

Personnel Committee Agenda
June 8, 2023
10:30 A.M.

- APPROVAL OF MINUTES FOR APRIL 6, 2023, AND MAY 4, 2023, COMMITTEE MEETINGS

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - Corrections Negotiations

- NEW BUSINESS
 - Amy Poff Retirement June 30, 2023

- PERSONNEL
 - Head Count & Monthly Exam Reports

- RESOLUTIONS
 - Authorize Appointment Deputy Commissioner (BOE)
 - Amend and Restate Deferred Compensation Model Plan
 - Authorize Out-of-Title Pay (Public Health)
 - Amend Employee Handbook; Management/Confidential Benefits
 - Create and Fill One PT Principal SWE Position (DSS)
 - Authorize Appointment above CSEA Base (Probation)
 - Authorize Appointment Benefits Manager (Personnel)
 - Amend Resolution 193-18 and 45-23; Title VI Plan
 - Create and Fill Permanent FT Sr. Clinical Social Worker Tioga Center School District (MH)
 - Create and Fill Permanent FT Sr. Clinical Social Worker Waverly Central School District (MH)

- PROCLAMATIONS - None

- ADJOURNMENT

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

APPOINTMENT OF DEMOCRATIC DEPUTY
COMMISSIONER OF ELECTIONS

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

WHEREAS: The position of Deputy Commissioner of Elections (Democratic) has been vacant since April 26th, 2023; and

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

RESOLVED: That Amber Duke shall be appointed as Deputy Commissioner of Elections effective June 19th, 2023, at an annual Management/Confidential salary of \$43,091.

REFERRED TO: PERSONNEL COMMITTEE
FINANCE COMMITTEE

RESOLUTION NO. -23 RESOLUTION TO AMEND AND
RESTATE THE DEFERRED
COMPENSATION MODEL PLAN

WHEREAS: The New York State Deferred Compensation Board (the "*Board*"), pursuant to Section 5 of the New York State Finance Law ("*Section 5*") and the Regulations of the New York State Deferred Compensation Board (the "*Regulations*"), has promulgated the Plan Document of the Deferred Compensation Plan for Employees of Tioga County (the "*Model Plan*") and offers the Model Plan for adoption by local employers; and

WHEREAS: Tioga County, pursuant to Section 5 and the Regulations, has adopted and currently administers the Model Plan known as the Deferred Compensation Plan for Employees of Tioga County; and

WHEREAS: Effective December 11, 2020 the Board amended the Model Plan to adopt the following optional provisions in Schedule B

- Related to the CARES Act and SECURE Act to permit penalty-free distributions for a new child and lowering the minimum age for in-service distribution from 70 ½ to 59 ½; and

WHEREAS: The Board has offered for adoption the amended and restated Model Plan to each Model Plan sponsored by a local employer in accordance with the Regulations; and

WHEREAS: Upon due deliberation, Tioga County has concluded that it is prudent and appropriate to amend the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan; therefore be it

RESOLVED: That Tioga County hereby amends the Deferred Compensation Plan for Employees of Tioga County by adopting the amended Model Plan effective December 11, 2020, including the optional provisions in Schedule B.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE OUT-OF-TITLE PAY
PUBLIC HEALTH

WHEREAS: Article 4, Section E of the current collective bargaining agreement allows for out-of-title pay if an employee performs the duties of a higher pay grade for more than 20 days; and

WHEREAS: The Senior Early Intervention Service Coordinator has been on an extended leave of absence starting on April 21, 2023; and

WHEREAS: At the request of the Public Health Director, Meagan Mertson, Early Intervention Service Coordinator (CSEA SG 10) has been carrying out the duties of Senior Early intervention Service Coordinator as of April 21, 2023; and

WHEREAS: Legislative approval is required to authorize the payment of out-of-title salary at the applicable higher pay grade; therefore be it

RESOLVED: That the Tioga County Legislature authorizes out-of-title pay for Meagan Mertson, retroactive to April 21st, 2023 at an annual increase of \$1,943 for the duration of the assignment not to exceed August 31, 2023.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. F12-23

AMEND EMPLOYEE HANDBOOK:
SECTION IV. PERSONNEL RULES, SUBSECTION
J. MANAGEMENT/CONFIDENTIAL
VACATION AND SECTION IV. PERSONNEL
RULES, SUBSECTION K.
MANAGEMENT/CONFIDENTIAL BENEFITS

WHEREAS: The Tioga County Employee Handbook contains two subsections, j and k, covering benefits for the Management/Confidential group; and

WHEREAS: Rules governing the accrual and use of vacation time are divided between subsections j and k; and

WHEREAS: The Personnel Officer, Benefits Manager, and Benefits Manager Trainee have agreed that consolidation of the two policies is necessary to maintain continuity and conciseness of the Management/Confidential group's benefits; and

WHEREAS: There is currently no codified Bereavement Policy for the Management/Confidential group; therefore be it

RESOLVED: That the Management/Confidential Benefits Policy be amended as follows:

I. MANAGEMENT/CONFIDENTIAL BENEFITS
(FORMERLY POLICIES #20 & #44)

TIOGA COUNTY MANAGEMENT/CONFIDENTIAL BENEFITS

- I. Wages
- II. Leave Accruals
- III. Leaves of Absence
- IV. Bereavement
- V. Retirement
- VI. Health & Dental Insurance
- VII. Disability Insurance
- VIII. Deferred Compensation
- IX. Employee Assistance Program (EAP)
- X. Tuition Reimbursement

- XI. Flexible Spending Program
- XII. Jury Duty

The following is an explanation of benefits available to Management/Confidential salaried employees. Any deviation from this policy must be authorized by the full Legislature, upon recommendation by the Personnel Office.

I. Wages

The expectation is that Management/Confidential employees will work the number of hours necessary to get their jobs done. During a State of Emergency, declared by either New York State or Federal government, in the discretion of the Department Head, Compensatory time or Overtime may be granted to those Management/Confidential employees who are required to work in excess of their standard work week for special projects, during weekends, or during normally scheduled paid or unpaid time off outside of regular business hours in response to the emergency. Salary ranges are reviewed annually to determine if adjustment is necessary. Individual salaries will be reviewed as needed.

Management/Confidential employees hired prior to August 1 shall have their January 1 increase based upon the evaluation done in August/September.

Management/Confidential employees hired on or after August 1 shall not receive an increase January 1 but shall have an evaluation conducted 6 months after their employment began. The increase received at that time shall be dependent upon the results of the evaluation and will not be retroactive. Justification for any rating above average on said evaluations must be submitted with the evaluation to the Personnel Office.

Exception: Salaries for employees of the Board of Elections shall be set by local resolution; said employees are not subject to performance evaluations. Further, regardless of date of hire, employees of the Board of Elections shall have their salaries adjusted effective January 1, in accordance with the aforementioned resolution.

II. Leave Accruals

All full-time Management/Confidential employees (except elected officials) are eligible for the following:

A. Vacation

- Accounting for vacation time shall be done by the Treasurer's Office through the County central computer on a per-pay period basis, as reported to the Treasurer's Office by the various departments.
- Vacation days are accrued on each employee's anniversary date, which is maintained by the Treasurer's Office. Anniversary dates are adjusted on a day for day basis for any unpaid absence that has not been previously approved. No adjustment of the anniversary date shall occur if an unpaid medical leave is pre-approved and does not exceed one cumulative year (260 working days) in duration. Once pre-approved medical leave(s) exceeds one cumulative year, the anniversary date shall be adjusted on a day for day basis for all days in excess of 260. An unpaid leave of absence for non-Family/Medical Leaves reasons which is approved in advance shall result in adjustment of the employee's anniversary date as of day one.
- Vacation days cannot be used until they are actually accrued. Vacation time may be used in one-hour increments. If a half-day is used, 3 ½ hours will be charged.
- For employees hired without credit for relevant prior work experience, the following chart shall apply:

CHART 1:

<u>Years of Tioga County Service:</u>	<u>Vacation Days:</u>
Upon hire	0
6-month anniversary	5 days
1 year anniversary	10 days (minus any used between 6 months and one year)
2 year - 5-year anniversary	10 days

6 year - 12-year anniversary	15 days
13-year anniversary and over	20 days

- For those employees hired with credit for five or more years of relevant prior work experience who have not yet reached (as of December 1, 2000) the anniversaries indicated below, vacation will be accrued based upon the sum of the prior relevant work experience plus the total Tioga County experience, as follows:

CHART 2:

Prior Years Experience plus Tioga

County Experience Upon Date of Hire:

Vacation Days:

5*	10
6-12	15
13 and over	20

(*Employees with less than five years of prior relevant experience shall be considered to have no prior relevant experience, and therefore covered by Chart 1).

- Years of relevant prior experience shall be determined at the time of initial employment with Tioga County (within the Management/Confidential plan) by the Personnel Department and shall take into account all of an employee's relevant prior work experience. The judgment of the County in this matter shall be at its sole discretion and shall be final and binding on all parties concerned.
- Department Heads shall notify the Chair of the Legislature and Legislative Standing Committee Chair a minimum of ten (10) days in advance of their intent to use vacation time, per Section IV Personnel Rules, subsection a positions/leave time/vacancies Section V.B; this notification shall be in writing, for which email is acceptable.

The Department Head and second in command (as designated by the Department Head) shall not be on vacation at the same time for more than three (3) workdays without advance authorization from the Chair of the Legislature and Legislative Standing Committee Chair. It is the Department Head's responsibility to submit such requests in writing.

Any vacation leaves in excess of ten (10) workdays require prior approval of the Legislative Chair.

- All Other Management/Confidential Employees must file a written request for vacation a minimum of ten (10) working days in advance of the requested leave with the Department Head for all leaves over five (5) days in length. Leave of less than five (5) days duration may be granted within 24 hours' notice. Exceptions to this may be granted by the Department Head, however, all requests for vacation leave must be approved by the Department Head.
- In no case shall an employee accrue more than 20 days' vacation on his/her anniversary date.
- No employee shall carry more than 40 days' vacation at any time. Therefore, the amount of vacation days an employee has on the books the day before his/her anniversary plus the number of days s/he is to accrue on his/her anniversary should equal 40 or less. Any days over 40 shall be immediately lost on the employee's anniversary.
- Exception: In the event unforeseen and unanticipated circumstances may cause an employee to have more than 20 days of vacation upon the day before his/her anniversary, a request to carry-over more than 20 days may be submitted by the employee to the Personnel Officer for review prior to the employee's anniversary date. In reviewing the request, the Personnel Officer shall consider what may have caused the situation (for example: staffing, special projects, and the employee's efforts to take vacation time during the preceding 12

months). In the event such request is approved, the employee will be allowed to carry more than 20 days over but will be required to use the extra days by the date 6 months after his/her anniversary. Any extra days remaining 6 months after the anniversary date will be lost. In the event the request is denied or if an employee has more than 20 days' vacation on the day before his/her anniversary and has not submitted a request, the balance will be reduced to 20 days as indicated in Section III.2. Requests received by Personnel on or after the employee's anniversary date will be denied.

- There will be no payment in lieu of vacation while the incumbent is employed by Tioga County.
- Any unused vacation time plus a portion of the coming year's accrual shall be paid for upon separation from the County. Employees granted vacation upon hire based upon qualifying prior work experience must work a minimum of twelve (12) months for Tioga County in order to be eligible for payment of the pro-rated portion of the coming year's vacation accrual.
- Employees are required to give at least 10 working days advance notice of their resignation or retirement, or forfeit any and all pay for earned vacation time. In determining whether this requirement is met, it will be assumed that all employees work a Monday through Friday schedule. The Personnel Officer, upon consultation with the Department Head, may make an exception.
- An employee who leaves employment and is rehired more than six (6) months after separation shall be considered a new hire and payment of accrued vacation upon initial separation will be taken into account when determining vacation allowance upon rehire.

- An employee who leaves and is rehired within six (6) months shall have his/her anniversary date adjusted to account for the time not employed by Tioga County.

B. VACATION SELLBACK

Full-time employees who have been employed full-time by Tioga County for at least 10 consecutive years may sell back Vacation days in accordance with the following parameters:

- A maximum of 5 days of Vacation may be sold back per budget year.
- A balance of at least 10 days of Vacation must exist after the sell-back occurs; if a Vacation balance of at least 10 days does not exist at the time the pay-out occurs, the sellback is nullified, and the pay-out will not occur.
- An employee must notify their Department Head (in the case of a Department Head selling back time, they notify the Chair of the Legislature) of their intent to sell-back Vacation days and how many by August 1 using the prescribed form; pay-out for the time will occur the following January in the second paycheck issued.
- An employee whose anniversary date falls between August 1 and January 1 may submit a notice in anticipation of Vacation time being received prior to the January pay-out.

C. PERSONAL TIME

- Each Management/Confidential employee shall receive three (3) Personal Days on January 1. Those employees who complete ten (10) years of service with Tioga County shall receive a fourth Personal Day on their 10th anniversary, and then four (4) Personal Days each January 1 thereafter.

- Personal days granted upon hire shall be pro-rated for the first year based upon the following chart:

Date of Hire:	Personal Days:
January 1 through April 30	3
May 1 through August 31	2
September 1 through November 30	1
December 1 or after	0

- Personal Days cannot be carried over from year to year.
- Requests to use Personal Days must be approved in advance by the Department Head and must be used in no less than quarter hour increments.
- Personal days are not compensated for at time of separation.

D. SICK TIME

- Management/Confidential employees shall earn one sick day (reported in the appropriate number of hours) per month, up to a maximum of 262 days.
- Sick time is credited on the 28th of each month and is available for use immediately. An employee hired on or before the 15th of the month shall receive a sick day for that month. An employee hired after the 15th of the month will not receive a sick day until the 28th day of the month following employment.
- An employee on a leave of absence without pay for five (5) days or more within a given month shall not receive a sick day for that month.
- Sick leave may be used in quarter-hour increments.
- Sick leave may be used for illness of an employee's immediate family member (spouse, child, sibling, parent, parent-in-law, child-in-law, grandparent, grandchild, or step relative), as well as for the employee's own illness.

- Upon retirement directly into the NYS & Local Employees Retirement System, a portion of an employee's accumulated unused sick days may be counted as additional service credit, in accordance with Section 41j of Retirement Law. If upon retirement an employee qualifies to carry Tioga County health insurance into retirement and has more sick days accrued than can be applied under Section 41j, the employee may apply the remaining sick days (whole days only) toward payment of their Tioga County retiree health insurance contributions. For each sick day over the Section 41j allowance, the employee shall receive one credit, and each credit can be used to reduce their contribution by \$100. **The credit otherwise has no cash value.** This credit will be applied toward the retiree's contributions toward health insurance premiums until it has been depleted, at which time the retiree will then become responsible for payment of said contributions in order to continue coverage. This credit can only be used toward the health insurance contributions for Tioga County sponsored retiree health care plan and shall cease upon the death of the retiree.
- Sick days are not compensated for at time of separation.
- A sick day shall not be earned for any month in which an unpaid absence of 5 or more working days occurs or any unauthorized leave (paid or unpaid) occurs.

E. HOLIDAYS

- Tioga County shall observe the following legal holidays:
 - New Year's Day
 - Martin Luther King's Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Columbus Day
 - Veteran's Day
 - Thanksgiving Day

Day After Thanksgiving
Christmas Day

- Should any of these legal holidays fall on a Saturday, the holiday shall be observed on the preceding Friday. If any of these holidays fall on a Sunday, the holiday shall be observed on the following Monday.
 - In addition to the legal holidays listed above, each employee shall be entitled to two (2) floating holidays each calendar year. The floating holidays may be used in one-hour increments and cannot be carried over from year to year. If a half-day is used, 3 ½ hours will be charged.
 - For their first calendar year of employment, employees shall be credited with floating holidays in accordance with the following chart, based upon date of hire:

<u>Date of Hire:</u>	<u>Floating Holidays:</u>
January 1 – May 15	2 days
May 16 – September 30	1 day
October 1 or after	0 days

- To be qualified for the payment of the holidays included in this section, an employee must be on the payroll the workday immediately preceding **and** following the holiday.
- Any unused floating holiday(s) shall be paid for upon separation from the County.

F. OVERTIME/COMPENSATORY TIME

- For eligible employees, straight time will be applied for hours 36-40 and eligible employees that work over 40 hours per week will be compensated at the time and one-half rate or receive time and one-half compensatory time.

- Compensatory time may be accumulated to a maximum of one hundred forty (140) hours of regularly scheduled work week hours.
- For eligible employees, working Compensatory Time or Overtime must be pre-approved by the Department Head or designee. The decision to pay overtime to eligible employees or award compensatory time to eligible employees will be at the discretion of the Department Head.
- An eligible employee must submit the request to Working Additional Hours between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday to their Department Head or designee for approval purposes prior to working the hours. If the eligible employee is unable to make the request prior to working the hours, the request should be submitted the next working day during business hours. If an eligible Department Head must work additional hours, the eligible Department Head must submit the request for Working Additional Hours between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday to the Chair of the County Legislature for approval purposes prior to working the hours. If the eligible Department Head is unable to make the request prior to working the hours, the request should be submitted the next working day during business hours.
- Compensatory time may be used with the approval of the Department Head or designee. Compensatory time may be used in increments of no less than one (1) full hour, subject to approval from the eligible employee's Department Head or designee. Use of Comp time may be in conjunction with use of other leave time such as vacation, personal leave, bereavement leave, or holiday time off.
- There will be no carry-over of Compensatory time beyond 365 days. After 365 days, any unused Compensatory time shall be paid out at the appropriate rate.

- The above revisions in subsection E, titled Overtime/Compensatory Time shall be effective retroactive to September 1, 2020, with the remainder of the policy unchanged.

III. LEAVES OF ABSENCE

Management/Confidential employees' requests for a leave of absence shall be considered on an individual basis.

Requests for medical leave should be handled in accordance with Section IV Personnel Rules, subsection i: Family and Medical Leave.

Leaves for non-medical reasons and leaves which do not qualify for Family/Medical Leave shall be handled in the following way: Department heads shall submit their written requests to their Statutory Committee. All other Management/Confidential employees shall submit their written requests to their department head. The Statutory Committee/Department Head may approve leaves up to 60 working days in length. Leaves of more than 60 working days require approval of the Legislative Committee, in accordance with Section IV Personnel Rules, subsection a positions/leave time/vacancies.

Upon request, Employees shall be granted up to one year of unpaid maternity leave.

Failure to return to work upon the expiration of a leave of absence is deemed a resignation, in accordance with Tioga County Policy 1.

IV. BEREAVEMENT

- A. Upon the death of a child, husband, wife, domestic partner, parent or sibling, the County employee involved shall be entitled to five (5) working days with pay. When working four (4) ten-hour days, Public Works employees shall be granted forty hours of bereavement leave.

For this clause, the term "child" includes the employee's natural child, stepchild or any other child who has resided with the employee and for whom the employee has been the primary care provider, both financially and emotionally for such child.

For this clause, the term "domestic partner" includes a person:

- In a committed relationship with the employee.
- Over 18 years of age.
- Not married to the employee or another person.
- Has shared combined residence for at least one year with the employee.
- Who is financially interdependent with the employee.

The employee must be able to provide documentation of their financial interdependence which is acceptable to the Personnel Officer.

B. Upon the death of a father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or step-relations, any County employee shall be entitled to three (3) working days with pay. When working four (4) ten-hour days, Public Works employees shall be granted thirty hours of bereavement leave.

C. Leaves for family deaths not covered by sub-section 1 or 2 above may be granted with Department Head approval and deducted from any accumulated benefit time, subject to all other provisions.

V. RETIREMENT

All Management/Confidential salaried employees are eligible to become members of the NYS Employee's Retirement System. Most full-time employees are required to join. Membership for part-time employees may be optional.

Retirement eligibility criteria varies by Tier, as do the benefits. Detailed information about each Tier is available from the Personnel Office.

VI. HEALTH & DENTAL INSURANCE

Eligibility: All full-time employees, Elected Officials (except Coroners), part-time Attorneys (except those in the Treasurer's Office) and part-time Dentists are eligible to participate in the Health/Dental/Vision programs.

Date of Coverage: Employees hired on the first of the month or the first workday of the month shall have their coverage effective immediately. Employees hired after the third of the month shall have coverage effective the first of the month following their employment. If an employee fails to enroll in the health insurance program within 30 calendar days of employment, then s/he must wait until an open enrollment period, which occurs annually in November for January coverage. Also, employees who wish to change from Individual to Family coverage must also wait for said open enrollment periods.

Tioga County currently provides health insurance through Excellus Blue Cross/Blue Shield of Central New York but maintains the right to change providers at will.

Employee Contributions: Contributions (% of Premium)

Legislators	15%
Full-time	15%
4 day/week Attorneys	15%
Part-time Attorneys	20%
Part-time Dentists	25%

These payroll deductions shall be taken from pre-tax earnings unless an alternative election is made.

An employee on a leave of absence without pay due to medical reasons shall only pay his/her normal contribution toward the health insurance for the first 6 months. Thereafter, the employee is responsible for 100% of the monthly premium.

An employee on a leave of absence without pay for non-medical reasons shall be responsible for 100% of the monthly premium as of day 1.

A prescription card is included in the medical plan and requires employees to pay \$5 for generic drugs, \$35 for common brand name drugs, or \$70 for new brand name drugs. Some exceptions may be required by NYS regulations and Excellus Blue Cross/Blue Shield. Drug categorization to be determined by Excellus Blue Cross/Blue Shield. Blue Cross/Blue Shield's "Gap Pricing" shall be in effect for all prescriptions.

The Health Reimbursement Accounts shall be funded by the County at the following levels:

Individual: \$2,600
Family: \$5,200

Any eligible employee who enrolls in the Dental and/or Vision plan(s) shall be required to pay 100% of the premium(s). Said premium payments shall be processed as pre-tax deductions.

Booklets detailing the complete coverage provided by the health, dental, and/or vision programs are available from the Personnel/Civil Service Office.

VII. DISABILITY INSURANCE

Tioga County provides a Short-term Disability program. This program provides qualified employees with 60% of their gross salary, up to a maximum of \$170 per week for a maximum of 26 weeks in a calendar year. The County maintains the right to change carriers at any time. All full-time employees except elected officials are eligible for this benefit.

VIII. DEFERRED COMPENSATION

Tioga County offers employees the opportunity to allocate pre-tax earnings to a mutual fund of the employee's choice through a tax deferred savings plan. Employees may invest a minimum of \$10 per pay period, up to a maximum established by the IRS. Enrollment in this plan can occur at any time. All Management/Confidential employees are eligible to participate in the Deferred Compensation Plan.

This deferred compensation plan is approved under Section 457 of the IRS codes. Because Tioga County is a public employer, matching contributions from the employer is prohibited.

IX. EMPLOYEE ASSISTANCE PROGRAM (EAP)

Tioga County currently offers an EAP to all employees. The program provides for up to 8 free counseling sessions for employees and/or members of their household. The counseling sessions are confidential. Issues the EAP can help with include but are not limited to family and/or marital conflict, drug and/or alcohol abuse and dependency, emotional distress, financial hardship, grief, depression,

eating disorders, and legal difficulties. The phone number to call 24 hours a day is 1-800-327-2255.

X. TUITION REIMBURSEMENT

Full-time employees who have passed their probationary period are eligible for reimbursement of 50% of tuition costs of job-related courses if prior approval is received from the appointing authority and the Personnel Office and the course is successfully completed. Request forms are available from the Personnel Office. In order to receive reimbursement, a copy of the tuition receipt and the grade report for the school must be submitted. Reimbursement shall be limited to 8 credit hours per calendar year.”

Upon request for tuition reimbursement/course approval, the employee shall enter into a contract with Tioga County which requires continued employment with Tioga County for at least one year following receipt of the reimbursement. The contract shall provide that in the event the employee separates employment for any reason with Tioga County within one year of receipt of the reimbursement, then Tioga County is entitled to be reimbursed for the entire amount of the tuition paid on behalf of the employee during the previous year, and that sum shall be deducted from the employee’s last paycheck. No refund is due to the County if an employee is laid off within one year of receiving tuition reimbursement.

XI. FLEXIBLE SPENDING PROGRAM

All salaried Management/Confidential employees who have passed probation are eligible to participate in the Flexible Spending Program. The Flexible Spending Program allows participants to set aside pre-tax earnings to pay out of pocket medical and dependent care expenses. Enrollment in the dependent care program is possible upon hire, however enrollment in the medical program is allowed only after *passing the probationary period*. Participation in the program is voluntary. Enrollment is allowed only at the end of one’s probationary period or at the end of each calendar year. Annual renewal of enrollment is required. Brochures and enrollment forms are available from Personnel.

XII. JURY DUTY

Any full-time employee called to Jury Duty will receive his/her regular salary minus any jury pay and will not be required to use leave time to cover said absence(s).

REFERRED TO:

HEALTH AND HUMAN SERVICES
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZATION TO CREATE AND FILL
ONE, PART TIME PRINCIPAL SOCIAL
WELFARE EXAMINER POSITION
SOCIAL SERVICES

WHEREAS: Legislative approval is required for the creation of new positions;
and

WHEREAS: The Commissioner of Social Services has identified ongoing
staffing needs within the Employment and Transitional Support Services
Division due to the continuation of turnover and vacancies; and

WHEREAS: A Principal Social Welfare Examiner is retiring in the month of June
2023 who has expressed interest in returning as a part-time Principal Social
Welfare Examiner; therefore be it

RESOLVED: That the Tioga County Legislature authorizes the creation and
filling of one, part-time Principal Social Welfare Examiner at an hourly rate
of \$21.72 effective July 3, 2023; and be it further

RESOLVED: That the Department of Social Services' part-time headcount
will increase from 9 to 10.

REFERRED TO:

PUBLIC SAFETY COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE SALARY ABOVE CSEA BASE
FOR PROBATION OFFICER 1
(BRIANA WARD)
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 Probation Officer 1 (CSEA SG XI, \$47,516 - 48,516) vacancy who is currently employed with Tioga County and who has over 3½ years of prior relevant work experience; therefore be it

RESOLVED: That Briana Ward is hereby provisionally appointed to the title of Probation Officer 1 at a yearly salary of \$48,516 effective retroactive to June 5, 2023, pending successful completion of civil service examination requirements.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -23

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 Benefits Manager position will become vacant upon the retirement of the current incumbent, Amy Poff on July 1, 2023; therefore be it

RESOLVED: That the Personnel Officer is authorized to promote Alexander Freyvogel to the title of Benefits Manager, due to a successful training period, at an annual, Management/Confidential salary of \$55,000, effective July 3, 2023; and be it further

RESOLVED: That the vacant Benefits Manager Trainee position will become unfunded effective July 3, 2023.

REFERRED TO:

PERSONNEL COMMITTEE
LEGISLATIVE WORKSESSION
FINANCE, LEGAL & SAFETY COMMITTEE

RESOLUTION NO. -23

AMEND RESOLUTION NO. 193-18 AS AMENDED BY
RESOLUTION NO. 45-23; ADOPTION OF TIOGA
COUNTY TITLE VI PLAN, ENVIRONMENTAL JUSTICE
PLAN, LIMITED ENGLISH PROFICIENCY PLAN, DATA
COLLECTION PLAN, ADA TRANSITION PLAN AND
EMPLOYEE TRAINING PLAN

WHEREAS: The Tioga County Legislature adopted the Tioga County Title VI Plan, Environmental Justice Plan, Limited English Proficiency Plan, Data Collection Plan, ADA Transition Plan, and Employee Training Plan by way of Resolution No. 193-18 on August 17, 2018, and amended the Plan by way of Resolution No. 45-23 on January 10, 2023; and

WHEREAS: Tioga County has applied for recertification of the County's Title VI Plan; and

WHEREAS: The Department of Transportation is requiring minor revisions to the County's Title VI Plan as follows:

- The content page needs to be updated to reflect the addition of "Letters"
- "Title VI Reporting" page incorrectly states the Personnel Director as the Title VI Coordinator instead of Personnel Officer; and
- "The Tioga County Title VI Plan Complaint Form" and "Title VI Notice to the Public" are required to include the name and address of the Federal Transit Authority; and
- The addition of "Letter Acknowledging Receipt of Complaint", "Letter Notifying Complainant that the Complaint Is Not Substantiated", and "Letter Notifying Complainant that the Complaint Is Substantiated" is to be added to the Tioga County Title VI Plan.

Therefore be it

RESOLVED: That Resolution No. 193-18 as amended by Resolution No. 45-23, the Tioga County Title VI Plan, is hereby amended as follows:

- The content page is updated to include "Complaint Procedures, Complaint Form, Letters"
- "Title VI Reporting" is updated to Personnel Officer and the appointment of the County Attorney's designee as a Title VI Coordinator

- That Title VI Program Specialists are the Planning Director, the Deputy Commissioner of Social Services, the Commissioner of Public Works, and the Safety Officer
- “The Tioga County Title VI Plan Complaint Form” and “Title VI Notice to the Public” is updated with the name and address for the Federal Transit Administration
- “Letter Acknowledging Receipt of Complaint”, “Letter Notifying Complainant that the Complaint Is Not Substantiated”, and “Letter Notifying Complainant that the Complaint Is Substantiated” be added to the Tioga County Title VI Plan;

And be it further

RESOLVED: That the remainder of the Tioga County Title VI Plan remains unchanged.

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 CREATE AND FILL PERMANENT, FULL-TIME
SENIOR CLINICAL SOCIAL WORKER
(SCHOOL/COMMUNITY BASED) POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Mental Hygiene Department has received a request to provide services from the Tioga Center School District starting with the 2023/2024 school year; and

WHEREAS: The Director of Community Services can provide the level of services requested by retaining an additional Senior Clinical Social Worker (School/Community Based); and

WHEREAS: Funding for the position includes \$32,000 annually from a contract with Tioga Center School District and the balance from increased fee-for-service revenue; therefore be it

RESOLVED: That the Director of Community Services is hereby authorized to create one (1) permanent, full-time position of Senior Clinical Social Worker at an annual rate of \$64,931 (CSEA SG XVII) effective July 1, 2023, and be allowed to fill said position prior to the start of the 2023/2024 school year; and be it further

RESOLVED: That if an appropriate eligible list is not available, a provisional appointment may be made; and be it further

RESOLVED: That the Mental Hygiene Department's 2023 authorized full-time headcount shall increase from 34 to 35; and be it further

RESOLVED: That funding be appropriated as follows:

From: A4310 416200	Mental Health Fees	\$51,600.84
To: A4310 510010	Full Time Salary	\$32,465.50
A4310 581088	State Retirement Fringe	\$ 3,069.52
A4310 583088	Social Security Fringe	\$ 2,568.44
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$12,819.56
A4310 588988	Eap Fringe	\$ 7.28

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 CREATE AND FILL PERMANENT, FULL-TIME
SENIOR CLINICAL SOCIAL WORKER
(SCHOOL/COMMUNITY BASED) POSITION
MENTAL HYGIENE

WHEREAS: Legislative approval is required for the creation of any new positions within Tioga County; and

WHEREAS: The Mental Hygiene Department has received a request to provide services from the Waverly Central School District starting with the 2023/2024 school year; and

WHEREAS: The Director of Community Services is able to provide the level of services requested by retaining an additional Senior Clinical Social Worker (School/Community Based); and

WHEREAS: Funding for the position includes \$50,000 annually from a contract with Waverly Central School District and the balance from increased fee-for-service revenue; therefore be it

RESOLVED: That the Director of Community Services is hereby authorized to create one (1) permanent, full-time position of Senior Clinical Social Worker at an annual rate of \$64,931 (CSEA SG XVII) effective July 1, 2023 and be allowed to fill said position prior to the start of the 2023/2024 school year; and be it further

RESOLVED: That if an appropriate eligible list is not available, a provisional appointment may be made; and be it further

RESOLVED: That the Mental Hygiene Department's 2023 authorized full-time headcount shall increase from 35 to 36; and be it further

RESOLVED: That funding be appropriated as follows:

From: A4310 416200	Mental Health Fees	\$51,600.84
To: A4310 510010	Full Time Salary	\$32,465.50
A4310 581088	State Retirement Fringe	\$ 3,069.52
A4310 583088	Social Security Fringe	\$ 2,568.44
A4310 584088	Workers Compensation Fringe	\$ 636.61
A4310 585588	Disability Insurance Fringe	\$ 33.93
A4310 586088	Health Insurance Fringe	\$12,819.56
A4310 588988	Eap Fringe	\$ 7.28



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 05

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A General Fund							
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-1,105.00	.00	-2,975.00	27.1%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	300,678	0	300,678	105,441.89	.00	195,236.11	35.1%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	.0%
A1430 520090 Computer	0	936	936	935.99	.00	.01	100.0%
A1430 540010 Advertising	2,100	0	2,100	.00	.00	2,100.00	.0%
A1430 540140 Contracting Serv	69,050	-936	68,114	9,016.95	15,591.05	43,506.00	36.1%
A1430 540180 Dues	330	0	330	330.00	.00	.00	100.0%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	.0%
A1430 540320 Leased/Service Equ	2,197	0	2,197	860.54	87.56	1,248.90	43.2%
A1430 540340 Literature	600	0	600	536.99	.00	63.01	89.5%
A1430 540420 Office Supplies	400	0	400	102.68	.00	297.32	25.7%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	.0%
A1430 540470 Physicals	6,125	0	6,125	1,327.00	.00	4,798.00	21.7%
A1430 540480 Postage	1,350	0	1,350	561.57	.00	788.43	41.6%
A1430 540620 Software Expense	5,790	0	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	922.79	.00	6,077.21	13.2%
A1430 540733 Training/All Other	3,500	0	3,500	50.00	.00	3,450.00	1.4%
A1430 581088 State Retirement F	32,714	0	32,714	12,570.92	.00	20,142.78	38.4%
A1430 583088 Social Security Fr	19,933	0	19,933	8,433.97	.00	11,499.33	42.3%
A1430 584088 Workers Compensati	6,060	0	6,060	2,837.85	.00	3,222.63	46.8%
A1430 585588 Disability Insuran	336	0	336	151.20	.00	184.70	45.0%
A1430 586088 Health Insurance F	127,209	0	127,209	30,373.28	.00	96,835.69	23.9%
A1430 588988 Eap Fringe	72	0	72	35.30	.00	36.77	49.0%
TOTAL Personnel	584,284	0	584,284	179,173.92	15,678.61	389,431.89	33.3%
TOTAL General Fund	584,284	0	584,284	179,173.92	15,678.61	389,431.89	33.3%
TOTAL REVENUES	-4,085	0	-4,085	-1,105.00	.00	-2,980.00	
TOTAL EXPENSES	588,369	0	588,369	180,278.92	15,678.61	392,411.89	

PERSONNEL COMMITTEE MINUTES

April 6, 2023

Present: Legislator W. Jake Brown; Legislator Tracy Monell; Legislator Dale Weston; Linda Parke, Personnel Officer; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel

Absent: Legislator Keith Flesher

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger; County Attorney, Pete DeWind and Legislative Clerk, Cathy Haskell.

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Brown, seconded by Legislator Weston to approve the March 9, 2023, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In March, \$135,368.09 was paid out of the 2023 HRA with ten (10) employees reaching their deductible. A total of 17 employees with \$348,985.85 paid out of HRA to date.

2022 Health Insurance

In March, \$177.64 was paid out of the 2022 HRA. The 2022 YTD HRA is \$844,810.19, 75% utilization.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of February was reviewed. We have collected \$235.00 (5.8%) of our projected revenue and spent 14.3% of our appropriations.

II. OLD BUSINESS

Salary Study:

Still waiting for the Salary Study results, hopefully will receive Monday.

III. NEW BUSINESS

1st Quarter Exit Interview: The questionnaires were sent to the corresponding Department Heads and Committee Chairs earlier in the week. The exit interview report was displayed and reviewed.

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of April 5, 2023, was displayed. There are 42 FT and 18 PT funded vacancies. Recruitment for DSS – Accounting Associate III, Caseworker, Grade B Case Supervisor, Social Welfare Examiner, Community Services Worker (PT), Office Specialist I (2) and Senior Caseworker; I.T. – Network Administrator; Mental Health – Clinical Social Worker, Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation – Probation Officer I; Public Health – Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works – Engineering Technician, Maintenance Mechanic and Motor Equipment Operator I & II; Sheriff’s Office – CO’s, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows two changes since March’s meeting with a monthly impact of (\$7,898) and YTD of (\$19,865). The Change in Classification chart shows no changes since March and the Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and the extension of the Temporary Public Health Educator to 12/31/23 per resolution 115-23.

RESOLUTIONS

- Authorize Appointment of Public Health Director: The Public Health Director position became vacant on January 11, 2023 due to the prior director’s expired term. Heather Vroman was appointed Interim Public Health Director effective January 11, 2023 per resolution 43-23. The Tioga County Board of Health has unanimously recommended Ms. Vroman as Public Health Director. This resolution appoints Heather Vroman at an annual salary of \$90,000 effective April 12, 2023 for a six year term ending April 11, 2029.
- Authorize Appointment of Director of Administrative Services (DSS): The position of Director of Administrative Services (\$59,997-\$69,997 Management/Confidential) became funded as of February 14, 2023 per resolution 91-23. This resolution appoints Mickelle Andrews as Director of Administrative Services at an annual Salary of \$69,997 effective April 24, 2023 pending successful completion of all civil service examination requirements.
- Authorize Appointment to Title of Director of Patient Services: Per resolution # 134-23, the Legislature approved the creation of Director of Patient Services. This resolution authorizes the provisional appointment

of Melanie Miller to the Director of Patient Services at an annual M/C salary of \$72,126 effective April 24, 2023.

- Authorize Appointment to Title of Deputy Director of Public Health: The position of Deputy Director of Public Health has been vacant as of January 11, 2023 due to the appointment of the prior incumbent to Interim Public Health Director. This resolution appoints Susan Medina to the title of Deputy Director of Public Health at an annual M/C salary of \$80,625 effective May 8, 2023.
- Create and Fill One (1) Highway Worker (Seasonal) Position (Public Works): There is a need to employ one (1) additional Highway Worker (Seasonal) for 2023. Public Works has budgeted money to cover expenditures of such employment. This resolution authorizes the Commissioner of Public Works to create and fill one (1) additional full-time Highway Worker (Seasonal) position effective April 10, 2023 through October 6, 2023 at an hourly rate of \$14.86, not to exceed \$16,000.
- Authorization to Reclassify Welfare Management System Coordinator Position (DSS): After review of the Welfare Management System Coordinator position, the Commissioner of Social Services has found there would not be any line of succession. The current incumbent has met the Civil Service requirements as a Senior Social Welfare Examiner. This reclassification will not impact Social Services' budget as both positions reside in the same CSEA salary grade IX (\$43,599-\$44,599). This resolution reclassifies the full-time WMS Coordinator position to a full-time Senior Social Welfare Examiner effective April 11, 2023.
- Amend Budget Appropriate Funds (MH and PH): The NYS Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program. Tioga County Mental Hygiene and Tioga County Public Health have both identified eligible workforce employees. The Budget Officer will need to modify "fringe benefit" budget lines as appropriate. This resolution authorizes the Budget Officer to make adjustments to "fringe benefit" budget lines as appropriate. Available funds on 12/31/23 of this amendment and appropriation will be carried forward into the new year.
- Authorization to Reclassify Records Management Clerk (Mental Hygiene): A desk audit was requested on November 14, 2022, by Amy Joyce, the Records Management Clerk and a review has been conducted by the Personnel Department. The Personnel Officer has recommended reclassification of said position to the title of Records Management Technician and be allocated to CSEA SG VII (\$39,041-\$40,041). This resolution reclassifies the full-time Records Management Clerk Position filled by Ms. Joyce to full-time Records Management

Technician. Ms. Joyce's salary will be retroactive to November 14, 2022 through December 30, 2022 at an annual salary of \$37,904 then retroactive January 2, 2023 at an annual salary of \$39,041. The changes will be reflected in payroll #9 of 2023.

- Standard Workday Reporting Resolution (District Attorney): The NYS Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials. This resolution establishes standard workday for Kristin Riddell, Assistant Public Defender.

Create and Fill Temporary, Full-time Clerk (Seasonal)(Treasurer's): 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 budgeted for said position in the approved 2023 budget. This resolution creates one (1) temporary, full-time Clerk (Seasonal) position at an hourly rate of \$14.20 effective April 11, 2023.

V. PROCLAMATIONS - None

VII. ADJOURNMENT - 10:52

PERSONNEL COMMITTEE MINUTES

May 4, 2023

Present: Legislator W. Jake Brown; Legislator Keith Flesher and Linda Parke, Personnel Officer.

Absent: Legislator Tracy Monell; Legislator Dale Weston; Amy Poff, Benefits Manager and Benefits Manager Trainee Alex Freyvogel. Amy and Alex are at a conference.

Guest(s): Legislative Chair, Marte Sauerbrey; Legislator William Standinger; County Attorney, Pete DeWind; Legislative Clerk, Cathy Haskell and Kelly Quick, Civil Service Technician.

The meeting of the Tioga County Personnel Committee was called to order at 10:30 a.m.

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

I. FINANCIAL

A. Amy Poff:

2023 Health Insurance

In April, \$101,403.12 was paid out of the 2023 HRA with eight (8) employees reaching their deductible. A total of 25 employees with \$450,388.97 paid out of HRA to date.

Workers' Compensation

The contract with current third-party administrator Triad Group LLC ends May 31, 2023. The Request for Proposal (RFP) that was done in 2020 when Triad was selected allows for a one-year renewal up to two years. There is a resolution to authorize contract extension with Triad for the period of June 1, 2023 through May 31, 2024.

The 2022 workers' compensation program ended with a surplus of \$40,091.06, a Fund Balance of \$1,066,508.67 and a Contributed Reserve of \$4,351,258.20. Local Law No 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance plan. There is a resolution to transfer the \$40,091.06 from the Fund Balance to the Contributed Reserve. This will take the contributed reserve up to \$4,391,349.26.

B. Linda Parke:

Budget Tracking Report: The budget tracking report as of the end of April was reviewed. We have collected \$800 (19.6%) of our projected revenue and spent 26.4% of our appropriations.

II. OLD BUSINESS

Salary Study: Phase two of the salary study is complete. The Burke Group will be presenting this afternoon at 1 o'clock at the Legislative meeting.

Corrections Negotiations & TCLEA Negotiations: Linda indicated that they are close to coming to an agreement with regards to both of these contracts.

III. NEW BUSINESS

Corrections Exams: These will now be Training and Experience (T&E) exams. There is no written or oral test. Candidates receive a rating based on an evaluation of training and experience against the duties of the position. This is an online examination questionnaire that asks questions about education, training, and work experience.

IV. PERSONNEL

Linda Parke, Personnel Officer:

The Head Count Report as of May 4, 2023, was displayed. There are 45 FT and 18 PT funded vacancies. Recruitment for DSS - Accounting Associate II, Accounting Supervisor Grade B, Caseworker, Social Welfare Examiner, Community Services Worker (FT & PT), Office Specialist I and Senior Caseworker; I.T. - GIS Technician; Mental Health - Clinical Social Worker, Senior Clinical Social Worker (School/Community based), Certified Alcohol & Drug Counselor and PT Account Clerk-Typist; Probation - Probation Officer 1; Public Health - Public Health Nurse, PT Dentists and Speech Language Pathologist; Public Works - Engineering Technician, Heavy Equipment Operator I, Seasonal Highway Workers; Sheriff's Office - CO's, Public Safety Dispatcher/Trainee and PT Cook.

The Vacancies Filled-Salary Difference Report shows five (5) changes since April's meeting with a monthly impact of \$4,407.00 and YTD of (\$15,458.00). The Change in Classification chart shows one change since April in Mental Hygiene, a desk audit conducted resulted and the reclassification of the Records Management Clerk to Records Management Technician. Temporary Appointments chart shows two (2) Seasonal Highway Worker positions added per resolution 133-23 and resolution 175-23 created a Clerk (Seasonal) position in the Treasurer's Office 4/11/23-9/30/23.

RESOLUTIONS

- Transfer Funds/Fund Self-Insurance Plan Reserve: The 2022 Tioga County Self-Insurance operating budget had surplus funds of \$40,091 in the fund balance. This resolution transfers \$40,091.06 from Self-Insurance Fund Balance S390900 to Self-Insurance Contributed Reserve Fund S375300.
- Authorize Contract Extension with Triad Group, LLC for Workers' Compensation Administration: Tioga County has approximately fifty open or reopened claims and continuing with Triad will ensure continuity of claims handling. Triad submitted a one year contract extension for June 1, 2023 through May 31, 2024 at an annual cost of \$31,000, a .05% rate increase. This resolution authorizes the Chair of the Legislator to contract with Triad to continue as the third party administrator for the Tioga County Self-Insurance Plan for June 1, 2023 through May 31, 2024.
- Amend Resolution 171-23, Reclassify Records Management Clerk Position (Mental Hygiene): Resolution 171-23 indicates that Ms. Joyce's salary will be retroactive to November 14th, 2022, through December 30th, 2022, at an annual salary of the 2022 CSEA SG VII \$37,904.00 then be retroactive beginning January 2, 2023, at the 2023 CSEA SG VII annual salary of \$39,041.00 and the changes will be reflected in 2023 payroll #9. However, it was realized that Ms. Joyce received a \$500 increment for five years of service on December 18, 2022. This resolution amends to read that Ms. Joyce's salary will be retroactive November 14, 2022, through December 17, 2022, at an annual salary of \$38,278 then retroactive December 18, 2022 through December 31, 2022 at an annual salary of \$38,778 and will be reflected in payroll # 11. Ms. Joyce's salary will be \$39,941 retroactive to January 1, 2023, and will also be reflected in payroll # 11.
- Corporate Compliance Program (Mental Hygiene): The Community Services Board recognizes that the Federal and State Agencies responsible for enforcement of Medicare and Medicaid laws and regulations applicable to healthcare providers have encouraged or required the development and implementation of formal Compliance Programs by healthcare providers. The Management of Tioga County Mental Hygiene is directed to develop and implement such a Compliance Program and to provide periodic progress reports to the Community Services Board on the development, implementation and ongoing operation of this program.

- Amend Resolution 34-23 Transfer Funds to Fund and Fill Vacant Network Administrator Position within ITCS: Resolution 34-23 authorized the CIO to transfer funds and amend the ITCS 2023 budget in the amount of \$65,180 to fund an unfilled and vacant Network Administrator position within ITCS. The CIO has been unable to find a qualified candidate to fill the position. This resolution authorizes the following transfer of funds and amends the ITCS 2023 budget:

From: A1680 510010	Full Time	\$65,180.00
To: A1680 540140	Contracting Services	\$48,880.00
A1680 540320	Leased / Service Equipment	\$2,000.00
A1680 540420	Office Supplies	\$500.00
A1680 540660	Telephone	\$10,000.00
A1680 540733	Training / All Other	\$3,800.00

The vacant Network Administrator position shall be unfunded effective May 9, 2023

- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Keith French, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. French, the Personnel Officer has determined justification exists to classify Mr. French to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position currently filled by Keith French to Maintenance Mechanic III and Mr. French shall receive an increase of \$0.76 to his current hourly rate. Mr. French's new hourly rate will be \$20.92.
- Authorize Appointment of Civil Service Technician trainee & Senior Civil Service Technician: Due to numerous retirements within Personnel, the Personnel Officer has reviewed work assignments, staffing and future succession training needs. In order to address said issues, the Personnel Officer has determined that creating a Civil Service Technician Trainee and a Senior Civil Service Technician will help in those efforts. This resolution appoints Karen Weston to Civil Service Technician Trainee at an annual M/C salary of \$38,000 retroactive to May 8, 2023 and Provisionally appoints Kelly Quick to Senior Civil service Technician, pending successful completion of civil service examination requirements at an annual M/C salary of \$49,393 retroactive to May 8, 2023.

- Authorize Appointment of Civil Service Assistant: Due to a promotion, the position of Civil Service Assistant will become vacant on May 8, 2023. The Personnel Officer has conducted a recruitment search and identified a desirable candidate. This resolution appoints Christie Farnham to the title of Civil Service Assistant at an annual M/C salary of \$33,855 effective May 10, 2023.
- Authorize Position Reclassification (Public Works): On April 25, 2023, the Personnel Department received a position description questionnaire from Janes Vandemark, Maintenance Mechanic II (CSEA SG 4) who works within the Building and Grounds unit of Public Works. Due to the type of work assigned to and performed by Mr. Vandemark the Personnel Officer has determined justification exists to classify Mr. Vandemark to a Maintenance Mechanic III (CSEA SG 3). This resolution authorizes the reclassification of one Maintenance Mechanic II position filled by James Vandemark to Maintenance Mechanic III and Mr. Vandemark shall receive an increase of \$0.76 to his current hourly rate. Mr. Vandemark's new hourly rate will be \$20.71 retroactive to April 25, 2023.

V. PROCLAMATIONS - None

VII. ADJOURNMENT - 10:42

