$5 for preferred brand, \$20 for non-preferred brand, and \$20 for specialty tier for 30-day supply. The EHP Plan 1 does allow for 90-day prescriptions for one co-pay through mail order. The EHP pharmacy network is all major pharmacy chains similar to our current plan's pharmacy network. EHP is able to offer a three-year rate guarantee, with a rate cap in years 2 and 3 not to exceed 3-7.5% through the BCPA. The Tioga County Legislature wishes to change Tioga County Medicare eligible retirees' and eligible spouses' coverage to EHP Plan 1 effective January 1, 2025. Tioga County is authorized to execute the necessary steps to change retirees' coverage to EHP Plan 1 as of January 1, 2025. The Tioga County Legislature authorizes the Chair of the Legislature to enter into a contract with Excellus Health Plan, subject to review by the County Attorney, electing Plan 1 Medicare Advantage and Medicare Part D Prescription Drug Benefits for Tioga County Medicare eligible retirees and their eligible spouses for the period of January 1, 2025 through December 31, 2027.

Amend Resolution 142-24; Create and Fill Three (3) Highway Worker (Seasonal) Positions (Public Works): Resolution No. 142-24 authorized the creation and filling of three (3) full-time, Highway Worker (Seasonal) positions (\$15.31/HR) in the Tioga County Department of Public Works for a temporary duration from April 15, 2024 - October 11, 2024. One of these positions remained vacant after June. The Commissioner of Public Works would like to extend the date of the temporary position to adequately staff his department. Due to said vacancy of this position, there are sufficient funds within the department's Part Time/Temporary budget line D5110.510020 to cover an extension. The Tioga County Legislature authorizes the continuance of one full-time, Highway Worker (Seasonal) position in Public Works through December 20, 2024.

Authorize Appointment of Economic Development Specialist (Economic Development & Planning): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The Director of Economic Development and Planning received authorization to fill said vacancy per Resolution No. 256-24. The Director of Economic Development and Planning conducted interviews and identified a qualified candidate with prior relevant work experience. That the Director of Economic Development and Planning is hereby authorized to appoint Sara Zubalsky-Peer to the position of full-time Economic Development Specialist at an annual Management/Confidential salary of \$60,000.00 effective November 4, 2024. That in accordance with Tioga County's Civil Service Rules, Ms. Zubalsky-Peer shall serve a probationary period of eight to fifty-two weeks. That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Zubalsky-Peer shall be eligible for any authorized 2025 Management/Confidential salary increase effective May 4, 2025, following a successful six-month evaluation. That this resolution will be null and void if Ms. Zubalsky-Peer fails to pass the County mandated criminal background check.

Create and Fill Two Full-Time Social Services Employment Specialists Positions; Amend Budget and Appropriate Funds: Legislative approval is required for the creation of any new positions within Tioga County. The Social Services Department has an approved allocation of \$165,385 for SFY 2024-2025 for Family-Centered Case Management Services. The Family-Centered Case Management Services provides funding intended to support hiring staff and other costs related to the program. The Family-Centered Case Management Services Initiative is to provide a range of case management services for TANF eligible families who are having difficulty stabilizing their households and transitioning toward

greater financial security. The Social Services Employment and Transitional Supports Director determined having two (2) additional Social Services Employment Specialists tied to the Family-Centered Case Management Services allocation would be required for said duties. That the Commissioner of Social Services be authorized to create and fill two (2) full-time Social Services Employment Specialists positions (CSEA grade VII) effective October 21, 2024.

That upon approval the funding be appropriated as follows:

From:	A6010.446100	Federal Aid: Administration	\$ 165,385
To:	A6010.510010	Full Time Expenses	\$ 83,240
To:	A6010.581088-588988	Fringe Benefits	\$ 54,106
To:	A6010.520090	Computer	\$ 8,500
To:	A6010.520200	Office Equipment	\$ 4,539
To:	A6010.520210	Other Furniture	\$ 4,000
To:	A6010.540733	Training/All Other	\$ 3,000
To:	A6010.540420	Office Supplies	\$ 3,000
To:	A6010.540640	Supplies (Not Office)	\$ 5,000

Available funds on 12/31/24 of the original \$165,385 will be carried forward into the New Year.

Authorize Appointment of Benefits Assistant (Personnel Department): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The Personnel Officer and the Benefits Manager have conducted a recruitment search and have identified a desirable candidate. That the Personnel Officer is authorized to provisionally appoint Christa Anderson to the title of Benefits Assistant, pending successful completion of civil service examination requirements at an annual, Management/Confidential salary of \$44,000 effective October 21, 2024. That in accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Anderson shall be eligible for any authorized 2025 Management/Confidential salary increase effective April 21, 2025, following a successful six-month evaluation.

PROCLAMATIONS - None

EXECUTIVE SESSION - Personnel Officer, Linda Park called for an Executive Session. Motion by Legislator Monell, seconded by Legislator Standinger to move into Executive Session to discuss a personnel matter at 10:47.

EXECUTIVE SESSION ADJOURNMENT - Motion by Legislator Monell,  
seconded by Legislator brown to end Executive Session at 10:58

### Taxpayer Value Objectives

No Taxpayer Value Objectives

### Accessibility to Services Objectives

No Accessibility to Services Objectives

### Workforce Objectives

#### Reduce the Length of Time Vacancies Remain Open

Project Owner: Personnel

##### Quarter 1 Milestones

§ Research 2021 to date exam results.

STATUS: Completed

##### Quarter 2 Milestones

§ Process data.

STATUS: Completed

##### Quarter 3 Milestones

§ Review and strategize.

STATUS: Completed

##### Quarter 4 Milestones

§ Implement strategies.

STATUS: In Progress

NOTES: REQUESTS FOR ADDITIONAL RESOURCES/CHANGES/ADDITIONS:

### Community Partnership Objectives

No Community Partnership Objectives