

## PERSONNEL COMMITTEE MINUTES

May 7, 2026

Present: Legislator Jo Ellen Rose; Legislator Raymond Bunce; Legislator Ronald Ciotoli; Legislator Keith Flesher; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; and Christie Farnham, Secretary to Personnel Officer.

Guest(s): County Administrator, Jackson Bailey and Legislative Clerk, Cathy Haskell

Absent: Legislative Chair, S. Tracy Monell and Christa Anderson, Benefits Assistant

The meeting of the Tioga County Personnel Committee was called to order at 10:29 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Ciotoli, seconded by Legislator Bunce to approve the April 9, 2026, meeting minutes.

### FINANCIAL

Benefits and Workers' Compensation, Camille Corneby, Benefits Manager:

Orientation: We had 6 new hire orientations in April.

Short-Term Disability: A resolution was passed last month to change our short-term disability carrier to Lincoln Financial effective May 1, 2026. The Lincoln representatives are very helpful as we make this transition.

Health Insurance: \$533,094.00 has been paid out to the HRA to date and thirty-four (34) employees have met their deductible.

New York State Association of Self-Insured Counties Conference: Linda, Camille and Christa attended the NYSASIC Conference in Oswego, NY. The presenters had beneficial information.

Linda Parke, Personnel Officer:

- I. Budget Tracking Report: The budget tracking report as of the end of March was reviewed. We have collected 10.8% of our projected revenue of \$3,640.00 and spent 24.5% of our appropriations.

I. OLD BUSINESS

Deputies Negotiations: Agreed to the MOA and a resolution will be submitted in June 2026.

II. NEW BUSINESS

Corrections Negotiations: The Corrections Contract has been ratified.

III. PERSONNEL

The Head Count Report as of May 1, 2026, was reviewed. There are 38 FT and 52 PT funded vacancies. Funded vacancies with active recruitment: DSS: Accounting Associate II, Caseworker, Social Welfare Examiner; Community Services Worker/PT: Caseworker, Senior Support Investigator, Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, Software Support Liaison; Law: 3<sup>rd</sup> Assistant County Attorney; Mental Hygiene: Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker, Senior Clinical Social Worker/PT: Account Clerk Typist; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, Public Health Sanitarian, Office Specialist II/PT Dentist; Public Works: Maintenance Mechanic III, Mechanical Equipment Operator III; Probation: Office Specialist I, Senior Probation Officer/Probation Officer 2; Sheriff's Office: Corrections Officer, Corrections Officer Sergeant, Investigator, Public Safety Dispatcher, Deputy Sheriffs (5)/PT Cook; Personnel: Civil Service Assistant; County Clerk: Motor Vehicle License Clerk, Recording Clerk; Public Defender: Assistant Public Defender.

The Vacancies Filled-Salary Difference Report shows five (5) changes since the April meeting with a monthly impact of \$2,853.00 and YTD of \$65,823. The Change In Classification Chart shows three (3) Highway Worker (Seasonal) positions per Reso 194-26 filled. The Treasurer's Office has a Clerk (Seasonal) position per Reso 193-26.

RESOLUTIONS

Authorize Salary Increase for Deputy Commissioner of Public Works and Appropriate Funds in the 2026 Budget: The position of Deputy Commissioner of Public Works includes special requirements and professional expectations related to engineering licensure, including progression from Engineer-In-Training status to full Professional Engineer licensure as part of the position's long-term qualification. Justin Ruggiero, Deputy Commissioner of Public Works, has successfully obtained his New York State Professional Engineer's License. The Management/Confidential salary range for the Deputy

Commissioner of Public Works with a Professional Engineer's License is established at \$76,329 to \$86,329. This salary adjustment aligns with prior legislative actions recognizing professional licensure as a basis for compensation adjustment within Public Works. Sufficient funds were not specifically budgeted in the 2026 Adopted Budget for this salary adjustment, requiring a budget transfer to support the increase. The following budget transfer be completed and funds appropriated as follows:

FROM: A1620 540140 Contracting Services \$10,000

TO: A1490 510010 Full Time \$10,000

Justin Ruggiero's annual salary will increase to \$78,288 annually, effective May 18, 2026, in recognition of the attainment of a New York State Professional Engineer's License.

Authorize Appointment of Assistant Payroll Coordinator (Treasurer's Office):

The position of Assistant Payroll Coordinator was created by Resolution No. 157-26 on 3/10/2026, within the Treasurer's Office. The Treasurer has conducted a recruitment search and has identified a desirable candidate. The Treasurer is hereby authorized to appoint Tabitha Campbell provisionally to the title of Assistant Payroll Coordinator pending successful completion of civil service examination requirements, at an annual Management/Confidential salary of \$51,000, effective June 1, 2026.

Standard Work Day and Reporting Resolution: 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.

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	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
<b>Appointed Officials</b>					
District Attorney	Kirk Martin	7	1/1/26-12/31/29	N	38

4 <sup>th</sup> Assistant County Attorney	Ron Lanouette	7	1/1/26-12/31/28	N	11.42
1 <sup>st</sup> Assistant Public Defender	Todd Miller	7	1/1/26-12/31/28	N	18.92
Assistant Public Defender (PT)	Kristin Riddell	7	1/1/26-12/31/28	N	7.10
Assistant Public Defender (PT)	Thomas Saitta	7	1/1/26-12/31/28	N	11.04
Assistant Fire Coordinator	Stephen Solomon	7	1/1/26-12/31/28	N	5.12
Assistant Fire Coordinator	Michael Roden	7	1/1/26-12/31/28	N	2.39
<b>Elected Officials</b>					
Legislator	Ron Ciotoli	6	1/1/26-12/31/28	N	11.45
Legislator	Tracy Monell	6	1/1/26-12/31/28	N	22.89
Legislator	JoEllen Rose	6	1/1/2026-12/31/2028	N	8.03
Legislator	David Cantella	6	1/1/2026-12/31/2026	N	3.23

Authorize Appointment of Grants and Programs Administrative Assistant (PT) in the Assigned Counsel Office: The County has secured a grant through NYS Indigent Legal Services intended to increase legal services provided to indigent persons. The Grants and Programs Administrative Assistant (PT) position will become vacant on May 15, 2026 due to a resignation. The Assigned Counsel Administrator has identified that the replacement and filling of a part-time non-competitive Grants and Programs Administrative Assistant (17.5 hours per week) position to assist with the administration of the New State Indigent Legal Services Grants and Assigned Counsel Program is necessary. The Assigned Counsel Administrator is hereby authorized to appoint Anita Teed to the title of Grants and Programs Administrative Assistant (PT) at an annual Management/Confidential salary of \$25,875, to be paid under organization number A1174, effective May 18, 2026. This resolution will be null and void if Ms. Teed fails to pass the County mandated criminal background check.

Ratify Collective Bargaining Agreement (TCCA/NCEU): Tioga County and the Tioga County Corrections Association/National Corrections Employees Union have been negotiating a successor agreement. The parties reached agreement on a contract for the period January 1, 2026 - December 31, 2029. The TCCA/NCEU members ratified the agreement at a vote on May 1, 2026. The Tioga County Legislature hereby ratifies the 2026-2029 collective bargaining agreement. The Chair of the Legislature, along with the Sheriff, is authorized to sign the Agreement as a joint employer. The Tioga County Legislature does hereby agree to implement the funds necessary to carry out

the terms and provisions of said contract.

Authorize Position Reclassification (Public Works): On April 03, 2026, the Personnel Department received a position description questionnaire from Christopher Smith, Maintenance Mechanic II (CSEA grade 4, \$23.45) who works within the Building and Grounds unit of the Public Works Department. This resulted in the review of work tasks performed by Mr. Smith in comparison to the Maintenance Mechanic classification levels. Due to the type of work assigned to and performed by Mr. Smith which routinely involves three skill trades, the Personnel Officer has determined justification exists to reclassify Mr. Smith to a Maintenance Mechanic III (CSEA grade 3, \$24.52). The Tioga County Legislature authorizes the reclassification of one Maintenance Mechanic II position currently filled by Christopher Smith to Maintenance Mechanic III and that Mr. Smith's new hourly rate will be \$24.52 retroactive to April 03, 2026.

EXECUTIVE SESSION – Motion by Legislator Ciotoli, seconded by Legislator Bunce to move into Executive Session to discuss a personnel matter at 10:52 a.m.

EXECUTIVE SESSION ADJORNMENT – Motion by Legislator Ciotoli, seconded by Legislator Flesher to adjourn Executive Session at 11:27 a.m.