

**ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA**  
**WEDNESDAY, OCTOBER 19, 2016 (1:00 P.M.)**  
3019 County Complex Drive, Room 205, Canandaigua, NY

1. Approval of September 28, 2016 Personnel Committee Minutes.

**SAFETY:**

2. Safety Report. Mr. Manchester will address.

**EMPLOYMENT AND CIVIL SERVICE:**

3. Request to create a position of Typist, Part-Time (Temporary) at the Finger Lakes Community College. Ms. Loomis to address.
4. Request to create a position of Correction Officer (DBL) for the Office of Sheriff. Sheriff Povero to address.
5. Request salary adjustment for Lynnette Ward, Public Health Nurse. Ms. Beer will address.

**OTHER:**

6. Request to Contract with Finger Lakes Community College for SUNY Workforce Development Grant. Ms. Hoffman to address.

**INFORMATION ITEMS:**

7. HR Updates. Ms. Morley will address.

**LABOR RELATIONS:**

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

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**UPCOMING TRAINING OPPORTUNITIES**

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County Government 101 with Mary Krause  
November 3, 2016; 10:00AM – 12:00PM

Veterans Awareness with Jeremy Marshall  
November 8, 2016; 9:00AM – 12:00PM

Mental Health First Aid with Megan Papponetti  
December 2, 2016; 8:30AM – 5:00PM

**MINUTES  
PERSONNEL COMMITTEE  
SEPTEMBER 28, 2016**

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<u>Committee Members</u>	<u>Present at Meeting</u>
Kristine A. Singer, Chair Pamela Helming David B. Baker Peter Ingalsbe Dominick Vedora Andrew Wickham	Mary Krause, Brian Young, Denise Morley, Julie Hoffman, Sherman Manchester, Melanie Steger, Jene Trimm, Lea Nacca, Undersheriff Tillman, Grace Loomis, Steve Healy, Michael Tantillo, Mary Beer, Eileen Tiberio, and Holly Adams.

Chairperson Singer called the meeting to order at 1:00 p.m. and announced Supervisor Baker will be late.

**MINUTES:**

1. *Supervisor Ingalsbe made a motion to approve the September 7, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

**SAFETY:**

2. Mr. Manchester reviewed the Safety Report with the Committee.

*Supervisor Wickham made a motion to accept the Safety Report. The motion was seconded by Supervisor vedora. Motion carried unanimously.*

Mr. Manchester announced the HAB Grant safety training sessions have started. Signups are going well and the classes are filling up.

**EMPLOYMENT & CIVIL SERVICE:**

3. Ms. Loomis requested approval for a salary adjustment for Mary Ellen Tallman, Account Clerk-Typist at the Finger Lakes Community College to Grade 6, Step 2 (\$16.51/hr). The requested adjustment is due to Ms. Tallman having ten years of part-time experience working for the Ontario County Department of Finance.

*Supervisor Vedora made a motion to approve the salary adjustment for Mary Ellen Tallman effective upon her date of hire. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

4. Undersheriff Tillman requested approval to create one Clerk (Temporary) position for the Office of Sheriff for a period not to exceed 90 days.

*Supervisor Vedora made a motion to approve the creation of one Clerk (Temporary) position for a period not to exceed 90 days. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

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**EMPLOYMENT & CIVIL SERVICE (CONTINUED):**

5. Undersheriff Tillman presented the Committee with a resolution regarding a change in the New York State and Local Retirement Systems reporting procedure for Deputy Sheriffs. The new procedure will eliminate the need to report annually that the deputies are performing criminal law enforcement duties more than 50% of the time they working.

*Supervisor Wickham made a motion for the authorization to elect the provision of Chapter 542, Laws of 2015, eliminating the annual NYSLRS certification requirement. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

6. Ms. Beer requested approval to create one Public Health Nurse position and abolish one Registered Professional Nurse position.

*Supervisor Vedora made a motion to approve the creation of one Public Health Nurse position and the abolishment of one Registered Professional Nurse position. The motion was seconded by Supervisor Helming. Motion carried unanimously.*

7. Mr. Tantillo requested approval to create two Office Specialist I (Temporary) positions for the District Attorney's Office for a period not to exceed 90 days.

*Supervisor Helming made a motion to approve the creation of two Office Specialist I (Temporary) positions for a period not to exceed 90 days. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

8. Ms. Tiberio requested approval to create two Deputy Commissioner of Social Services positions and to abolish a position of Director of Workforce Development, Director of Social Services, Head Social Welfare Examiner, and Workforce Development Counselor.

Ms. Krause explained that due to the delegation of authority for the Deputy Commissioner positions to act for and in place of the Commissioner, a local law is required for the creation. The New York State Department of Civil Service has agreed to grant the Deputy Commissioner positions non-competitive, policy-influencing status.

The Committee was presented with a resolution for the establishment of the salaries for Matthew Grant and Andrea McGraw effective upon their appointment to the Deputy Commissioner of Social Services positions.

*Supervisor Vedora made a motion to approve the fixing date and notice for the public hearing on Local Law No. 5 (Intro) 2016 and the establishment of salaries for Matthew Grant and Andrea McGraw effective upon their appointment to the Deputy Commissioner of Social Services positions. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

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**OTHER:**

9. Ms. Hoffman updated the Committee on the unemployment savings contributed to the contract with Peoplesystems. Peoplesystems was able to win four unemployment hearings which provided a savings of \$32,890. Peoplesystems also obtained credits of \$6,805.06 for Ontario County. The contract with Peoplesystems is \$3000 annually.
10. Ms. Hoffman presented a draft resolution requesting authorization to contract with Community Magazine Group for the publication of the County Health and Wellness Magazine for 2017.

*Supervisor Wickham made a motion to authorize the contract with Community Magazine Group for 2017. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

11. Ms. Hoffman presented a draft resolution requesting authorization to contract with HB Solutions to provide Affordable Care Act reporting services for plan years 2017 and 2018.

*Supervisor Helming made a motion to authorize the contract with HB Solutions for 2017 and 2018. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

12. Ms. Hoffman presented a draft resolution requesting authorization to extend the Coventry contract for 2017. Coventry provides disability claims case management services for the County's self-insured disability program.

*Supervisor Wickham made a motion to authorize extending the contract with Coventry for 2017. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

**INFORMATION ITEMS:**

13. Ms. Morley had the following Human Resource updates:
  - Excellus has a new program available called Telehealth. Telehealth is an alternative to going to an urgent care facility and is not intended to replace a primary care provider. Patients can talk to a doctor over the phone or online for minor ailments and receive prescriptions. The copay is \$10.00 and the service is available 24/7.
  - Excellus is developing a Question and Answers document regarding preventative screenings. It is intended to demystify various screenings related to mammograms and colon screenings.
  - The county will now have receptacles available to collect recycled ink and toner cartridges. The county's waste diversion rate has increased to 38% as a response to efforts of the County and the Eco-Heroes.

Supervisor Baker arrived at the meeting.

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**LABOR RELATIONS:**

*At 1:25 p.m., Supervisor Wickham made a motion for the Personnel Committee to adjourn and reconvene in executive session to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

*At 1:30 p.m., Supervisor Wickham made a motion for the Personnel Committee to leave executive session and reconvene in regular session. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

*Being no further discussion, Supervisor Wickham made a motion to adjourn the meeting at 1:30 p.m. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

Respectfully submitted,

Emily Marshall  
Secretary I

CREATION OF POSITION – TYPIST, PART-TIME  
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 during the reorganization of the Student Affairs Office; and

WHEREAS, Said position has been classified as Typist, Part-Time by Personnel Officer Classification Certification #91-2016; 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 Typist, Part-Time be created effective upon adoption; 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 (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 Correction Officer; and

WHEREAS, Said position has been classified as Correction Officer (DBL) by Personnel Officer Classification Certification No. 90-2016; and

WHEREAS, The position shall be created for a not-to-exceed period of ninety days and the part-time employee assigned to the position shall not work in excess of 42.50 hours per week, including roll call, and shall retain his/her part-time benefits, therefore no offer of health insurance under the Affordable Care Act is necessary; 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 (DBL), (01261/#101), be created, effective upon adoption, for a not-to-exceed period of ninety days; and further

RESOLVED, That sufficient funds exist within the Office of Sheriff's budget for this position.

SALARY ADJUSTMENT – LYNNETTE WARD  
COMMUNITY PUBLIC HEALTH SERVICES

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

AUTHORIZING CONTRACT WITH FINGER LAKES COMMUNITY COLLEGE  
(PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION)  
FOR 2016-2017 SUNY WORKFORCE DEVELOPMENT GRANT TRAINING  
PROGRAM

WHEREAS, Ontario County has a long history of partnering with Finger Lakes Community College to provide professional development and continuing education training; and

WHEREAS, Finger Lakes Community College applied for and received a SUNY Workforce Development Grant that will help fund Ontario County training programs through June 30, 2017; and

WHEREAS, The Department of Human Resources would like to contract with Finger Lakes Community College to provide 100 hours of Life Crisis/Direct Supervision Training for employees at the Jail, safety training programs, professional development classes and computer training classes; and

WHEREAS, Finger Lakes Community College will provide the above mentioned training programs for the County, valued at \$19,180, with the Grant covering 65% of the cost (\$12,467) and Ontario County responsible for 35% of the cost (\$6,713), per Schedule A attached to the contract; and

WHEREAS, Ontario County has sufficient funds within the 2017 Human Resources and Office of Sheriff Budgets to cover the cost of this training; and

WHEREAS, The Personnel Committee has reviewed and recommends the contract with Finger Lakes Community College be approved; now, therefore, be it

RESOLVED, Upon the review and approval by the County Attorney's Office, the Board of Supervisors does hereby authorize a contract with Finger Lakes Community College to provide training to employees as part of the 2016-2017 SUNY Workforce Development Grant, with the training to be scheduled prior to June 30, 2017; and further

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