PERSONNEL COMMITTEE MINUTES
October 8, 2026

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

Guest(s); Legislative Chair, S. Tracy Monell; County Administrator, Jackson Bailey; Legislative Clerk, Cathy Haskell and County Attorney, Peter DeWind

Absent: Camille Corneby, Benefits Manager and Christa Anderson, Benefits Assistant

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 Ciatoli, seconded by Legislator Flesher to approve the September 10, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 9 new hire orientations in September.

Benefits: Open enrollment for 2027 will begin the 2nd week of November.

Nationwide: Kevin Calegari, our Nationwide rep, visited departments the week of September 14th. He met with over 20 employees.

Prescription Drug Coverage: Tioga County offers prescription drug coverage and must disclose this status to Medicare eligible individuals by October 14th and to CMS within 60 days after the start of the medical plan year. Credible Coverage letters were mailed out on September 25th.

Open Enrollment: Not all of the Public Works/Building & Grounds employees have easy access to e-mails. As we did last year, Camille and Christa will be meeting with them on November 6th after their annual safety training (when they're all together) to go over our benefits, answer any questions or make any benefit changes for 2027. Kevin Calegari from Nationwide will also be attending.

Retiree Health Insurance: Excellus Medicare cost letters were mailed out to retirees on October 1st. The premium increased 7.5% from $546.10 to $587.06 per individual plan.

Linda Parke, Personnel Officer:

I. Budget Tracking Report (Personnel): The budget tracking report as of the end of September was reviewed. We have collected 20.2% of our projected revenue of $3,255.00 and spent 56.1% of our appropriations.

II. Budget Tracking Report (Workers' Compensation): The budget tracking report as of the end of September was reviewed. We have collected 100% of our projected revenue of $0.00 and spent 126.6% of our appropriations.

I. OLD BUSINESS
None

II. NEW BUSINESS
3rd Quarter Exit Interviews
Remote Work as Needed
Open Enrollment for 2027

III. PERSONNEL
The *Head Count Report* as of October 1, 2026, was reviewed. There are 32 FT and 54 PT funded vacancies. Funded vacancies with active recruitment: District Attorney: District Attorney Investigator PT; DSS: Community Services Worker, Senior Caseworker, Senior Social Welfare Examiner/PT: Caseworker, Community Services Worker, Senior Support Investigator, Mail Clerk; Emergency Services: Skills Instructor, Victim Helper; IT: Software Support Liaison; Law: 3rd Assistant County Attorney; Mental Hygiene: Assisted Outpatient Treatment (AOT) Coordinator, Accounting Associate II; Certified Peer Specialist, Certified Alcohol and Drug Counselor, Supervising Clinical Social Worker; Deputy Director Community Services/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: Mechanical Equipment Operator II; Highway Worker Seasonal; Probation: Office Specialist I, Probation Officer I; Sheriff's Office: Corrections Officer, Investigator, Deputy Sheriff/PT: Cook; Personnel: Civil Service Assistant; Public Defender: Assistant Public Defender/PT: Assistant Public Defender

The Vacancies Filled-Salary Difference Report shows four (4) changes since the September meeting with a monthly impact of $1,552.00 and YTD of $75,509.00. The Change in Classification Chart shows four (4) changes since the September meeting. The Treasurer's Office has one (1) Clerk (Seasonal) position per Reso 193-26. Public Works has one (1) Highway Worker Seasonal position per Reso 194-26. Department of Social Services has filled one (1) of two (2) Social Welfare Examiners positions and has filled one (1) of three (3) Office Specialist One positions per Reso 376-26.

RESOLUTIONS

Appointment of Republican Election Commissioner: The Chairman of the Republican Party has submitted their recommendation to the Clerk of the Legislature. Kelly Johnson be and hereby is appointed Election Commissioner for the Republican Party from January 1, 2027, through December 31, 2028.

Appointment of Democratic Election Commissioner: The Chairman of the Democratic Party has submitted their recommendation to the Clerk of the Legislature. James Wahls be and hereby is appointed Election Commissioner for the Democratic Party from January 1, 2027, through December 31, 2028.

Authorize Donation of Time Motor Vehicle Bureau: The Motor Vehicle Bureau has an employee that has a child with serious medical issues and that needs to be available for doctor appointments and treatments and will exhaust all of their benefit time during their child's treatment. The County Clerk is invested in employee retention and is in support of this employee being approved to receive donated time. Joyce Costantini is interested in donating 10 days of her Vacation time to the employee for their use. Robin Eldridge shall be required to liquidate all of her accrued Sick and Vacation time but then shall have access to the 10 days of vacation donated by Joyce Costantini.

Authorize Salary Reallocation within CSEA Salary Schedule for Public Safety Dispatchers and Chief Public Safety Dispatcher (Sheriff's Office): On July 31, 2026, the Personnel Department received a position description questionnaire from Suzanna Alston, Ivy Camp, Taylor Clark, Shellianna Decker, Theresa Garrehy, Deborah Henderson, Mykenzie Thetga, Caitlin Whiting, Christina Wilding, Chloe Yetter, Melinda Zimmer and Allison Wales who are currently classified as Public Safety Dispatchers (CSEA salary grade X) and Stephanie Cole who is currently classified as Chief Public Safety Dispatcher (CSEA salary grade XII). A desk audit occurred and involved the review of work tasks performed by the employees as well as current salary allocation. The Personnel Officer has made a determination

that due to the substantial knowledge base requirements, training requirements, and demanding, high-stress position responsibilities of the Public Safety Dispatcher and Chief Public Safety Dispatcher, there is justification to request salary reallocation for both positions. The following recommendations are made following said desk audit:

CURRENT:	PROPOSED
Public Safety Dispatcher	
CSEA SG X $51,106	CSEA SG XII $55,354
Chief Public Safety Dispatcher	
CSEA SG XII $55,354	CSEA SG XIV $61,443
Public Safety Dispatcher (PT)	
"Other" $21.29/hr.	"Other" $23.07/hr.

And

Incumbents within the current classifications shall have a continuation of status under civil service laws and rules with the proposed classifications.

The Tioga County Legislature authorizes the classification of Public Safety Dispatcher CSEA Salary Grade X to CSEA Salary Grade XII ($55,354) and Chief Public Safety Dispatcher Salary Grade XII to CSEA Salary Grade XIV ($61,443) effective retroactive to July 31, 2026.

Said classification changes will result in an annual salary increase to each current incumbent as follows; Public Safety Dispatcher - $4,248, Chief Public Safety Dispatcher - $6,089 and Public Safety Dispatcher (PT) - $1.78/hr. effective retroactive to July 31, 2026.

Approve Salary Above Hiring Base Deputy Sheriff Position (Sheriff's Office): There is a vacant Deputy Sheriff position. In order to maintain adequate staffing levels for the Road Patrol Division, the Sheriff has an immediate need to backfill said position. The Sheriff has received approval from the Tioga County Law Enforcement Association to hire a new Deputy Sheriff, who has one year of police experience, at an annual salary rate reflecting one year of experience per the current union contract, or $72,271. Alexander Geistdorfer, a potential transfer candidate with 1 year of Police Officer experience, has applied and is eligible and willing to accept a transfer from the Owego Police Department to a Deputy Sheriff vacancy in Tioga County, effective October 17, 2026. The Sheriff is hereby authorized to backfill the

vacant, full-time Deputy Sheriff position with Alexander Geistdorfer at an annual salary of $72,271 effective October 17, 2026.

Resolution to Declare Workday Status for Elected and Appointed Officials: The County of Tioga, Location Code 10049, hereby establishes the following as the standard workday for the title below, for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System as follows:

Appointed Officials

Five-day work week, seven-hour day:
Assisted Outpatient Treatment (AOT) Coordinator

Authorize One (1) Position Reclassification (Mental Hygiene): After discussing with the Personnel Officer, the Director of Community Services has determined she can better address staffing needs and succession planning by reclassifying an existing Clinical Social Worker position to a full-time Senior Clinical Social Worker position. Mental Hygiene has determined that funding for this reclassification is already within its budget. Effective October 17, 2026, one (1), full-time Clinical Social Worker position ($69,259 CSEA SG XVI) shall be reclassified to one (1) full-time Senior Clinical Social Worker position ($72,362 CSEA SG XVII).

Authorize Renewal Agreement with Excellus Blue Cross Blue Shield to Administer Health Insurance Benefits: Tioga County uses the service of Excellus Blue Cross Blue Shield of Central New York to administer health insurance benefits for Tioga County. Excellus Blue Cross Blue Shield of Central New York has submitted a renewal agreement to administer fully insured benefits for Tioga County employees for the period of January 1, 2027, through December 31, 2027. These are contractual benefits for Tioga County union employees. The Tioga County Legislature hereby authorizes the Chair of the Legislature, County Administrator, or other authorized officer to sign the renewal agreement with Excellus Blue Cross Blue Shield of Central New York, subject to review by the County Attorney, to administer health insurance benefits for Tioga County for the period January 1, 2027, through December 31, 2027.

Authorize Out-of-Title Pay (Department of Social Services): 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 calendar days. Due to the reinstatement of Case Supervisor, Grade A effective close of business on August 21, 2026, there is a need for someone to provide continuity of coverage

and fill those responsibilities for our adult services community. Legislative approval is required to authorize the payment of out-of-title salary at the acceptable higher pay grade. Amber Johnson assumed the duties of the Case Supervisor, Grade B effective August 22, 2026, through October 2, 2026, and is being reinstated to Caseworker effective October 5, 2026. The Tioga County Legislature authorizes out-of-title pay for Amber Johnson reflective of a retroactive annual increase of $8204.00 for the duration from August 22, 2026, through October 2, 2026.

Amend Resolution No. 193-26 Create and Fill Temporary Full-Time Clerk (Seasonal) Position (Treasurer's Office): Resolution No. 193-26 created (1) temporary, full- time (Seasonal) position at the hourly rate of $16.07 in 2026 and $17.07 in 2027, in accordance with Resolution No. 196-09, effective October 14th, 2026. The Treasurer's Office has identified a need to extend and fill the temporary, full-time Clerk position to provide clerical support within the office due to a leave of absence. The County Treasurer has budget for said position in the approved 2026 budget. The County Treasurer shall be allowed to fill said position and extend duration of the position not to exceed beyond March 31, 2027.

Create and Fund (1) Full-Time Fiscal Services Administrator Position (Legislative Office): The County Administrator has identified the need for additional administrative capacity to provide purchasing and procurement oversight, assist with operating and capital budget development and monitoring, perform financial and operational analysis, and support the administration of County policies, procedures, and special projects. The Fiscal Services Administrator will have the primary responsibility for administering the County's procurement program, including reviewing purchasing requests for compliance, maintaining procurement records, developing procurement procedures, and creating training and guidance materials. The position will also assist the County Administrator with the development, implementation, and monitoring of operational and capital budgets, the review of departmental budget submissions and financial analyses, assist with the review of resolutions, legislative memoranda, policy development, capital project coordination, grant administration, and other special projects and administrative tasks as assigned. The County Administrator, in conjunction with the Personnel Officer, has determined that the creation of a full-time Fiscal Services Administrator position will provide the additional fiscal, procurement, and administrative capacity necessary to support these functions. The Personnel Officer has met with the County Administrator to review the description of work duties for the proposed full-time Fiscal Services Administrator position. Funding for the position is not currently in the County Administrator's budget and will require an increase to the 2026 County Budget. The one (1) full-time Fiscal Services Administrator position is hereby created within the Management/Confidential annual salary range of

$58,225-$68,225, effective October 14th, 2026, during the 2026 fiscal year. The Legislative Office full-time headcount shall increase from 4 to 5. The Legislature hereby authorizes the funding of said position effective upon adoption of this resolution. The 2026 County Budget is hereby amended to increase Personal Services and Employee Benefits in the Legislative Office in the amounts set forth below:

TO: A1230 510010 FULL TIME	$15,744.00
TO: A1230 581088 STATE RETIREMENT FRINGE	$1,948.00
TO: A1230 583088 SOCIAL SECURITY FRINGE	$1,204.00
TO: A1230 584088 WORKERS COMPENSATION FRINGE	$246.00
TO: A1230 585588 DISABILITY INSURANCE FRINGE	$12.00
TO: A1230 586088 HEALTH INSURANCE FRINGE	$5,469.00
TO: A1230 588988 EAP FRINGE	$3.00

Said increase shall be financed by the appropriation of Unassigned General Fund Balance.

TOTAL **AUTHORIZED APPROPRIATIONS:**	**$24,626.00**

ADJOURNMENT – 10:48 a.m.