

**Personnel Committee Agenda**  
**February 8, 2024**  
**10:30 A.M.**

---

- APPROVAL OF MINUTES FOR JANUARY 4, 2024, COMMITTEE MEETING
- FINANCIAL
  - Benefits & Workers' Compensation Reports
  - Monthly Departmental Budget Tracking - Linda Parke
- OLD BUSINESS
  - None
- NEW BUSINESS
  - Management/Confidential Vacation Policy
- PERSONNEL
  - Head Count & Monthly Exam Reports
- RESOLUTIONS
  - Authorize Appointment of Community Development Specialist (ED&P)
  - Authorize Appointment Benefits Manager (Personnel)
  - Authorize Contract for Consulting Services (Personnel)
  - Authorize Appointment Secretary to Personnel Officer (Personnel)
  - Authorize Appointment of Director of Emergency Services
- PROCLAMATIONS - None
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2024-01

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
<b>AI430 Personnel</b>							
AI430 412600 Personnel Fees	-4,080	0	-4,080	.00	.00	-4,080.00	.0%
AI430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%
AI430 510010 Full Time	257,889	0	257,889	.00	.00	257,889.00	.0%
AI430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
AI430 540010 Advertising	2,600	0	2,600	.00	.00	2,600.00	.0%
AI430 540140 Contracting Service	64,050	0	64,050	447.00	.00	63,603.00	.7%
AI430 540180 Dues	580	0	580	272.58	.00	307.42	47.0%
AI430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
AI430 540320 Leased/Service Equ	2,200	0	2,200	180.68	.00	2,019.32	8.2%
AI430 540340 Literature	600	0	600	.00	.00	600.00	.0%
AI430 540420 Office Supplies	600	0	600	.00	.00	600.00	.0%
AI430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
AI430 540470 Physicals	6,000	0	6,000	325.00	.00	5,675.00	5.4%
AI430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	.0%
AI430 540620 Software Expense	6,000	0	6,000	5,990.00	.00	10.00	99.8%
AI430 540732 Training/County Re	11,000	0	11,000	240.00	.00	10,760.00	2.2%
AI430 540733 Training/All Other	3,500	0	3,500	.00	.00	3,500.00	.0%
AI430 581088 State Retirement F	15,159	0	15,159	1,287.10	.00	13,871.90	8.5%
AI430 583088 Social Security Fr	0	0	0	683.89	.00	-683.89	100.0%
AI430 584088 Workers Compensati	0	0	0	227.50	.00	-227.50	100.0%
AI430 585588 Disability Insuran	0	0	0	12.92	.00	-12.92	100.0%
AI430 586088 Health Insurance F	34,209	0	34,209	2,775.16	.00	31,433.84	8.1%
AI430 588988 Eap Fringe	0	0	0	3.02	.00	-3.02	100.0%
<b>TOTAL Personnel</b>	<b>404,577</b>	<b>0</b>	<b>404,577</b>	<b>12,444.85</b>	<b>.00</b>	<b>392,132.15</b>	<b>3.1%</b>
<b>TOTAL General Fund</b>	<b>404,577</b>	<b>0</b>	<b>404,577</b>	<b>12,444.85</b>	<b>.00</b>	<b>392,132.15</b>	<b>3.1%</b>
<b>TOTAL REVENUES</b>	<b>-4,085</b>	<b>0</b>	<b>-4,085</b>	<b>.00</b>	<b>.00</b>	<b>-4,085.00</b>	
<b>TOTAL EXPENSES</b>	<b>408,662</b>	<b>0</b>	<b>408,662</b>	<b>12,444.85</b>	<b>.00</b>	<b>396,217.15</b>	

REFERRED TO:

ED&P COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF  
COMMUNITY DEVELOPMENT SPECIALIST IN  
THE ECONOMIC DEVELOPMENT &  
PLANNING DEPARTMENT

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

WHEREAS: The Director of Economic Development & Planning (ED&P) has conducted a recruitment search for the Community Development Specialist and has identified a candidate; and

WHEREAS: The Community Development Specialist position has been vacant since September 13, 2023; and

WHEREAS: The Community Development Specialist position funding is included in the ED&P 2024 budget; therefore be it

RESOLVED: That the Director of Economic Development & Planning is hereby authorized to appoint Sean Lanning to the position of Community Development Specialist at an annual Management Confidential salary of \$57,009 effective February 26, 2024, in accordance with payroll processing standards; and be it further

RESOLVED: That said appointment shall be provisional, pending the outcome of a civil service examination.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF  
BENEFITS MANAGER  
(PERSONNEL DEPARTMENT)

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

WHEREAS: The Benefit Manager position became vacant with the announced resignation of the current Benefits Manager, Alexander Freyvogel effective January 26, 2024; therefore be it

RESOLVED: That the Personnel Officer is authorized to provisionally appoint Camille Mattison-Corneby to the title of Benefits Manager, pending successful completion of civil service examination requirements at an annual, Management/Confidential salary of \$54,354.00, retroactive to February 12, 2024.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE CONTRACT FOR  
CONSULTANT SERVICES  
(PERSONNEL)

WHEREAS: Legislative approval is required to contract for professional services; and

WHEREAS: The Benefits Manager position became vacant on January 26, 2024 due to a resignation; and

WHEREAS: There is a need to contract with the recently retired Benefits Manager for continuity of operations and training of the successor; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the Personnel Officer to contract with Amy Poff for consulting services at the rate of \$50.00 per hour, not to exceed 15 hours per week, from February 13, 2024 through December 31, 2024; and be it further

RESOLVED: That Ms. Poff will submit invoices for payment on a monthly basis.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF  
SECRETARY TO THE PERSONNEL OFFICER  
(PERSONNEL DEPARTMENT)

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

WHEREAS: Due to a resignation and a promotion within the department, the Personnel Officer has reviewed work assignments, staffing structure, and future succession training needs within the department for the administration of Civil Service, and benefits; and

WHEREAS: The Personnel Officer has identified a desirable candidate; therefore be it

RESOLVED: That Christie Farnham is appointed to the title of Secretary to the Personnel Officer, at an annual, Management/Confidential salary of \$41,528.00, retroactive to February 12, 2024.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -24

AUTHORIZE APPOINTMENT OF  
DIRECTOR OF EMERGENCY SERVICES  
(DEPARTMENT OF EMERGENCY SERVICES)

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

WHEREAS: The Director of Emergency Services position became vacant with the announced resignation of the current Director of Emergency Services, Michael Simmons effective February 6, 2024; and

WHEREAS: Corinne Cornelius has been serving as Deputy Director of Emergency Services since January 3, 2023; therefore be it

RESOLVED: That Corinne Cornelius is appointed to the title of Director of Emergency Services at an annual Management/Confidential salary of \$72,965.00, retroactive to February 12, 2024.

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Cornelius shall serve a probationary period of eight to fifty-two weeks.