

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA
WEDNESDAY, SEPTEMBER 7, 2016 (1:00 P.M.)
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of August 17, 2016 Personnel Committee Minutes.

SAFETY:

2. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

3. Request salary adjustment for Rebecca Simmons, Office Specialist I at the Finger Lakes Community College. Ms. Loomis to address.
4. Request to create a position of Registered Professional Nurse (DBL) for the Office of Sheriff. Sheriff Povero to address.
5. Request to create a position of County Police Officer (DBL) for the Office of Sheriff. Sheriff Povero to address.
6. Request to create a position of Typist (DBL) for the Office for the Aging. Ms. Coveny to address.
7. Request to create a position of Food Service Helper, Part-Time and abolish a position of Food Service Helper for the Office for the Aging. Ms. Coveny to address.
8. Request salary adjustment for Kathleen Klein, Nurse Practitioner, for Community Mental Health Services. Ms. Johnston to address.

OTHER:

9. Vacancy Review Policy for 2017. Ms. Morley will address.
10. Request to Amend HB Solutions Agreement. Ms. Hoffman to address.
11. Request to Contract with Peoplesystems. Ms. Hoffman to address.
12. Contract with Finger Lakes Community College for Professional Development Training. Ms. Hoffman to address.

INFORMATION ITEMS:

13. HR Updates. Ms. Morley will address.

LABOR RELATIONS:

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

SALARY ADJUSTMENT – REBECCA SIMMONS
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has recommended the salary adjustment of Ms. Rebecca Simmons, Office Specialist I, to Grade 3, Step 2 (\$14.75/hr.) based on her years of experience; and

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

WHEREAS, Sufficient funding exists within the Finger Lakes Community College budget for this salary adjustment; now, therefore, be it

RESOLVED, That the salary for Ms. Rebecca Simmons, Office Specialist I, be set at Grade 3, Step 2 (\$14.75/hr.) effective upon her date of hire; 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 – COUNTY POLICE 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 County Police Officer; and

WHEREAS, Said position has been classified as County Police Officer (DBL) by Personnel Officer Classification Certification No. 83-2016; 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, the Public Safety Committee, and the Personnel Committee recommend the creation of this position; now, therefore, be it

RESOLVED, That the position of County Police Officer (DBL) (01272/#51) be created, without benefits, effective upon adoption, for a period not to exceed 90 days; and further

RESOLVED, That sufficient funding exists within the Office of Sheriff budget for this position.

CREATION OF POSITION – REGISTERED PROFESSIONAL NURSE (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 Registered Professional Nurse; and

WHEREAS, Said position has been classified as Registered Professional Nurse (DBL) by Personnel Officer Classification Certification No. 82-2016; 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, the Public Safety Committee, and the Personnel Committee recommend the creation of this position; now, therefore, be it

RESOLVED, That the position of Registered Professional Nurse (DBL) (02068/#7) be created, without benefits, effective upon adoption, for a period not to exceed 90 days; and further

RESOLVED, That sufficient funding exists within the Office of Sheriff budget for this position.

CREATION OF POSITION – TYPIST (DBL)
OFFICE FOR THE AGING

WHEREAS, Ms. Irene Coveny, Director of Office for the Aging, 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 Typist; and

WHEREAS, Said position has been classified as Typist (DBL) by Personnel Officer Certification No. 79-2016; and

WHEREAS, The position shall be limited to 90 days, working no more than 18.75 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, the Human Services Committee, and the Personnel Committee recommend the creation of this position; now, therefore, be it

RESOLVED, That the position of Typist (DBL) (01007/#7) be created, without benefits, effective upon adoption, for a period not to exceed 90 days; and further

RESOLVED, That sufficient funding exists within the Office for the Aging budget for this position.

CREATION / ABOLISHMENT OF POSITIONS
OFFICE FOR THE AGING

WHEREAS, Ms. Irene Coveny, Director of Office for the Aging, has filed a New Position Duties Statement for a position she would like to create for Office for the Aging; and

WHEREAS, Said position has been classified as Food Service Helper, Part-Time by Personnel Officer Classification Certification No. 80-2016; and

WHEREAS, The position shall work no more than 18.75 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, Ms. Coveny would like to create this position, and abolish a vacant position of Food Service Helper when it is no longer protected for the promoted incumbent; and

WHEREAS, Sufficient funding exists within the Office for the Aging budget for these position changes; and

WHEREAS, The County Administrator, the Human Services Committee and the Personnel Committee recommend the abolishment of a vacant Food Service Helper position, when it is no longer protected for the promoted incumbent, and the creation of a Food Service Helper, Part-Time position, effective upon adoption; now, therefore, be it

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

- a. Creation of a position of Food Service Helper, Part-Time (13059/#1) classified by POCC #80-2016, effective upon adoption; and
- b. Abolishment of a permanent position of Food Service Helper (03059/#1) when it is no longer protected for the promoted incumbent.

SALARY ADJUSTMENT – KATHLEEN KLEIN
COMMUNITY MENTAL HEALTH SERVICES

WHEREAS, Ms. Diane Johnston, Director of Community Mental Health Services, has recommended the salary adjustment of Ms. Kathleen Klein, Nurse Practitioner, to Grade A20, Step 8 (\$46.50/hr.) based on her years of experience; and

WHEREAS, The County Administrator and the Personnel Committee have reviewed and approved the salary adjustment for Ms. Klein, effective upon her date of hire; and

WHEREAS, Sufficient funding exists within the Mental Health budget for this salary adjustment; now, therefore, be it

RESOLVED, That the salary for Ms. Kathleen Klein, Nurse Practitioner, be set at Grade A20, Step 8 (\$46.50/hr.) effective upon her date of hire.

VACANCY REVIEW POLICY FOR 2017

WHEREAS, The Personnel Committee and the Financial Management Committee recommend the adoption of a Vacancy Review Policy to save an anticipated \$500,000 in fiscal year 2017; and

WHEREAS, This policy will delay the filling of County vacancies as they occur during 2017 for at least 90 days; and

WHEREAS, The adoption of this policy is necessary to balance the county budget for fiscal year 2017; now, therefore, be it

RESOLVED, That the attached Vacancy Review Policy be, and it hereby is, adopted effective January 1, 2017.

AUTHORIZATION TO AMEND AGREEMENT WITH HB SOLUTIONS, LLC
FOR AFFORDABLE CARE ACT REPORTING SERVICES

WHEREAS, Resolution 717-2015 authorized Ontario County to enter into an agreement with HB Solutions, LLC for Affordable Care Act reporting services for Plan Years 2015 and 2016; and

WHEREAS, Ontario County Human Resources would like HB Solutions, LLC to print and mail the IRS Form 1095-C, which is due January 31, 2017, to each employee as part of the Affordable Care Act reporting for 2016, in addition to the other services they provide; and

WHEREAS, HB Solutions, LLC is willing to add this service to their agreement for an additional \$4.00 per completed form for Plan Year 2016; and

WHEREAS, Sufficient funds have been budgeted to cover the cost of this additional service; and

WHEREAS, The County Administrator and the Personnel Committee recommend this amendment to the agreement with HB Solutions, LLC to provide this service for the 2016 Plan Year; now, therefore, be it

RESOLVED, That upon the review and approval of the County Attorney, the Board of Supervisors does hereby authorize amending the agreement with HB Solutions, LLC, 99 Garnsey Road, Pittsford, New York 14534, to provide the additional service, for a not-to-exceed price of \$4.00 per completed form (estimated at less than \$4,400); and further

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

AUTHORIZATION TO CONTRACT WITH
NATIONAL EMPLOYER'S COUNCIL, INC., DBA PEOPLESYSTEMS
ONTARIO COUNTY HUMAN RESOURCES

WHEREAS, Resolution No. 124-2016 authorized a one-year contract with National Employer's Council, Inc., DBA Peoplesystems, to provide unemployment insurance claims administration services in 2016; and

WHEREAS, Ms. Denise Morley, Director of Human Resources, would like to enter into a three-year contract with Peoplesystems to continue this service, with no change in cost; and

WHEREAS, Funds for this contract have been included in the 2017 Human Resources' Budget; and

WHEREAS, The Personnel Committee has reviewed and recommends entering into a three-year contract with PeopleSystems; now, therefore, be it

RESOLVED, That upon the review and approval of the County Attorney's Office, the Board of Supervisors does hereby enter into a three-year contract (2017-2019) with the National Employer's Council, Inc., dba PeopleSystems, having an office at 241 West Fayette Street, PO Box 4816, Syracuse, New York 13221, to provide comprehensive unemployment insurance claim audits, representation at unemployment insurance hearings, and the PeopleSystems human resource helpline consultation service at a not-to-exceed cost of \$3,000 per year; and further

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

AUTHORIZING CONTRACT WITH FINGER LAKES COMMUNITY COLLEGE
(PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION)
FOR 2017 TRAINING AND DEVELOPMENT SERVICES

WHEREAS, Resolution 719-2015 authorized a contract with Finger Lakes Community College to provide leadership training to employees in managerial/supervisory roles, and computer training classes and coaching/counseling services on an as-needed basis in 2016; and

WHEREAS, The contract with Finger Lakes Community College will expire at the end of this year; and

WHEREAS, The Department of Human Resources would like to continue partnering with Finger Lakes Community College to provide training to support Ontario County's succession planning process, and computer classes to improve employees' computer skills; and

WHEREAS, Funding has been provided in the 2017 Department of Human Resources' Budget for this purpose; and

WHEREAS, The Personnel Committee has reviewed and recommends the contract with Finger Lakes Community College be approved in order to provide these services in 2017; 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 contract with Finger Lakes Community College for the calendar year 2017, to provide both management level courses as well as specialized computer training, and one-on-one counseling/coaching services, as needed, to all municipal employees; and further

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