

**MINUTES
PERSONNEL COMMITTEE
MARCH 23, 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, Sheriff Povero, Sean Barry, Holly Adams, Steve Healy, Mike Wojcik, and Lea Nacca.

Chairperson Singer called the meeting to order at 1:00 p.m.

MINUTES:

1. *Supervisor Helming made a motion to approve the March 2, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

SAFETY:

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

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

Mr. Manchester updated the Committee on the Safety Council awards banquet held on March 22, 2016. Citizens along with members of the Ontario County Office of Sheriff, City of Canandaigua Police Department and City of Geneva Police Department received recognition for life saving actions taken during 2015.

EMPLOYMENT & CIVIL SERVICE:

3. Sheriff Povero requested approval to abolish two full-time positions of Correction Officer and create four positions of Correction Officer, Part-Time.

Supervisor Baker made a motion to approve the abolishment of two full-time positions of Correction Officer, and the creation of four positions of Correction Officer, Part-Time in the Office of Sheriff. The motion was seconded by Supervisor Helming. Motion carried unanimously.

The resolution to request the creation of an Assistant Conflict Defender position has been pulled from the agenda.

4. Mr. Barry requested approval to create two positions of Information Technology Intern for Information Services to be filled during the summer.

Supervisor Helming made a motion to approve the creation of two Information Technology Intern positions. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

**MINUTES
PERSONNEL COMMITTEE
MARCH 23, 2016**

EMPLOYMENT & CIVIL SERVICE (CONTINUED):

5. Ms. Adams requested approval to create a position of Office Specialist II (Temporary) in the County Attorney's Office. This position will allow for clerical support during the recruitment of the vacant Confidential Secretary to the County Attorney position.

Supervisor Wickham made a motion to approve the creation of an Office Specialist II (Temporary) position in the County Attorney's Office. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

6. Ms. Hoffman discussed the 2017 proposed salaries for Management Compensation Plan Salaried Exempt and Non-Exempt employees, Rates of Pay for Part-Time Hourly/Daily Personnel and the County Historian. Three separate resolutions were presented for approval.

Supervisor Vedora made a motion to approve the 2017 proposed salaries for Management Compensation Plan, Part-Time Hourly/Daily Personnel and for the County Historian as a block. The motion was seconded by Supervisor Helming. Motion carried.

OTHER:

7. Ms. Hoffman requested approval for a contract with Lifetime Benefit Solutions, Inc. to provide retiree medical insurance premium billing services for 2016 and 2017.

Ms. Hoffman requested approval for a contract with Envestnet Retirement Solutions, LLC to provide fiduciary assure services to the Deferred Compensation Committee to assist with their fiduciary responsibilities.

Supervisor Ingalsbe made a motion to approve the contracts with Lifetime Benefit Solutions, Inc and Envestnet Retirement Solutions, LLC as a block. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

INFORMATION ITEMS:

8. Ms. Krause updated the Committee on the following items:

- A publication of *More Than 100 Ways Ontario County Serves its Residents* is being compiled. The publication will document the efforts of the departments.
- The first week in May has been announced as Public Service Recognition Week. Several events will be held such as a New Employee Focus Group, CSEA Focus Group, and Confidential Secretary Focus Group.

9. Ms. Morley updated the Committee that the deadlines for Deputy County Administrator and Director of Youth Bureau have passed and approximately 15 candidates applied for each of the positions. The search committees have met to review the applications. Interviews will be held in the beginning of April for each position.

**MINUTES
PERSONNEL COMMITTEE
MARCH 23, 2016**

LABOR RELATIONS:

At 1:15 p.m., Supervisor Vedora 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 Ingalsbe. Motion carried unanimously.

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

Supervisor Baker made a motion to approve the creation of a Finance Clerk I position in the Department of Finance. The motion was seconded by Supervisor Helming. Motion carried unanimously.

Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 1:32 p.m. The motion was seconded by Supervisor Helming. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I