

PERSONNEL COMMITTEE MINUTES

May 8, 2025

Present: Legislator Keith Flesher; Kelly Quick, Senior Civil Service Technician; Karen Weston, Civil Service Technician and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Legislative Clerk, Cathy Haskell

Absent: Legislator Raymond Bunce; Legislator Barbara Roberts; Marte Sauerbrey Legislative Chair; County Administrator, Jackson Bailey; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; and Christa Anderson, Benefits Assistant

The meeting of the Tioga County Personnel Committee was called to order at 10:28 a.m.

APPROVAL OF MINUTES: The committee did not have a quorum. Therefore, April and May's Personnel Committee meeting minutes will be up for approval in June.

I. FINANCIAL

- A. Karen Weston (Absent: Camille Corneby, Benefits Manager):
New Hires: In April Camille, Christa and Christie had one orientation with a total of 6 new hires.

Municipal Self-Insurance Payroll: Camille and Christa completed the first quarter municipal self-insurance payroll for the Towns and Villages, Soil & Water and Tioga County. Payment was due on April 30, 2025.

- B. Kelly Quick (Absent: Linda Parke, Personnel Officer):
Budget Tracking Report: The budget tracking report as of the end of April was reviewed. We have collected \$3,255.00 (20.2%) of our projected revenue and spent 25.5% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

E-Cornell Online Classes: Memorandum of Understanding between Tioga County and Cornell University for E-Cornell Online Classes has been drafted. This is at no cost to Tioga County and will be open to graduates of the Institute for Advancement (I4A) in the initial phase.

IV. PERSONNEL

The Head Count Report as of May 1, 2025, was reviewed. There are 37

FT and 38 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT Skills Instructor, Victim Helper; IT: Office Specialist II, Deputy Director ITCS; 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; Public Health: Early Intervention Service Coordinator, Public Health Sanitarian, Public Health Educator, Public Health Educator (Seasonal), Community Health Program Supervisor, Supervising Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Heavy Equipment Mechanic I, Maintenance Equipment Operator III, Maintenance Equipment Operator II, Heavy Equipment Operator II; Sheriff's Office: Correction Officer's, Public Safety Dispatcher's, Deputy Sheriff and PT Cook; Personnel: Civil Service Assistant; Veterans' Service Officer

The Vacancies Filled-Salary Difference Report shows two (2) changes since the April meeting with a monthly impact of (\$46.00) and YTD of (\$8,088.00). The Temporary Appointments chart shows two of three Highway Worker (Seasonal) positions per Reso 170-25 filled.

RESOLUTIONS

Resolution to Declare Standard Workday Status for Elected and Appointed Officials: Resolution Nos. 206-09, 127-16, 230-17, 30-18, 59-18, 308-19, 160-19, 229-22, 410-24, 465-24, and 37-25 established a standard workday for elected and appointed officials for New York State and Local Employees' Retirement System reporting purposes. 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:

Grants and Projects Administrative Assistant PT
Paralegal (Assigned Counsel Program) PT
Public Health Project Coordinator
Public Health Educator (Seasonal)

Authorize Reinstatement of Deputy Director of Information & Technology Communication Services: The position of Deputy Director of ITCS was vacated on April 4, 2025. The Chief Information Officer has

requested the approval from the Personnel Officer to reinstate an individual. Per Tioga County Civil Service Rule XVIII.1 Reinstatements, the Personnel Officer has determined that this reinstatement has met the terms and conditions required of a reinstatement and is for the good of the service. The Chief Information Officer is authorized to appoint Brandon Clark as Deputy Director of ITCS at an annual salary of \$91,570 effective May 19, 2025.

PROCLAMATIONS - None

ADJOURNMENT - 10:35