

**MINUTES
PERSONNEL COMMITTEE
JANUARY 20, 2016**

Committee Members

Kristine A. Singer, Chair
Pamela Helming
David B. Baker
Peter Ingalsbe
Dominick Vedora
Andrew Wickham

Present at Meeting

Mary Krause, Mary Gates, Sherman Manchester, Melanie Steger, Jene Trimm, Wendy Welch, Stephen Healy, Sandy Seeber, Halle Stevens, Sheriff Povero, Grace Loomis, Robin Johnson, Robert Kramer, Cathy Bentzoni, Jack Marren, and George Kotlik.

Chairperson Singer called the meeting to order at 2:30 p.m. and welcomed the returning and new Committee members.

1. *Supervisor Baker made a motion to approve the December 9, 2015 Personnel Committee minutes. The motion was seconded by Supervisor Wickham. Motion carried.*
2. *Chairperson Singer advised that Supervisor Helming has agreed to serve as Vice-Chairman of Personnel Committee.*
3. *Chairperson Singer advised the liaisons for the Personnel Sub-Committees are:*
 - *Supervisors Baker and Singer will represent Management Compensation Committee.*
 - *Supervisor Singer will represent Deferred Compensation Committee.*
 - *Supervisor Helming will represent the Labor Management Committee.*
 - *Supervisor Ingalsbe will represent Health Insurance Review Committee.*

SAFETY:

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

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

EMPLOYMENT & CIVIL SERVICE:

5. The request from Ms. Loomis to create a position of Senior Clerk (DBL) at the Finger Lakes Community College was for Committee information only.
6. Ms. Loomis requested to reclassify a vacant position of Principal Account Clerk to a position of Accountant I for the Finger Lakes Community College.

Supervisor Wickham made a motion to approve the reclassification of a vacant Principal Account Clerk position to Accountant I at the Finger Lakes Community College. The motion was seconded by Supervisor Helming. Motion carried.

**MINUTES
PERSONNEL COMMITTEE
JANUARY 20, 2016**

EMPLOYMENT & CIVIL SERVICE, (CONTINUED):

7. Sheriff Povero requested approval to retitle a position of Account Clerk-Typist to Finance Clerk I in the Office of Sheriff effective upon the current incumbent's retirement.

Supervisor Baker made a motion to approve the retitle of a position of Account Clerk-Typist to Finance Clerk I in the Office of Sheriff. The motion was seconded by Supervisor Vedora. Motion carried.

8. Sheriff Povero requested approval to create a position of Correction Officer (DBL) for a period not to exceed 90 days in the Office of Sheriff.

Supervisor Baker made a motion to approve the creation of a Correction Officer (DBL) position. The motion was seconded by Supervisor Helming. Motion carried.

9. Sheriff Povero requested approval to create a position of County Police Officer in the Office of Sheriff in the anticipation of a retirement. This position will allow a new County Police Officer to be appointed in time for the Finger Lakes Law Enforcement Academy in February 2016. This position will be abolished once the vacancy occurs.

Supervisor Vedora made a motion to approve the creation of a position of County Police Officer in the Office of Sheriff. The motion was seconded by Supervisor Ingalsbe. Motion carried.

10. On behalf of Ms. Lapp, Ms. Krause requested approval for the following requests for the Public Defender's Office:

- Create a position of Assistant Public Defender
- Abolish a position of Office Specialist I and create a position of Paralegal Specialist

Supervisor Baker made a motion to block the request to abolish a position of Office Specialist I and create a position of Paralegal Specialist and to create a position of Assistant Public Defender in the Public Defender's Office. The motion was seconded by Supervisor Helming. Motion carried.

11. Ms. Johnson requested to abolish a vacant position of Account Clerk-Typist and create a position of Real Property Tax Aide for Real Property Tax Services.

Supervisor Helming made a motion to approve the abolishment of a vacant position of Account Clerk-Typist and creation of a Real Property Tax Aide for Real Property Tax Services. The motion was seconded by Supervisor Vedora. Motion carried.

12. Mr. Kramer requested to abolish a position of Social Welfare Examiner and create a position of Caseworker in the Department of Social Services.

Supervisor Vedora made a motion to approve the abolishment of a position of Social Welfare Examiner and creation of a Caseworker position in the Department of Social Services. The motion was seconded by Supervisor Ingalsbe. Motion carried.

**MINUTES
PERSONNEL COMMITTEE
JANUARY 20, 2016**

OTHER:

13. Ms. Krause requested approval for a salary adjustment for Julie Hoffman who has been serving as the Deputy Director of Human Resources, in the absence of a Director of Human Resources, since November 1, 2015. The salary adjustment to MCP Band 3, Step 1 will remain in effect until the Director of Human Resources begins on February 8, 2016.

Supervisor Vedora made a motion to approve the salary adjustment for Julie Hoffman to receive MCP Band 3, Step 1 salary from November 1, 2015 to February 7, 2016. The motion was seconded by Supervisor Wickham. Motion carried.

14. Ms. Krause requested approval from the Committee to authorize Mass Mutual to file the 401(a) Plan with the Internal Revenue Service on behalf of the County.

Supervisor Baker made a motion to authorize Mass Mutual to file the 401(a) Plan with the Internal Revenue Service on behalf of the County. The motion was seconded by Supervisor Helming. Motion carried.

15. Chairperson Singer discussed the resolution in opposition of the minimum wage increase for employees of fast-food chain restaurants. No action was taken at this time and further discussion will take place after the New York State Association of Counties releases information on the impact to counties.

16. Chairperson Singer advised the Committee that Personnel Committee will start meeting at 1:00 PM starting with the February 10, 2016 meeting.

INFORMATION ITEMS:

6. Ms. Krause discussed the following updates:
- Denise Morley, Director of Human Resources, will start on February 8, 2016. Denise will attend the January 28, 2016 Board of Supervisor's meeting.
 - Healthy Rewards participation for 2015 increased to 59.3%. When the program started in 2011 the participation rate was 45%.
 - The federal government extended the Affordable Care Act deadlines for reports going to individual employees. The County is working with Harris Beach Solutions to get the forms processed and delivered to employees as soon as possible.

**MINUTES
PERSONNEL COMMITTEE
JANUARY 20, 2016**

LABOR RELATIONS:

Supervisor Baker made a motion to enter Executive Session at 2:50 p.m. 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 Wickham. Motion carried.

Supervisor Baker made a motion to exit Executive Session at 3:10 p.m. The motion was seconded by Supervisor Vedora. Motion carried.

Supervisor Helming made a motion to approve the Ontario County Lieutenants Benevolent Association Agreement for 2012-2017. The motion was seconded by Supervisor Vedora. Motion carried.

Supervisor Baker made a motion to authorize Holiday Pay for the Sheriff's General Unit to continue to be paid according to the language in the contract with retroactive pay for those affected by the holidays occurring between November 1, 2015 and January 1, 2016. The motion was seconded by Supervisor Helming. Motion carried.

Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 3:15 p.m. The motion was seconded by Supervisor Helming. Motion carried.

Respectfully submitted,



Emily Marshall
Secretary I