

Personnel Committee Agenda
May 9, 2024
10:30 A.M.

- APPROVAL OF MINUTES FOR April 4, 2024, COMMITTEE MEETING
- FINANCIAL
 - Benefits & Workers' Compensation Reports – Camille Corneby
 - Monthly Departmental Budget Tracking – Linda Parke
- OLD BUSINESS
 - None
- NEW BUSINESS
 - Linda Parke and Camille Corneby attended the New York State Association of Self Insured Counties May 1 – 3.
- PERSONNEL
 - Head Count & Monthly Exam Reports
- RESOLUTIONS
 - Standard Workday and Reporting Resolution
 - Authorize Contract Extension with Triad Group, LLC for Workers' Compensation Administration
 - Authorize Appointment of Civil Service Technician (Personnel Department)
 - Appoint 1st Assistant County Attorney (Law Department)
 - Amend Resolution 187-119 Increase Hours and Rate of Pay
 - Authorize Appointment of Economic Development Specialist (Economic Development & Planning)
 - Appoint Director of Environmental Health (Public Health)
 - Authorize Salary Reallocation Within CSEA Salary Schedule and Abolish Dental Coordinator (Public Health)
 - Appoint County Administrator
 - Authorize Appointment of Deputy Commissioner of Public Works (Public Works)
- PROCLAMATIONS – None
- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024_04

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	-330.00	.00	-3,750.00	8.1%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	27.0%*
A1430 510010 Full Time	257,889	0	257,889	70,673.01	.00	187,215.99	27.4%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	0%
A1430 540010 Advertising	2,600	0	2,600	150.00	.00	2,450.00	5.8%
A1430 540140 Contracting Servic	64,050	0	64,050	9,423.81	2,015.95	52,610.24	17.9%
A1430 540180 Dues	580	0	580	427.58	.00	152.42	73.7%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	0%
A1430 540320 Leased/Service Equ	2,200	0	2,200	1,019.98	87.56	1,092.46	50.3%
A1430 540340 Literature	600	0	600	564.99	.00	35.01	94.2%
A1430 540420 Office Supplies	600	0	600	306.90	.00	293.10	51.2%
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	273.16	.00	1,076.84	20.2%
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	424.95	23.75	10,551.30	4.1%
A1430 540733 Training/All Other	3,500	0	3,500	1,000.00	.00	2,500.00	28.6%
A1430 581088 State Retirement F	15,159	7,397	22,556	10,164.89	.00	12,390.62	45.1%
A1430 583088 Social Security Fr	0	17,027	17,027	5,806.37	.00	11,220.85	34.1%
A1430 584088 Workers Compensati	0	5,484	5,484	1,799.32	.00	3,684.30	32.8%
A1430 585588 Disability Insuran	0	291	291	102.19	.00	188.47	35.2%
A1430 586088 Health Insurance F	34,209	21,545	55,754	21,230.07	.00	34,524.19	38.1%
A1430 588988 Eap Fringe	0	72	72	23.89	.00	48.23	33.1%
TOTAL Personnel	404,577	51,815	456,392	129,916.11	2,127.26	324,349.02	28.9%
TOTAL General Fund	404,577	51,815	456,392	129,916.11	2,127.26	324,349.02	28.9%
TOTAL REVENUES	-4,085	0	-4,085	-330.00	.00	-3,755.00	
TOTAL EXPENSES	408,662	51,815	460,477	130,246.11	2,127.26	328,104.02	

May 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	166		-74	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	6	1	-2	1	1		0	0
Emergency Services	2	1		-1	12	9		-3	0
Historian	0	0		0	1	1		0	0
Info. Technology	10	8	1	-1	0	0		0	0
Law / Co Attorney	8	7		-1	2	2		0	0
Legislature	4	3		-1	9	8		-1	0
Mental Hygiene	42	34	2	-6	3	2		-1	0
Personnel	7	5	1	-1	0	0		0	0
Probation	17	14	1	-2	1	0		-1	0
Public Defender	6	6		0	4	4		0	0
Public Health	34	22	4	-8	6	3	1	-2	3
Public Works	48	46		-2	1	1		0	3
Real Property	2	2		0	1	0	1	0	0
Sheriff	108	96		-12	4	2	1	-1	0
Social Services	88	85	1	-2	10	5		-5	4
Treasurer	7	7		0	3	3		0	1
Veterans	3	3		0	1	0		-1	0
TOTAL	419	368	12	-39	306	212	3	-91	11

FUNDED

VACANCIES

2024 Staff Reductions

TCSO 473-23

DSS

FT: Support Investigator, Sr SWE

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

PT: Confidential Assistant

FT: Deputy Dir of ES PT: Skills Instructor

IT FT: OSII

2024 Staff Increases

LEG 350-23

BOE 523-23

TREAS 527-23

PH Reso.140-24

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

FT: Public Health Educator, CH Prog. Spvr, Spv PHN, Local Coord. / PT: Dentist, Speech Pathologist

PW FT: MM III

PROBATION FT: Probation Officer 1

SHERIFF FT: CO, PSDT, Deputy Sheriff PT: Cook

VACANCIES FILLED - SALARY DIFFERENCE

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
MH	Clinical Social Worker (A. Walter)	9/25/2023	A. Lamb	4/22/2024	\$63,968.00	\$62,105.00	\$1,863.00
DSS	Caseworker (J. Park)	12/4/2023	S. Galeano	4/8/2024	\$48,941.00	\$48,516.00	\$425.00
MH	Associate I (H. Pizzuti)	1/12/2024	C. Anderson	4/22/2024	\$31,131.00	\$31,131.00	\$0.00
PH	Office Specialist III (R. Baker)	3/25/2024	M. Malmstrom	4/22/2024	\$40,212.00	\$40,596.00	(\$384.00)
ED & P	Director of ED & P (L. Tinney)	5/4/2024	B. Woodburn	5/6/2024	\$90,086.00	\$103,123.00	(\$13,037.00)
DPW	MEO II (J. Bennet)	7/3/2023	D. Traver	5/6/2024	\$19.31	\$18.75	\$1,165.00
DSS	Sr. Caseworker (S. Herbert)	3/8/2024	J. Caporal	3/25/2024	\$51,309.00	\$50,924.00	\$385.00
BOE	Election Worker (S. Smith-Heavenrich)	2/16/2024	A. Ross	3/25/2024	\$15.00	\$15.00	\$0.00

TOTAL MONTHLY IMPACT:

(\$9,583.00)

YEAR TO DATE TOTAL:

(\$32,696.00)

MONTH REPORTED	AMOUNT
January	-\$24,279.00
February	-\$798.00
March	-\$739.00
April	\$2,703.00
May	-\$9,583.00
June	
July	
August	
September	
October	
November	
December	

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24 STANDARD WORK DAY AND
REPORTING RESOLUTION

WHEREAS: The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term; therefore be it

RESOLVED: That the County of Tioga hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Days/Month (based on Record of Activities)	Pay Frequency	Not Submitted
Appointed Officials						
County Clerk	Andrea Klett	7	1/1/2024-12/31/2027	22.03	Biweekly	

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XX day of XXX 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XXth day of XXX 2024.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXX XX, 2024 and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at www.tiogacountyny.gov
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at 56 Main Street, Owego, NY 13827

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. E06-24

AUTHORIZE CONTRACT EXTENSION WITH
TRIAD GROUP, LLC FOR WORKERS'
COMPENSATION ADMINISTRATION

WHEREAS: The Tioga County Self-Insurance Plan has been using the services of Triad Group LLC (Triad) as the workers' compensation third-party administrator (TPA) since June 1, 2020, when Triad was selected through a Request for Proposal (RFP) in the first quarter of 2020; and

WHEREAS: The RFP was to select a TPA for a three-year period with the option for a one-year renewal up to two years; and

WHEREAS: Triad has a dedicated in-house team of claims adjusters, nurse case managers, legal representatives, and medical bill auditors that work together to provide effective proactive management on all workers' compensation claims; and

WHEREAS: Triad communicates with all representatives of the Tioga County Self-Insurance Plan to ensure that cases are handled appropriately; and

WHEREAS: Tioga County Self-Insurance Plan has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling; and

WHEREAS: Triad submitted a one-year contract extension for June 1, 2024, through May 31, 2025, at an annual cost of \$31,000, with a 0% rate increase over prior year; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Chair of the Legislature to contract with Triad, subject to review by the County Attorney, to continue as the third-party administrator for the Tioga County Self-Insurance Plan for the period of June 1, 2024, through May 31, 2025; and be it further

RESOLVED: That the cost of this contract will be paid out of the Tioga County Self-Insurance Fund Account S 1720 (540140).

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF CIVIL SERVICE
TECHNICIAN
(PERSONNEL DEPARTMENT)

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

WHEREAS: Karen Weston was appointed to the Civil Service Technician Trainee position on May 8, 2023; and

WHEREAS: Karen Weston has successfully completed the training period and upon promotion, the Civil Service Technician Trainee (M/C) position will be reclassified to Civil Service Technician (M/C); and be it further

RESOLVED: That the Personnel Officer is authorized to promote Karen Weston to the title of Civil Service Technician, at an annual, Management/Confidential salary of \$42,622, effective May 20, 2024;

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINT 1ST ASSISTANT COUNTY ATTORNEY
LAW DEPARTMENT

WHEREAS: Legislative approval is required for any appointments made to a Management/Confidential position; and

WHEREAS: Due to the announced retirement of the current 1st Assistant County Attorney as of April 30, 2024, the County Attorney has implemented a succession plan; and

WHEREAS: The County Attorney has determined Mari Townsend to be a qualified candidate; therefore be it

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Townsend shall serve a probationary period of twelve to twenty-six weeks; and be it further

RESOLVED: That the County Attorney is hereby authorized to appoint Mari Townsend to the title of 1st Assistant County Attorney effective May 20, 2024, at an annual Management/Confidential salary of \$100,000.00.

REFERRED TO:

FINANCE, LEGAL AND SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AMEND RESOLUTION NO.187-19;
INCREASE HOURS AND RATE OF PAY FOR
3RD ASSISTANT COUNTY ATTORNEY
(LAW DEPARTMENT)

WHEREAS: Tioga County has an interest in providing sufficient County Attorney staff to cover all necessary court appearances; and

WHEREAS: Resolution No. 187-19 created the part-time position of 3rd Assistant County Attorney to which the County Attorney was authorized to hire Thomas Coulson at an hourly rate of pay up to an annual maximum of \$5,000; and

WHEREAS: Due to the announced retirement of the current 1st Assistant County Attorney as of April 30, 2024, the County Attorney has a need to increase the hourly rate of pay and remove the annual maximum of the 3rd Assistant County Attorney position; therefore be it

RESOLVED: That the County Attorney is hereby authorized to amend Resolution No. 187-19 and remove the annual maximum of \$5000 from the 3rd Assistant County Attorney position effective May 20, 2024; and be it further

RESOLVED: That the 3rd Assistant County Attorney's hourly rate of pay shall be increased to \$45.00 and shall be paid from DSS Account No. A6010 510020 Part-time effective May 20, 2024.

REFERRED TO:

ED&P COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF
ECONOMIC DEVELOPMENT SPECIALIST
ECONOMIC DEVELOPMENT & PLANNING

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

WHEREAS: Due to a promotion in the Department of Economic Development and Planning, the Economic Development Specialist position will become vacant May 6, 2024; and

WHEREAS: The Director of Economic Development and Planning received authorization to fill said vacancy; and

WHEREAS: The Director of Economic Development and Planning conducted interviews and identified a qualified candidate; therefore be it

RESOLVED: That the Director of Economic Development and Planning is hereby authorized to appoint Casey Yelverton provisionally to the position of full-time Economic Development Specialist pending successful completion of civil service requirements at an annual Management/Confidential salary of \$54,725.00 effective June 17, 2024.

REFERRED TO:

HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINT DIRECTOR OF ENVIRONMENTAL HEALTH
PUBLIC HEALTH

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

WHEREAS: Resolution No. 140-24 authorized the "create and fill" of the Director of Environmental Health; and

WHEREAS: The Public Health Director has identified an individual who is qualified and willing to accept the appointment for said title; and

WHEREAS: Daniel Scherrer has over ten years' experience in Environmental Health with Tioga County Public Health, in addition to previous experience. Mr. Scherrer has demonstrated admirable leadership over the rabies and water programs, and has successfully performed throughout his role; therefore be it

RESOLVED: That Daniel Scherrer be provisionally appointed to the title of Director of Environmental Health, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$65,258, effective May 20, 2024; and that if unable to be permanently appointed shall return to the position of Public Health Sanitarian.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE SALARY REALLOCATION
WITHIN CSEA SALARY SCHEDULE AND
ABOLISH DENTAL COORDINATOR
PUBLIC HEALTH

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

WHEREAS: The Public Health Director has continuously worked with the Personnel Officer regarding the job specifications and placement of the dental program titles within the CSEA Salary Schedule in conjunction with a desk audit submitted by Kimberly Thomas, Dental Hygienist; and

WHEREAS: The Public Health Director has determined, to better utilize the titles within the department, that the Dental Health Coordinator (CSEA SG X) title be abolished; and

WHEREAS: The Personnel Officer has made a determination that due to the specific college degree and licensing requirements of the minimum qualifications there is justification to request a salary reallocation of the Dental Hygienist title within the CSEA Salary Schedule; therefore be it

RESOLVED: That the title of Dental Hygienist shall be reallocated from CSEA Salary Grade IX to CSEA Salary Grade X (\$46,940-\$47,940) effective May 20, 2024; and be it further

RESOLVED: That the 2024 annual salary of Ms. Thomas increase by \$2,033 to \$47,470 effective May 20, 2024; and be it further

RESOLVED: That the Dental Health Coordinator (CSEA SG X) position be abolished effective May 20, 2024.

REFERRED TO:

LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -24

APPOINT COUNTY ADMINISTRATOR

WHEREAS: Pursuant to Local Law No. 4 of 2023 adopted on September 12, 2023 by way of Resolution No. 350-23, the position of County Administrator for Tioga County has been established; and

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

WHEREAS: After an extensive search process and interviews, the Legislature has selected a candidate to fill this position; therefore be it

RESOLVED: That Jackson D. Bailey, II be and hereby is appointed to the unclassified position of County Administrator for Tioga County commencing July 1, 2024 at an annual Management/Confidential salary of \$125,000; and be it further

RESOLVED: That the County Administrator, in accordance with Local Law No. 4 of 2023, will work with the Chair of the Legislature for a period of 52 weeks and run coextensively on the same terms as Legislative Clerk, County Attorney, and Public Defender; and be it further

RESOLVED: That based on the number of years of relevant experience, including his current position as part-time Budget Officer, and in accordance with County policy, Jackson D. Bailey, II is entitled to 15 days of vacation upon hire; and be it further

RESOLVED: That the position of part-time Budget Officer will be unfunded effective July 1, 2024.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF
DEPUTY COMMISSIONER OF PUBLIC WORKS
(PUBLIC WORKS)

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

WHEREAS: The Deputy Commissioner of Public Works position became vacant as of March 13, 2024; and

WHEREAS: The Commissioner of Public Works, who intends to fill this vacancy, has identified a well-qualified candidate who has passed the Fundamentals of Engineering Exam; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to appoint Justin Ruggiero to the title of Deputy Commissioner of Public Works effective May 20, 2024, at an annual Management/Confidential salary of \$60,979; and be it further

RESOLVED: That Mr. Ruggiero shall be eligible for any Management/Confidential salary increase that may occur January 1, 2025; and be it further

RESOLVED: Upon a successful completion of the 52-week probationary period, Mr. Ruggiero's annual Management/Confidential salary shall increase to \$65,979; and be it further

RESOLVED: That this resolution will be null and void if Mr. Ruggiero fails to pass the County mandated criminal background check.