

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, MARCH 2, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of February 10, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

3. Request to create a position of Correction Officer (DBL) in the Office of Sheriff. Undersheriff Tillman will address.
4. Salary adjustment request for Ms. Christine Pullin, Public Health Nurse. Ms. Beer will address.
5. Agreeing to the Memorandum of Agreement and allocating a title to the Management Salary Plan. Ms. Krause and Ms. Tiberio will address.
(Hand carried)
6. Appointment of Director of Finance. Ms. Krause will address.
(Hand carried)

OTHER:

7. Designation of Deferred Compensation Chairperson and ADA, Affirmative Action & Equal Employment Opportunity Coordinator. Ms. Krause will address.
8. Contracts. Ms. Hoffman will address.
(Hand carried)

INFORMATION ITEMS:

9. HR Updates. Ms. Krause and Ms. Morley will address.

LABOR RELATIONS:

Update on outstanding Labor Relations issues. Ms. Krause / Ms. Welch will address.

UPCOMING TRAINING OPPORTUNITIES

County Budget and Finance with Cathy Bentzoni
Excelsior Institute Core Course
March 10, 2016; 8:30 a.m. – 11:30 a.m.; Building 3019

CREATION OF POSITION: CORRECTION OFFICER (DBL)
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero has filed a New Position Duties Statement with the Director of Human Resources for a position he would like to create temporarily during the disability of a Correction Officer; and

WHEREAS, Said position has been classified as Correction Officer (DBL) by Personnel Officer Classification Certification No. 30-2016; and

WHEREAS, The County Administrator and the Personnel Committee recommend the creation of this position; now, therefore, be it

RESOLVED, That the position of Correction Officer (DBL) (01261/#96) be created, effective upon adoption, for a period not to exceed ninety (90) days; and further

RESOLVED, That sufficient funds exist within the Office of Sheriff's Budget to cover the cost of this position creation; and further

RESOLVED, That the Ontario County Department of Finance is authorized to make the necessary budgetary and accounting entries to effect the intent of this resolution; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance.

SALARY ADJUSTMENT – CHRISTINE PULLIN
COMMUNITY PUBLIC HEALTH SERVICES

WHEREAS, Ms. Mary Beer, Director of Community Public Health Services, has recommended a step adjustment for Christine Pullin, Public Health Nurse (Grade AP3), from Step 1 (\$25.43/hr.) to Step 4 (\$27.27/hr.); based on her years of experience in accordance with the Salary Guidelines for Nursing Post Licensure; and

WHEREAS, The Personnel Committee has reviewed and approved the step adjustment for Ms. Pullin, effective upon her date of appointment; and

WHEREAS, Sufficient funding exists within the Community Public Health Services' budget for this step adjustment; now, therefore, be it

RESOLVED, That the rate of pay for Christine Pullin, Public Health Nurse, be set at Grade AP3, Step 4 (\$27.27/hr.); effective upon her date of appointment; and further

RESOLVED, That the Department of Finance shall be authorized to make the necessary budgetary and accounting entries to meet the intent of this resolution; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Department of Finance.

ONTARIO COUNTY DEFERRED COMPENSATION COMMITTEE
APPOINTMENT OF DENISE M. MORLEY

WHEREAS, Ms. Mary A. Krause is no longer able to serve as Committee Chair of the Deferred Compensation Committee; and

WHEREAS, The Personnel Committee recommends appointment of Ms. Denise M. Morley, Director of Human Resources, as Committee Chair of the Deferred Compensation Committee; now, therefore, be it

RESOLVED, That Ms. Mary A. Krause be removed as Committee Chair and Ms. Denise M. Morley be appointed as Committee Chair, effective upon adoption; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Finance Department and Mr. Benjamin J. Sparacino, 457 Plan Service Group, 179 Sully's Trail, Suite 200, Pittsford, NY 14534-4599.

DESIGNATION OF ADA, AFFIRMATIVE ACTION, AND
EQUAL EMPLOYMENT OPPORTUNITY COORDINATOR

WHEREAS, It is the policy of Ontario County to observe and comply with the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, the Americans with Disability Act of 1990, and all other discrimination laws and regulations to which the County is subject; and

WHEREAS, It is in the best interests of the County that one person serve as coordinator of these programs; and

WHEREAS, Local Law No. 4-1993 of this Board of Supervisors gives the Director of Human Resources the responsibility of coordinating these programs; and

WHEREAS, In order to facilitate communications and disseminate information regarding these programs, regulations require municipalities to designate by name as well as title the person coordinating these programs; and

WHEREAS, The Personnel Committee recommends that Denise M. Morley, Director of Human Resources, be designated as coordinator of these programs; now, therefore, be it

RESOLVED, That this Board of Supervisors hereby designates Denise M. Morley as Ontario County's ADA, Affirmative Action, and EEO Coordinator; and further

RESOLVED, That the Clerk of the Board of Supervisors publish Notice of this Designation as required by any and all regulations; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of the Board to the Finance Department, the Department of Human Resources, and the County Attorney.