

PERSONNEL COMMITTEE MINUTES

September 10, 2026

Present: Legislator Jo Ellen Rose; Legislator Ronald Ciotoli; Legislator Keith Flesher; Legislator Raymond Bunce; 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): Legislative Chair, S. Tracy Monell; County Administrator, Jackson Bailey and Legislative Clerk, Cathy Haskell

Absent: N/A

The meeting of the Tioga County Personnel Committee was called to order at 10:31 a.m.

APPROVAL OF MINUTES: Motion was made by Legislator Flesher, seconded by Legislator Ciotoli to approve the August 6, 2026, meeting minutes.

FINANCIAL

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

Orientation: We had 7 new hire orientations in August.

Benefits: Camille discussed the 2027 health insurance rates.

Insurance Renewal: Kiehl will be available Wednesday, September 16th at 10:00 a.m., in the Personnel Conference Room, if anyone is interested in meeting with him to discuss this information.

Nationwide: Kevin Calegari will be visiting the County Buildings during the week of September 14th if anyone is interested in participating in the 457/Roth 457 plan.

Linda Parke, Personnel Officer:

- I. Budget Tracking Report: The budget tracking report as of the end of June was reviewed. We have collected 14.5% of our projected revenue of \$3,490.00 and spent 49.5% of our appropriations.
- II. Vacant Civil Service Assistant Position (Personnel): This position is fully funded

within the Personnel Department's Legislator-approved staffing plan. Due to a substantial increase in the Civil Service workload, the timely filling of this position is critical to uphold legally mandated Civil Service operations.

I. OLD BUSINESS

None

II. NEW BUSINESS

Camille Mattison-Corneby and Christa Anderson will be attending the New York State Association of Self-Insured Counties Fall Conference October 7 – 9, 2026

III. PERSONNEL

The Head Count Report as of September 1, 2026, was reviewed. There are 32 FT and 62 PT funded vacancies. Funded vacancies with active recruitment: District Attorney: District Attorney Investigator PT; DSS: Case Supervisor A, Community Services Worker, Principal 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: Accounting Associate II; Certified Peer Specialist, Certified Alcohol and Drug Counselor, Clinical Social Worker; 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, Corrections Sergeant, Investigator, Deputy Sheriffs/PT: Cook; Personnel: Civil Service Assistant; Public Defender: Assistant Public Defender/PT: Assistant Public Defender

The Vacancies Filled-Salary Difference Report shows five (5) changes since the August meeting with a monthly impact of \$8,161.00 and YTD of \$77,061.00. The Change in Classification Chart shows six (6) since the August meeting. Public Works has one (1) Highway Worker Seasonal per Reso 194-26. Department of Social Services has two (2) Social Welfare Examiners and three (3) Office Specialist One positions per Reso 376-26.

RESOLUTIONS

Authorize Appointment of 3rd Assistant District Attorney (District Attorney):

Effective August 21, 2026, the 3rd Assistant District Attorney resigned and the position is vacant. The District Attorney has identified Nicholas Weisbrod as a satisfactory candidate, and he has passed the County mandated criminal background check. The District Attorney is hereby authorized to appoint Nicholas Weisbrod to the title of 3rd Assistant District Attorney, at an annual Management/Confidential salary of \$95,152 effective September 21, 2026. In accordance with Tioga County's Civil Service Rules, Mr. Weisbrod shall serve a probationary period of eight to fifty-two weeks. In accordance with Tioga County Employee Handbook Management/Confidential Benefits policy, Mr. Weisbrod shall be eligible for any authorized 2027 Management/Confidential salary increase effective, following a successful six-month evaluation.

Create One (1) Full-Time AOT Coordinator Position (Mental Hygiene): Tioga County Mental Hygiene has received State Aid from OMH to support an Assisted Outpatient Treatment (AOT) Program. The AOT Program must have an AOT Coordinator. This new position would be 100% funded from state aid mental health funding. The Director of Community Services is hereby authorized to create one (1) full-time AOT Coordinator (M/C \$64,729 - \$74,729) effective September 19, 2026. The authorized full-time headcount within the Department of Mental Hygiene shall increase by one from 46 to 47. This action does not result in an increase to the County's total 2026 operating budget. Funding would be appropriated through state aid mental health budget line A4310 434900. The following amounts be appropriated in the 2026 budget:

From: A4310 434900	State Aid Mental Health	\$32,506.75
To: A4310 510010	Full Time Salary	\$21,497.38
A4310 581088	State Retirement Fringe	\$ 1,766.02
A4310 583088	Social Security Fringe	\$ 1,477.73
A4310 584088	Workers Compensation Fringe	\$ 366.27
A4310 585588	Disability Insurance Fringe	\$ 19.52
A4310 586088	Health Insurance Fringe	\$ 7,375.64
A4310 588988	Eap Fringe	\$ 4.19

Authorize Appropriation from Workers' Compensation Reserve and Amend 2026 Workers' Compensation Fund Budget (Transfer): Tioga County Local Law No. 2 of 2015 established a Contributed Reserve cap of \$6,000,000 for the Tioga County Self Insurance Plan. Tioga County Local Law No. 2 of 2015 allows for the transfer of funds from the Workers' Compensation Fund Balance to the Reserve. Recent workers' compensation claim activity and

related expenditures have resulted in increased utilization of available Workers' Compensation Fund resources. The County desires to maintain adequate reserves to provide for future workers' compensation claims and preserve the financial stability of the County's self-insured Workers' Compensation Plan. As of December 31, 2025, the Tioga County Self-Insurance Contributed Reserve had a balance of \$2,516,615.28. Tioga County has sufficient unrestricted funds available within its Workers' Compensation Fund Balance to transfer \$2,100,000 to the Contributed Reserve. The Tioga County Legislature hereby authorizes by resolution the transfer of \$2,100,000 as follows:

FROM: S 390900	Fund Balance Unrestricted	\$2,100,000.00
TO: S 375300	Contributed Reserve	\$2,100,000.00

Authorize Appropriation from Workers' Compensation Reserve and Amend 2026 Workers' Compensation Fund Budget (Fund Balance): General Municipal Law §6-j authorizes a municipal corporation that is a workers' compensation self-insurer to establish and utilize a Workers' Compensation Reserve Fund for the payment of compensation and benefits, medical and other authorized expenses, and expenses associated with administration of the self-insurance program. Workers' Compensation claims and related medical expenditures during 2026 have exceeded amounts originally anticipated, including several significant claims, resulting in substantially reduced available appropriations within the 2026 Workers' Compensation Fund budget. Additional budgetary authority is necessary to provide for anticipated workers' compensation claims and related eligible expenditures throughout the remainder of the 2026 fiscal year. Tioga County has funds available within its Workers' Compensation Reserve for this purpose. The Tioga County Legislature hereby authorizes by resolution, pursuant to General Municipal Law §6-j, the appropriation of \$150,000 from the Workers' Compensation Reserve to fund eligible workers' compensation expenditures during the 2026 fiscal year. The 2026 Workers' Compensation Fund budget be modified accordingly as follows:

FROM: S 375300	Contributed Reserve	\$150,000.00
TO: S1720 540101	Compensation Awards	\$150,000.00

Amend Employee Handbook: Section IV. Personnel Rules; Subsection e. Disciplinary Procedures: The Tioga County Legislature recognizes the

importance of maintaining a fair, consistent, legally compliant, and progressive system of corrective action and discipline for County employees. The Personnel Office, in consultation with the County Administrator and County Attorney, has completed a comprehensive review and revision of the County's Disciplinary Procedures Policy to ensure compliance with applicable New York State Civil Service Law, collective bargaining agreements, current employment practices, and County operations. Resolution No. 333-88 adopted the County's Policy Handbook in which the original disciplinary policy was included, and replaced by Resolution No. 130-17 replacing the Policy Handbook with the adoption of the Employee Handbook. The revised policy provides clear guidance regarding progressive corrective action, supervisory responsibilities, investigations, documentation standards, due process requirements, the administration of disciplinary actions, and the respective roles of Department Heads, Supervisors, the Personnel Officer, County Administrator, and County Attorney. The revised policy is intended to promote consistency in the administration of discipline throughout County government while ensuring employees receive the procedural protections afforded under applicable law. The Policy Review Committee has reviewed the proposed revisions and recommends adoption by the Tioga County Legislature. The Tioga County Legislature hereby adopts the revised Personnel Rules – Section IV(e): Disciplinary Procedures, attached hereto and incorporated herein by reference, effective immediately upon adoption of this Resolution. This policy shall supersede and replace all prior County disciplinary procedure policies or provisions inconsistent with this revised policy. Department Heads and Supervisors shall administer disciplinary matters in accordance with the adopted policy, applicable collective bargaining agreements, and the New York State Civil Service Law. The Employee Handbook is hereby amended to revise in its entirety Section IV. Personnel Rules, Subsection e. entitled Disciplinary Procedures.

Authorization to Create and Fill One, Temporary Part-Time Principal Social Welfare Examiner Position (Social Services): 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 changes with the State takeover of the Medicaid Caseload. A Principal Social Welfare Examiner is retiring in the month of September 2026 who has expressed interest in returning as a part-time Principal Social Welfare Examiner. The temporary Principal Social Welfare Examiner will start working no earlier than October 5, 2026, and no later than April 9, 2027. The Tioga County Legislature authorizes the creation and filling of one, temporary part-time Principal Social Welfare Examiner at an hourly rate of \$24.31 effective

October 5, 2026.

ADJOURNMENT – 11:10

EXECUTIVE SESSION – Motion by Legislator Ciotoli, seconded by Legislator Bunce to move into Executive Session to discuss employment matter of a particular individual at 11:10 a.m. Motion carried

EXECUTIVE SESSION ADJOURNMENT – Motion by Legislator Ciotoli, seconded by Legislator Bunce to adjourn Executive Session at 11:28 a.m.

Meeting adjourned at 11:28 a.m.