

**MINUTES  
PERSONNEL COMMITTEE  
FEBRUARY 10, 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, Denise Morley, Julie Hoffman, Sherman Manchester, Melanie Steger, Jene Trimm, Stephen Healy, Halle Stevens, Sheriff Povero, Irene Coveny, and Steve DeChick.

Chairperson Singer called the meeting to order at 1:00 p.m. and welcomed Denise Morley as the new Director of Human Resources.

**MINUTES:**

1. *Supervisor Baker made a motion to approve the January 20, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Wickham. Motion carried.*

**SAFETY:**

2. 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 Ingalsbe. Motion carried.*

3. Mr. Manchester updated the Committee that the 2016-17 NYS Occupational Safety and Health Hazard Abatement Grant has been submitted. The county should know within a few months whether all or a portion of the funds will be made available for the county's safety initiatives.

**EMPLOYMENT & CIVIL SERVICE:**

4. Ms. Coveny requested to amend Board of Supervisors Resolution No. 728-2015 to extend a Cook (DBL) position in the Office for the Aging.

*Supervisor Baker made a motion to extend the Cook (DBL) position at the Office for the Aging. The motion was seconded by Supervisor Helming. Motion carried.*

5. On behalf of Ms. Lapp, Ms. Hoffman requested a salary adjustment for Ms. Chelsea Carter, Assistant Public Defender. The recommendation is for Band 5 Step 1 (\$90,778) effective April 1, 2016 based on Ms. Carter's years of experience.

*Supervisor Vedora made a motion to approve the salary adjustment for Ms. Carter to Band 5 Step 1 (\$90,778) effective April 1, 2016. The motion was seconded by Supervisor Baker. Motion carried.*

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

6. 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 pending receipt of the retirement letter. The motion was seconded by Supervisor Helming. Motion carried.*

7. Sheriff Povero requested a salary adjustment for Mr. Sean St. Cyr, County Police Officer. Sheriff Povero recommends Grade R15 Step 4 (\$26.71/hr) effective upon his appointment date, February 8, 2016, based on his years of service to the Office of Sheriff as a Correction Officer.

*Supervisor Helming made a motion to approve the salary adjustment for Mr. St. Cyr to Grade R15 Step 4 (\$26.71/hr) effective February 8, 2016. The motion was seconded by Supervisor Vedora. Motion carried.*

8. Sheriff Povero requested to amend Board of Supervisors Resolution No. 492-2015 regarding the creation of Dispatcher I positions in preparation of the transition of the Geneva PSAP to Ontario County 9-1-1 Center. Sheriff Povero is requesting one of the Dispatcher I positions which is scheduled for creation on July 1, 2016 to be moved up to April 1, 2016.

*Supervisor Vedora made a motion to amend Board of Supervisors Resolution No. 492-2015 to move up the creation date of one Dispatcher I position to April 1, 2016. The motion was seconded by Supervisor Ingalsbe. Motion carried.*

9. Ms. Trimm advised the Committee on the 2016 Salary Guidelines for Nursing Post Licensure which have been updated with current salaries; there is no change to the Guidelines.

*Supervisor Vedora made a motion to approve the 2016 Salary Guidelines for Nursing Post Licensure. The motion was seconded by Supervisor Wickham. Motion carried.*

**OTHER:**

10. Ms. Hoffman presented a proposed resolution for the authorization of a contract with Benefit Resource, Inc. The contract covers 2016-2018. Benefit Resources, Inc. assists the County with the development and administration of the cafeteria plan.
11. Ms. Hoffman presented a proposed resolution for the authorization of a contract with 207 Resolutions, LLC which assists the county with 207C/Workers Compensation claims. The contract will be for 2016 and 2017.

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**OTHER, (CONTINUED):**

*Supervisor Helming made a motion to authorize the contracts with Benefit Resource, Inc. to provide services related to the county's cafeteria plan and with 207 Resolutions, LLC to provide services related to the county's 207C/Worker Compensation claims as a block. The motion was seconded by Supervisor Ingalsbe. Motion carried.*

12. Ms. Hoffman presented a proposed resolution for the authorization of a contract with Community Magazine Group, Inc. to produce four quarterly health and wellness magazines as part of the Wellness Program for 2016. The contract will be for 2016 and 2017.
13. Ms. Hoffman presented a proposed resolution for the authorization of a contract with Peoplesystems to provide administrative services related to unemployment insurance and human resources consultation.

*Supervisor Baker made a motion to authorize the contracts with Community Magazine Group, Inc. and Peoplesystems as a block. The motion was seconded by Supervisor Vedora. Motion carried.*

**INFORMATION ITEMS:**

6. Ms. Krause discussed the following updates:
  - Ronni Travers will provide Non-Discrimination and Sexual Harassment training on February 25, 2016 from 10:30AM-12:00PM at Building 3019.
  - Cathy Bentzoni will present a County Budget and Finance training on March 10, 2016 from 8:30AM-11:30AM at Building 3019.
  - Ben Sparacino from MassMutual will be available on February 25 and February 26, 2016 for individual consultation appointments.
  - Biometric screenings for employees in the Excellus Simply Blue plan will begin in March as part of the county's wellness initiative. Employees who participate in the biometric screenings will receive \$100 in their Health Reimbursement Account.
  - Members of Administrative Core Group and interested board members and department heads will be participating in a Management Retreat. The Management Retreat will focus on creating and executing a mission statement, vision statement, core values for the County.

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**LABOR RELATIONS:**

*Supervisor Baker made a motion to enter Executive Session at 1:25 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 Vedora. Motion carried.*

*Supervisor Baker made a motion to exit Executive Session at 1:30 p.m. The motion was seconded by Supervisor Wickham. Motion carried.*

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

Respectfully submitted,

Emily Marshall  
Secretary I