

Personnel Committee Agenda
November 7, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR October 10, 2024, COMMITTEE MEETING

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

- OLD BUSINESS
 - None

- NEW BUSINESS
 - Hired new Benefits Assistant, Christa Anderson
 - CSEA Negotiations
 - Open Enrollment letters will be sent to employees in the first week of November
 - Onsite meeting with Retiree's in Hubbard Auditorium on November 13th

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

- RESOLUTIONS
 - Authorize Position Reclassification (Department of Motor Vehicles)
 - 2025 Staff Changes District Attorney (District Attorney Investigator PT)
 - Authorize Renewal Agreement with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits
 - Authorize Renewal CSEA EBF Member Plus
 - Authorize Renewal with Lifetime Benefit Solutions, Inc. to Administer Flexible Spending and Health Reimbursement Account Programs
 - Standard Workday for all Full-Time Titles and Part-Time Titles That do not have Full-Time Equivalent Reporting Resolution
 - 2025 Staff Changes District Attorney (4th Assistant District Attorney)
 - Abolish (1) Full-Time Unfunded Administrative Secretary, Create (1) Full-Time Office Specialist III, and Unfund (1) Full-Time Office Specialist I (Public Health)

- PROCLAMATIONS - None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024_10

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,830.20	.00	-2,249.80	44.9%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	257,889	0	257,889	178,808.26	.00	79,080.74	69.3%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	0%
A1430 540010 Advertising	2,600	0	2,600	2,150.00	.00	450.00	82.7%
A1430 540140 Contracting Servc	64,050	-1,060	62,990	39,639.56	.00	23,350.44	62.9%
A1430 540180 Dues	580	60	640	636.58	.00	3.42	99.5%
A1430 540220 Automobile Fuel	100	0	100	89.92	.00	10.08	89.9%
A1430 540320 Leased/Service Equ	2,200	1,000	3,200	2,764.40	.00	435.60	86.4%
A1430 540340 Literature	600	0	600	564.99	.00	35.01	94.2%
A1430 540420 Office Supplies	600	0	600	549.02	.00	50.98	91.5%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	6,000	0	6,000	865.00	.00	5,135.00	14.4%
A1430 540480 Postage	1,350	0	1,350	804.57	.00	545.43	59.6%
A1430 540620 Software Expense	6,000	0	6,000	5,990.00	.00	10.00	99.8%
A1430 540732 Training/County Re	11,000	0	11,000	4,456.56	.00	6,543.44	40.5%
A1430 540733 Training/All Other	3,500	0	3,500	3,189.21	.00	310.79	91.1%
A1430 581088 State Retirement F	15,159	7,397	22,556	23,475.59	.00	-920.08	104.1%*
A1430 583088 Social Security Fr	0	17,027	17,027	13,656.40	.00	3,370.82	80.2%
A1430 584088 Workers Compensati	0	5,484	5,484	4,159.34	.00	1,324.28	75.9%
A1430 585588 Disability Insuran	0	291	291	236.22	.00	54.44	81.3%
A1430 586088 Health Insurance F	34,209	21,545	55,754	48,517.90	.00	7,236.36	87.0%
A1430 588988 Eap Fringe	0	72	72	55.22	.00	16.90	76.6%
TOTAL Personnel	404,577	51,815	456,392	328,778.54	.00	127,613.85	72.0%
TOTAL General Fund	404,577	51,815	456,392	328,778.54	.00	127,613.85	72.0%
TOTAL REVENUES	-4,085	0	-4,085	-1,830.20	.00	-2,254.80	
TOTAL EXPENSES	408,662	51,815	460,477	330,608.74	.00	129,868.65	

November 2024 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	235		-5	0
Coroners	0	0		0	4	4		0	0
County Clerk	15	14	1	0	1	0		-1	0
District Attorney	5	5		0	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	8		0	2	2		0	0
Legislature	4	3		-1	9	7	1	-1	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	4		0	0
Public Health	34	25	2	-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	90	84	1	-5	10	6		-4	5
Treasurer	7	7		0	3	3		0	0
Veterans	3	3		0	1	1		0	0
TOTAL	424	385	8	-31	307	281	4	-22	6

FUNDED
VACANCIES

2024 Staff Reductions

TCSO 473-23 FT: AA III, Caseworker, Social Services Investigator, Social Welfare Examiner, Support Investigator
 PH 179-24 PT: Caseworker, Comm Serv Worker, YB Dir, Mail Clk

DSS
 Dist Attorney PT: Confidential Assistant
 Emerg Svcs PT: Skills Instructor, Victim Helper
 IT FT: OSII

2024 Staff Increases

LEG 350-23 PH 311-24
 BOE 523-23 DSS 366-24
 TREAS 527-23
 PH Reso.140-24 FT: AA I, Cert Peer Spec, Cert A&D Counsl, CSW, Sr. CSW/ PT: ACT
 PH 183-24 FT: EISCs, PH Sanit, PHEPC, CH Prog. Spvr, Spv PHIN, Local Coord. / PT: Dentist, Speech Path
 Pers 255-24 FT: Heavy Equipment Mech 1
 MH 254-24, 253-24 FT: Probation Officer 1
 PROBATION FT: CO (2), PSDT (2), Deputy Sheriff (3) PT: Cook
 SHERIFF

ED&P FT: Educ. Wrkfrce Coord; PT: OS II
 PERSONNEL FT: Civil Service Assistant

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
TCSO	Corrections Officer (L. Kiballa)	10/5/2023	H. Bennet-Freer	10/19/2023	\$47,821.00	\$50,928.00	(\$3,107.00)
TCSO	Corrections Officer (C. Culbertson)	3/23/2024	A. Yacalis	11/2/2024	\$47,821.00	\$50,911.00	(\$3,090.00)
TCSO	Corrections Officer (R. Schreiner)	4/18/2024	N. Bessey	10/20/2024	\$47,821.00	\$69,399.00	(\$21,578.00)
DSS	Case Supervisor Grade B (J. Green)	6/17/2024	S. Galeano	10/21/2024	\$56,635.00	\$60,330.00	(\$3,695.00)
DSS	Caseworker (A. Kinney)	8/7/2024	H. Natale	11/4/2024	\$48,941.00	\$48,941.00	\$0.00
DSS	SS Employment Specialist (K. Heyman)	9/23/2024	R. Bussard	11/4/2024	\$40,212.00	\$48,617.00	(\$8,405.00)
Treasurer	Accountant (L. Schurter)	8/12/2024	D. Collison	10/21/2024	\$59,758.00	\$49,858.00	\$9,900.00
							\$0.00
							\$0.00

TOTAL MONTHLY IMPACT:

(\$29,975.00)

YEAR TO DATE TOTAL:

(\$103,924.00)

MONTH REPORTED	AMOUNT
January	-\$24,279.00
February	-\$798.00
March	-\$739.00
April	\$2,703.00
May	-\$9,583.00
June	-\$35,360.00
July	\$728.00
August	-\$4,214.00
September	\$0.00
October	-\$2,407.00
November	-\$29,975.00
December	

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE POSITION RECLASSIFICATION
DEPARTMENT OF MOTOR VEHICLES

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

WHEREAS: On August 2, 2024, the Personnel Department received a New Position Duties Statement from Andrea Klett, Tioga County Clerk; and

WHEREAS: This resulted in the review of work currently performed by Joyce Costantini as Motor Vehicle Bureau Supervisor, CSEA Salary Grade XI; and

WHEREAS: Due to the type of work assigned to and performed by Joyce Costantini, the majority of which require management level skills, the Personnel Officer has determined that justification exists to reclassify the position of Motor Vehicle Bureau Supervisor to Assistant Deputy County Clerk (DMV), a Management/Confidential position; and

WHEREAS: The position of Assistant Deputy County Clerk (DMV) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the reclassification of the position Motor Vehicles Bureau Supervisor to Assistant Deputy County Clerk (DMV); and that Joyce Costantini be appointed provisionally to Assistant Deputy County Clerk (DMV) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$58,000, effective January 1, 2025.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -24

2025 STAFF CHANGES
DISTRICT ATTORNEY

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: The District Attorney has identified the need for an additional part-time District Attorney Investigator position to handle the increase in the amount of discovery and trial demands, and has requested staffing changes as part of the 2025 Budget process; therefore be it

RESOLVED: That one (1) part-time position of District Attorney Investigator for 27 hours per week at an hourly rate of \$35.00 per hour be created effective January 1, 2025.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. K22-24

AUTHORIZE RENEWAL AGREEMENT WITH
EXCELLUS BLUE CROSS BLUE SHIELD TO
ADMINISTER HEALTH INSURANCE BENEFITS

WHEREAS: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County; and

WHEREAS: Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2025 through December 31, 2025; and

WHEREAS: These are contractual benefits for Tioga County union employees; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to sign the renewal agreement with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period January 1, 2025 through December 31, 2025.

REFERRED TO: PERSONNEL COMMITTEE

RESOLUTION NO. K23-21 AUTHORIZE RENEWAL
CSEA EBF MEMBER PLUS

WHEREAS: Tioga County uses the service of the CSEA Benefit Fund to administer vision and dental plans for CSEA and Management Confidential employees, now named CSEA EBF Member Plus; and

WHEREAS: These are contractual benefits for the CSEA Unit; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized, if needed, to sign a renewal, subject to review by the County Attorney, with CSEA EBF Member Plus for the purpose of facilitating the dental and vision plans for the period of January 1, 2025 - December 31, 2027.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. K24-24

AUTHORIZE RENEWAL WITH
LIFETIME BENEFIT SOLUTIONS, INC. TO
ADMINISTER FLEXIBLE SPENDING AND
HEALTH REIMBURSEMENT ACCOUNT
PROGRAMS

WHEREAS: Tioga County currently uses the services of Lifetime Benefit Solutions, Inc. to administer Tioga County's flexible-spending and health reimbursement account programs; and

WHEREAS: The Flexible-Spending program is a negotiated benefit for all Tioga County unionized employees; and

WHEREAS: The Health Reimbursement Account is a negotiated benefit for CSEA union employees; and

WHEREAS: Both the employees and the County can save tax dollars on money channeled through the flexible spending program; therefore be it

RESOLVED: That the Chair of Legislature is hereby authorized, if needed, to sign a renewal agreement with Lifetime Benefit Solutions, Inc., subject to review by the County Attorney, for the services stated above for the period of January 1, 2025 through December 31, 2025; and be it further

RESOLVED: That Tioga County will continue with the flexible spending card for the period of January 1, 2025 through December 31, 2025.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24

STANDARD WORKDAY FOR ALL FULL-TIME TITLES
AND PART-TIME TITLES THAT DO NOT HAVE
FULL-TIME EQUIVALENT REPORTING RESOLUTION

WHEREAS: The Office of the State Comptroller has requested that a standard workday be officially established for all full-time titles, and part-time titles that do not have a full-time equivalent, for Employees' Retirement System purposes; therefore be it

RESOLVED: That the County of Tioga, Location Code 10049, hereby establishes the following as standard workdays for all full-time titles, and those part-time titles that do not have a full-time equivalent, for the purpose of determining workdays reportable to the New York State Retirement System as follows:

Five-day work week, six-hour day:

Historian P/T

Five-day work week, seven-hour day:

1st Assistant County Attorney
1st Assistant District Attorney
2nd Assistant County Attorney
2nd Assistant District Attorney
3rd Assistant County Attorney P/T
3rd Assistant District Attorney
Account Clerk-Typist P/T
Accountant
Accounting Associate I
Accounting Associate II
Accounting Associate III
Accounting Supervisor
Accounting Supervisor Grade B
Acting County Director of Real Property Services
Administrative Assistant
Assigned Counsel Administrator P/T
Assistant Director of Administration Services
Assistant Engineer
Assistant Public Defender
Benefits Assistant
Benefits Manager
Benefits Manager Trainee
Billing Specialist

Case Supervisor Grade A
Case Supervisor Grade B
Caseworker
Certified Alcohol & Drug Counselor
Certified Instructor Coordinator P/T
Certified Lab Instructor P/T
Certified Peer Specialist
Chief Accountant
Chief Assistant District Attorney P/T
Chief Information Officer
Civil Law Clerk
Civil Manager
Civil Service Administrator
Civil Service Assistant
Civil Service Technician
Civil Service Technician Trainee
Clerk
Clerk (Seasonal)
Clerk to Tioga County Legislature
Clinical Program Director
Clinical Social Worker
Commissioner – Board of Elections
Commissioner of Public Works
Commissioner of Social Services
Communications & e-Services Coordinator
Community Development Specialist
Community Health Program Supervisor
Community Services Worker
Computer Programmer
Confidential Assistant
Coordinator of Child Support Enforcement
County Administrator
County Attorney
County Director of Real Property Services
County Planning Director
Data Entry Machine Operator
Data Officer
Dental Assistant P/T
Dental Health Coordinator
Dental Hygienist
Dentist P/T
Deputy Clerk to Tioga County Legislature
Deputy Commissioner of Elections Board
Deputy Commissioner of Public Works

Deputy Commissioner of Social Services
Deputy County Clerk
Deputy County Treasurer
Deputy Director of Community Services
Deputy Director of Economic Development
Deputy Director of Economic Development & Planning
Deputy Director Emergency Services
Deputy Director of Information Technology/Communications Systems
Deputy Director of Public Health
Director of Administrative Services
Director of Assets & Records Management
Director of Community Services
Director of Dental Health Services
Director of Economic Development & Planning
Director of Emergency Services
Director of Employment & Transitional Support
Director of Environmental Health
Director of Patient Services
Director of Social Services
Director of Veterans' Services Agency
Director of Weights & Measures I P/T
District Attorney Investigator P/T
Driver (Board of Elections) P/T
Early Intervention Service Coordinator
Economic Development Specialist
Education Workforce Coordinator
Election Clerk P/T
Election Inspector (Seasonal) P/T
Election Worker P/T
Employment & Training Counselor
Employment Center Supervisor
Engineering Technician
Executive Secretary
GIS Manager
GIS Technician
Information Security Officer P/T
Land Bank Director
Local Coordinator
Mail Clerk P/T
Medical Director Mental Hygiene
Mental Hygiene Compliance Officer
Motor Vehicle Examiner
Motor Vehicle License Clerk
Network Administrator

Office Specialist I
Office Specialist I (Seasonal)
Office Specialist II
Office Specialist III
Paralegal
Paralegal (Seasonal)
Payroll Clerk Typist
Payroll Supervisor
Peer Advocate
Personnel Officer
Principal Motor Vehicle License Clerk
Principal Social Welfare Examiner
Probation Assistant
Probation Director Group A
Probation Director II
Probation Officer
Probation Officer 1
Probation Officer 2/Senior Probation Officer
Probation Supervisor
Probation Supervisor 1
Public Defender
Public Health Director
Public Health Educator
Public Health Emergency Preparedness Coordinator
Public Health Nurse
Public Health Sanitarian
Public Health Technician
Real Property Tax Service Technician P/T
Recording Clerk
Records Management Clerk
Records Management Officer
Records Management Technician
Registered Professional Nurse P/T
Resource Assistant
Safety Officer
Secretary to 1st Assistant County Attorney
Secretary to Commissioner of Public Works
Secretary to Commissioner of Social Services
Secretary to County Attorney
Secretary to Director of Community Services
Secretary to Director of Probation
Secretary to District Attorney
Secretary to Economic Development & Planning
Secretary to Personnel Officer

Secretary to the Public Defender
Secretary to the Public Health Director
Secretary to the Sheriff
Senior Caseworker
Senior Caseworker RN
Senior Certified Alcohol & Drug Counselor
Senior Civil Service Technician
Senior Clerk
Senior Clinical Social Worker
Senior Clinical Social Worker (School/Community Based)
Senior Computer Maintenance Technician
Senior Early Intervention Service Coordinator
Senior Motor Vehicle License Clerk
Senior Payroll Clerk
Senior Probation Officer
Senior Public Health Educator
Senior Social Welfare Examiner
Senior Support Investigator
Skills Instructor P/T
Social Services Employment Specialist
Social Services Investigator
Social Welfare Examiner
Social Welfare Examiner (Seasonal)
Software Support Liaison
Supervising Certified Alcohol & Drug Counselor
Supervising Clinical Social Worker
Supervisor Motor Vehicle Bureau
Supervising Public Health Nurse
Supervising Public Health Sanitarian
Support Investigator
Sustainability Manager
Systems Administrator
Typist P/T
Veterans' Service Assistant
Veterans' Service Officer (35)
Victim Helper P/T
Voting Machine Technician P/T
Welfare Management Systems Assistant
Welfare Management Systems Coordinator
Youth Bureau Director P/T

Five-day work week, eight-hour day:

Automotive Mechanic II
Automotive Stock Clerk
Captain-Operations Officer
Chief Public Safety Dispatcher
Cleaner I
Cleaning Supervisor
Code Enforcement Officer P/T
Construction Inspector
Cook
Cook/Manager
Corrections Lieutenant
Corrections Officer
Corrections Sergeant
Deputy Sheriff
Director of Veterans' Service Agency (40)
GIS Technician (40)
Heavy Equipment Mechanic I
Heavy Equipment Operator I
Heavy Equipment Operator II
Heavy Equipment Operator III
Heavy Equipment Operator Site Leader
Heavy Mechanic Working Supervisor
Highway Worker (Seasonal)
Highway Working Supervisor
Investigator
Lead Maintenance Mechanic
Lieutenant
Maintenance Mechanic I
Maintenance Mechanic II
Maintenance Mechanic III
Mechanic/Working Supervisor
Motor Equipment Operator I
Motor Equipment Operator II
Motor Equipment Operator III
Public Safety Dispatcher
Public Safety Dispatcher Trainee
Senior Investigator
Sergeant-Sheriff
Sign Maintenance Worker
Technical Facility Supervisor
Undersheriff
Veterans' Service Officer (40)
Working Supervisor

REFERRED TO:

PERSONNEL COMMITTEE
LEGAL/FINANCE COMMITTEE

RESOLUTION NO. -24

2025 STAFF CHANGES
DISTRICT ATTORNEY

WHEREAS: Legislative approval is required to create any position within Tioga County; and

WHEREAS: The District Attorney has identified the need for an additional full-time Assistant District Attorney position to handle the increase in the amount of appeals filed and complying with discovery demands, and has requested staffing changes as part of the 2025 Budget process; therefore be it

RESOLVED: That one (1) full-time Management/Confidential position of 4th Assistant District Attorney (\$88,825 - \$98,825) be created effective January 1, 2025; and be it further

RESOLVED: That the District Attorney's Office authorized full-time headcount for 2025 is increased from five (5) to six (6).

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24 ABOLISH (1) FULL-TIME UNFUNDED
ADMINISTRATIVE SECRETARY, CREATE
(1) FULL-TIME OFFICE SPECIALIST III, AND
UNFUND (1) FULL-TIME OFFICE SPECIALIST I
PUBLIC HEALTH

WHEREAS: Legislative approval is required for abolishing, create/filling and the unfunding of positions; and

WHEREAS: The Public Health Director has reviewed the staffing needs within the Tioga County Public Health Department (TCPH) and determined that an Office Specialist III position is needed without increase in headcount; and

WHEREAS: A current vacant and unfunded position exists within TCPH that can be abolished to maintain headcount; and

WHEREAS: Funding of the position is available in the TCPH budget; and

WHEREAS: TCPH plans to promote a current Office Specialist I (CSEA SG III) employee into the new Office Specialist III (CSEA SG VII) position, and upon their being permanent in the role, TCPH will unfund the Office Specialist I position; therefore be it

RESOLVED: That one (1) full-time unfunded position of Administrative Secretary (CSEA SG V) be abolished effective November 13, 2024; and be it further

RESOLVED: That one (1) full-time position of Office Specialist III (CSEA SG VII) be created effective November 18, 2024, in accordance with payroll requirements; and be it further

RESOLVED: That the Office Specialist I (CSEA SG III) position be unfunded upon the incumbent achieving permanent status in the Office Specialist III position.

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, Katle 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 Sheld 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 3rd 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.

3rd 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