

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, JULY 6, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of June 15, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.
3. Request to accept funds awarded by N.Y.S. Safety and Health Hazard Abatement Grant. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

4. Request to abolish a County Police Officer, Part-Time (.50 FTE) and create two positions of temporary County Police Officer (.25 FTE). Sheriff Povero to address.
5. Request to create a position of Dispatcher II, Part-Time for the Office of Sheriff and abolish the next vacant Dispatcher II, Part-Time position. Sheriff Povero to address.
6. Request to create two County Police Officer, Part-Time positions to serve as School Resource Officers in Red Jacket and Honeoye Schools for the 2016-2017 school year. Sheriff Povero to address.
7. Request to abolish a position of Senior Workforce Development Counselor and create a position of Human Services Worker for the Probation Department. Mr. Rougeux to address.
8. Request to create a position of Nurse Practitioner with Community Mental Health, eliminate one contracted Nurse Practitioner and discuss rate of pay. Ms. Johnston to address.
9. Request to create a position of Associate Planner in the Planning Department. Mr. Harvey will address.

INFORMATION ITEMS:

10. HR Updates. Ms. Morley will address.

LABOR RELATIONS:

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

ACCEPTANCE OF FUNDS FROM N.Y.S. OCCUPATIONAL SAFETY AND HEALTH HAZARD ABATEMENT GRANT – ONTARIO COUNTY HUMAN RESOURCES

WHEREAS, Ontario County has been awarded a grant of \$13,686 from the New York State Occupational Safety and Health Hazard Abatement Board to be used to provide specialized onsite training to municipal employees of Ontario County, and for the purchase of safety training videos; and

WHEREAS, The period of the contract is August 1, 2016, through July 31, 2017; and

WHEREAS, The Insurance Committee and the Personnel Committee have reviewed and recommend the acceptance of these grant funds; now, therefore, be it

RESOLVED, That the following budget transfer is hereby approved, with unused funds at year end flowing into 2017:

To:		Revenue	Appropriation
A1431R3389	Other Public Safety	+\$13,686	
A1431E4770	Instructional Expenses		+\$13,686

and further

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

RESOLVED, That the County Administrator be authorized to accept the grant award and to sign contract documents with the New York State Department of Labor; and further

RESOLVED, That Mr. Sherman Manchester, Safety Coordinator, will be responsible to coordinate and implement the grant proposal with representatives from N.Y.S., and to track the revenue and expenditures; and further

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

CREATION AND ABOLISHMENT OF POSITIONS
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero has requested that one position of County Police Officer, Part-Time (0.5 FTE) be abolished, and two positions of temporary County Police Officer (0.25 FTE) be created; and

WHEREAS, The Director of Human Resources has classified two positions of temporary County Police Officer (0.25 FTE) by Personnel Officer Classification Certification No. 59–2016, that are budgeted to work no more than 520 hours per year, thereby maintaining the same number of FTE's within the Office of Sheriff; and

WHEREAS, the incumbents in said positions shall not work more than 520 hours per year performing predominately casual work and therefore the incumbents do not require a health insurance offering under the Affordable Care Act; and

WHEREAS, The Public Safety Committee and the Personnel Committee recommend the creation of two temporary County Police Officer (0.25 FTE) positions, and abolishment of one County Police Officer, Part-Time (0.50 FTE) position; and

WHEREAS, Sufficient funds exist within the Office of Sheriff Budget for this position change; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the following:

- a) Abolishment of County Police Officer, Part-Time position (0.5 FTE) (12272/#3), effective upon adoption, originally classified by POCC No. 72-1979 and created by BDS RES No. 386-1979; and
- b) Creation of two positions of temporary County Police Officer (0.25 FTE) (11272/#3 and 4), effective upon adoption, budgeted to work 520 hours per year.

CREATION / ABOLISHMENT OF POSITIONS – DISPATCHER II (PART-TIME)
OFFICE OF SHERIFF

WHEREAS, The Sheriff has filed a New Position Duties Statement for a position of Dispatcher II (Part-Time) he would like to create; and

WHEREAS, The Director of Human Resources has classified a position of Dispatcher II (Part-Time) by Personnel Officer Classification Certification No. 62-2016; and

WHEREAS, Sufficient funds exist within the Sheriff's 2016 Budget to cover the cost of this position; and

WHEREAS, The Public Safety Committee and the Personnel Committee have reviewed and approved this request; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create a position of Dispatcher II (Part-Time), (11677/#5) effective upon adoption; and further

RESOLVED, That the position of Dispatcher II (Part-Time) shall be filled at the Dispatcher I (Part-Time) entry level (Grade Q12); and further

RESOLVED, That the next Dispatcher II (Part-Time) position to be vacated, shall be abolished so there is no net increase in positions; 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.

CREATION OF POSITIONS – COUNTY POLICE OFFICER (PART-TIME)
OFFICE OF SHERIFF

WHEREAS, Sheriff Philip C. Povero, has filed New Position Duties Statements with the Department of Human Resources to create two (2) part-time positions to act as School Resource Officers at Red Jacket and Honeoye Schools beginning in September 2016; and

WHEREAS, The part-time positions have been classified as County Police Officer (Part-Time) according to POCC # 63-2016; and

WHEREAS, The incumbents in said part-time positions shall not work more than twenty hours per week, and therefore, the incumbents do not require a health insurance offering under the Affordable Care Act; and

WHEREAS, The County Administrator, Public Safety Committee, Financial Management Committee, and the Personnel Committee have reviewed and recommend the creation of two (2) County Police Officer (Part-Time) positions; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create two (2) positions of County Police Officer, (Part-Time) (12272/#'s 25 & 26), effective upon adoption, subject to the two school districts entering into contracts for participation in the School Resource Officer Program; and further

RESOLVED, That the following budget transfer be made to fund the positions in 2016:

			Revenue	Appropriation
FROM:	A3110 R2260	Public Safety Services	+24,523	
TO:	A3110 E1800	Part-Time Hourly		+21,562
	A3110 E8020	FICA		+1,337
	A3110 E8021	Medicare		+313
	A3110 E8070	401(a) Match		+431
	A3110 E4131	Cellphone Stipend		+880
		TOTAL	+24,523	+24,523

and further

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

RESOLVED, That the creation of these positions is subject to the sunset clause and the positions shall be abolished at such time as funding from the school districts is no longer available.

CREATION / ABOLISHMENT OF POSITIONS
PROBATION DEPARTMENT

WHEREAS, WHEREAS, Mr. Jeff Rougeux, Probation Director, has filed a New Position Duties Statement for a position he would like to create; and

WHEREAS, Said position has been classified as a Human Services Worker by Personnel Officer Classification Certification No. 57-2016; and

WHEREAS, Mr. Rougeux would like to create a position of Human Services Worker (Grade A08), and abolish a vacant position of Senior Workforce Development Counselor (Grade AP2); and

WHEREAS, Sufficient funding exists within the Probation Department's Budget for these position changes; and

WHEREAS, The County Administrator and the Personnel Committee recommend the creation of a Human Services Worker and the abolishment of a vacant Senior Workforce Development Counselor position; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of a Human Services Worker (01220/#7), effective upon adoption; and further

RESOLVED, That a vacant position of Senior Workforce Development Counselor 01240/#1) be abolished.

CREATION OF POSITION – NURSE PRACTITIONER
COMMUNITY MENTAL HEALTH SERVICES

WHEREAS, Ms. Diane Johnston, Director of Community Mental Health Services, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create; and

WHEREAS, The Director of Human Resources has classified a position of Nurse Practitioner by Personnel Officer Classification Certification No. 58-2016; and

WHEREAS, Ms. Johnston currently has contracts with three individuals who are providing nurse practitioner services on a part-time basis, and her plan is to hire one of the contractors into the full-time position, retain one contractor to provide services on an as-needed basis, and cancel the contract with the third individual; and

WHEREAS, The County Administrator, Health and Medical Services Committee and the Personnel Committee have reviewed and recommend the creation of a Nurse Practitioner position as part of the overall plan to provide these services; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the creation of a Nurse Practitioner position (01492/#1), with the understanding that two of the three nurse practitioner contract agreements will end; and further

RESOLVED, That sufficient funds exist within the Mental Health Budget to cover the cost of this position creation, and a budget transfer will be prepared by the Fiscal Manager once the date of these changes is known; and further

RESOLVED, That the Department of Finance is authorized to make all necessary budgetary and accounting entries to effect the intent of this resolution.

CREATION OF POSITION – ASSOCIATE PLANNER
PLANNING DEPARTMENT

WHEREAS, Mr. Thomas Harvey, Director of Planning, has filed a New Position Duties Statement with the Department of Human Resources for a position he would like to create; and

WHEREAS, The position has been classified as Associate Planner by Personnel Officer Classification Certification No. 60-2016; and

WHEREAS, The County Administrator, Planning and Research Committee, Financial Management Committee, and the Personnel Committee have reviewed and recommend the creation of an Associate Planner position; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create one position of Associate Planner (01574/#2), effective October 1, 2016; and further

RESOLVED, That the following budget transfer be made to fund the position:

FROM:	LINE ITEM	DESCRIPTION	AMOUNT
	A8020E1700	Full-time Hourly Wages	(\$11,113)
	A8020E8010	NYSERS	(\$689)
	A8020E8020	FICA	(\$162)
	A8020E8021	Medicare	(\$62)
	A8020E8060	Medical Insurance	(\$1,889)
	A8020E8067	Dental Insurance	(\$223)
	A8020E8070	401(a) Savings Match Plan	(\$4,534)
	A8020E8075	Health Reimbursement Account	(\$338)
	A8026E1700	Full-time Hourly Wages	\$13,112
	A8026E8010	NYSERS	\$813
	A8026E8020	FICA	\$190
	A8026E8021	Medicare	\$62
	A8026E8060	Medical Insurance	\$2,229
	A8026E8067	Dental Insurance	\$263
	A8026E8070	401(a) Savings Match Plan	\$4,534

	A8026E8075	Health Reimbursement Account	\$338
	A8026R5918	Revenue from other departments	\$2,531

and further

RESOLVED, That the Department of Finance is authorized to make all necessary budgetary and accounting entries to effect the intent of this resolution.