

Personnel Committee Agenda
April 6, 2023
10:30 A.M.

- APPROVAL OF MINUTES FOR MARCH 9, 2023, COMMITTEE MEETING

- FINANCIAL
 - Benefits & Workers' Compensation Reports – Amy Poff
 - Monthly Departmental Budget Tracking – Linda Parke

- OLD BUSINESS
 - Salary Study

- NEW BUSINESS
 - None

- PERSONNEL
 - Head Count & Monthly Exam Reports

- RESOLUTIONS
 - Appoint Public Health Director
 - Authorize Appointment of Director of Administrative Services
 - Authorize Appointment of Director of Patient Services
 - Authorize Appointment of Deputy Director of Public Health
 - Create and Fill One Highway Worker (Seasonal)
 - Authorization to Reclassify WMS Coordinator (DSS)
 - Amend Budget and Appropriate Funds (MH and PH)
 - Authorization to Reclassify Records Management Clerk (Mental Hygiene)
 - Standard Workday & Reporting (Public Defender)

- PROCLAMATIONS - None

- ADJOURNMENT



TIOGA COUNTY, NEW YORK

Tioga County YEAR-TO-DATE BUDGET REPORT

FOR 2023 03

ACCOUNTS FOR: A General Fund	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
A1430 Personnel							
A1430 412600 Personnel Fees	-4,080	0	-4,080	-415.00	.00	-3,665.00	10.2%*
A1430 427702 Other Unclassified	-5	0	-5	.00	.00	-5.00	0%*
A1430 510010 Full Time	300,678	0	300,678	63,368.33	.00	237,309.67	21.1%
A1430 520070 Chairs	250	0	250	.00	.00	250.00	0%
A1430 520090 Computer	0	936	936	935.99	.00	.01	100.0%
A1430 540010 Advertising	2,100	0	2,100	.00	.00	2,100.00	0%
A1430 540140 Contracting Servc	69,050	-936	68,114	6,068.60	17,200.40	44,845.00	34.2%
A1430 540180 Dues	330	0	330	330.00	.00	.00	100.0%
A1430 540220 Automobile Fuel	100	0	100	.00	.00	100.00	0%
A1430 540320 Leased/Service Equ	2,197	0	2,197	442.27	87.56	1,667.17	24.1%
A1430 540340 Literature	600	0	600	536.99	.00	63.01	89.5%
A1430 540420 Office Supplies	400	0	400	47.71	.00	352.29	11.9%
A1430 540450 Payment To State	2,575	0	2,575	.00	.00	2,575.00	0%
A1430 540470 Physicals	6,125	0	6,125	1,327.00	.00	4,798.00	21.7%
A1430 540480 Postage	1,350	0	1,350	.00	.00	1,350.00	0%
A1430 540620 Software Expense	5,790	0	5,790	5,790.00	.00	.00	100.0%
A1430 540732 Training/County Re	7,000	0	7,000	922.79	.00	6,077.21	13.2%
A1430 540733 Training/All Other	3,500	0	3,500	50.00	.00	3,450.00	1.4%
A1430 581088 State Retirement F	32,714	0	32,714	8,384.99	.00	24,328.71	25.6%
A1430 583088 Social Security Fr	19,933	0	19,933	5,337.76	.00	14,595.54	26.8%
A1430 583088 Workers Compensati	6,060	0	6,060	1,868.23	.00	4,192.25	30.8%
A1430 585588 Disability Insuran	336	0	336	99.54	.00	236.36	29.6%
A1430 586088 Health Insurance F	127,209	0	127,209	21,612.58	.00	105,596.39	17.0%
A1430 588988 Eap Fringe	72	0	72	23.24	.00	48.83	32.2%
TOTAL Personnel	584,284	0	584,284	116,731.02	17,287.96	450,265.44	22.9%
TOTAL General Fund	584,284	0	584,284	116,731.02	17,287.96	450,265.44	22.9%
TOTAL REVENUES	-4,085	0	-4,085	-415.00	.00	-3,670.00	
TOTAL EXPENSES	588,369	0	588,369	117,146.02	17,287.96	453,935.44	

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AUTHORIZE APPOINTMENT OF PUBLIC HEALTH
DIRECTOR
(PUBLIC HEALTH)

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The position of Public Health Director (\$84,029-\$94,029 M/C) became vacant January 11, 2023 due to the prior director's expired term; and

WHEREAS: Ms. Heather Vroman was appointed Interim Public Health Director effective January 11, 2023 via Resolution # 43-23; and

WHEREAS: The Tioga County Board of Health has unanimously recommended Ms. Vroman as the Tioga County Public Health Director; and

WHEREAS: The County Legislature recognizes Ms. Vroman's qualification, experience and commitment toward Tioga County Public Health; therefore be it

RESOLVED: That the Tioga County Legislature appoints Heather Vroman to the position of Public Health Director at an annual salary of \$90,000 effective April 12, 2023 for a six-year term ending April 11, 2029; and be it further

RESOLVED: That in accordance with Tioga County's Civil Service Rules, Ms. Vroman shall serve a probationary period of eight to fifty-two weeks.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. - 23 AUTHORIZE APPOINTMENT OF
DIRECTOR OF ADMINISTRATIVE SERVICES
SOCIAL SERVICES

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: The position of Director of Administrative Services (\$59,997-\$69,997; Management/Confidential) became funded within the Department of Social Services as of February 14, 2023 by way of Resolution No. 91-23; therefore be it

RESOLVED: Following recruitment efforts, the Commissioner of Social Services has identified a well-qualified candidate from within his Department which he would like to appoint to said title; therefore be it

RESOLVED: That the Commissioner of Social Services is authorized to provisionally appoint Mickelle Andrews as Director of Administrative Services at an annual salary of \$69,997 effective April 24, 2023, pending the successful completion of all civil service examination requirements.

REFERRED TO:

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZE APPOINTMENT TO TITLE OF
DEPUTY DIRECTOR OF PUBLIC HEALTH
PUBLIC HEALTH

WHEREAS: Legislative approval is required for any appointment to a Management/Confidential position within Tioga County; and

WHEREAS: As of January 11, 2023, the position of Deputy Director of Public Health has been vacant due to appointment of prior incumbent to Interim Public Health Director; and

WHEREAS: The Interim Director of Public Health has an immediate need to appoint a replacement to said vacancy and has identified a candidate who is both qualified and willing to accept this appointment; therefore be it

RESOLVED: That the Interim Director of Public Health is authorized to appoint Susan Medina to the title of Deputy Director of Public Health at an annual Management/Confidential salary of \$80,625.00 effective May 8, 2023.

REFERRED TO:

PUBLIC WORKS COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

CREATE AND FILL ONE (1)
HIGHWAY WORKER (SEASONAL) POSITION
PUBLIC WORKS

WHEREAS: There will be a need for the Highway Department to employ one (1) additional Highway Worker (Seasonal) for 2023; and

WHEREAS: The Commissioner of Public Works has budgeted money to cover expenditures of such employment; therefore be it

RESOLVED: That the Commissioner of Public Works is hereby authorized to create and fill one (1) additional temporary full-time Highway Worker (Seasonal) position effective April 10, 2023 through October 6, 2023 at an hourly rate of \$14.86 (equivalent to CSEA Grade 9), not to exceed \$16,000.00.

REFERRED TO

HEALTH & HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23

AUTHORIZATION TO RECLASSIFY
WELFARE MANAGEMENT SYSTEM
COORDINATOR POSITION IN
SOCIAL SERVICES

WHEREAS: Legislative approval is required for any position reclassification;
and

WHEREAS: After further review of the Welfare Management System Coordinator position, the Commissioner of Social Services has found there would not be any line of succession; and

WHEREAS: The Commissioner of Social Services has determined that the reclassification of the Welfare Management System Coordinator to Senior Social Welfare Examiner would be better utilized within the department;
and

WHEREAS: The current incumbent in the Welfare Management System Coordinator position has met the Civil Service requirements as a Senior Social Welfare Examiner; and

WHEREAS: This reclassification will not impact the Department of Social Services allotted budget as both positions reside in the same CSEA salary grade IX (\$43,599 - \$44,599); therefore be it

RESOLVED: That the full-time Welfare Management System Coordinator position (CSEA salary grade IX) be reclassified to full-time Senior Social Welfare Examiner (CSEA salary grade IX) effective April 11th, 2023.

REFERRED TO: HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AMEND BUDGET AND APPROPRIATE FUNDS
MENTAL HYGIENE AND PUBLIC HEALTH

WHEREAS: The New York State Department of Health has instituted a mandatory New York State Health Care and Mental Hygiene Worker Bonus (HWB) Program whereby it is the employer's responsibility to submit its eligible workforce for the bonus; and

WHEREAS: A qualified employer who fails to identify, claim, and/or pay any bonus for more than 10 percent of bonus eligible workers may be subject to penalties of up to \$1,000.00 per violation of the HWB Program; and

WHEREAS: Tioga County Mental Hygiene (TCMH) and Tioga County Public Health (TCPH) have both identified eligible workforce employees; and

WHEREAS: Tioga County will incur no local share increase, as New York State will also reimburse "fringe benefit" costs associated with the HWB; and

WHEREAS: The Budget Officer will need to modify "fringe benefit" budget lines as is appropriate; and

WHEREAS: Amending of Budget and Appropriation of Funds require Legislative approval; therefore be it

RESOLVED: That the budget be modified and appropriated as follows:

From: A4210-434890-HWB1 State Aid - Other Health	\$ 9,000.00
To: A4210-510050-HWB1 Salary All Other	\$ 9,000.00
From: A4310-434890-HWB1 State Aid - Other Health	\$ 18,000.00
To: A4310-510050-HWB1 Salary All Other	\$ 18,000.00
From: A4011-434890-HWB1 State Aid - Other Health	\$ 12,000.00
To: A4011-510050-HWB1 Salary All Other	\$ 12,000.00

And be it further

RESOLVED: That the Budget Officer is authorized to make adjustments to "fringe benefit" budget lines as is appropriate; and be it further

RESOLVED: That available funds on 12/31/23 of this amendment and appropriation will be carried forward into the New Year.

REFERRED TO: HEALTH AND HUMAN SERVICES COMMITTEE
PERSONNEL COMMITTEE

RESOLUTION NO. -23 AUTHORIZATION TO RECLASSIFY
RECORDS MANAGEMENT CLERK POSITION IN
MENTAL HYGIENE

WHEREAS: Legislative approval is required for any position reclassification;
and

WHEREAS: On November 14th, 2022, a desk audit was requested by the incumbent and a review was conducted by the Personnel Department for the full-time Records Management Clerk position held by Amy Joyce; and

WHEREAS: Upon analysis of the work performed by Ms. Joyce, the Personnel Officer has recommended reclassification of said position to the title of Records Management Technician and be allocated to CSEA SG VII (\$39,041 - \$40,041); and

WHEREAS: The position of Records Management Technician is competitive, therefore the incumbent's status will be provisional until successfully meeting Civil Service examination requirements; therefore be it

RESOLVED: That the full-time Records Management Clerk position (CSEA salary grade VI) filled by Ms. Joyce be reclassified to full-time Records Management Technician (CSEA salary grade VII); and be it further

RESOLVED: That Ms. Joyce's salary will be retroactive to November 14th, 2022 through December 30th, 2022 at an annual salary of the 2022 CSEA SG VII \$37,904.00 then be retroactive beginning January 2, 2023 at the 2023 CSEA SG VII annual salary of \$39,041.00. The changes will be reflected in 2023 payroll #9.

REFERRED TO: LEGISLATIVE WORKSESSION
PERSONNEL COMMITTEE

RESOLUTION NO. -23 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	Days/Month (based on Record of Activities)	Pay Frequency	Not Submitted
Appointed Officials						
Assistant Public Defender	Kristin Riddell	7	11/21/22-12/31/25	7.10	Biweekly	

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 11th day of April, 2023 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 11th day of April, 2023.

Tioga County Legislative Clerk

Affidavit of Posting: I, Cathy Haskell, being duly sworn, depose and say that the posting of the resolution began on April 11, 2023 and continued for at least 30 days. That the resolution was available to the public on the

Employer's website at www.tiogacountyny.gov