

**Minutes of the September 25, 2013  
PERSONNEL COMMITTEE MINUTES**

**Committee Members**

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

N/A – Necessarily Absent

**Present at Meeting**

John Garvey, Darlys McDonough, Mary Krause, John Park, Sherman Manchester, Melanie Steger, Cathy Post, Grace Loomis, Diane Johnston, Bill Wright and Mary Gates.

Chairperson Singer called the meeting to order at 3:00 p.m. and announced Supervisor Gallahan as necessarily absent.

Mr. Baker moved and Mr. Fafinski seconded to approve the September 4, 2013 Personnel Committee Minutes. Motion carried.

Chairperson Singer requested agenda item #11 be addressed first.

**OTHER:**

11. Committee members spoke highly of Ms. Cathy Post, Senior Human Resource Analyst who is retiring after 27 years of dedicated service in the Department of Human Resources. Ms. Post has been a strong leader and contributor to the County's award-winning Civil Service Program. Ms. Post thanked everyone for their kind remarks.

**SAFETY:**

2. Mr. Manchester commented on the Safety Report and noted that the County is on track to do better than the last few years. Over 3,000 employees were trained last year.

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

**EMPLOYMENT & CIVIL SERVICE:**

3. Ms. Loomis requested approval to reclassify a position of Office Specialist II to a position of Senior Clerk at the Finger Lakes Community College.

Mr. Fafinski moved and Mr. Sheppard seconded the reclassification of a position of Office Specialist II to a position of Senior Clerk at the Finger Lakes Community College. Motion carried.

4. Ms. Loomis requested approval to create a position of Office Specialist II (DBL) at the Finger Lakes Community College. For Committee Information

Ms. Loomis left the meeting at 3:11 p.m.

5. At the request of Mr. Tantillo, Ms. Krause requested approval to create a position of Office Specialist I (DBL) in the District Attorney's Office.

Mr. Fafinski moved and Mr. Sheppard seconded to approve to create a position of Office Specialist I (DBL) in the District Attorney's Office. Motion carried.

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6. At the request of Sheriff Povero, Ms. Krause requested approval to abolish a position of Correction Officer, Spanish Speaking and create a position of Correction Officer in the Office of Sheriff. Ms. Krause explained that New York State Civil Service no longer provides the spanish speaking oral portion of the exam.

Mr. Sheppard moved and Mr. Baker seconded to approve the abolishment of a position of Correction Officer Spanish Speaking and the creation of a position of Correction Officer for the Office of Sheriff. Motion carried.

7. Ms. Johnston requested a salary adjustment for Ms. Pam Muxworthy, Substance Abuse Counselor in Substance Abuse Services from Step 1 (\$21.85/hr.) to Step 7 (\$26.17/hr.) based on her experience in Substance Abuse Services. Ms. Muxworthy recently retired as a Substance Abuse Counselor and agreed to come back to work to take over the caseload of an employee who resigned. Ms. Muxworthy will continue to work until the transition to FLACRA takes place.

Mr. Sheppard moved and Mr. Fafinski seconded to approve the salary adjustment for Ms. Pamela Muxworthy in Substance Abuse Services from Step 1 (\$21.85/hr.), effective upon her date of hire, to Step 7 (\$26.17). Motion carried.

Ms. Johnston left the meeting at 3:23 p.m.

8. Mr. Wright requested approval to create a position of Cleaner (DBL) for the Department of Public Works.

Mr. Baker moved and Mr. Sheppard seconded to approve to create a position of Cleaner (DBL) for the Department of Public Works. Motion carried.

9. Mr. Wright requested approval to abolish a position of Heavy Equipment Mechanic and to create a position of Heavy Equipment Mechanic/Fabricator and allocate title to Grade HH6. Part fabrication is a specialized function that is needed across all facility maintenance.

Mr. Fafinski moved and Mr. Sheppard seconded to approve to abolish a position of Heavy Equipment Mechanic and to create a position of Heavy Equipment Mechanic/Fabricator.

10. Discussion took place between Mr. Wright and the Personnel Committee regarding Mr. Wright's proposal to restructure the County's Caretaker position and to create a new position of Building Maintenance Assistant. The Committee agreed to further discuss all options and bring this item back to the Committee at a later date.

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**LABOR RELATIONS:**

Mr. Baker moved and Mr. Sheppard seconded to move into Executive Session at 3:45 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. Sheppard moved and Mr. Fafinski seconded to move out of Executive Session at 3:50 p.m. Motion carried.

Being no further discussion, Mr. Fafinski moved and Mr. Sheppard seconded to adjourn the meeting at 3:50 p.m. Motion carried.

Respectfully submitted,

Cindy Abraszek  
Secretary I