

**MINUTES
PERSONNEL COMMITTEE
MAY 25, 2016**

Committee Members

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

Present at Meeting

Mary Krause, Brian Young, Mary Gates, Denise Morley, Julie Hoffman, Sherman Manchester, Melanie Steger, Wendy Welch, Lea Nacca, Sandy Seeber, Andrea Schoeneman, and William Wright

Chairperson Singer called the meeting to order at 1:00 p.m. and announced Supervisor Helming as necessarily absent.

MINUTES:

1. *Supervisor Baker made a motion to approve the May 4, 2016 Personnel Committee minutes and the April 12, 2016 Special Personnel Committee minutes. The motion was seconded by Supervisor Ingalsbe. 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.

EMPLOYMENT & CIVIL SERVICE:

3. On behalf of Mr. Tantillo, Ms. Morley requested approval to create one position of Assistant District Attorney (Temporary) during the leave of absence of an Assistant District Attorney for a period not to exceed 90 days.

Supervisor Baker made a motion to approve the creation of an Assistant District Attorney (Temporary) position. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

4. Ms. Schoeneman requested approval to create one position of Assistant Conflict Defender. This position will act as the First Assistant Conflict Defender.

Supervisor Vedora made a motion to approve the creation of one Assistant Conflict Defender position, pending the revision to the resolution to include a review of the position in three years. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

The agenda item for the County Attorney's Office has been pulled.

5. Mr. Wright requested approval to create one position of Cleaner (DBL) for a period not to exceed 90 days for the Department of Public Works.

Supervisor Baker made a motion to approve the creation of one Cleaner (DBL) position in the Department of Public Works. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

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OTHER:

6. Ms. Hoffman presented the Committee with two amendments to the 2016 and 2017 Management Compensation Plan salary schedules. The first amendment is for an adjustment to Band 12, Step 1 due to the Fair Labor Standards Act's new overtime rules for exempt status. The second amendment is for the allocation of the newly created Assistant Conflict Defender to Band 4.

Supervisor Wickham made a motion to approve the amendments to the Management Compensation Plan for 2016 and 2017. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

INFORMATION ITEMS:

7. Ms. Morley updated the Committee on the following items:
- The recent Leadership Training with Ted Baumhauer has concluded with a total of 23 participants completing the training.
 - The EcoHeroes initiative is off to a great start. Posters have been distributed to the departments to assist in differentiating between trash and recyclables.
 - The New Employee Focus Group and CSEA Focus Group were both very productive and provided great insight. The feedback will be summarized to determine priorities to be addressed in the future.

LABOR RELATIONS:

At 1:10 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 Wickham. Motion carried unanimously.

At 1:15 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.

Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 1:15 p.m. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I