

## Personnel Committee Agenda December 9, 2021

---

1. Call to order/approve minutes
2. Staff Reports
  - Head Count & Monthly Exam Reports – Linn Bruce
  - Benefits & Workers' Compensation Reports – Amy Poff
  - Monthly Departmental Budget Tracking – Bethany O'Rourke
3. Old Business
  - Negotiations with TCLEA
4. New Business
  - Personnel Officer vacancy
5. Resolutions
  - Appointment of Part-Time Information Security Officer (Legislative Office)
  - Authorize Exception Non-Union Vacation (Public Health)
  - Authorize Salary Reallocation & Appointment of Deputy Director of ITCS
  - Authorize 2022 Staff Changes (Board of Elections)
  - Authorize 2022 Staff Changes (County Clerk's Office)
  - Authorize 2022 Staff Changes (ED&P – Public Works)
  - Authorize 2022 Staff Changes (Emergency Services)
  - Authorize 2022 Staff Changes (Law Department)
  - Authorize 2022 Staff Changes (Public Defender)
  - Authorize 2022 Staff Changes (Veterans)
  - Authorize Creation of Systems Administrator (ITCS)
  - Authorize Contract Renewal; CSEA Benefit Fund
  - Establish Retiree Health Insurance Contributions
  - Standard Work Day & Reporting (Public Defender)
  - Amend Resolution 176-94 as Amended by Reso 281-17, as Amended by Reso 276-20
  - Authorize Salary above CSEA Salary Base (Probation)
  - Authorize Creation of Coordinator (Public Health)
  - Authorize Creation of Temporary Office Specialist I (Public Health)

Adjournment

DECEMBER 2021 HEADCOUNT REPORT

DEPARTMENT/OFFICE	2021 AUTH FT	ACTUAL	UNFUNDED	DIFF	PREV MONTH	2021 AUTH PT	ACTUAL	UNFUNDED	DIFF	PREV MONTH	TEMPS
Board of Elections	4	4		0	4	6	5		-1	6	0
Coroners	0	0		0	0	4	4		0	4	0
County Clerk	13	13	1	1	13	1	0		-1	0	0
District Attorney	5	5		0	5	2	1		-1	1	0
Eco Devel & Planning	8	6	1	-1	6	1	0		-1	0	0
Emergency Services	1	1		0	1	10	9		-1	7	0
Historian	0	0		0	0	1	1		0	1	0
Info. Technology	9	8		-1	8	0	0		0	0	0
Law / Co Attorney	7	7		0	7	2	2		0	2	0
Legislature	3	3		0	3	10	10		0	10	0
Mental Hygiene	34	32		-2	31	3	2		-1	2	0
Personnel	6	6		0	6	0	0		0	0	0
Probation	17	14	1	-2	14	1	1		0	1	0
Public Defender	5	5		0	5	6	6		0	6	0
Public Health	30	23	3	-4	23	6	3	1	-2	3	2
Public Works	39	38		-1	39	1	1		0	1	0
Real Property	2	2		0	2	1	0	1	0	0	0
Sheriff	108	96	2	-10	96	6	2	1	-3	3	1
Social Services	86	78	1	-7	76	9	5		-4	5	3
Treasurer	7	7		0	6	2	2		0	2	0
Veterans	1	1		0	1	1	1		0	1	0
<b>TOTAL</b>	<b>385</b>	<b>349</b>	<b>9</b>	<b>-27</b>	<b>346</b>	<b>73</b>	<b>55</b>	<b>3</b>	<b>-15</b>	<b>55</b>	<b>6</b>

**FUNDED Vacancies**

- 2021 Staff Reductions**
- R36-21 Abol. 1 FT Casewkr (DSS) 87 to 86
- R37-21 Abol 1 FT PO (Probation) 18 to 17
- R61-21 Abol 1 FT RM Officer (IT) 10 to 9
- R260-21 Abol 2 PT (Sheriff) 8 to 6
- 2021 Staff Increases**
- R37-21 Create 1 PT PS1 (Probation) 0 to 1
- R61-21 Create 1 FT Dir A&RM (Co Clerk) 12 to 13
- R108-21 Create 1 FT CSW (MH) 32 to 33
- R149-21 Create 1 FT SrCSW/SB (MH) 33 to 34
- R151-21 Create 1 FT APD PT (PD) 5 to 6
- R260-21 Create 1 FT Cook (Sheriff) 107 to 108
- R263-21 Create 1 FT EWC (EDP) 7 to 8

**Dist Attorney** PT: Confidential Assistant

**ED&P:** PT: OSII

**Emerg Svcs** PT: Assistant Fire Coord.

**IT** FT: OSII

**MH** FT: Cert. A&D Counselor, CSW / PT: ACT

**PH** FT: CH Prog. Spvr, Comm&e-Svcs Coord, EIS Coord, PH Nurse / PT: Dentist 2

**DPW** FT: MEO III

**PROBATION** FT: PO1; PO2 (Sr)

**Sheriff** FT: CO 6, OS II, DS, PSD Trainee, Cook / PT: DS, Cook, PSDT

**Social Services** FT: Casewkr, Sr.Casewkr, CommSvcWkr, PSWE, OSI (2), AAI

PT: Contract Spec, YB Dir, Mail Clk

DEPARTMENT	TITLE	DATE OPEN	FILLED BY	DOH	\$ RATE	\$ PREVIOUS	ANNUAL DIFFERENCE
DSS	Case Supervisor, Grade B (M. Resue)	10/29/2021	E. Silvanic	11/8/2021	\$ 51,929.00	\$ 53,029.00	-\$1,100.00
DSS	Caseworker (C. Peterson)	3/15/2021	M. Norton	11/8/2021	\$ 44,572.00	\$ 44,572.00	\$0.00
TCSO	Deputy Sheriff (R. Spallone)	10/30/2021	L. Brown	11/22/2021	\$ 50,435.00	\$ 64,090.00	-\$13,655.00
DSS	Employment & Training Counselor (B. Bailey)	12/4/2021	D. Bender	12/6/2021	\$ 40,898.00	\$ 48,133.00	-\$7,235.00
DSS	Caseworker (B. Ward)	8/30/2021	A. Miller	12/6/2021	\$ 44,572.00	\$ 44,572.00	\$0.00

**TOTAL MONTHLY IMPACT: -\$21,990.00**

**YEAR TO DATE TOTAL: -\$135,687.72**

MONTH REPORTED	AMOUNT
January	-\$8,751.40
February	\$14,334.52
March	-\$15,115.55
April	-\$1,550.00
May	-\$11,303.33
June	\$6,325.72
July	\$35,684.00
August	-\$58,065.00
September	\$4,007.00
October	-\$47,405.68
November	-\$31,858.00
December	-\$21,990.00

CHANGE IN CLASSIFICATION and  
TEMPORARY APPOINTMENTS

**CHANGE IN CLASSIFICATION**

RESO #	DEPT	TYPE	NAME	PREV TITLE	PREV SALARY	NEW TITLE	NEW SALARY	EFFECTIVE DATE	ANNUAL DIFFERENCE
282-20	PH		Marsh, J.	EI Service Coord	\$43,100.00	Sr. EI Service Coord	\$44,922.00	1/1/2021	\$1,822.00
39-21	DSS	RC		Executive Secretary	\$36,622.00	Office Specialist III	\$36,622.00	1/30/2021	\$0.00
61-21	IT/CO Clerk	RC		Records Mgt Officer	\$31,869.00	Director of A&RM	\$31,869.00	2/15/2021	\$0.00
109-21	IT	RC		Computer Programmer	Unfunded	Office Specialist II	\$36,622.00	4/26/2021	\$36,622.00
210-21	ED & P	RC		Land Bank Director	\$29,249.00	Office Specialist II	\$13.19	9/15/2021	-\$17,599.00

Type Codes: DA = Desk Audit of current employee

RC = Review of Classification of vacant position - base salaries represented

**TEMPORARY APPOINTMENTS**

<b>PH</b>									
Bostwick, A	PH Educator			246-20	8/23/21 - 6/30/22				
Mastro, S	PH Educator			246-20	9/13/21 - 6/30/22				
<b>SHERIFF</b>									
Fortier, S	Accounting Assoc. I			281-20	1/4/21 - 12/31/21				
<b>DSS</b>									
Cole, D	Social Welfare Examiner			186-21	9/27/21 - 2/25/2022				
Hildebrandt,	Social Welfare Examiner			186-21	9/27/21 - 2/25/2022				
Walker, P	Office Specialist I			186-21	10/12/21 - 3/25/2022				
Santiago, P	Office Specialist I			<del>186-21</del>					

Total: 6

<b>2021 HDHP - CSEA &amp; Non-Union</b>							<b>2021 HDHP CSEA NON-UNION COSTS</b>				<b>YTD</b>
	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>TOTAL</b>				
Participants	246	248	249	249	250						
# of people Hit Deductible Each Month	11	10	11	11	4						86
TC HDHP Insurance Cost	439,273.88	436,622.13	442,896.05	429,280.00	435,547.12						4,799,169.54
Lifetime Benefit Solutions Administrative Cost	1,302.95	1,333.85	1,339.00	1,323.55	1,344.15						14,543.60
Monthly Paid Deductibles	67,907.70	49,126.78	33,594.58	30,503.00	30,071.69						778,690.06
Maximum Annual Deductible Exp (Based on Jan contract counts 72 x 2600 + 178 x 5200)	1,112,800.00										
<b>2021 All County Emps &amp; Retirees</b>											
Monthly Cost of HDHP (Health Insurance Cost + EBS Adm Cost +Monthly Deductible)	508,484.53	487,082.76	477,829.63	461,106.55	466,962.96						5,592,403.20
Cost Per Participant	2,067.01	1,964.04	1,918.99	1,851.83	1,867.85						
Monthly Cost of CO/Law employees in PPO	141,002.53	133,773.58	141,002.63	141,002.53	137,634.75						1,568,978.08
CO/Law Participants	62	60	62	62	65						
Cost Per Participant for CO/Law	2,274.23	2,229.56	2,274.24	2,274.23	2,117.46						
Monthly Cost of Non-Medicare Eligible Retirees	97,651.97	87,081.34	94,199.00	91,958.32	90,819.61						1,046,918.25
Non-Medicare Participants	56	55	54	52	51						
Cost Per Non-Medicare Eligible Retirees	1,743.79	1,583.30	1,744.43	1,768.43	1,780.78						
Monthly Cost of Medicare Eligible Retirees - Plan F	141,288.30	145,305.90	142,754.40	144,285.30	144,925.20						1,569,413.54
Medicare Participants	195	197	196	197	201						
Cost per Medicare Eligible Retirees	724.56	737.59	728.34	732.41	721.02						
Monthly Cost of Medicare Eligible Retirees - Adv	868.88	868.88	868.88	868.88	868.88						9,992.12
Medicare Participants	2	2	2	2	2						
Cost per Medicare Eligible Retirees	434.44	434.44	434.44	434.44	434.44						
<b>Tioga County's Total Health Insurance Cost</b>	<b>889,296.21</b>	<b>854,112.46</b>	<b>856,654.54</b>	<b>839,221.58</b>	<b>841,211.40</b>	<b>0.00</b>					<b>9,787,705.19</b>
For Comparison Purposes:											
2020 Tioga County Health Insurance Cost	783,886.62	771,632.40	781,728.58	765,309.18	759,616.70	655,604.15					9,527,181.78



# TIOGA COUNTY, NEW YORK

## Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2021 11

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>A1430 Personnel</b>							
A1430 412600 Personnel Fees	-4,330	0	-4,330	-2,870.00	.00	-1,460.00	66.3%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	.0%*
A1430 510010 Full Time	260,557	0	260,557	230,604.90	.00	29,952.10	88.5%
A1430 520070 Chairs	0	110	110	109.99	.00	.01	100.0%
A1430 540010 Advertising	1,350	0	1,350	1,219.28	.00	130.72	90.3%
A1430 540140 Contracting servc	24,385	0	24,385	16,597.20	.00	7,787.80	68.1%
A1430 540180 Dues	320	10	330	100.00	.00	230.00	30.3%
A1430 540220 Automobile Fuel	50	-10	40	.00	.00	40.00	.0%
A1430 540320 Leased/Service Equ	4,000	0	4,000	2,437.21	87.56	1,475.23	63.1%
A1430 540340 Literature	1,100	0	1,100	90.90	.00	1,009.10	8.3%
A1430 540420 Office Supplies	450	0	450	192.82	.00	257.18	42.8%
A1430 540450 Payment To State	2,825	1,543	4,368	1,542.50	.00	2,825.00	35.3%
A1430 540470 Physicals	2,750	0	2,750	940.00	.00	1,810.00	34.2%
A1430 540480 Postage	1,150	0	1,150	924.93	.00	225.07	80.4%
A1430 540620 Software Expense	5,400	0	5,400	5,400.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	4,676.89	.00	2,323.11	66.8%
A1430 540733 Training/All Other	2,700	-110	2,590	1,874.97	.00	715.03	72.4%
A1430 581088 State Retirement F	32,415	0	32,415	30,197.08	.00	2,217.62	93.2%
A1430 583088 Social Security FR	19,933	0	19,933	17,253.38	.00	2,679.62	86.6%
A1430 584088 Workers Compensati	6,064	0	6,064	5,594.40	.00	469.35	92.3%
A1430 585588 Disability Insurance	337	0	337	310.08	.00	26.52	92.1%
A1430 586088 Health Insurance F	126,785	0	126,785	93,780.96	.00	33,003.56	74.0%
A1430 588988 Eap Fringe	74	0	74	66.48	.00	7.52	89.8%
<b>TOTAL Personnel</b>	<b>495,309</b>	<b>1,543</b>	<b>496,851</b>	<b>411,043.97</b>	<b>87.56</b>	<b>85,719.54</b>	<b>82.7%</b>
<b>TOTAL General Fund</b>	<b>495,309</b>	<b>1,543</b>	<b>496,851</b>	<b>411,043.97</b>	<b>87.56</b>	<b>85,719.54</b>	<b>82.7%</b>
<b>TOTAL REVENUES</b>	<b>-4,335</b>	<b>0</b>	<b>-4,335</b>	<b>-2,870.00</b>	<b>.00</b>	<b>-1,465.00</b>	
<b>TOTAL EXPENSES</b>	<b>499,644</b>	<b>1,543</b>	<b>501,186</b>	<b>413,913.97</b>	<b>87.56</b>	<b>87,184.54</b>	

# PERSONNEL OFFICER

TIOGA COUNTY, NY

## THE POSITION



The Personnel Officer is a public officer charged by law to administer the provisions of Civil Service Law and Rules for not only the County departments, but also the 9 Towns, 6 Villages, 5 School Districts and 3 Special Districts within Tioga County. In addition, the position is responsible for administration of the terms of three collective bargaining agreements, the Non-Union Salary program as well as all personnel-related policies and functions. Participation in collective bargaining including formulation of proposals and cost-analysis are critical functions required. The Personnel Department administers a Self-insured Workers' Compensation Plan which all 15 Towns and Villages participate in along with the County, making relationships built on respect with each municipality a must. The selected candidate will find a well-organized Personnel Department comprised of hard-working tenured staff that take pride in their work and are committed to serving the public, County departments, municipalities, County employees and retirees while being accountable to the taxpayers. The Personnel Officer serves 6 year terms.

## QUALIFICATIONS

Graduation from high school or possession of an equivalency diploma and either:

**A** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Industrial and Labor Relations, Human Resource Management, Business Administration, Public Administration or related field and seven years of full-time work experience or its part-time equivalent in either public or private sector human resource administration, two years of which must have been in supervisory capacity; **OR**

**B** Graduation from a regionally accredited or New York State registered two year college with an Associate's degree in the majors described in (a) above and nine years of full-time work experience or its part-time equivalent as described in (a) above, two of which must have been in a supervisory capacity; **OR**

**C** Eleven years of full-time experience or its part-time equivalent as described in (a) above, three of which must have been in a supervisory capacity; **OR**

**D** An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

**→ Note:** Possession of a Master's degree in Public Administration, Business Administration, Personnel Administration or related field may be substituted for one year of the required experience.

Work experience in a unionized environment a plus.

## HOW TO APPLY



Application



Letter of Interest



Resume

Position available as of March 18, 2022. 2022 Salary range: \$73,441 – 83,441. (35 hour workweek). Application review will begin as received and continue until the position is filled. View the online posting at: [www.tiogacountyny.com/departments/personnel-civil-service/](http://www.tiogacountyny.com/departments/personnel-civil-service/)

## ABOUT TIOGA COUNTY

Life in Tioga County is full of surprises. Our charming, historic villages and rural location are picturesque and peaceful, but do not let that fool you into thinking that life here is the "sleepy small town" type. Tioga County is a vibrant community to live, work, and raise families.

In Tioga County, we enjoy our own backyards, paddling on the Susquehanna, going to watch our kids play sports, buying groceries at the farm store, taking the family to festivals, and shopping at our friendly, local merchants. On any given night we go out and listen to live music at our favorite local watering hole, catch a play at the performing arts center, win big at the casino, check out an art exhibit, or meet up with friends for dinner. When we feel like doing something new, there are more day-trips right outside your door than you could do in a lifetime. Tioga County is the hub of the Southern Finger Lakes with world class museums, shopping centers, concert venues, lakes, outdoor adventures, wine and beer trails, and family activities just a short drive from your home. Every weekend can be a vacation when you live here.

In Tioga County, we are proud of our history and excited about our future. We celebrate and we innovate. This is a community where you can build the life you want.

### QUICK FACTS



#### SCHOOL SPIRIT

The school districts in Tioga County consistently perform among the highest in New York State. With small class sizes and plenty of enrichment programs, the schools in Tioga are well rounded and welcoming.

#### EXPERIENCE TIOGA



Win big at Tioga Downs Casino Resort



Enjoy 22 hiking areas including the Finger Lakes Trail & Two Rivers State Park



Visit historic Villages



Visit art galleries, listen to live music, attend a performance or a festival



Play in our parks & sports fields



Tour Fall farms, play in a corn maze, visit farm stores & pick fresh produce at a Farmers' Market



Try the Susquehanna Paddle Trail



Settle in with a great book at a cozy local library



Grab dinner & drinks at a delicious local restaurant

**48,455**  
POPULATION

**383 FT  
73 PT**  
COUNTY WORKFORCE

**\$62,999**  
MEDIAN HOUSEHOLD  
INCOME

**22**  
**minutes**  
AVERAGE COMMUTE

## COUNTY GOVERNMENT



#### Tioga County Legislature

The Legislature is comprised of 9 Legislators representing approximately 5,500 people each.

#### Legislative Chair

The Chair of the Legislature is elected by the Legislature annually and presides over the day to day operations of the county

#### Structure of position

The Personnel Officer reports directly to the Legislators. The Personnel Department consists of 6 full-time staff.

[www.tiogacountyny.com/departments/personnel-civil-service/](http://www.tiogacountyny.com/departments/personnel-civil-service/) | (607) 687 - 8494  
Tioga County is an Equal Opportunity / Affirmative Action Employer.





REFERRED TO:

LEGISLATIVE WORKSESSION  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

APPOINTMENT OF PART-TIME  
INFORMATION SECURITY OFFICER  
LEGISLATIVE OFFICE

WHEREAS: Tioga County Comprehensive Information Security Policy requires the Legislature to appoint annually, a part-time Information Security Officer who will be responsible for implementing and monitoring a consistent data security program; therefore be it

RESOLVED: That Susan Haskett shall be appointed to the part-time Information Security Officer position for 2022 and will be compensated at an annual rate of \$2,746.00

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE EXCEPTION TO EMPLOYEE  
HANDBOOK SECTION IV. PERSONNEL RULES -  
SUBSECTION J: NON-UNION VACATION

WHEREAS: Public Health has experienced significant and ongoing staffing coverage issues working throughout the COVID-19 pandemic; and

WHEREAS: The Employee Handbook Section IV. Personnel Rules - Subsection J. Non-Union Vacation Policy dictates the rules regarding vacation accruals and carry-over for Non-Union staff; and

WHEREAS: The Policy allows for carry-over of 20 days of vacation from one anniversary to the next; and

WHEREAS: Due to the responsibilities related to the ongoing response, a TCPH non-union employee has been unable to utilize their vacation time and is in jeopardy of losing earned vacation days; and

WHEREAS: Public Health requests that during this unique and exceptional pandemic circumstance this employee be granted exception and to cash-in the vacation days in jeopardy of being lost; and

WHEREAS: Funds for this "cash-in" are available in the 2021 Public Health budget and are fully reimbursable without any County cost; therefore be it

RESOLVED: That the County Legislature hereby authorizes an exception to Employee Handbook Section IV. Personnel Rules - Subsection J. Non-Union Vacation Policy due to the current and ongoing pandemic, for Lisa McCafferty to cash-in 88 hours Vacation that are in excess of the allowable 20-day carryover on her anniversary date (December 14<sup>th</sup>) at an amount not to exceed \$4,500.

REFERRED TO:

INFORMATION TECHNOLOGY  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE SALARY REALLOCATION AND  
APPOINTMENT OF  
DEPUTY DIRECTOR OF INFORMATION  
TECHNOLOGY & COMMUNICATION  
SERVICES

WHEREAS: Legislative approval is required for salary reallocations and for any appointment to a non-union position within Tioga County; and

WHEREAS: The position of Deputy Director of Information Technology & Communication Services (\$52,943 – 62,943 Non-union) will become vacant as of December 31, 2021, due to a prior announced resignation; and

WHEREAS: In light of this, the Chief Information Officer has identified revisions to the current job description in order to incorporate various network administrator duties and responsibilities; and

WHEREAS: The Personnel Officer has approved said revisions and as a result of the additional responsibilities, recommends a salary reallocation within the Non-union salary range for Deputy Director of Information Technology and Communication Services; therefore be it

RESOLVED: That the Non-union salary range for Deputy Director of Information Technology and Communication Services shall increase from \$52,943 – 62,943 to \$65,000 – 75,000 effective January 1, 2022; and be it further

RESOLVED: That the Chief Information Officer is authorized to provisionally appoint Cuyler Kochin as Deputy Director of Information Technology at an annual salary of \$65,063 effective January 1, 2022, pending successful completion of civil service examination requirements.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE  
WORKSESSION

RESOLUTION NO.

2022 STAFF CHANGES  
BOARD OF ELECTIONS

WHEREAS: The Board of Elections requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant		Elections Clerk PT (2 positions) (\$17/hour; 28 hrs/wk)	+ \$49,504
Vacant		Driver PT (2 positions) (\$15/hour; 42 hrs/year)	+ \$1,260

and be it further:

RESOLVED: That the Board of Elections authorized part-time headcount is increased from 6 to 10.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE  
WORKSESSION

RESOLUTION NO.

2022 STAFF CHANGES  
COUNTY CLERK'S OFFICE

WHEREAS: The County Clerk requested staffing changes in the DMV Office as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
Vacant		Motor Vehicle License Clerk (CSEA Grade V: \$30,965-31,965)	+ \$30,965

and be it further:

RESOLVED: That the County Clerk's Office authorized full-time headcount is increased from 14 to 15.

REFERRED TO:

ED & P COMMITTEE  
PUBLIC WORKS COMMITTEE  
PERSONNEL COMMITTEE  
WORKSESSION

RESOLUTION NO.

2022 STAFF CHANGES  
ED&P DEPARTMENT/PUBLIC WORKS  
DEPARTMENT

WHEREAS: The Public Works and Economic Development & Planning Departments requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
E. Pratt	Sustainability Manager (Public Works Dept)		Abolish
E. Pratt		Sustainability Manager (ED&P Department)	Create

and be it further:

RESOLVED: That the Public Works Department's authorized full-time headcount is decreased from 39 to 38 and the Economic Development & Planning Department's headcount is increased from 8 to 9.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE  
WORKSESSION

RESOLUTION NO.

2022 STAFF CHANGES  
EMERGENCY SERVICES DEPARTMENT

WHEREAS: The Emergency Services Department requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
S. Federowicz	Asst Fire Coord PT	Salary Increase to \$5200/yr	+ \$449
D. Churchman	Asst Fire Coord PT	Salary Increase to \$5200/yr	+ \$2171

and be it further:

RESOLVED: That the Emergency Services Department headcount is unchanged and includes 1 FT and 10 PT positions.

REFERRED TO:

PERSONNEL COMMITTEE  
WORKSESSION  
LEGAL/FINANCE COMMITTEE

RESOLUTION NO.

2022 STAFF CHANGES  
LAW DEPARTMENT

WHEREAS: The Law Department requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
D. Thorpe	Safety Officer PT (Non-Union)	Safety Officer FT (Non-Union)	+ up to \$19,507

and be it further:

RESOLVED: That the Law Department's authorized full-time headcount is increased from 7 to 8 and their part-time headcount is reduced from 2 to 1.



REFERRED TO:

PERSONNEL COMMITTEE  
WORKSESSION  
LEGAL/FINANCE COMMITTEE

RESOLUTION NO.

2022 STAFF CHANGES  
PUBLIC DEFENDER'S OFFICE

WHEREAS: The Public Defender's Office requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
T. Cline	2 <sup>nd</sup> Assistant Public Defender	Salary Increase	+ \$5,000

and be it further:

RESOLVED: That the Public Defender's Office headcount remains unchanged.

REFERRED TO:

ADMINISTRATIVE SERVICES COMMITTEE  
PERSONNEL COMMITTEE  
WORKSESSION

RESOLUTION NO.

2022 STAFF CHANGES  
VETERANS' SERVICE AGENCY

WHEREAS: The Veterans' Service Agency requested staffing changes as part of the 2022 Budget process; and

WHEREAS: These requests were approved by the County Legislature; therefore be it

RESOLVED: That the following staffing changes be effective January 1, 2022:

<u>Name</u>	<u>Current Title/ Salary</u>	<u>New Title/ Salary</u>	<u>Budget Impact</u>
-------------	----------------------------------	------------------------------	----------------------

Vacant		Veterans' Service Officer PT (\$17.81/hour; 17 hrs/wk)	+ \$15,741
--------	--	---	------------

and be it further:

RESOLVED: That the Veterans' Service Agency's authorized part-time headcount is increased from 1 to 2.

REFERRED TO:

INFORMATION TECHNOLOGY  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE CREATION OF  
SYSTEM ADMINISTRATOR  
INFORMATION TECHNOLOGY &  
COMMUNICATION SYSTEMS DEPARTMENT

WHEREAS: Legislative approval is required to create positions within Tioga County; and

WHEREAS: The position of Network Administrator (\$54,937 – 64,937 Non-union) will become vacant as of January 1, 2022, due to the provisional promotion of the incumbent as Deputy Director of Information Technology & Communication Systems (ITCS); and

WHEREAS: In light of this, the Chief Information Officer has met with the Personnel Officer and has identified necessary changes within his department to provide greater efficiency; therefore be it

RESOLVED: That the Tioga County Legislature authorizes to un-fund the vacant Network Administrator position and create a Systems Administrator (\$54,937-\$64,937 Non-union) position effective January 1, 2022; and be it further

RESOLVED: That the ITCS Department's 2022 authorized full-time headcount shall increase from 9 to 10; and be it further

RESOLVED: That the unfunded position of Network Administrator shall be abolished once the Deputy Director of ITCS attains permanent status in said title.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE CONTRACT RENEWAL  
CSEA EMPLOYEE BENEFIT FUND

WHEREAS: Resolution #276-11 authorized a contract with CSEA Benefit Fund to administer vision and dental plans for CSEA and Non-Union employees, now named EBF Member Plus; and

WHEREAS: The dental and vision plans are contractual benefits for CSEA employees, and on November 9, 2021 the Tioga County Legislature ratified the CSEA contract through 2024; therefore be it

RESOLVED: That the Chair of the Legislature is hereby authorized to sign a contract, subject to review by the County Attorney, with EBF Member Plus for the purpose of facilitating the dental and vision plans for the period of January 1, 2022 - December 31, 2024.

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO -21

ESTABLISH RETIREE HEALTH INSURANCE  
CONTRIBUTIONS

WHEREAS: Retirees who qualified to pay 0% of individual health insurance in accordance with Section IV.B.1.c. of the Employee Handbook Policy "Orientation/ Exit Interviews / Recruitment/ Retirement" (formerly Policy # 3) are currently not contributing toward their retiree coverage; and

WHEREAS: 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; therefore be it

RESOLVED: That any retiree as of the date of this resolution who qualified for free individual coverage in accordance with Section IV.B.1.c. shall contribute 3.25% of the monthly individual premium or \$20/month per individual policy, whichever is greater, effective January 1, 2022.

REFERRED TO:

PERSONNEL COMMITTEE  
LEGISLATIVE WORKSESSION

RESOLUTION NO. -21

STANDARD WORK DAY AND  
REPORTING RESOLUTION

WHEREAS: 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; therefore be it

RESOLVED: That 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>Elected Officials</b>					
Public Defender	Rhonda Pasto	7	07/06/21 - 12/31/21	N	11

I, Cathy Haskell, Secretary/Clerk of the governing board of the County of Tioga, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the XX day of XXXX, 202X on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Tioga County Legislature on this XX day of XXXX, 202X.

\_\_\_\_\_  
Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on XXXX XX, 202X and continued for at least 30 days. That the resolution was available to the public on the

REFERRED TO:

PERSONNEL COMMITTEE

RESOLUTION NO.-21

AMEND RESOLUTION 176-94 AS AMENDED  
BY RESOLUTION 281-17, AS AMENDED BY  
RESOLUTION 276-20: MEDICARE  
REIMBURSEMENT

WHEREAS: Resolution 281-17 amended Resolution 176-94 to set the Medicare Part B reimbursement rate for eligible retirees at \$115 per month for the period of February 1, 2018 through January 31, 2021 to be reviewed every three years; and

WHEREAS: Resolution 276-20 held the Medicare Part B reimbursement rate for eligible retirees at \$115 per month through January 31, 2022 to be reviewed in 2021; and

WHEREAS: The 2022 Medicare Part B premium that retirees will pay is an increase of approximately 27% since 2017; and

WHEREAS: Tioga County will achieve substantial savings with the 2022 retiree Medicare health insurance plan change; therefore be it

RESOLVED: That the Medicare Part B reimbursement rate for eligible retirees will increase to \$148.50 per month, 2021 Part B premium, for the period of February 1, 2022 through January 31, 2025; and be it further

RESOLVED: That the Legislature will review again in 2024; and be it further

RESOLVED: That this resolution shall amend Resolution 176-94 only as to the Medicare reimbursement portion of said Resolution.

REFERRED TO:

PUBLIC SAFETY COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE SALARY ABOVE CSEA BASE FOR  
PROBATION OFFICER

WHEREAS: Legislative approval is required to hire above the established CSEA salary base; and

WHEREAS: The Probation Director has identified a candidate from the current civil service eligible list for Probation Officer 1 (CSEA SG XI, \$44,572 – 45,272) with over six years of prior relevant work experience; therefore be it

RESOLVED: That Jean R. Regis is hereby appointed to the title of Probation Officer 1 at \$45,272 / year (increment stage 2 of CSEA SG XI) effective December 20, 2021.



REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE CREATION OF FULL-TIME  
LOCAL COORDINATOR POSITION  
PUBLIC HEALTH DEPARTMENT

WHEREAS: Legislative approval is required to create positions within Tioga County; and

WHEREAS: Funding requirements from New York State have resulted in the immediate need for the Tioga County Public Health Department to create a full-time position to oversee contractual Public Health Fellows providing COVID related services to the citizens of Tioga County; and

WHEREAS: The Public Health Department has provided the Personnel Department with a job description approved by New York State to fulfill said duties; and

WHEREAS: Funding for the position is through the Epidemiology and Laboratory Capacity (ELC) Public Fellows grant that is to be appropriated under Resolution L54 in December 2021; therefore be it

RESOLVED: That the Legislature approves the creation of a full-time Local Coordinator position at an annual salary of \$50,000 (Non-union) effective January 1, 2022; and be it further

RESOLVED: That the authorized full time head count shall increase from 30 to 31.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE  
PERSONNEL COMMITTEE

RESOLUTION NO. -21

AUTHORIZE CREATION OF  
TEMPORARY FULL-TIME  
OFFICE SPECIALIST I POSITION  
PUBLIC HEALTH DEPARTMENT

WHEREAS: Legislative approval is required to create positions within Tioga County; and

WHEREAS: Requirements related to COVID Pandemic from New York State have resulted in immediate need for the Tioga County Public Health Department to create a full-time temporary administrative support position to assist with COVID related services; and

WHEREAS: The Public Health Department has provided the Personnel Department with a request to create a full-time Office Specialist I position to be filled on a temporary, two year duration; and

WHEREAS: The funding for this position is through the Epidemiology and Laboratory Capacity (ELC) grant which was appropriated by Tioga County Legislative Resolution # 20-160; therefore be it

RESOLVED: That the Legislature approves the creation of a temporary, full-time Office Specialist I position at an hourly rate of \$13.20 effective January 1, 2022 through December 31, 2023.