

**MINUTES  
PERSONNEL COMMITTEE  
JUNE 15, 2016**

**Committee Members**

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

**Present at Meeting**

Mary Krause, Brian Young, Denise Morley, Mary Gates, Julie Hoffman, Sherman Manchester, Melanie Steger, Jene Trimm, Wendy Welch, Lea Nacca, Sandy Seeber, Karen DeMay, Grace Loomis, Steve Vanderbrook, Sheriff Povero, Steve Healy, Gary Curtiss, and Michael Reinhardt.

Chairperson Singer called the meeting to order at 1:05 p.m.

**MINUTES:**

1. *Supervisor Wickham made a motion to approve the May 25, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

**SAFETY:**

2. Mr. Manchester reviewed the Safety Report with the Committee and also announced the Hazard Abatement Board grant has been approved and funded for 2017-2018.

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

**EMPLOYMENT & CIVIL SERVICE:**

3. Ms. Loomis requested approval to create one position of Senior Building Maintenance Mechanic for the Finger Lakes Community College and abolish one Building Maintenance Mechanic when it is no longer protected for the promoted incumbent.
4. Ms. Loomis requested approval to create one position of Building Maintenance Assistant for the Finger Lakes Community College and to abolish one vacant position of Assistant Director of Facilities and Grounds.

*Supervisor Baker made a motion to approve the creation of the Senior Building Maintenance Mechanic and Building Maintenance Assistant positions as a block, pending a revision to include the positions which will be abolished. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

5. Mr. Vanderbrook requested approval to create two positions of Lifeguard for the Department of Public Works. These positions will be used to make sure every shift at the county parks is covered. There will not be an increase to the budget.

*Supervisor Helming made a motion to approve the creation of two Lifeguard positions in the Department of Public Works. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

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**OTHER:**

6. Ms. DeMay presented a proposed resolution to establish standard work days for elected and appointed officials for the year 2016.

*Supervisor Baker made a motion to recommend the establishment of standard work days for elected and appointed officials for the year 2016. The motion was seconded by Supervisor Vedora. Motion carried.*

**INFORMATION ITEMS:**

7. Ms. Morley updated the Committee on the following items:
- NYS Civil Service state provisional rate has been released and is 3.8%. Ontario County's rate is well below this average at only 2%.
  - Chelsea Booth, Human Resources Clerk, has resigned from Human Resources.
  - Information has been distributed to county employees on the new legislation regarding buying back military time toward service credit through the New York State Retirement System.
  - Recruitment challenges have been a recurring concern and she is working with the Human Resources staff to determine possible solutions.
  - Recycling posters will be available at the next Board of Supervisors meeting for any Supervisor who may be interested.
8. Ms. Krause updated the Committee on the following items:
- The Management Retreat on Friday, June 10, 2016 was successful and energizing. A draft mission statement, vision statement, core values, and core behaviors were developed and will be distributed to the Board and departments before a full recommendation is made.
  - Ms. Krause shared a plaque she received because she was awarded the Merit and Fitness Award at the New York State Association of Personnel and Civil Service Officers 2016 Conference. She was honored to receive the individual recognition but she also thanked the entire team for all the great efforts. The Committee congratulated Ms. Krause.

**LABOR RELATIONS:**

*At 1:20 p.m., Supervisor Baker 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 Vedora. Motion carried unanimously.*

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**LABOR RELATIONS (CONTINUED):**

*At 1:55 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 Vedora. Motion carried unanimously.*

*Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 1:55 p.m. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

Respectfully submitted,



Emily Marshall  
Secretary I