

**MINUTES  
PERSONNEL COMMITTEE  
APRIL 13, 2016**

**Committee Members**

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

**Present at Meeting**

Mary Krause, Mary Gates, Denise Morley, Julie Hoffman, Sherman Manchester, Melanie Steger, Jene Trimm, Undersheriff Tillman, Gary Baxter, Gary Curtiss, Wendy Welch, Halle Stevens and Sandy Seeber.

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

**MINUTES:**

1. *Supervisor Baker made a motion to approve the March 23, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Helming. 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 Vedora. Motion carried unanimously.*

**EMPLOYMENT & CIVIL SERVICE:**

3. Undersheriff Tillman requested a salary adjustment for Mr. Skyler Miller, County Police Officer in the Office of Sheriff to Step 2 (\$24.96/hr) based on his years of experience with the City of Geneva Police Department.

*Supervisor Helming made a motion to approve the salary adjustment for Mr. Skyler Miller to Step 2 (\$24.96/hr.) effective upon his date of appointment. The motion was seconded by Supervisor Baker. Motion carried unanimously.*

4. Mr. Baxter requested approval to create one position of Finance Clerk I (Temporary) for the County Treasurer's Office for a period not to exceed ninety (90) days.

*Supervisor Baker made a motion to approve the creation of a Finance Clerk I (Temporary) position not to exceed ninety (90) days in the County Treasurer's Office. The motion was seconded by Supervisor Helming. Motion carried unanimously.*

**MINUTES  
PERSONNEL COMMITTEE  
APRIL 13, 2016**

**OTHER:**

5. Ms. Hoffman requested approval for a resolution for the County Administrator to sign the 2016 Excellus Contingent Premium Financing Agreement, Master Group Agreement, and the Excellus Dental Blue Options Administrative Services Agreement.

*Supervisor Vedora made a motion to recommend the authorization of the County Administrator sign the 2016 Excellus Contingent Premium Financing Agreement, Master Group Agreement, and the Excellus Dental Blue Options Administrative Services Agreement as a block. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

**INFORMATION ITEMS:**

6. Ms. Morley updated the Committee regarding the Visions Newsletter. The Visions Newsletter is distributed quarterly to County employees and delivers information regarding employee recognition, new hires, resignations, etc. Ms. Morley would like to propose ceasing publication of the Visions Newsletter and distributing information electronically via the Employee Portal and Key Events. There were no objections from the Committee.

7. Ms. Krause presented a resolution to declare the week of May 1 – 7, 2016 as “Public Service Recognition Week”. Activities for the week include a Bridges out of Poverty training on May 2, Confidential Secretary Networking Lunch on May 3, Healthy Snack Day on May 4, New Employee Focus Group on May 5, and a CSEA Focus Group on May 6.

*Supervisor Baker made a motion to declare May 1 – 7, 2016 as Public Service Recognition Week. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

8. Ms. Krause and Mr. Curtiss spoke on behalf of a resolution being presented to the Board of Supervisors regarding the appointment of Mr. Brian Young to the position of Deputy County Administrator.

*Supervisor Helming made a motion to recommend the appointment of Mr. Brian Young to the position of Deputy County Administrator effective May 2, 2016. The motion was seconded by Supervisor Vedora. Motion carried 3 to 1.*

9. Ms. Gates updated the Committee regarding the salary increase for the District Attorney. New York State Law for the Commission on Legislative, Judicial and Executive Compensation establishes the salary for District Attorneys according to the salary increases of the County and State Supreme Court judges. The 2016 increase is not included in the State budget. Ms. Gates presented the Committee with a resolution strongly urging the Governor and Legislature to provide funding for the mandatory increase to the District Attorney’s salary.

*Supervisor Helming made a motion to recommend the resolution strongly urging the Governor and Legislature to provide funding for the mandatory increase in the District Attorney’s salary. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

**MINUTES  
PERSONNEL COMMITTEE  
APRIL 13, 2016**

**INFORMATION ITEMS (CONTINUED):**

10. Ms. Morley updated the Committee on the following items:

- The Employee Portal rolled out on Monday, April 11 to County Employees. The Employee Portal contains information on benefits, forms, policies, and wellness. More information will be added to the Portal during the summer with the help of the summer interns in Information Services.
- The Eco Heroes initiative has started and several county employees have voiced interest in helping to reduce waste through recycling and reusing efforts. Eco Heroes is a collaborative effort between the Planning Department and the rest of the county departments in moving toward sustainability and reducing the carbon footprint within the county.
- The county has 244 employees registered for the biometrics screening. This number passes the goal of 225 employees and far exceeds the 145 who registered last year.
- Second interviews for Youth Bureau Director are scheduled.

**LABOR RELATIONS:**

*At 1:25 p.m., Supervisor Ingalsbe 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 Helming. Motion carried unanimously.*

*At 1:35 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 Helming. Motion carried unanimously.*

*Being no further discussion, Supervisor Vedora made a motion to adjourn the meeting at 1:35 p.m. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

Respectfully submitted,



Emily Marshall  
Secretary I