

**MINUTES
PERSONNEL COMMITTEE
AUGUST 17, 2016**

<u>Committee Members</u>	<u>Present at Meeting</u>
Kristine A. Singer, Chair (Necessarily Absent) Pamela Helming David B. Baker Peter Ingalsbe Dominick Vedora (Necessarily Absent) Andrew Wickham	Mary Krause, Brian Young, Denise Morley, Mary Gates, Julie Hoffman, Melanie Steger, Jene Trimm, Lea Nacca, Sandy Seeber, Sheriff Povero, Halle Stevens, Mary Beer, and Mike Tantillo.

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

MINUTES:

1. *Supervisor Baker made a motion to approve the July 27, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

SAFETY:

2. On behalf of Mr. Manchester, Ms. Hoffman reviewed the Safety Report with the Committee.

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

EMPLOYMENT & CIVIL SERVICE:

3. Sheriff Povero requested approval to create one County Police Officer, Part-Time position to serve as a School Resource Officer for 2016-2017 school year at the Red Jacket School District.

Supervisor Baker made a motion to approve the creation of one County Police Officer, Part-Time position to serve as a School Resource Officer for the 2016-2017 school year at the Red Jacket School District. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

4. Sheriff Povero requested approval for a 911 Dispatcher from the City of Geneva to receive a step adjustment upon transferring to Ontario County. Sheriff Povero recommends starting Bryan Housel at Grade Q12, Step 2 (\$19.02/hr) based on his years of experience.

Supervisor Baker made a motion to approve the step adjustment for Bryan Housel to Grade Q12, Step 2 (\$19.02/hr.) effective upon his appointment date of July 25, 2016. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

5. Mr. Tantillo requested permission to increase the hours of a vacant Victim Assistance Officer position from part-time to full-time.

Supervisor Ingalsbe made a motion to approve the increase in hours of a vacant Victim Assistance Officer position from part-time to full-time. The motion was seconded by Supervisor Baker. Motion carried unanimously.

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EMPLOYMENT & CIVIL SERVICE (CONTINUED):

6. Ms. Tiberio requested approval to create a position of Social Welfare Examiner (DBL) in the Department of Social Services not to exceed 90 days and working no more than 28 hours per week.

Supervisor Wickham made a motion to create a position of Social Welfare Examiner (DBL) in the Department of Social Services. The motion was seconded by Baker. Motion carried unanimously.

7. Ms. Beer requested a salary adjustment for Ms. Kate Ott, Director of Preventive Health Services. Ms. Beer recommended Band 9, Step 6 (\$77,268), effective upon appointment, based on Ms. Ott's years of experience with Ontario County.

Supervisor Wickham made a motion to approve the salary adjustment for Ms. Kate Ott to Band 9, Step 6 (\$77,268), effective upon her appointment. The motion was seconded by Supervisor Baker. Motion carried unanimously.

8. Ms. Beer requested a salary adjustment for Ms. Christine Lotyczewski, Public Health Nurse to Step 4 (\$27.27/hr.) based on her years of experience in accordance with the Salary Guidelines for Nursing Post Licensure.

Supervisor Wickham made a motion to approve the salary adjustment for Ms. Christine Lotyczewski to Step 4 (\$27.27/hr.) effective upon her date of appointment. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

OTHER:

9. Ms. Hoffman presented a draft resolution for a contract with Daniel Moore to provide physical fitness test monitoring services for 2017 and 2018.

Supervisor Baker made a motion to approve the contract with Daniel Moore for physical fitness test monitoring services for 2017 and 2018. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

10. Ms. Hoffman presented a draft resolution for a Local Law entitled "A Local Law Applying the Management Compensation Program to Certain County Officers Appointed for Definite Terms for the Year 2017".

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

INFORMATION ITEMS:

11. Ms. Morley presented the proposed 2017-2018 budgets for Committee review.

Supervisor Ingalsbe made a motion to approve the Human Resources, Employee Safety, Deferred Compensation Plan and Fringe Benefits budgets for 2017-2018. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

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INFORMATION ITEMS (CONTINUED):

12. Ms. Morley had the following Human Resource updates:

- Ontario County is able to report that it has been compliant with the provisions of the Affordable Care Act. Under the ACA, Ontario County must be at least 95% compliant with making sure employees who meet the criteria are offered health care. The county's compliance rate is between 99-100%.
- Upcoming management training topics for this Fall will include County Government 101, Progressive Discipline, and Mental Health First Aid. The County will also be offering Management Academy IV and Lynda.com trainings again this year.
- The proposed increase to the Excellus health insurance policy for 2017 is 4.7%. This is below the trend which is currently an increase of 6%.
- The Department of Human Resources is working on eliminating full social security numbers from the Report of Personnel Change forms. Forms have been updated for county departments and will be updated for other jurisdictions in the near future.

LABOR RELATIONS:

At 1:35 p.m., Supervisor Wickham 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 Baker. Motion carried unanimously.

At 1:45 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.

Ms. Krause updated the Committee on a current initiative to bring additional clients to the County's Mental Health Clinic. The Department of Social Services and the Probation Department will refer clients to utilize the county's mental health services instead of providing outside referrals as a way to increase revenue.

Being no further discussion, Supervisor Ingalsbe made a motion to adjourn the meeting at 1:45 p.m. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I