

PERSONNEL COMMITTEE MINUTES  
November 6, 2025

Present: Legislator Andrew Aronstam; Legislator Raymond Bunce; Legislator Keith Flesher; Linda Parke, Personnel Officer; Camille Corneby, Benefits Manager; Kelly Quick, Senior Civil Service Technician; Christa Anderson, Benefits Assistant; and Christie Farnham, Secretary to Personnel Officer.

Guest(s): Marte Sauerbrey, Legislative Chair; County Administrator, Jackson Bailey; Legislative Clerk, Cathy Haskell

Absent: Legislator Barbara Roberts

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 Bunce, seconded by Legislator Flesher to approve the October 9, 2025, Personnel Committee meeting minutes, motion carried.

I. FINANCIAL

Camille Corneby, Benefits Manager:

Employee Assistance Program: We put our EAP (employee assistance program) out for bid. We received two quotes from ESI Total Care at \$1.93 per person and Health Advocate at \$1.50 per person. We are currently with Bree Health at a cost of \$1.32 per person and that cost will remain the same for 2026.

End of the Year Health Insurance Payment: As a reminder, there will not be a health insurance deduction in payroll #27 on December 31, 2025. Munis could not accommodate the 27 payrolls in 2025.

Open Enrollment: Open enrollment started on Monday November 3<sup>rd</sup>. The emails instruct anyone who is making a change or has questions to reach out to Christa. In turn, we will send the link to our new program Navigator and employees will need to create an account and make any changes or additions. These changes then flow through Christa and Camille for approval before becoming finalized.

Retirees Health Insurance: Nov 3<sup>rd</sup> letters were mailed to 339 retirees on their new monthly contribution rates for 2026.

Open Enrollment for Public Works Employees: Due to the considerable number of Public Works employees not having access to computers, Christa and Camille are meeting with them on November 7<sup>th</sup> at the

Town of Owego Highway Building at 1:30 p.m. Public Works employees are scheduled to have Narcan training at 8:00 a.m., First Aid and CPR at 9:00 a.m. that day.

- Our Nationwide rep, Kevin Calegari, has offered to be on site as well to answer any questions or make changes regarding deferred comp.

Orientation: We had 9 new hires in October.

Linda Parke, Personnel Officer:

Budget Tracking Report: The budget tracking report as of the end of September was reviewed. We have collected \$2,182.25 (46.5%) of our projected revenue and spent 61.3% of our appropriations.

II. OLD BUSINESS

Ongoing Negotiations with Corrections Officers and Deputy Sheriffs

III. NEW BUSINESS

None

IV. PERSONNEL

The Head Count Report as of November 1, 2025, was reviewed. There are 36 FT and 40 PT funded vacancies. Funded vacancies with active recruitment: DSS: Caseworker, Commissioner of Social Services, Social Welfare Examiner; HEAP (Seasonal), Principal Social Welfare Examiner; PT: Caseworker, Community Services Worker, Youth Bureau Director; Emergency Services: PT: Assistant EMS Coordinator, Skills Instructor, Victim Helper; IT: Deputy Director of ITCS, Office Specialist II; Network Administrator; 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; Probation: Probation Assistant; Accounting Associate III; Public Health: Early Intervention Service Coordinator, Community Health Program Supervisor, Supervising Public Health Nurse, PT: Dentist and Speech Language Pathologist; Public Works: Mechanical Equipment Operator II; Sheriff's Office: Public Safety Dispatcher, Deputy Sheriffs, PT Cook; Personnel: Civil Service Assistant; Clerk: Recording Clerk; Motor Vehicle License Clerk; Veterans': PT: Veterans' Service Officer; Economic Development & Planning: Administrative Coordinator for Tioga County IDA & Property Development Corporation; Legislature: Deputy Clerk to the Tioga County Legislature; Treasurer: Accounting Assistant III, PT: Case Manager (ACO); Public Defender: Public Defender

The Vacancies Filled-Salary Difference Report shows five (5) changes since the October meeting with a monthly impact of (\$15,746.00) and YTD of (\$85,742.00). The Temporary Appointments chart shows one (1)

change since October's meeting. Social Services filled three (3) Office Specialist I (Seasonal) positions (Reso. 292-25).

## RESOLUTIONS

Amend Employee Handbook: Section V. Non-Traditional Workers; Subsection B. Procedure and Regulations for Internships: The Tioga County Employee Handbook establishes uniform administrative policies and procedures to guide the operations of all County departments. The County Legislature continues to support providing learning opportunities for students and academic institutions, while ensuring accountability and transparency in departmental internship practices. The Legislature has indicated that there should be more awareness of the status of unpaid internship programs within the County. The County Administrator has recommended revised language to require more regular reporting on the status of internship programs to Legislative Committees. The Tioga County Legislature hereby amends the Employee Handbook, Section V. Non-Traditional Workers; Subsection b. II. Procedure to read as follows:

### SECTION II. PROCEDURE

If a Department Head desires to host or participate in an internship or experience program, the following information must be provided to the Legislative Committee by the Department Head as planned by the Department Head and/or solicited from the intern's academic or vocational program:

- Name of the sponsoring academic or vocational program or school, unless requirement has been waived as stated in Section I
- Name of the program/class, unless requirement has been waived as stated in Section I. Policy
- Name of the academic/vocational faculty member supervising the intern, unless requirement has been waived as stated in Section I. Policy
- Length of the internship
- Program requirements, such as:
  - Minimum/maximum hours
  - County oversight needed or time devoted by Department staff
  - Reports required of the department by the sponsoring academic/vocational program, unless requirement has been waived as stated in Section I. Policy
  - Expected duties of the intern while at the County

- Plan for supervision of the intern during the program

The above information is to be submitted to the Legislative Committee for approval prior to commencement of the internship.

If approval is received from the Legislative Committee, the Department Head must submit the Contract/Agreement from the academic/vocational institute, or if such requirement has been waived, from the intern to the County Attorney for review and approval prior to commencement of the internship.

Once the Legislative Committee has approved an internship program, the Department Head is not required to solicit Committee approval for each individual intern in that program but shall report monthly to their Legislative Committee the status of the internship and the current interns, as well as any notable updates or issues related to the program.

The Department Head will report to the Legislative Committee at the conclusion of an internship program.

This revised section shall take effect immediately and be incorporated into the next published version of the Tioga County Employee Handbook under the appropriate section title and numbering. The remainder of this policy remains unchanged.

Salary for Part-Time Assigned Counsel Paralegal in the Assigned Counsel Office: By Resolution No. 168-25 adopted on April 15, 2025, the newly titled Management/Confidential Part-Time Paralegal (Assigned Counsel Program) position was established with a salary of \$35,000.00 annually, effective April 19, 2025. The part-time Paralegal (Assigned Counsel Program) earns an annual salary of \$35,000.00 which is the maximum allowable salary to be collected as a New York State retiree. The part-time Paralegal (Assigned Counsel Program) cannot accept the Management/Confidential salary increase on January 1, 2026, unless or until New York State increases the maximum amount earnable by a New York State retiree. Stephanie Carrigg, part-time Paralegal (Assigned Counsel Program), will not receive the Management/Confidential salary increase on January 1, 2026, unless or until New York State increases the maximum amount earnable for a New York State retiree.

Establish Retiree Health Insurance Contributions: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit

Interviews / Recruitment / Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage. Retirees who qualified to pay 0% of family health insurance in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage. Due to continually rising health insurance costs, property tax cap, and other factors it is no longer feasible to offer these retirees free health insurance. Any retiree as of the date of this resolution who qualified for free individual coverage in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2026. Any retiree as of the date of this resolution who qualified for free family coverage in accordance with Section IV. RETIREMENT of the Employee Handbook Policy "Orientation / Exit Interviews / Recruitment / Retirement" (formerly Policy # 3) shall contribute 3.25% of the monthly family premium effective January 1, 2026.

Amend Employee Handbook: Section IV. Personnel Rules; Subsection J. Management/Confidential Benefits, Section II, Leave Accruals, C. Personal Time: The Management/Confidential Salary Committee met in July to discuss recommendations for 2026 pertaining to the Management/ Confidential staff. The Committee recommends that employees with 20 years of service with Tioga County receive a fifth personal day on their 20<sup>th</sup> anniversary. Section IV. Personnel Rules, Subsection j. Management/ Confidential Benefits (\$28), Section II; Leave Accruals, C. Personal Time is hereby amended effective January 1, 2026 to read as follows:

## II. Leave Accruals

### 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 10<sup>th</sup> anniversary, and then four (4) Personal Days each January 1 thereafter. Those employees who complete twenty (20) years of service with Tioga County shall receive a fifth Personal Day on their 20<sup>th</sup> anniversary, and then five (5) Personal Days each January 1 thereafter.

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

<b>Date of Hire</b>	<b>Personal Days</b>
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.

The remainder of Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits Policy remains unchanged.

Amend Employee Handbook: Section IV. Personnel Rules; Subsection J. Management/Confidential Benefits Section II. Leave Accruals, B. Vacation Sellback: The Management/Confidential Salary Committee met in July to discuss recommendations for 2026 pertaining to the Management/ Confidential staff. The Committee recommends that the Vacation Sellback Policy be amended to align with the CSEA Vacation Sellback Policy with the exception of maintaining a minimum of 10 days after sellback. Section IV. Personnel Rules, Subsection j. Management/ Confidential Benefits (\$28), Section II. Leave Accruals. B. Vacation Sellback is hereby amended effective January 1, 2026, by adding the following:

## II. Leave Accruals

### B. Vacation Sellback

- Full-time employees who have been employed full-time by Tioga County for at least six (6) consecutive years and have a vacation balance exceeding 20 days may sell back vacation days, provided they retain a minimum balance of 10 days post-sellback, as per the following chart:

<b>Years of Service</b>	<b>Number of Days Eligible for Sellback</b>
6-13	Up to 5
14 & over	Up to 10

- Written notice of intent to sell back days must be submitted to the employee's Department Head by the first day of the first month of each calendar quarter. Employees may sell back vacation time only once per year. Payment will be made in the second paycheck of February, May, August, or November. Employees cannot sell back vacation in a quarter if their anniversary date falls within the same pay period as the payout. If an employee's vacation balance drops below 10 days or below the amount required for the sellback after notice submission, but before payment, the notice is void.

The remainder of Section IV. Personnel Rules; Subsection j., Management/Confidential Benefits Policy remains unchanged.

Authorize Position Reclassification (Sheriff's Office): Legislative approval is required for any position reclassification. On September 29, 2025, the Personnel Department received a Position Description Questionnaire from Amy Eiklor, Office Specialist II who works within the Sheriff's Office, Records Division. A desk audit resulted and involved the review of work tasks performed by this employee within the Records Division. The Personnel Officer has determined that the appropriate classification reflective of the work performed and responsibility assigned to Ms. Eiklor, within the Records Division, is consistent with Office Specialist III. Amy Eiklor's position, Office Specialist II (CSEA SG IV, \$33,095), shall be reclassified to Office Specialist III (CSEA SG VII, \$42,448), and receive an annual salary adjustment of \$9,353 effective retroactive to September 29, 2025.

PROCLAMATIONS – None

Executive Session - Request to move into Executive Session by Legislator Aronstam. Motion by Legislator Flesher, seconded by Legislator Bunce to move into Executive Session to discuss a personnel matter at 10:50

Executive Session Adjournment – Motion by Legislator Flesher, seconded by Legislator Bunce to adjourn Executive Session at 11:05.

ADJOURNMENT – 10:50