

Personnel Committee Agenda
January 9, 2025
10:30 A.M.

- APPROVAL OF MINUTES FOR December 5, 2024, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation – Camille Corneby
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - None

- NEW BUSINESS
 - 4th Quarter Exit Interview Report 2024

- PERSONNEL
 - Head Count & Monthly Exam Reports – Kelly Quick

- RESOLUTIONS
 - Authorize Salary Reallocation Within CSEA Salary Schedule for Public Health Technician (Public Health)
 - Unfund Secretary to County Attorney and Create and Fill (1) Full-time Paralegal (County Attorney's Office)
 - Authorize Appointment of Clinical Program Director (Mental Hygiene)
 - Amend Employee Handbook: Subsection j., Management/Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation
 - Authorize Position Reclassification (Treasurer's Office)
 - Transfer of Funds Workers' Compensation
 - Resolution to Declare Workday Status for Elected and Appointed Officials
 - Authorize Out-of-Title Pay (Veterans' Service Agency)

- PROCLAMATIONS – None

- ADJOURNMENT



Tioga County
YEAR-TO-DATE BUDGET REPORT

FOR 2024 12

Table with columns: ACCOUNTS FOR: General Fund, ORIGINAL APPROP, TRANSFERS/ADJUSTMENTS, REVISED BUDGET, YTD ACTUAL, ENCUMBRANCES, AVAILABLE BUDGET, PCT USE/COI. Rows include Personnel Fees, Other Unclassified, Full Time, Chairs, Advertising, Contracting Service, Dues, Automobile Fuel, Leased/Service Equ, Literature, Office Supplies, Payment To State, Physicals, Postage, Software Expense, Training/County Re, Training/All Other, State Retirement F, Social Security Fr, Workers Compensati, Disability Insuran, Health Insurance F, Eap Fringe, and summary rows for TOTAL Personnel, TOTAL General Fund, TOTAL REVENUES, and TOTAL EXPENSES.

January 2025 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2024 AUTH FT	ACTUAL	UNFUNDED	DIFF	2024 AUTH PT	ACTUAL	UNFUNDED	DIFF	2024 TEMPS
Board of Elections	4	4		0	240	220		-20	0
Coroners	0	0		0	4	3		-1	0
County Clerk	15	14	1	0	1	0		-1	0
District Attorney	6	5		-1	2	1		-1	0
Eco Devel & Planning	9	8		-1	1	0		-1	0
Emergency Services	2	2		0	12	9		-3	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	9		-1	0	0		0	0
Law / Co Attorney	8	7		-1	2	2		0	0
Legislature	4	3		-1	9	8	1	0	0
Mental Hygiene	44	36	2	-6	3	1		-2	0
Personnel	8	6	1	-1	0	0		0	0
Probation	17	15	1	-1	1	1		0	0
Public Defender	6	6		0	4	3		-1	0
Public Health	34	26	1	-7	7	3	1	-3	0
Public Works	48	47		-1	1	1		0	1
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	101		-7	4	2	1	-1	0
Social Services	91	84	1	-6	10	5		-5	5
Treasurer	7	7		0	3	3		0	0
Veterans	3	3		0	1	0		-1	0
TOTAL	426	385	7	-34	307	263	4	-40	6

FUNDED

VACANCIES

2025 Staff Reductions

DSS FT: Caseworker, OS II, Senior Caseworker, Social Welfare Examiner

Emerg Svcs PT: Caseworker, Comm Serv Worker, YB Dir, Mail Clk

IT PT: Skills Instructor, Victim Helper

LEG FT: OSII

MH FT: Deputy Clerk to TCL

PH FT: Cert Peer Spec, Cert A&D Counsl, CSW, Sr. CSW/ PT: ACT

PW FT: EISCs, PHEPC, CH Prog. Spvr, Spv PHN, Local Coord. / PT: Dentist, Speech Path

PROBATION FT: Heavy Equipment Mech 1

SHERIFF FT: Probation Officer 1

PERSONNEL FT: CO (3), PSD (1), Deputy Sheriff (3) PT: Cook

Veterans' LAW FT: Paralegal

FT: Director of Veterans' Service Agency PT: VSO

2025 Staff Increases

DA 460-24

DSS 463-24

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
TCSO	Corrections Officer (J. Monell)	4/10/2024	J. Leseman	12/30/2024	\$47,821.00	\$50,911.00	(\$3,090.00)
TCSO	Public Safety Dispatcher (L. Eaton)	8/30/2024	D. Henderson	12/30/2024	\$46,940.00	\$47,471.00	(\$531.00)
DSS	Social Welfare Examiner (M. Gilbert)	11/15/2024	A. Rodriguez	12/16/2024	\$35,451.00	\$35,451.00	\$0.00
TCSO	Corrections Officer (J. Case)	11/22/2024	C. Paino	12/17/2024	\$47,821.00	\$47,821.00	\$0.00
MH	Accounting Associate (C. Anderson)	10/18/2024	C. Singer	12/30/2024	\$31,131.00	\$31,131.00	\$0.00
DSS	Accounting Associate (B. Campbell)	10/8/2024	J. Rathke-Berub	12/30/2024	\$40,212.00	\$40,212.00	\$0.00
							\$0.00
							\$0.00
							\$0.00

TOTAL MONTHLY IMPACT:

(\$3,621.00)

YEAR TO DATE TOTAL:

(\$3,621.00)

MONTH REPORTED	AMOUNT
January	
February	
March	
April	
May	
June	
July	
August	
September	
October	
November	
December	
	-\$3,621.00

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE SALARY REALLOCATION
WITHIN CSEA SALARY SCHEDULE FOR
PUBLIC HEALTH TECHNICIAN
PUBLIC HEALTH

WHEREAS: Legislative approval is required for a title's salary reallocation;
and

WHEREAS: On November 4, 2024, the Personnel Department received a position description questionnaire from Public Health in regard to the Public Health Technician (CSEA SGVII, \$40,212-\$41,212); and

WHEREAS: A desk audit occurred and involved the review of work tasks performed by the position as well as the current salary allocation; and

WHEREAS: The Personnel Officer has made a determination that due to the specific college degree requirements of the minimum qualifications set by the New York Sanitary Code; the extent of work responsibilities inclusive of intensive case management and ongoing public health education; and the responsibility of enforcing statutes and regulations, there is justification to request a salary reallocation of said title within the CSEA Salary Schedule; therefore be it

RESOLVED: That the title of Public Health Technician shall be reallocated from CSEA Salary Grade VII to CSEA Salary Grade IX (\$44,907-\$45,907) retroactive to January 13, 2025; and be it further

RESOLVED: That the 2025 annual salary of current incumbent in said title shall increase by \$4,695, effective retroactive to January 13, 2025.

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

UNFUND SECRETARY TO COUNTY ATTORNEY
AND CREATE AND FILL (1) FULL-TIME PARALEGAL
COUNTY ATTORNEY'S OFFICE

WHEREAS: Legislative approval is required to abolish and create any position within a Tioga County department or office; and

WHEREAS: One (1) full-time Secretary to County Attorney position is occupied by Christine Freyvogel; and

WHEREAS: Upon review of the department needs, the County Attorney in conjunction with the Personnel Officer has determined that he can better address the workload by unfunding one (1) full-time Secretary to County Attorney position and creating one (1) full-time Management/Confidential (M/C) Paralegal position; therefore be it

RESOLVED: That one (1) full-time Secretary to County Attorney be unfunded effective January 13, 2025; and be it further

RESOLVED: That one (1) full-time M/C position of Paralegal (M/C \$56,487 – \$66,487) be created effective January 13, 2025, in accordance with payroll requirements; and be it further

RESOLVED: That the County Attorney is authorized to provisionally appoint Christine Freyvogel to the full-time Paralegal position at an annual salary of \$56,487, effective January 13, 2025, pending successful completion of civil service examinations requirements.

REFERRED TO:

HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE APPOINTMENT OF
CLINICAL PROGRAM DIRECTOR
MENTAL HYGIENE

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The position of Clinical Program Director became vacant as of January 4, 2025 within the Mental Hygiene Department; and

WHEREAS: The Director of Community Services has identified an internal desirable candidate; and

WHEREAS: The salary range for said position has been identified as \$73,748 to \$83,748; and

WHEREAS: The Director of Community Services and the Personnel Officer have determined that the qualified candidate possesses 13+ years' experience, which is sufficient experience and skills to justify an entry salary at the top of the salary range; therefore be it

RESOLVED: That Danielle Fabregas is provisionally appointed to the title of Clinical Program Director, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$80,000, an increase of \$7,807.00 from her current position as Supervising Social Worker, effective January 27, 2025.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES;
SUBSECTION j., MANAGEMENT/CONFIDENTIAL
BENEFITS; PARAGRAPH II. A. LEAVE
ACCRUALS, VACATION

WHEREAS: County Policy (Employee Handbook Section IV. Personnel Rules; Subsection j. Management /Confidential Benefits: Paragraph II. A. Leave Accruals, Vacation) states the full-time employment requirement for Paid Time Off (PTO) for Management/Confidential staff; and

WHEREAS: Tioga County Public Health (TCPH) has Non-Union and Non-Management/Confidential part-time Dentist positions that do not accrue any PTO per the full-time requirement; and

WHEREAS: TCPH seeks to provide PTO to their incumbent part-time Dentist that has been with TCPH since the inception of the Dental Van in 2003; and

WHEREAS: TCPH desires this to ensure viability of the continuation of the Dental program for Tioga County residents and school children; and

WHEREAS: Tioga County has been designated as a Dental Health Professional Shortage Area by the Federal Health Resources and Services Administration (HRSA); and

WHEREAS: In addition to the shortage designation, in Tioga County there is currently a shortage of Dentists that will accept or provide services to patients with either Medicaid or no insurance, leaving the TCPH Dental Van as the only option for many in our communities; and

WHEREAS: TCPH's Dental Van is currently backlogged with scheduling Dentist appointments for needed restorative care identified during the Dental Hygienists screenings and imaging; and

WHEREAS: TCPH's Dental Van requires a collaborative agreement with a Dentist to allow services to be provided and billed for under their license; and

WHEREAS: Although not required or mandated, the incumbent part-time Dentist has willingly and graciously signed a collaborative agreement each year since 2003 for the operation of the Dental Van to continue; and

WHEREAS: TCPH has made numerous attempts to find additional part-time Dentists over the years, yet many factors have prevented these being filled, largely limited interest to work on a mobile unit, lack of a “good match” and an unwillingness to sign a collaborative agreement with TCPH; and

WHEREAS: TCPH is in dire need of additional Dentist hours to meet the demand of the mandated Dentist appointments following screenings, cleanings and imaging; and

WHEREAS: The incumbent part-time Dentist has expressed a willingness to commit to working additional hours to meet the needs of the Dental Van and also to commit to the continuation of signing a collaborative agreement with TCPH for the duration of his employment; and

WHEREAS: TCPH requests that a revision to County Policy be made to allow PTO for Non-Union and Non-Management/Confidential part-time Dentists that have provided services on the TCPH Dental Van for over 20 years and commit to signing a collaborative agreement with TCPH; and

WHEREAS: The Legislature has directed TCPH, the County Personnel Officer and the County Administrator to work together to develop the proposed resolution and policy changes; and

WHEREAS: The incumbent part-time Dentist, Dr. Eric Sarnicola, would qualify for PTO under the proposed change in County Policy due to his provision of services on the Dental Van for over 20 years, thirteen of which have been as an employee, his commitment to working the additional hours and executing a collaborative agreement with TCPH; therefore be it

RESOLVED: That County Policy, specifically Employee Handbook Section IV. Personnel Rules; Subsection j. Management /Confidential Benefits; Paragraph II. A. Leave Accruals, Vacation, be amended effective January 13, 2025 with the addition of the following bullet:

- Exception: Part-time Dentists who have provided services for Tioga County for over 20 years that work 35 hours a pay period and commit to signing and continuing a collaborative agreement for billing and other services provided under their license are eligible for pro-rated vacation days of 50 percent of the amount that a full-time eligible employee would receive.

And be it further

RESOLVED: That the remainder of the Employee Handbook is unchanged; and be it further

RESOLVED: That the incumbent part-time Dentist, Dr. Eric Sarnicola, who meets the eligibility requirements of the proposed County Policy change, will have seven and one-half days of vacation (prorated amount from the 15 days for full-time) effective January 13, 2025.

REFERRED TO:

FINANCE/LEGAL COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -25

AUTHORIZE POSITION RECLASSIFICATION
TREASURER'S OFFICE

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: On October 30th, 2024, the Personnel Department received a Position Description Questionnaire from Amy Potter, Payroll Supervisor, Tioga County Treasurer's Office; and

WHEREAS: This resulted in the review of work currently performed by Amy Potter as Payroll Supervisor, CSEA Salary Grade X; and

WHEREAS: Due to the type of sensitive and confidential information related to the payroll process performed by Amy Potter, and since this position does not function as a supervisor, the Personnel Officer has determined that justification exists to retitle and amend the position in the Treasurer's Office of Payroll Supervisor, a CSEA position, to Payroll Coordinator, a Management/Confidential position; and

RESOLVED: That the Tioga County Legislature authorizes the reclassification of the position Payroll Supervisor to Payroll Coordinator; and that Amy Potter be appointed probationally to Payroll Coordinator, as she has successfully completed a comparable civil service examination, at an annual Management/Confidential salary of \$59,500, effective January 13, 2025.

REFERRED TO: PERSONNEL COMMITTEE
FINANCE/LEGAL COMMITTEE

RESOLUTION NO. -25 TRANSFER OF FUNDS
WORKERS' COMPENSATION

WHEREAS: Resolution No. 306-24 authorized the Chair of the Legislature to purchase workers' compensation specific excess Insurance from Smith Brothers for the period of January 1, 2025 through December 31, 2025; and

WHEREAS: The 2025 renewal rate and terms for this policy were not finalized by Smith Brothers until late December 2024; and

WHEREAS: The 2025 amount budgeted for this policy was \$180,000 but the actual cost for the options selected came in at \$208,795; and

WHEREAS: Legislative approval is required for budget modifications and transfer of funds; and

WHEREAS: Funds are available in one of the Expense accounts; therefore be it

RESOLVED: That the following sum be transferred:

From: S1720.540101	Compensation Awards	\$28,795.00
To: S1722.540270	Insurance - Liability	\$28,795.00

REFERRED TO: PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 RESOLUTION TO DECLARE WORKDAY STATUS FOR
ELECTED AND APPOINTED OFFICIALS

WHEREAS: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, 410-24, and 465-24 established a standard work day for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes; therefore be it

RESOLVED: That the County of Tioga, Location Code 10049, hereby establishes the following as the standard workday for the title below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five-day work week, seven-hour day:
Payroll Coordinator

REFERRED TO: ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION

RESOLUTION NO. -25 AUTHORIZE OUT-OF-TITLE PAY
VETERANS' SERVICE AGENCY

WHEREAS: Article 4 Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 calendar days; and

WHEREAS: Due to the resignation of the Director of Veterans' Service Agency effective close of business on January 15, 2025, there is a need for someone to provide coverage, and fill those responsibilities for our veteran's community; and

WHEREAS: Legislative approval is required to authorize the payment of out-of-title salary at the acceptable higher pay grade; therefore be it

RESOLVED: That Grace Ayala-Middaugh shall assume the duties of the Director of Veterans' Services effective January 16, 2025, and until such time as a new Director of Veterans' Service Agency is appointed; and be it further

RESOLVED: That the Tioga County Legislature authorizes out-of-title pay for Grace Ayala-Middaugh at an annual increase of \$2,362 retroactive to January 16, 2025, pursuant to the CSEA Collective Bargaining Agreement.