

**MINUTES
PERSONNEL COMMITTEE
JULY 6, 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, Sheriff Povero, Jeff Rougeux, Diane Johnston, Halle Stevens, and Steve DeChick.

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

MINUTES:

1. *Supervisor Baker made a motion to approve the June 15, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

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 Baker. Motion carried unanimously.

3. Mr. Manchester presented the Committee with a resolution to accept the funds made available from the NYS Occupational Safety and Health Hazard Abatement Grant. The County has been awarded \$13,686.

Supervisor Wickham made a motion to authorize the County Administrator to accept the funds from the NYS Occupational Safety and Health Hazard Abatement Grant. The motion was seconded by Supervisor Helming. Motion carried unanimously.

EMPLOYMENT & CIVIL SERVICE:

4. Sheriff Povero requested approval to create two temporary County Police Officer (.25 FTE) positions and abolish one County Police Officer, Part-Time (.5 FTE) position.

Supervisor Baker made a motion to approve the creation of two temporary County Police Officer (.25 FTE) positions and the abolishment of one County Police Officer, Part-Time (.5 FTE). The motion was seconded by Supervisor Helming. Motion carried unanimously.

5. Sheriff Povero requested approval to create one part-time position of Dispatcher II and abolish the next vacant Dispatcher II, Part-Time position. This will allow the newly appointed Dispatcher II to attend the training in August.

Supervisor Ingalsbe made a motion to approve the creation of one part-time Dispatcher II position and the abolishment of the next vacant Dispatcher II, Part-Time position. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

**MINUTES
PERSONNEL COMMITTEE
JULY 6, 2016**

EMPLOYMENT & CIVIL SERVICE (CONTINUED):

The agenda item for the creation of two County Police Officer, Part-Time positions has been pulled.

6. Jeff Rougeux requested approval to abolish a vacant position of Senior Workforce Development Counselor and create a position of Human Services Worker for the Probation Department.

Supervisor Baker made a motion to approve the creation one Human Services Worker position and the abolishment of a vacant Senior Workforce Development Counselor position for the Probation Department. The motion was seconded by Supervisor Helming. Motion carried unanimously.

7. Diane Johnston requested approval to create a position of Nurse Practitioner for Community Mental Health Services. The creation of this position would allow one contracted Nurse Practitioner to be eliminated. The individual appointed to this position would be hired at Step 8 due to the extensive experience required for this position. A future resolution will be prepared at the time of appointment to request a step adjustment.

Supervisor Baker made a motion to approve the creation of one Nurse Practitioner for Community Mental Health Services. The motion was seconded by Supervisor Helming. Motion carried unanimously.

8. Chairman Singer, on behalf of Thomas Harvey, requested approval to create a position of Associate Planner for the Planning Department.

Supervisor Vedora made a motion to approve the creation of one Associate Planner position for the Planning Department. The motion was seconded by Supervisor Baker. Motion carried unanimously.

OTHER:

9. Ms. Hoffman requested authorization from the Committee to apply for the SUNY Workforce Development Grant for 2016-2017. The grant funds would be used to provide leadership, safety and professional development training.

Supervisor Wickham made a motion to authorize the County to apply for the SUNY Workforce Development Grant for 2016-2017. The motion was seconded by Supervisor Baker. Motion carried unanimously.

INFORMATION ITEMS:

10. Ms. Morley updated the Committee that RFPs will be sent out for workers compensation claims administration and short-term disability claims administration. Two Insurance Committee members will be included in on the review process. Transition will take three months with an effective date of January 1, 2017.

**MINUTES
PERSONNEL COMMITTEE
JULY 6, 2016**

LABOR RELATIONS:

At 1:15 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 Wickham. Motion carried unanimously.

At 1:25 p.m., Supervisor Vedora made a motion for the Personnel Committee to leave executive session and reconvene in regular session. The motion was seconded by Supervisor Baker. Motion carried unanimously.

Being no further discussion, Supervisor Vedora made a motion to adjourn the meeting at 1:25 p.m. The motion was seconded by Supervisor Helming. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I