

**ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA**  
**WEDNESDAY, APRIL 13, 2016 (1:00 P.M.)**  
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of March 23, 2016 Personnel Committee Minutes.

**SAFETY:**

2. Safety Report. Mr. Manchester will address.

**EMPLOYMENT AND CIVIL SERVICE:**

3. Salary adjustment request for Mr. Skyler Miller, County Police Officer. Undersheriff Tillman will address.
4. Request to create a position of Finance Clerk I (Temporary) in the County Treasurer's Office. Mr. Baxter will address.

**OTHER:**

5. Excellus Benefit Contracts for 2016. Ms. Hoffman will address.
6. Visions Newsletter. Ms. Morley will address.
7. Declaring the week of May 1 – 7, 2016 as "Public Service Recognition Week" in Ontario County. Ms. Krause will address.
8. Public Service Recognition Week. Ms. Krause will address.
  - Monday, May 2—Bridges Out of Poverty Training
  - Tuesday, May 3—Confidential Secretary Networking Lunch
  - Wednesday, May 4—Healthy Snack Day
  - Thursday, May 5—New Employee Focus Group
  - Friday, May 6—CSEA Focus Group

**INFORMATION ITEMS:**

9. Discussion on salary increase for Michael Tantillo, District Attorney. Ms. Gates will address.
10. Employee Portal. Ms. Krause and Ms. Morley will address.
11. Eco Heroes. Ms. Morley will address.
12. HR Updates. Ms. Morley will address.

**LABOR RELATIONS:**

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

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**UPCOMING TRAINING OPPORTUNITY**

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Bridges Out of Poverty  
*Excelsior Institute Core Course*  
Monday, May 2, 2016; 9:00 a.m. – 4:00 p.m.; Safety Training Facility

SALARY ADJUSTMENT – SKYLER MILLER  
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero, has recommended the salary adjustment of Mr. Skyler Miller, to Grade R15, Step 2, \$24.96/hour, effective retroactive to his appointment to County Police Officer on April 4, 2016, based on his experience as a Police Officer for the City of Geneva; and

WHEREAS, The Personnel Committee has reviewed and approved the salary adjustment for this employee, effective retroactive to his appointment; and

WHEREAS, Sufficient funding exists within the Office of Sheriff's Budget for this salary adjustment; now, therefore, be it

RESOLVED, That the pay rate for Mr. Skyler Miller shall be set at Grade R15, Step 2, \$24.96/hour, effective retroactive to his appointment to the position of County Police Officer on April 4, 2016; 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 shall be sent by the Clerk of this Board to the Department of Finance.

CREATION OF POSITION  
FINANCE CLERK I (TEMPORARY)  
COUNTY TREASURER'S OFFICE

WHEREAS, Mr. Gary G. Baxter, County Treasurer, has filed a New Position Duties Statement with the Director of Human Resources for a temporary position he would like to create in the County Treasurer's Office; and

WHEREAS, Said position has been classified as Finance Clerk I (Temporary), by Personnel Officer Certification No. 37-2016; and

WHEREAS, Sufficient funding exists within the County Treasurer's department budget for this position; and

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

RESOLVED, That the position of Finance Clerk I (Temporary) (01674/#10) be created, effective upon adoption, for a period not to exceed 90 days; and further

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

AUTHORIZATION TO SIGN THE 2016 EXCELLUS CONTINGENT PREMIUM  
FINANCING AGREEMENT AND MASTER GROUP AGREEMENT

WHEREAS, Resolution No's. 625-2013 and 828-2013 authorized Ontario County to change to a contingent premium financing arrangement with Excellus for the County's fully-insured medical plan, effective January 1, 2014; and

WHEREAS, Resolution No. 429-2014 authorized Ontario County to sign a Master Group Agreement, which sets for the terms and conditions on which Excellus will issue Ontario County certain health benefits certificates and/or riders for the benefit of Ontario County's employees; and

WHEREAS, Resolution 721-2015 amended the contingent premium financing agreement to include a six-month runout period for health insurance claims for the 2015 plan year; and

WHEREAS, Excellus has requested Ontario County sign a 2016 contingent premium financing agreement, with no changes, to continue this arrangement for the 2016 plan year; and

WHEREAS, The Personnel Committee has reviewed and recommends to the Board that the 2016 Contingent Premium Financing Agreement with Excellus, and the updated 2016 Master Group Agreement, be approved; now, therefore, be it

RESOLVED, That upon the review and approval by the County Attorney, the Board of Supervisors authorizes the County Administrator to sign the 2016 Excellus Contingent Premium Financing Agreement and 2016 Master Group Agreement on behalf of Ontario County; and further

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

AUTHORIZATION TO SIGN THE 2016 EXCELLUS DENTAL BLUE OPTIONS  
ADMINISTRATIVE SERVICES AGREEMENT

WHEREAS, Resolution No. 625-2013 authorized Ontario County to self-fund the dental insurance plan effective January 1, 2014; and

WHEREAS, Resolution No. 829-2013 authorized Ontario County to sign an administrative services agreement with Excellus, and authorized Ontario County to advance \$30,000, with \$15,000 as a cash advance requirement to pay claims, and \$15,000 as a security requirement for the claims run-out period); and

WHEREAS, Excellus has requested Ontario County sign an administrative services agreement for 2016, updated with the dental plan benefit changes effective January 1, 2016, and with an increased security requirement to \$33,400; and

WHEREAS, The Personnel Committee has reviewed and recommends to the Board that the 2016 Excellus administrative services agreement for the dental plan be approved, and that the additional security requirement be paid; now, therefore, be it

RESOLVED, That upon the review and approval by the County Attorney, the Board of Supervisors authorizes the County Administrator to sign the 2016 Excellus Dental Blue Options administrative services agreement; and further

RESOLVED, That upon the review and approval by the County Attorney, the Board of Supervisors authorizes an increase in the annual security requirement to \$33,400, using budget line A0480B6818 (Excellus Dental Prepaid Expense); and further

RESOLVED, That the Finance Office be authorized to make the necessary budgetary and accounting entries to effect 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 Finance Department.

DECLARING THE WEEK OF MAY 1 – 7, 2016 AS  
“PUBLIC SERVICE RECOGNITION WEEK”

WHEREAS, Americans are served every day by public servants at the federal, state, county, town and city levels, and these servants supply continuity to our democratic society; and

WHEREAS, Public employees make great contributions to their communities by serving in areas such as health, education, community development, human services, crime prevention, fire protection, and environmental protection; and

WHEREAS, The public employees of Ontario County are committed to exhibiting the highest standards of excellence, dedication, creativity, efficiency, and professionalism; and

WHEREAS, The effectiveness and efficiency of government depend, in large measure, on public employees, whose task is to provide service of the quality and quantity required and expected by the public on a daily basis; and

WHEREAS, The Ontario County Board of Supervisors recognizes the dedication and talents of public employees, as well as the importance of the services they render at all levels of government;

NOW, THEREFORE, BE IT RESOLVED, That the Ontario County Board of Supervisors does hereby declare May 1 – 7, 2016 as “PUBLIC SERVICE RECOGNITION WEEK” in Ontario County.