

**ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA**  
**WEDNESDAY, JULY 27, 2016 (1:00 P.M.)**  
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of July 6, 2016 Personnel Committee Minutes.

**SAFETY:**

2. Safety Report. Mr. Manchester will address.

**EMPLOYMENT AND CIVIL SERVICE:**

3. Request to create a position of Cleaner, Temporary for the Finger Lakes Community College. For Committee information only.
4. Request to create a position of Correction Officer, Temporary for the Office of Sheriff. Sheriff Povero to address.
5. Request to create County Police Officer positions to serve as School Resource Officers for the 2016-2017 school year. Sheriff Povero to address. [Hand Carried]
6. Request to create a position of Probation Officer, Temporary for the Probation Department. Mr. Rougeux to address.
7. Request a salary adjustment for Carrie Bleakley, Assistant Conflict Defender. Ms. Schoeneman to address.
8. Request to create a position of Application Support Manager and abolish a vacant position of Programmer Analyst. Mr. Barry will address.

**OTHER:**

9. Contract with The Hartford Group term Life and LTD Benefits. Ms. Hoffman will address.
10. PCORI Fee for Year Ending 2015. Ms. Hoffman will address.
11. IRS Submission of Restated 401a Savings Match Plan. Ms. Hoffman will address.
12. Contract with Coventry for Nurse Case Management Services for 2016. Ms. Hoffman will address.

**INFORMATION ITEMS:**

13. HR Updates. Ms. Morley will address.

**LABOR RELATIONS:**

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

CREATION OF POSITION – CLEANER (TEMPORARY)  
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create temporarily while a Cleaner is on a leave of absence; and

WHEREAS, Said position has been classified as Cleaner (Temporary) by Personnel Officer Classification Certification #64-2016; and

WHEREAS, Sufficient funds exist within the appropriate line items in the Finger Lakes Community College budget; now, therefore, be it

RESOLVED, That a position of Cleaner (Temporary) be created effective upon adoption, until such time as the incumbent returns from a leave of absence; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Director of Human Resources at the Finger Lakes Community College.

CREATION OF POSITION  
CORRECTION OFFICER (TEMPORARY)  
OFFICE OF SHERIFF

WHEREAS, Undersheriff David Tillman, has filed a New Position Duties Statement with the Director of Human Resources for a temporary position he would like to create for the Office of Sheriff; and

WHEREAS, Said position has been classified as Correction Officer (Temporary), by Personnel Officer Certification No. 66-2016; and

WHEREAS, Sufficient funding exists within the Office of Sheriff'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 Correction Officer (Temporary) (01261/#100) be created, effective upon adoption, for a period not to exceed 90 days.

CREATION OF POSITION: PROBATION OFFICER (TEMPORARY)  
PROBATION DEPARTMENT

WHEREAS, Mr. Jeff Rougeux, Probation Director, has filed a New Position Duties Statement with the Director of Human Resources for a position he would like to create temporarily during the leave of absence of a Probation Officer; and

WHEREAS, Said position has been classified as Probation Officer (Temporary) by Personnel Officer Classification Certification No. 65-2016; and

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

RESOLVED, That the position of Probation Officer (Temporary) (01047/#21) be created, without benefits, for a period not to exceed ninety (90) days during the leave of absence of the Probation Officer; and further

RESOLVED, That sufficient funds exist within the Probation Department'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.

SALARY ADJUSTMENT – CARRIE BLEAKLEY  
CONFLICT DEFENDER’S OFFICE

WHEREAS, Ms. Andrea Schoeneman, Conflict Defender, has recommended the salary adjustment of Ms. Carrie Bleakley, Assistant Conflict Defender, to Band 4, Step 6 (\$104,515/yr) based on her years of experience; and

WHEREAS, The Personnel Committee has reviewed and approved the salary adjustment for Ms. Bleakley, effective upon her date of hire; and

WHEREAS, Sufficient funding exists within the Conflict Defender’s budget for this salary adjustment; now, therefore, be it

RESOLVED, That the salary for Ms. Carrie Bleakley, Assistant Conflict Defender, be set at Band 4, Step 6 (\$104,515/yr) effective upon her date of hire.

CREATION / ABOLISHMENT OF POSITIONS  
INFORMATION SERVICES

WHEREAS, Mr. Sean Barry, Chief Information Officer, has filed a New Position Duties Statement for a position he would like to create for Information Services; and

WHEREAS, Said position has been classified as an Application Support Manager by Personnel Officer Classification Certification No. 67-2016; and

WHEREAS, Mr. Barry would like to create this position, and abolish a vacant position of Programmer Analyst; and

WHEREAS, the position of Application Support Manager will be allocated to Grade A20 in the CSEA salary schedule; and

WHEREAS, Sufficient funding exists within Information Services' budget for these position changes; and

WHEREAS, The Management Compensation Plan Committee and the Personnel Committee recommend the abolishment of a vacant Programmer Analyst position and the creation of an Application Support Manager position, effective upon adoption; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the abolishment of a vacant position of Programmer Analyst (01317/#1) (Grade A20), created by POCC #04-1990 and adopted by Board Resolution 141-1990 on February 22, 1990, and creation of a position of Application Support Manager (01769/#1) (Grade A20), both effective upon adoption.

AUTHORIZATION TO CONTRACT WITH THE HARTFORD LIFE INSURANCE  
COMPANY AS PROVIDER OF LONG TERM DISABILITY AND GROUP TERM LIFE  
AND AD&D INSURANCE – ONTARIO COUNTY BENEFIT CHOICE PLAN

WHEREAS, Resolution No. 424-2014 authorized a two-year contract with Hartford Life Insurance Company to provide voluntary group term life insurance and long term disability benefits to the employees participating in the Benefit Choice Plan; and

WHEREAS, This contract will expire December 31, 2016; and

WHEREAS, The Hartford would like to enter into a new contract for two years (2017-2018) with new pricing according to Schedule A, attached to the contract; and

WHEREAS, Human Resources has been pleased with the service Hartford Life provides and would like to enter into this contract for 2017-2018 to provide these contractual benefits; and

WHEREAS, Funds will be budgeted in 2017-2018 to cover the cost of the 40% long term disability insurance as a contractual benefit, and all other insurance products offered by Hartford Life are paid for by the employees who enroll in those benefits, subject to underwriting; and

WHEREAS, The Personnel Committee has reviewed and recommends this contract with Hartford Life to the full Board; now, therefore, be it

RESOLVED, That following the review and approval of the County Attorney's Office, the Board of Supervisors does hereby authorize this contract with Hartford Life, to be effective January 1, 2017, through December 31, 2018; and further

RESOLVED, That the County Administrator be authorized to sign this contract.

## ONTARIO COUNTY RESTATEMENT OF 401a SAVINGS MATCH PLAN

WHEREAS, Ontario County has maintained the County of Ontario Savings Match Plan (“Plan”) since 1-1-2006 for the benefit of eligible employees; and

WHEREAS, The Ontario County Deferred Compensation Committee has recommended that Ontario County restate the above-referenced Plan to comply with the requirements of the Pension Protection Act of 2006 (PPA), the Heroes Earnings Assistance and Relief Tax Act of 2008 (HEART Act), the Worker, Retiree, and Employer Recovery Act of 2008 (WRERA) and other applicable guidance; and

WHEREAS, The Ontario County Deferred Compensation Committee has recommended that Reliance Trust Company be appointed as Trustee(s) of the Plan; and

WHEREAS, The Personnel Committee has reviewed and recommends to the Ontario County Board of Supervisors that this action be taken; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors hereby adopts the County of Ontario Savings Match Plan as a complete restatement of the prior Plan, to be effective on 1-1-2016; and further

RESOLVED, That Reliance Trust Company shall be appointed as Trustee(s) of the Plan; and further

RESOLVED, That the County Administrator is authorized to execute the restated 401(a) Plan document; and further

RESOLVED, That Mass Mutual is authorized to file the 401(a) Plan with the Internal Revenue Service on behalf of the County, and Mass Mutual will pay the \$800 filing fee from funds made available for this purpose as part of the 2016 contract renewal; and further

RESOLVED, That a copy of the 401(a) Plan shall be retained in the Ontario County Department of Human Resources; and further

RESOLVED, That Ontario County will act as administrator of the Plan and will be responsible for performing all actions necessary to carry out the administration of the Plan, or the County may designate any other person or persons to perform the actions necessary to administer the Plan; and further

RESOLVED, That Plan participants shall be provided with a summary of the Plan provisions within a reasonable period of time following the adoption of the Plan.

AUTHORIZATION TO CONTRACT WITH COVENTRY HEALTH CARE  
WORKERS' COMPENSATION, INC. FOR DISABILITY CLAIMS CASE MANAGEMENT  
SERVICES – ONTARIO COUNTY HUMAN RESOURCES

WHEREAS, Ontario County's contract with Coventry Health Care Services, Inc. for disability claims case management expired December 31, 2015; and

WHEREAS, The prior contract with Coventry has been beneficial in assisting employees to receive appropriate medical care in a more timely manner, enabling employees to return to work sooner, on light duty assignments in some instances, and to reduce the overall claims expense for the disability program; and

WHEREAS, Human Resources requires a contract for nurse case management of disability claims to meet the County's contractual obligations in order to determine employee eligibility for supplemental disability benefits and has provided funds in the 2016 Budget for this purpose; and

WHEREAS, Coventry Health Care Services, Inc., would like to continue to provide this service to Ontario County in 2016; and

WHEREAS, The Personnel Committee is supportive of this program and recommends a contract for the year 2016; now, therefore, be it

RESOLVED, That upon the review and approval of the County Attorney's Office, the Board of Supervisors does hereby authorize a one-year contract, from January 1, 2016, through December 31, 2016, with Coventry Health Care Workers' Compensation Services, Inc. to provide nurse case management services for Ontario County's disability benefits program; and further

RESOLVED, That the County Administrator shall be authorized to sign said contract.