

**ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA**  
**WEDNESDAY, AUGUST 17, 2016 (1:00 P.M.)**  
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of July 27, 2016 Personnel Committee Minutes.

**SAFETY:**

2. Safety Report. Mr. Manchester will address.

**EMPLOYMENT AND CIVIL SERVICE:**

3. Request to create one County Police Officer, Part-Time position to serve as a School Resource Officer for the 2016-2017 school year. Sheriff Povero to address.
4. Request salary adjustment for Bryan Housel, Dispatcher I. Sheriff Povero to address.
5. Request to increase hours of Victim Assistance Officer position from part-time to full-time. Mr. Tantillo to address.
6. Request to create a position of Social Welfare Examiner, DBL for the Department of Social Services. Ms. Tiberio to address.
7. Request salary adjustment for Kate Ott, Director of Preventive Services. Ms. Beer to address.
8. Request salary adjustment for new Public Health Nurse. Ms. Beer to address.

**OTHER:**

9. Contracts. Ms. Hoffman to address. [Delivered separately]

**INFORMATION ITEMS:**

10. 2017 Human Resources Budgets. Ms. Morley / Ms. Hoffman to address.
11. ACA Compliance Report. Ms. Morley will address.
12. Fall Management Training Schedule. Ms. Morley will address.
13. HR Updates. Ms. Morley will address.

**LABOR RELATIONS:**

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

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

WHEREAS, Sheriff Philip C. Povero, has filed a New Position Duties Statement with the Department of Human Resources to create one (1) part-time position to act as a School Resource Officer beginning in September 2016; and

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

WHEREAS, The employee in the part-time position shall not work more than twenty hours per week, and therefore, will 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 one (1) County Police Officer (Part-Time) position; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby create one (1) position of County Police Officer, (Part-Time) (12272/ #25), effective upon adoption, subject to the school district entering into a contract for participation in the School Resource Officer Program; and further

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

			Revenue	Appropriation
FROM:	A3110 R2260	Public Safety Services	+22,461	
TO:	A3110 E1800	Part-Time Hourly		+10,781
	A3110 E8020	FICA		+668
	A3110 E8021	Medicare		+156
	A3110 E8070	401(a) Match		+216
	A3110 E2550	Signal & Communication		+10,200
	A3110 E4131	Cellphone Stipend		+440
		TOTAL	+22,461	+22,461

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 this position is subject to the sunset clause and the position shall be abolished at such time as funding from the school district is no longer available.

SALARY ADJUSTMENT – BRYAN HOUSEL  
OFFICE OF SHERIFF: 9-1-1 COMMUNICATIONS CENTER

WHEREAS, Sheriff Philip C. Povero, has recommended the salary adjustment of Mr. Bryan Housel, to Grade Q12, Step 2, \$19.02/hour, effective upon his appointment to Dispatcher I in the 9-1-1 Communications Center, based on his experience as a Dispatcher for the City of Geneva; and

WHEREAS, Sufficient funding exists within the Office of Sheriff's Budget for this salary adjustment; and

WHEREAS, The County Administrator and the Personnel Committee have reviewed and approved the salary adjustment for Mr. Housel, effective upon his appointment; now, therefore, be it

RESOLVED, That the pay rate for Mr. Bryan Housel, shall be set at Grade Q12, Step 2, \$19.02/hour, effective upon his appointment to Dispatcher I; 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.

INCREASING THE HOURS OF VICTIM ASSISTANCE OFFICER POSITION  
FROM PART-TIME TO FULL-TIME HOURS  
DISTRICT ATTORNEY'S OFFICE

WHEREAS, Resolution No. 524-2015 created a Victim Assistance Officer position for the District Attorney's Office through the 2015-2016 Victim and Witness Assistance Service Program Grant; and

WHEREAS, The position of Victim Assistance Officer was originally created working part-time hours; and

WHEREAS, R. Michael Tantillo, District Attorney, has requested the hours of this Victim Assistance Officer position be increased to full time; and

WHEREAS, The Public Safety Committee, Personnel Committee and the Financial Management Committee have reviewed and recommend the hours of this position to increase to full time effective October 1, 2016; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby increase the hours of the Victim Assistance Officer as full time, effective October 1, 2016; and further

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

From:		Appropriations
A 1168 E 1800	Part Time Hourly	-23,420
To:		
A 1168 E 1700	Full Time Hourly	11,944
A 1168 E 8060	Cafeteria Plan	11,476

RESOLVED, That this Victim Assistance Officer position is subject to the sunset clause and shall be abolished when the grant funding ends.

CREATION OF POSITION – SOCIAL WELFARE EXAMINER (DBL)  
ONTARIO COUNTY DEPARTMENT OF SOCIAL SERVICES

WHEREAS, Ms. Eileen Tiberio, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create temporarily during the disability of a Social Welfare Examiner; and

WHEREAS, Said position has been classified as Social Welfare Examiner (DBL) by Personnel Officer Certification No. 71-2016; and

WHEREAS, The position shall be limited to 90 days, working no more than 28 hours per week; and

WHEREAS, This position does not constitute full-time status under the Affordable Care Act so no health insurance offer is required; and

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

RESOLVED, That the position of Social Welfare Examiner (DBL) (01041/#44) be created, without benefits, effective upon adoption, for a period not to exceed 90 days; and further

RESOLVED, That sufficient funding exists within the Department of Social Services' budget for this position.

SALARY ADJUSTMENT – KATE OTT  
DIRECTOR OF PREVENTIVE HEALTH SERVICES

WHEREAS, Resolution No. 588-2008 created the position of Director of Preventive Health Services in Public Health, and placed the position in MCP Band 9; and

WHEREAS, The position has become vacant due to the retirement of the incumbent; and

WHEREAS, Ms. Mary Beer, Director of Community Public Health Services, has appointed Ms. Kate Ott to the position and has requested a salary adjustment to MCP Band 9, Step 6 (\$77,268) based on her years of service with Ontario County; and

WHEREAS, The County Administrator and the Personnel Committee have reviewed and recommend this salary adjustment; now, therefore, be it

RESOLVED, That Ms. Ott shall be placed in MCP Band 9, Step 6 (\$77,268), effective upon appointment.

SALARY ADJUSTMENT – CHRISTINE LOTYCZEWSKI  
COMMUNITY PUBLIC HEALTH SERVICES

WHEREAS, Ms. Mary Beer, Director of Community Public Health Services, has recommended a step adjustment for Christine Lotyczewski, 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. Lotyczewski, 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 Lotyczewski, 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.