

**Minutes of the October 16, 2013  
PERSONNEL COMMITTEE MINUTES**

**Committee Members**

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

N/A – Necessarily Absent

**Present at Meeting**

Jack Marren, Chairman of the Board, John Garvey, Darlys McDonough, Mary Krause, John Park, Sherman Manchester, Melanie Steger, Julie Hoffman, Ide Marshall, and Mary Gates.

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

Mr. Baker moved and Mr. Fafinski seconded to approve the September 25, 2013 Personnel Committee Minutes. Motion carried.

**SAFETY:**

2. Mr. Manchester commented on the Safety Report and noted the County had 0 injuries since the last meeting.

Training funded by the Hazard Abatement Grant has begun. Chain Saw Safety Training was conducted earlier this week and Snow Plow Training will take place later this month.

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

**EMPLOYMENT & CIVIL SERVICE:**

3. Item #3 was pulled from the agenda at the request of Sheriff Povero. The position is no longer needed.
4. On behalf of Ms. Johnston, Ms. Gates requested approval to create a position of Office Specialist I (Temporary) in Substance Abuse Services. This position will not exceed three months.

Mr. Fafinski moved and Mr. Baker seconded the creation of a position of Office Specialist I (Temporary) in Substance Abuse Services. Motion carried.

**OTHER:**

5. Ms. Krause presented to the Committee a draft ADA Grievance Procedure. Posting updates have been made. A resolution will be presented at the next Personnel Committee Meeting to adopt the new grievance procedure.
6. Ms. Krause spoke of the 2014 Creation/Deletion of Positions draft resolution that was presented to the Committee. A few adjustments may be made. The final resolution will be brought back to the next Personnel Committee Meeting with anticipation for adoption November 14<sup>th</sup>.

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7. Ms. Krause advised the Personnel Committee that the Deferred Compensation Committee met October 9<sup>th</sup>. The Deferred Compensation Committee met with Ben Sparacino and Amy Humphrey from Mass Mutual. Ms. Krause reported the County's 457 plan has \$39,800,000.00 in assets and over 6 million in the 401(a). The Deferred Compensation Committee looked at the Mesirow report. The Deferred Compensation Committee voted on a few changes. A Roth 457 option will be added to the plan. Ben Sparacino will speak to interested employees in November. Mass Mutual offered to create a model 401(a) plan document for Ontario County. IRS changes and IRS filing could be provided at a cost. Chairperson Singer approved for Ms. Krause to request a quote.

**PERSONNEL COMMITTEE ADDENDUM:**

1. Ms. Hoffman presented the resolution for the authorization to change the financing arrangement for Ontario County's Medical and Dental plans to Contingent Premium effective January 1, 2014.

Mr. Baker moved and Mr. Fafinski seconded approval of the resolution to change the County's financing arrangement for Medical and Dental plans to Contingent Premium. Motion carried.

2. Ms. Hoffman addressed two contracts that are up for renewal. Peoplesystems and Healthworks have both agreed to a 1 year contact with no increase in cost. Once the contracts are in place, Ms. Hoffman will bring them back to the Committee for approval.
3. Ms. Hoffman addressed a Consultant Confidentiality Agreement which will allow Excellus to share employee claims information electronically with Benefit Resource, Inc. to improve adjudication of HRA and FSA claims. Attorney Schoeneman has reviewed this agreement and found it acceptable.

Mr. Baker moved and Mr. Gallahan seconded approval to move forward with the Consultant Confidentiality Agreement. Motion carried.

**OTHER:**

8. Mr. Garvey presented to the Committee a draft resolution to establish an office of Conflict Defender effective July 1, 2014. The Public Safety Committee has unanimously approved the position of Conflict Defender to move forward. The role of this department is to manage assigned counsel and handle conflict cases. If approved, the County Attorney will initiate a local law to establish a Conflict Defender and one Secretary. The County Administrator will propose a budget and position classifications.

Mr. Fafinski moved and Mr. Gallahan seconded to approve the resolution for the creation of an office of Conflict Defender which will consist of a Conflict Defender and Secretary. Motion carried.

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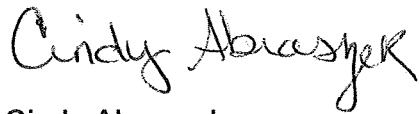
**LABOR RELATIONS:**

Mr. Gallahan moved and Mr. Fafinski seconded to move into Executive Session at 3:16 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. Gallahan moved and Mr. Baker seconded to move out of Executive Session at 3:26 p.m. Motion carried.

Being no further discussion, Mr. Baker moved and Mr. Fafinski seconded to adjourn the meeting at 3:26 p.m. Motion carried.

Respectfully submitted,



Cindy Abraszek  
Secretary I