

PERSONNEL COMMITTEE MINUTES

April 10, 2025

Present: Legislator Dennis Mullen, Legislator Raymond Bunce, Legislator Barbara Roberts, Legislator Keith Flesher, 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; Legislative Clerk, Cathy Haskell; County Administrator, Jackson Bailey, Andrew Aronstam

Absent:

The meeting of the Tioga County Personnel Committee was called to order at 10:33 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Roberts to approve the March 6, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Camille Corneby, Benefits Manager:

New Hires: In March Camille, Christa and Christie had two orientations with a total of 3 new hires.

2025 Quarterly Health Insurance: In March \$118,231.24 was paid out of the HRA. To date, of the 278 participants, 22 have reached their deductible. HRA employer funding is \$1,180,400 million, \$367,876 has been paid out of the HRA to date.

Resolution for Contract with Triad: There is a resolution in the packet to contract with Triad for the period of June 1, 2025, through May 31, 2028. They have been our workers' compensation third party administrator since 2020.

B. Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of January was reviewed. We have collected \$3,435.00 (15.8%) of our projected revenue and spent 19.1% of our appropriations.

II. OLD BUSINESS

None.

III. NEW BUSINESS

1st Quarter Exit Interview Report 2025: The 1st Quarter Exit Interview

Report was reviewed. The questionnaires have been sent to the corresponding Department Heads and Committee Chairs.

Starting contract negotiations with Law and Corrections: There is a meeting with Roemer's office on 04/10/25.

IV. PERSONNEL

The Head Count Report as of April 1, 2025, was reviewed. There are 38 FT and 53 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, Records Management Technician, Senior Clinical Social Worker; PT: Account Clerk Typist; Probation: Probation Officer 1; Public Health: Early Intervention Service Coordinator, Public Health Emergency Preparedness Coordinator, Public Health Sanitarian, Public Health Educator (Seasonal), Community Health Program Supervisor, Supervising Public Health Nurse, Local Coordinator; PT: Dentist and Speech Language Pathologist; Public Works: Heavy Equipment Mechanic I, Maintenance Equipment Operator III, Maintenance Equipment Operator II, Heavy Equipment Operator Site Leader; Sheriff's Office: Correction Officer's, Public Safety Dispatcher's, Deputy Sheriff and PT Cook; Personnel: Civil Service Assistant; Veterans': Director of Veterans' Service Agency, Veterans' Service Officer; Public Defender: Assistant Public Defender

The Vacancies Filled-Salary Difference Report shows three (3) changes since the March meeting with a monthly impact of (\$1,477.00) and YTD of (\$8,134.00). The Temporary Appointments chart shows one change, two Seasonal HEAP Office I Specialist have ended and one Seasonal HEAP Office Specialist I will be ending on 04/11/25.

RESOLUTIONS

Create and Fill Temporary, Full-Time Clerk (Seasonal) Position (Treasurer's Office): The Treasurer's Office has a need to hire a temporary, full-time Clerk to work during the summer season to provide clerical support within the office. The Treasurer appropriately budgeted for said position in the approved 2025 budget. One (1) temporary, full-time Clerk (Seasonal) position is created at the hourly rate of \$15.50 in accordance with Resolution No. 196-09, effective April 19th, 2025. The Treasurer shall be allowed to fill said position for a duration not to exceed beyond October 3rd, 2025.

Abolish Positions of Driver PT (Board of Elections): Two positions for Driver PT were approved by the County Legislature to be added to the Board of Elections authorized part-time headcount and were filled on May 11, 2022. One Driver PT position has been vacant since December 2024. The Driver PT positions are challenging to fill due to the very limited number of days per year. The Department of Public Works has agreed to provide staff for voting machine transportation in exchange for reimbursement based on the average Buildings & Grounds salary plus fringe. The Election Commissioners have decided to abolish both Driver PT positions. The two positions for Driver PT be abolished and the Board of Elections authorized part-time headcount be decreased from 240 to 238, effective April 16, 2025.

Authorize Contract with Triad Group, LLC for Workers' Compensation Administration: The Tioga County Self-Insurance Plan has been using the services of Triad Group, LLC (Triad) as the workers' compensation third-party administrator (TPA), professional services since June 1, 2020. The contract is for a three-year period with the option for a one-year renewal up to two years. The three-year contract is for June 1, 2025, through May 31, 2027, at an annual cost of \$32,000, for the first, and second year. The third year's cost is \$32,500, with optional extensions for years four and five at an annual cost of \$33,000. This is an increase of \$1,000 for the first and second year from the prior Contract, and an increase of \$500 for the third year. 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. Triad communicates with all representatives of the Tioga County Self-Insurance Plan to ensure that cases are handled appropriately. Tioga County Self-Insurance Plan has approximately one hundred open or reopened claims and continuing with Triad will ensure continuity of claims handling. 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, 2025, through May 31, 2028. The cost of this contract will be paid out of the Tioga County Self-Insurance Fund Account S 1720 (540140).

Appointment of Republican Election Clerk PT (Board of Elections): The position of Republican Election Clerk PT has been vacant since March 26, 2025. A request to backfill the vacancy was approved on April 1, 2025. The Republican Election Commissioner has selected a candidate to fill said vacancy. Kristy Whatley shall be appointed as the

Republican Election Clerk PT, effective April 21, 2025, at the rate of \$19.22/hr.

Authorize Salary Above CSEA Base for Probation Officers (Probation): The Probation Director has identified that at the time of hire for Probation Officers Sydney Blinn and Joseph Lanzillotto both had over four years of prior relevant work experience and should have been hired at the maximum as Probation Officer 1 at that time. Sydney Blinn and Joseph Lanzillotto are hereby granted an increase of \$1,000 each to their current salary effective April 19, 2025, the beginning of the pay period. Sydney Blinn and Joseph Lanzillotto will be eligible for an increment upon completion of their tenth year of service.

Authorize Appointment of Public Health Emergency Preparedness Coordinator (Public Health): Resolution No. 311-24 authorized the creation of the Public Health Emergency Preparedness Coordinator. The Public Health Director has identified a candidate who is qualified and willing to accept the appointment for said title. Based on Mackenzie Squair's experience and advanced degree, the Public Health Director, in coordination with the Personnel Officer, has determined that Mackenzie Squair's salary shall start above the minimum base amount. Ms. Squair be provisionally appointed to the title of Public Health Emergency Preparedness Coordinator, pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$55,741, effective June 2, 2025.

Authorize Reclassification and Establish Salary for Part-Time Grants and Programs Administrative Assistant (Treasurer's Office): The County has secured a three-year Hurrell-Harring grant intended to increase legal services provided to indigent persons and to fund positions in the Assigned Counsel Office to carry out this mission. The Assigned Counsel Administrator has identified that the modification of position titles and establishment of salaried wages for the part-time staff in the Assigned Counsel Office is necessary. On March 20, 2025, the Personnel Department received a New Position Duties Statement from Irene Graven, Assigned Counsel Administrator. This resulted in the review of work currently performed by Janice Yuricek, Accounting Associate III (PT). Due to the type of work currently assigned and the new duties identified by the New Position Duties Statement, the Personnel Officer has determined that justification exists to reclassify the position of Accounting Associate III (PT) filled by Ms. Yuricek to Grants and Programs Administrative Assistant (PT). The position of Grants and

Programs Administrative Assistant (PT) is pending jurisdictional classification, therefore the position is competitive until approved in another jurisdictional classification. The Tioga County Legislature authorizes the reclassification of the Accounting Associate III (PT) position to Grants and Programs Administrative Assistant (PT) and that Janice Yuricek be appointed provisionally to Grants and Programs Administrative Assistant (PT) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$25,000, effective April 19, 2025. The title of Grants and Programs Administrative Assistant (PT) shall not exceed 17.5 hours per week.

Create and Fill Three (3) Highway Worker (Seasonal) Positions (Public Works): The Commissioner of Public Works has budgeted money to cover expenditures of such employment. The Commissioner of Public Works is hereby authorized to create and fill three (3) temporary full-time Highway Worker (Seasonal) positions effective April 15, 2025, through December 1, 2025, at an hourly rate of \$15.77 (equivalent to CSEA Grade 7), not to exceed \$30,000.

Authorize Appointment of Commissioner of Public Works Gary Hammond (Public Works): Resolution 106-16 appointed Gary Hammond Commissioner of Public Works for a four-year term. Resolution 99-20 appointed Gary Hammond Commissioner of Public Works for a five-year term. That term will expire on May 13, 2025. The Tioga County Legislature authorizes the appointment of Gary Hammond, Commissioner of Public Works, for a five-year term effective May 13, 2025, through May 12, 2030. Mr. Hammond's salary for 2025 shall remain at his current annual rate.

Authorize Reclassification and Establish Salary for Part-Time Paralegal (Assigned Counsel Program) (Treasurer's Office): The County has secured a three-year Hurrell-Harring grant intended to increase legal services provided to indigent persons and to fund positions in the Assigned Counsel Office to carry out this mission. The Assigned Counsel Administrator has identified that the modification of position titles and establishment of salaried wages for the part-time staff in the Assigned Counsel Office is necessary. On March 20, 2025, the Personnel Department received a New Position Duties Statement from Irene Graven, Assigned Counsel Administrator. This resulted in the review of work currently performed by Stephanie Carrigg, Paralegal (PT). Due to the type of work currently assigned and the new duties identified by the New Position Duties Statement, the Personnel Officer has

determined that justification exists to reclassify the position of Paralegal (PT) filled by Ms. Carrigg to Paralegal (Assigned Counsel Program) (PT). The position of Paralegal (Assigned Counsel Program) (PT) is pending jurisdictional classification, therefore, the position is competitive until approved in another jurisdictional classification. That the Tioga County Legislature authorizes the reclassification of the Paralegal (PT) position to Paralegal (Assigned Counsel Program) (PT); and that Stephanie Carrigg be appointed provisionally to Paralegal (Assigned Counsel Program) (PT) pending successful completion of civil service examination requirements at an annual Management/Confidential salary of \$35,000, effective April 19, 2025. The title of Paralegal (Assigned Counsel Program) (PT) shall not exceed 17.5 hours per week.

PROCLAMATIONS – None

EXECUTIVE SESSION – Request to move into Executive Session by Legislator Flesher. Motion by Legislator Mullen, seconded by Legislator Roberts to move into Executive Session to discuss a personnel matter at 10:43 a.m.

EXECUTIVE SESSION ADJOURNMENT – Motion by Legislator Flesher, seconded by Legislator Mullen to adjourn Executive Session at 11:32 p.m.