

PERSONNEL COMMITTEE MINUTES
October 9, 2025

Present: Legislator Raymond Bunce; Legislator Keith Flesher; 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 Peter DeWind, County Attorney

Absent: Legislator Andrew Aronstam

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 Bunce, seconded by Legislator Roberts to approve the September 4, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

Camille Corneby, Benefits Manager:

Open Enrollment: Open enrollment will begin the week of November 3rd. This will include Flex Spending and any changes to health insurance. Dental and vision insurance will automatically roll over.

Excellus Medicare Plan: The Excellus Medicare Plan through the Broome County Purchasing Alliance came through with a 7.5% increase bringing the 100% premium of \$508.00 to \$546.00, this is an increase of \$38.10 per individual policy.

Excellus Resolution: There is a resolution to renew Tioga County's agreement with Excellus for 2026. There will be a 4.5% increase for Tioga County employees in 2026.

Navigator Meeting: Linda, Camille and Christa will be meeting with representatives from Navigator on Thursday, October 16, 2025, to discuss open enrollment. There are some issues and scenarios that are being worked out such as when someone retires and changes subgroups.

Leave Management Webinar: There is webinar on Leave Management on Tuesday, October 14, 2025. Even though the webinar is full, Camille is hopeful that she will be able to take part in it since we have several employees currently out on leave.

Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of September was reviewed. We have collected \$2,182.25 (46.5%) of our projected revenue and spent 55.6% of our appropriations. The only concern that Personnel Officer Parke has is the reduction to the Personnel Fees line item due to so many titles placed in the HELP Program, thus, no exam fees being collected.

II. OLD BUSINESS

None

III. NEW BUSINESS

Open Enrollment for 2026

Linda Parke and Christa Anderson attended the NYSASIC Fall 2025 Conference in Lake George, NY.

IV. PERSONNEL

The Head Count Report as of October 1, 2025, was reviewed. There are 32 FT and 42 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Commissioner of Social Services, Social Welfare Examiner; HEAP (Seasonal) PT: Caseworker, Community Services Worker, Youth Bureau Director; 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, Clinical Social Worker, Senior Clinical Social Worker; PT: Account Clerk Typist; Probation: Probation Officer 1; Accounting Associate III; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising 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: Recording 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: Case Manager (ACO)

The Vacancies Filled-Salary Difference Report shows five (5) changes since the September meeting with a monthly impact of (\$6,494.00) and YTD of (\$69,996.00). The Temporary Appointments chart shows two (2) changes since September's meeting. Social Services filled one (1) Social Welfare Examiner (Seasonal) position (Reso. 292-25). The

Treasurer's Office was able to extend their Clerk (Seasonal) position per Reso. 342-25.

RESOLUTIONS

Unfund (2) Part-Time Election Clerk Position and Create (2) Part-Time Election Clerk (Seasonal) Positions (Board of Elections): Legislative approval is required to unfund and create any position within Tioga County. Two (2) Part-Time Election Clerk positions have been vacant since September 10, 2025, due to lack of work. Upon review of the department needs, the Election Commissioners decided they can better address staffing needs with clerks on an as-needed basis to handle periods of high volume for 2026 and submitted a New Position Duties Statement to the Personnel Department on August 14, 2025. The Personnel Officer has determined the appropriate classification for said title be Election Clerk PT (Seasonal). Unfunding the two (2) Part-Time Election Clerks positions will create available funding. The Legislature hereby authorizes the creation of two (2) Part-Time Election Clerk (Seasonal) positions, with a salary to be set by the Legislature for 2026, effective January 1, 2026. Two (2) Part-Time Election Clerk positions shall be unfunded effective immediately.

Authorize Appointment of Case Manager (Part-Time) (Public Defender's 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 Family Court Assistant Public Defender 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 Public Defender has conducted a recruitment search and has identified a suitable desirable candidate for the position. Michael A. Franz has ample training and over fifteen years of directly relevant experience to be successful in the position and can provide benefits to the clients of the office. The Public Defender is hereby authorized to provisionally appoint Michael A. Franz 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 October 20, 2025. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mr. Franz shall be eligible for any authorized 2026 Management/Confidential salary increase effective April 20, 2026, following a successful six-month evaluation. This resolution will be null

and void in the event that the Grant is withdrawn or is not renewed after the three-year period.

Authorize Appointment of Director of Employment & Transitional Supports (Social Services): Legislative approval is required for any appointment to a Management/Confidential position within Tioga County. The position of Director of Employment & Transitional Supports (\$67,446 - \$77,446) Management/Confidential will become vacant within the Department of Social Services as of October 21, 2025. Following recruitment efforts, the Commissioner of Social Services has identified a well-qualified candidate from within his Department which he would like to appoint to said title. The Commissioner of Social Services is authorized to provisionally appoint Tara Hauptfleisch as Director of Employment and Transitional Supports at an annual Management/Confidential salary of \$70,413 effective November 1, 2025, pending the successful completion of all civil service examination requirements. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Ms. Hauptfleisch shall be eligible for any authorized 2026 Management/Confidential salary increase effective May 1, 2026, following a successful six-month evaluation.

Authorize Donation of Time (Social Services): Penelope Decker, Social Welfare Examiner at the Department of Social Services, has been diagnosed with a serious illness and will be out of work intermittently for an undetermined amount of time. The Commissioner is in support of this employee being approved to receive donated time while out on medical leave. Tioga County employees are willing to submit a request in writing to the Payroll Coordinator requesting to donate vacation time and compensatory time to this employee for her use. Penelope Decker has exhausted all her accrual time and shall have access to the time made available to her through employee donations to be paid through payroll following prior practices.

Reclassify one FT Accounting Associate III Position to one PT Accounting Associate III Position (Probation Department): Legislative approval is required for all position reclassifications and funding of positions. A full-time Accounting Associate III (CSEA Salary Grade VII; \$43,934) became vacant on June 20, 2025. It has been determined that a part-time (up to 17 hours per week) Accounting Associate III position will better meet the needs of this agency. The full-time Accounting Associate III be reclassified to a part-time Accounting Associate III effective October 20, 2025. The hourly rate for the part-

time Accounting Associate III shall be \$20.13. The headcount for the Probation Department shall include 16 full-time and 2 part-time positions.

Reclassify and Fill Unfunded Vacant Probation Officer I Position (Probation Department): Legislative approval is required for all position reclassifications and funding of positions. A full-time Unfunded Probation Officer 1 (2025 CSEA Salary Grade XII; \$55,354 - \$56,354) position has been unfunded and vacant since January 1, 2013. The Probation Director submitted a New Position Duties Statement to the Personnel Officer on September 4, 2025, and it has been determined to reclassify the unfunded Probation Officer 1 to a funded full-time Probation Assistant (2025 CSEA Salary Grade VIII; \$46,435 - \$47,435) to better meet the needs of this agency. One unfunded full-time Probation Officer 1 shall be reclassified to a full-time funded Probation Assistant effective October 14, 2025, and filled in accordance with payroll requirements. The headcount for the Probation Department shall remain unchanged.

Authorize Renewal Agreement with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County. 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, 2026, through December 31, 2026. These are contractual benefits for Tioga County union employees. 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, 2026, through December 31, 2026.

PROCLAMATIONS – None

ADJOURNMENT – 10:46