

**Minutes of the May 22, 2013
PERSONNEL COMMITTEE MINUTES**

Committee Members

Kristine A. Singer, Chair
David B. Baker
Theodore Fafinski
Jeffery L. Gallahan
Donald C. Ninestine (N/A)
John T. Sheppard

N/A – Necessarily Absent

Present at Meeting

John Garvey, Darlys McDonough, Raymond DeRuyter,
Mary Gates, Julie Hoffman, Diane Johnston, Mary Krause,
Sherman Manchester, Catherine Post, Sheriff Philip Povero,
Helen Sherman, Melanie Steger and Kris Thorsness.

Chairperson Singer called the meeting to order at 3:00 p.m.

Mr. Fafinski moved and Mr. Sheppard seconded to approve the May 1, 2013 Personnel Committee Minutes. Motion carried.

SAFETY:

2. Mr. Manchester advised that there were two new injuries reported within the County and four injuries within the municipalities since the last meeting.

Mr. Manchester advised the Committee that computerization of Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS) will soon begin, of which there are thousands. MSDS and SDS are required for all products used in the County. The Law further requires that these be kept for 30 years after a product is no longer used.

Mr. Fafinski asked if the County Safety Office could provide AED training for municipalities on a regular basis to ensure that new employees are trained. Mr. Manchester will review this request.

Mr. Baker moved and Mr. Gallahan seconded to approve the Safety Report. Motion carried.

EMPLOYMENT & CIVIL SERVICE:

3. Ms. Sherman requested approval to create a position of Office Specialist I (DBL) during the disability of an employee.

Mr. Fafinski moved and Mr. Baker seconded to create a position of Office Specialist I (DBL) in the Office for the Aging. Motion carried.

Ms. Sherman left the meeting at 3:08 p.m.

4. Ms. Johnston requested approval to abolish a position of Staff Social Worker when it is no longer protected for the incumbent and creation of a new position of Community Mental Health Nurse; both positions are allocated to Grade AP4 of Schedule A – Main CSEA Salary Schedule.

Mr. Baker moved and Mr. Sheppard seconded to abolish a position of Staff Social Worker when it is no longer protected for the incumbent and create a position of Community Mental Health Nurse in the Department of Mental Health. Motion carried.

**Minutes of the May 22, 2013
PERSONNEL COMMITTEE MEETING**

5. Ms. Johnston requested approval to abolish a position of Supervising Psychologist (MCP, Band 5) upon the retirement of the incumbent on June 30, 2013, and create a position of Associate Psychologist (MCP, Band 8) in Mental Health. This request is being made at this time because of difficulties in finding a suitable candidate for Supervising Psychologist. Ms. Johnston may return to Committee requesting to reclassify the Associate Psychologist to Supervising Psychologist, once the candidate meets the qualifications for the position, because the Supervising Psychologist does act as backup to the Director of Community Mental Health.

Mr. Sheppard moved and Mr. Gallahan seconded to abolish a position of Supervising Psychologist, upon the retirement of the incumbent, and create a position of Associate Psychologist. Motion carried.

6. Sheriff Povero requested approval to create a position of County Police Officer (DBL) during the disability of an employee and creation of a temporary position of Registered Professional Nurse, Part-Time, to be abolished December 31, 2013.

Mr. Baker moved and Mr. Fafinski seconded to approve the creation of a position of County Police Officer (DBL) and a temporary position of Registered Professional Nurse, Part-Time, in the Office of Sheriff. Motion carried.

7. Sheriff Povero requested a salary adjustment for Lori S. Wheeler, Registered Professional Nurse, to Grade SP2, Step 2 (\$23.34/hour) due to her experience in accordance with the Nursing Post Licensure Salary Guidelines.

Mr. Gallahan moved and Mr. Sheppard seconded to approve the salary adjustment for Lori S. Wheeler, Registered Professional Nurse, to Grade SP2, Step 2 (\$23.34/hour). Motion carried.

Ms. Johnston and Sheriff Povero left the meeting at 3:14 p.m.

Chairperson Singer advised that item #8, Health Facility Positions, has been pulled from the Agenda for further review.

- A1. Ms. Krause, speaking on behalf of Mr. Park, requested approval to submit a resolution to the full Board requesting the State Legislature to conclude Ontario County's election of Retirement and Social Security Law, Section 41-j. By various resolutions the Board of Supervisors eliminated the earning of sick leave by county employees, but preserved any sick leave days previously accumulated. The last employee holding accumulated sick leave has now retired, and no other county employees have accumulated sick leave. Continuation of this election imposes an annual cost on the county for a benefit that none of its employees may use and the NYS Retirement System has advised that only state legislation can allow Ontario County to end its participation in Section 41-j.

Mr. Sheppard moved and Mr. Gallahan seconded to submit a resolution requesting State Legislation to conclude Ontario County's election of Retirement and Social Security Law Section 41-j. Motion carried.

- A2. Mr. DeRuyter, speaking on behalf of Mr. Baxter, requested a salary adjustment for Debra Wright, Senior Clerk, to Grade A07, Step 5 (\$18.43/hr.) in order to better reflect her supervisory duties over a Finance Clerk I employee in the Department.

**Minutes of the May 22, 2013
PERSONNEL COMMITTEE MEETING**

Mr. Sheppard moved and Mr. Baker seconded to approve a salary adjustment for Debra Wright to Grade A07, Step 5 (\$18.43/hr.). Motion carried.

Mr. DeRuyter left the meeting at 3:17 p.m.

INFORMATION ITEMS:

9. HR Updates:

- Ms. Krause advised the Committee that 31 Human Resource and Labor Relations officials, from seven surrounding counties, attended the Professional Development Day on May 17th. Three local attorneys presented a variety of topics including the Affordable Care Act, GINA and family medical leave, at no expense to the County.
- Interviews have been conducted for the Director, Office for the Aging position. Out of the five candidates interviewed one was recommended to the County Administrator by the search committee.
- The deadline to apply for Director of Veterans Service Agency was May 17th. Supervisors Sheppard and Champlin have agreed to sit on the Search Committee.
- Mr. Bob Hall, Supervising Psychologist, will be retiring in June. Mr. Hall provided the psychological testing for County corrections and police candidates. Human Resources, in cooperation with the Sheriff's department, is looking into different avenues to provide this part of the employment process.

LABOR RELATIONS:

Mr. Baker moved and Mr. Sheppard seconded to move into Executive Session at 3:21 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

Mr. Baker moved and Mr. Fafinski seconded to move out of Executive Session at 3:29 p.m. Motion carried.

Being no further discussion, Mr. Sheppard moved and Mr. Fafinski seconded to adjourn the meeting at 3:29 p.m. Motion carried.

Respectfully submitted,



Jene A. Trimm
Secretary I