

**Minutes of the August 14, 2013
PERSONNEL COMMITTEE MINUTES**

Committee Members

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

N/A – Necessarily Absent

Present at Meeting

John Garvey, Mary Krause, John Park, Sherman Manchester, Catherine Post, Sheriff Povero, Steve DeChick, Mike Tantillo, Greg Powers, Diane Johnston, Debra Gierman, Robert Kramer, Jeremy Marshall, Mary Gates, Melanie Steger, Julie Hoffman, HR Intern Zach Davis, and Steve Smola, Smola Consulting, Inc.

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

Mr. Baker moved and Mr. Fafinski seconded to approve the July 24, 2013 Personnel Committee Minutes. Motion carried.

SAFETY:

Mr. Baker moved and Mr. Fafinski seconded to approve the Safety Report as presented. Motion carried.

EMPLOYMENT & CIVIL SERVICE:

3. Mr. Kramer requested approval to create a temporary position of Investigator, Part-Time in the Office of Sheriff. This position will be grant-funded September 1, 2013 through March 31, 2014 and will be used to investigate Day Care Fraud in the Department of Social Services.

Mr. Sheppard moved and Mr. Baker seconded the creation of a temporary position of Investigator, Part-Time in the Office of Sheriff. Motion carried.

Mr. Kramer left the meeting at 3:02 p.m.

4. Sheriff Povero requested approval to create a position of Dispatcher II in the Office of Sheriff effective September 1, 2013, in order to have the selected candidate attend Training School. Funds are available due to vacancies.

Mr. Sheppard moved and Mr. Fafinski seconded the creation of a position of Dispatcher II in the Office of Sheriff. Motion carried.

5. Sheriff Povero requested a salary adjustment for Ms. Tiffany Preston, Dispatcher I in the Office of Sheriff from Grade Q12, Step 2 (\$17.92/hr.) to Step 4 (\$19.39/hr.) based on her experience in the Office of Sheriff as a Dispatcher, Part-Time.

Mr. Baker moved and Mr. Sheppard seconded to approve the salary adjustment for Ms. Tiffany Preston in the Office of Sheriff to Step 4 (\$19.39/hr.) effective upon her date of hire as Dispatcher I. Motion carried.

Sheriff Povero left the meeting at 3:05 p.m.

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6. Mr. Tantillo will be filling an expected vacancy of Assistant District Attorney at the end of September and will be hiring former Assistant Public Defender, Christopher EGGLESTON. Mr. Tantillo requested a salary adjustment for Mr. Christopher EGGLESTON to move him from MCP Band 10, Step 1 (\$60,605) to Band 10, Step 2 (\$63,007) effective January 1, 2014 based on his previous experience.

Mr. Baker moved and Mr. Sheppard seconded to approve the salary adjustment for Mr. Christopher EGGLESTON, Assistant District Attorney, to Band 10, Step 2 (\$63,007) effective January 1, 2014. Motion carried.

Mr. Tantillo left the meeting at 3:07 p.m.

7. Mr. Powers requested a step adjustment for Nursing Assistants Mr. Andrew Linden and Ms. Meredith Matson, from Step 1 (\$12.37/hr.) to Step 3 (\$15.12/hr.) and Nursing Assistant, Part-Time Ms. Rayla Brown from Step 1 (\$12.37/hr.) to Step 2 (\$13.76/hr.) based on their years of experience and in accordance with the Salary Guidelines for Nursing Post Licensure.

Mr. Baker moved and Mr. Sheppard seconded to approve the salary adjustments for Mr. Linden and Ms. Matson to Step 3 (\$15.12/hr.) and Ms. Brown to Step 2 (\$13.76/hr.). Motion carried.

Mr. Powers left the meeting at 3:08 p.m.

8. Ms. Johnston requested a salary adjustment for the position of Community Mental Health Nurse due to recruiting difficulty. Ms. Johnston would like to appoint Mr. Robert EKLUND at Grade AP4, Step 4 (\$27.35/hr.) based on his years of experience and in accordance with the Salary Guidelines for Nursing Post Licensure.

Mr. Baker moved and Mr. Sheppard seconded the salary adjustment for Mr. Robert EKLUND, Community Mental Health Nurse to Step 4 (\$27.35/hr.). Motion carried.

9. Ms. Johnston requested approval to create a temporary position of Office Specialist I for Substance Abuse Services.

Mr. Sheppard moved and Mr. Baker seconded the creation of a temporary position of Office Specialist I for Substance Abuse Services. Motion carried.

Ms. Johnston left the meeting at 3:10 p.m.

10. Ms. Gierman requested approval to create a position of Buyer in August and abolish a position of Purchasing Specification Writer upon the retirement of the incumbent.

Mr. Baker moved and Mr. Sheppard seconded the creation of a position of Buyer in August and the abolishment of a position of Purchasing Specification Writer upon the retirement of the incumbent. Motion carried.

Ms. Gierman left the meeting at 3:10 p.m.

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11. Mr. Marshall requested approval to create a position of Office Specialist II for the Veterans Service Agency.

Mr. Baker moved and Mr. Sheppard seconded the creation of a position of Office Specialist II for the Veterans Service Agency. Motion carried.

Mr. Marshall left the meeting at 3:11 p.m.

12. Ms. Post discussed a proposed amendment to the 2013 Salary Guidelines for Nursing Post Licensure. The title of Community Mental Health Nurse was added.

Mr. Sheppard moved and Mr. Baker seconded to accept the changes made to the 2013 Salary Guidelines. Motion carried.

OTHER:

13. Ms. Hoffman advised the Committee of a contract Human Resources would like to enter into with FLCC to provide some specialized jail training to Correction Officers and Correction Sergeants to help them deal with inmate issues. Funds are available through the SUNY Workforce Development Grant for FLCC to provide Ontario County with \$5,000 worth of training for \$500. Ms. Hoffman requested approval to proceed to the Board with a resolution and contract. Supervisor Baker expressed his interest in hearing how this training is helping the Correction Staff. Alice Haskins, Chief Correction Officer, will be asked to provide this information to the Committee.

Mr. Sheppard moved and Mr. Baker seconded approval to contract with FLCC for jail training. Motion carried.

14. Mr. Smola reviewed the 2014 Excellus Medical and Dental Renewal Comparison Plans. Mr. Smola advised that claims have been running better than expected over the last 3 years. Mr. Smola explained the advantages and disadvantages of a financial arrangement new to Excellus called Contingent Premium. Mr. Smola provided a comparison between the County's current Prospective arrangement and the Contingent Premium arrangement. Mr. Smola also discussed a new dental plan called Dental Blue Options. The Smile Saver plan the County currently uses will not be available in 2015.

Mr. Baker moved and Mr. Gallahan seconded recommending the Contingent Premium Plan to the Board for Medical Insurance. Motion carried.

Mr. Smola left the meeting at 3:45 p.m.

15. Chairperson Singer addressed the 2014 Position Requests by Departments. Ms. Singer noted only a few requested positions were recommended by the MCP Committee. No action required at this time.

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16. Ms. Krause presented the following 2014-2015 budgets for Committee review:

A1430: Human Resources –

Mr. Sheppard moved and Mr. Baker seconded to approve the proposed A1430 budget. Motion carried.

A1431: Safety –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A1431 budget. Motion carried.

A1432: Regulatory Compliance –

Mr. Gallahan moved and Mr. Sheppard seconded to approved the proposed A1432 budget. Motion carried.

A1433: Deferred Compensation –

Mr. Gallahan moved and Mr. Baker seconded to approve the proposed A1433 budget. Motion carried.

A9010: Fringe Benefits –

Mr. Sheppard moved and Mr. Gallahan seconded to approve the proposed A9010 budget. Motion carried.

S1710: Workers' Compensation –

Mr. Gallahan moved and Mr. Sheppard seconded to approve the proposed S1710 budget. Motion carried.

Mr. Garvey and Mr. Baker left the meeting at 3:55 p.m.

LABOR RELATIONS:

Mr. Gallahan moved and Mr. Fafinski seconded to move into Executive Session at 3:59 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. Davis left the meeting at 3:59 p.m.

Mr. Sheppard moved and Mr. Fafinski seconded to move out of Executive Session at 4:15 p.m. Motion carried.

Mr. Sheppard moved and Mr. Fafinski seconded on the Memorandum of Settlement with FLCC-GRADE for the period September 1, 2013 to August 31, 2016. Motion carried.

Being no further discussion, Mr. Fafinski moved and Mr. Gallahan seconded to adjourn the meeting at 4:16 p.m. Motion carried.

Respectfully submitted,

Cindy Abraszek
Secretary I