

**Personnel Committee Agenda**  
**June 9, 2022**  
**10:30 A.M.**

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- APPROVAL OF MINUTES FROM MAY 5, 2022
  
- FINANCIAL
  - Benefits & Workers' Compensation Reports – Amy Poff
  - Monthly Departmental Budget Tracking
  
- OLD BUSINESS
  - Salary Study RFP
  
- NEW BUSINESS
  - New Personnel Officer
  
- PERSONNEL
  - Head Count & Monthly Exam Reports – Linn Bruce
  
- RESOLUTIONS
  - Authorize Appointment Above Salary Grade (Probation Dept)
  - Authorize Appointment of Accountant (Treasurer's Office)
  - Authorize Salary Reallocation Data Officer (Public Defender's Office)
  - Amend Resolution 145-22 (Mental Hygiene Dept)
  - Appropriation of Funds, Transfer of Funds and Budget Modification (Mental Hygiene Dept)
  - Appointment of Election Worker (Board of Elections)
  - Standard Work Day and Reporting Resolution
  - Authorization to Change One PT Veterans' Service Officer to FT; Increase Hours of One PT Veterans Service Officer to 19.5 Hours/Week; Increase Hours of Director of Veterans' Services to 40 Hours/Week.
  
- PROCLAMATIONS - None
  
- ADJOURNMENT



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2022 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
<b>A1430 Personnel</b>								
A1430 412600	Personnel Fees	-4,080	0	-4,080	-1,640.00	0.00	-2,440.00	40.2%*
A1430 412601	Personnel Training	0	0	0	-100.00	0.00	100.00	100.0%*
A1430 427702	Other Unclassified	-5	-5	-5	0.00	0.00	-5.00	0.0%*
A1430 510010	Full Time	274,757	0	264,757	106,988.01	0.00	157,768.99	40.4%*
A1430 510020	Part Time/Temporary	0	0	0	15,375.00	0.00	-5,375.00	153.8%*
A1430 540010	Advertising	1,500	-200	1,300	888.32	0.00	411.68	68.3%*
A1430 540140	Contracting Service	66,300	0	66,300	12,548.90	479.76	53,751.34	19.7%*
A1430 540180	Dues	330	0	330	100.00	0.00	230.00	30.3%*
A1430 540220	Automobile Fuel	100	0	100	0.00	0.00	100.00	0.0%*
A1430 540320	Leased/Service Equ	2,000	0	2,000	852.26	0.00	1,147.74	42.6%*
A1430 540340	Literature	1,640	0	1,640	536.99	0.00	1,103.01	32.7%*
A1430 540420	Office Supplies	400	0	400	40.85	0.00	359.15	10.2%*
A1430 540450	Payment To State	2,575	0	2,575	0.00	0.00	2,575.00	0.0%*
A1430 540470	Postage	2,750	0	2,750	1,071.95	0.00	1,678.05	39.0%*
A1430 540480	Software Expense	1,350	0	1,350	437.38	0.00	912.62	32.4%*
A1430 540620	Training/County Re	7,000	200	5,790	5,790.00	0.00	0.00	100.0%*
A1430 540732	Training/All Other	3,500	0	3,500	1,105.75	0.00	5,894.25	15.8%*
A1430 581088	State Retirement F	32,714	0	32,714	15,854.20	0.00	2,260.00	35.4%*
A1430 583088	Social Security Fr	19,933	0	19,933	9,638.98	0.00	16,859.50	48.5%*
A1430 584088	Workers Compensati	6,060	0	6,060	2,706.33	0.00	10,294.32	48.4%*
A1430 585588	Disability Insuran	336	0	336	133.79	0.00	3,354.15	44.7%*
A1430 586088	Health Insurance F	127,209	0	127,209	38,987.24	0.00	202.11	39.8%*
A1430 588988	Eap Fringe	72	0	72	30.92	0.00	88,221.73	30.6%*
							41.15	42.9%*
TOTAL Personnel		552,031	0	552,031	212,586.87	479.76	338,964.79	38.6%*
TOTAL General Fund		552,031	0	552,031	212,586.87	479.76	338,964.79	38.6%*
	TOTAL REVENUES	-4,085	0	-4,085	-1,740.00	0.00	-2,345.00	
	TOTAL EXPENSES	556,116	0	556,116	214,326.87	479.76	341,309.79	

REFERRED TO:

PERSONNEL COMMITTEE  
FINANCE COMMITTEE

RESOLUTION NO. -22

AUTHORIZE APPOINTMENT OF  
ACCOUNTANT  
TREASURER'S OFFICE

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

WHEREAS: The position of Accountant (\$41,932-\$51,932) became vacant as of June 6, 2022, within the Treasurer's Office; and

WHEREAS: The Treasurer has conducted interviews from the appropriate civil service eligible list and has identified a desirable candidate; therefore be it

RESOLVED: That Laura Schurter is probationally appointed to the title of Accountant, at an annual, management/confidential salary of \$43,000, effective June 18, 2022.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY ABOVE CSEA BASE FOR  
ACCOUNTING ASSOCIATE III (ANGELA ZITO)  
PROBATION DEPARTMENT

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate to fill the Accounting Associate III (CSEA SG VII, \$37,904 – 38,904) vacancy who is currently employed with Tioga County and who has over 10 years of prior relevant work experience; therefore be it

RESOLVED: That Angela Zito is hereby provisionally appointed to the title of Accounting Associate III at the annual rate of \$38,904 (increment stage 2) effective retroactive to June 6, 2022, pending successful completion of civil service examination requirements; and be it further

RESOLVED: That on Ms. Zito's anniversary date, she will be eligible for her seventh year increment in November 2028.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22 AMEND RESOLUTION 145-22;  
APPROPRIATION OF FUNDS, TRANSFER OF FUNDS,  
AND BUDGET MODIFICATION  
MENTAL HYGIENE

WHEREAS: Resolution 145-22 authorized the appropriation of grant funds for Mental Health's Recruitment and Retention Incentives; and

WHEREAS: The proper amount of funding to satisfy the retention incentive was appropriated and transferred as follows:

From: A4210-444310-WEG1 FA-COVID R	\$13,796.00
To: A4210-510050-WEG1 Salary Other	\$12,543.00
To: A4210-583088-WEG1 Social Sec Fringe	\$ 960.00
To: A4210-540733-WEG1 Training Other	\$ 293.00
From: A4310-540733-WEG1 Training Other	\$24,346.00
To: A4310-510050-WEG1 Salary Other	\$22,616.00
To: A4310-583088-WEG1 Social Sec Fringe	\$ 1,730.00

And

WHEREAS: It has been discovered that a portion of the appropriated and transferred funds should have been appropriated or transferred to A4309-510050-WEG1 and A4309-583088-WEG1; and

WHEREAS: Budget Modifications, Transfer of Funds and Appropriation of Funds require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From: A4210-510050-WEG1 Salary Other	\$ 9,543.00
To: A4309-510050-WEG1 Salary Other	\$ 9,543.00
From: A4210-583088-WEG1 Social Sec Fringe	\$ 741.47
To: A4309-583088-WEG1 Social Sec Fringe	\$ 741.47

From:	A4310-510050-WEG1 Salary Other	\$ 2,616.00
To:	A4309-510050-WEG1 Salary Other	\$ 2,616.00
From:	A4310-583088-WEG1 Social Sec Fringe	\$ 144.17
To:	A4309-583088-WEG1 Social Sec Fringe	\$ 144.17
From:	A4210-444310-WEG1 FA-COVID R	\$ 10,284.47
	A4310-444310-WEG1 FA-COVID R	\$ 2,760.17
To:	A4309-444310-WEG1 FA-COVID R	\$ 13,044.64

REFERRED TO:

LEGAL FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZE SALARY GRADE  
REALLOCATION; DATA OFFICER  
(PUBLIC DEFENDER)

WHEREAS: Legislative approval is required to reallocate titles within salary grades; and

WHEREAS: The Public Defender has received an additional \$9,000 in Indigent Legal Services grant funds to compensate for duties associated with discovery document retrieval and case management within his department; and

WHEREAS: The Public Defender does not want to increase his headcount by creating another position and would rather assign said duties to the current Data Officer (CSEA SG V, \$30,965-\$31,965), Stacey Reynolds; and

WHEREAS: Upon review by the Personnel Officer, it has been determined that revisions to the current classification of Data Officer are appropriate to reflect the additional work duties performed; and

WHEREAS: Upon review of the existing CSEA salary grades and the respective titles along with the desired qualification for Data Officer, justification exists to reallocate the salary grade for this title; therefore be it

RESOLVED: That the title of Data Officer shall be reallocated to CSEA Salary Grade VII (\$37,904-\$38,904) and that Ms. Reynolds' annual salary shall be increased by \$6,939 effective June 20, 2022.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
FINANCE COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

APPROPRIATION OF FUNDS, TRANSFER OF  
FUNDS, AND BUDGET MODIFICATION  
MENTAL HYGIENE

WHEREAS: Tioga County Mental Hygiene (TCMH) has been allocated additional pass through federal aid funding as a grant through the Office of Alcohol and Substance Abuse (OASAS) and previously from the Office of Mental Health (OMH) for the purpose of Workforce Enhancement and Development; and

WHEREAS: Eligible expenses to spend these funds include but are not limited to: Recruitment and Retention Incentives, Educational Expenses, Career Development and Training Expenses; and

WHEREAS: Tioga County Mental Hygiene has identified the best use of these funds as retention incentive for the entire departments staff and training for select staff; and

WHEREAS: Personnel has negotiated a Memorandum of Agreement between Tioga County and the CSEA Union to distribute \$1,000 per each Union Member of the Mental Hygiene Department; and

WHEREAS: TCMH has determined the allowable retention incentives for full time therapists: \$1,000; and

WHEREAS: TCMH will incur no local share increase, yet this will require a Budget Modification, Transfer of Funds and an Appropriation of Funds into the proper account codes; and

WHEREAS: Budget Modifications, Transfer of Funds and Appropriation of Funds require Legislative approval; therefore be it

RESOLVED: That funding be transferred as follows:

From: A4310-540733-WEG1 Training Other	\$1076.50
To: A4310-510050-WEG1 Salary Other	\$1000.00
To: A4310-583088-WEG1 Social Sec Fringe	\$ 76.50



REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. --22

APPOINTMENT OF PART-TIME ELECTION WORKER  
(DEMOCRATIC)

WHEREAS: Legislative approval is required for any appointment to any position not covered by a collective bargaining agreement or part of the management/confidential listing; and

WHEREAS: A position of Election Worker (Part-Time, Democratic) was vacated on May 16, 2022 due to resignation; and

WHEREAS: Authorization to backfill the vacancy was approved on May 19, 2022; and

WHEREAS: The Democratic Election Commissioner has selected a candidate to fill said vacancy; therefore be it

RESOLVED: That Sue Smith-Heavenrich shall be appointed as an Election Worker (PT) effective June 22, 2022, at the rate of \$13.85/hr.

REFERRED TO:

LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

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
<b>Elected Officials</b>						
Legislator	Ronald Ciotoli	6	1/1/22-12/31/25	5.92	Monthly	
<b>Appointed Officials</b>						
Assistant Public Defender	Brad Helmetsie	7	1/1/22-12/31/25		Biweekly	X

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 XXXX, 2022 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 XX day of XXXX, 2022.

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Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXX XX, 2022 and continued for at least 30 days. That the resolution was available to the public on the

- Employer's website at [www.tiogacountyny.gov](http://www.tiogacountyny.gov)
- Official sign board at Tioga County Legislative Office.
- Main Entrance Clerk's Office at \_\_\_\_\_

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -22

AUTHORIZATION TO CHANGE ONE (1)  
PART-TIME VETERANS' SERVICE OFFICER  
POSITION TO FULL-TIME; INCREASE HOURS  
OF ONE (1) PART-TIME VETERANS SERVICE  
OFFICER TO 19.5 HOURS PER WEEK;  
INCREASE HOURS OF DIRECTOR OF  
VETERANS' SERVICES TO 40 PER WEEK  
(VETERANS' SERVICES OFFICE)

WHEREAS: Legislative approval is required for any changes to a department's authorized headcount; and

WHEREAS: Per Resolution 321-21, the Veterans' Services Office added a part-time Veterans Service Officer (17 hours per week) to its headcount for 2022; and

WHEREAS: In order to meet the needs of the veterans, programs have been expanded and enhanced, creating a need for additional work hours for the Director and staff; and

WHEREAS: The Director position is currently 35 hours per week and both part-time Veterans Service Officers are 17 hours per week; and

WHEREAS: CSEA is in agreement with the terms and conditions of increasing the VSO position to full-time; and

WHEREAS: The Veterans Services Office has received an increase in State Aid to Localities money in the amount of \$115,000 to cover the increase in payroll and fringe benefits; therefore be it

RESOLVED: That one part-time Veterans' Service Officer position shall be changed to full-time with a 40 hour workweek (CSEA SG X \$44,246) effective June 18, 2022 with permission to fill; and be it further

RESOLVED: That one part-time Veterans' Service Officer position shall be increased from 17 to 19.5 hours per week effective June 18, 2022; and be it further

RESOLVED: The Director of Veterans' Services position shall be changed from a 35 hour to a 40 hour workweek effective June 18, 2022 and the

incumbent's 2022 annual salary shall be increased proportionally from \$46,219 to \$52,832; and be it further

RESOLVED: The Veterans' Services Department authorized full-time headcount will increase from 1 to 2 and part-time headcount shall decrease from 2 to 1.