

**Minutes of the January 15, 2014  
PERSONNEL COMMITTEE MINUTES**

**Committee Members**

Kristine A. Singer, Chair  
David B. Baker  
Theodore Fafinski  
Pamela Helming  
Barbara Welch  
John T. Sheppard

N/A – Necessarily Absent

**Present at Meeting**

John Garvey, Darlys McDonough, Catherine Bentzoni,  
Mary Krause, Sherman Manchester, Brian Young, John  
Park, Ide Marshall, Melanie Steger, Julie Hoffman and  
Eileen Tiberio.

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

Mr. Fafinski moved and Mr. Sheppard seconded to approve the December 11, 2013 Personnel Committee Minutes. Motion carried.

Chairperson Singer welcomed Supervisor Welch and noted Supervisor Helming would hopefully arrive soon.

2. Chairperson Singer addressed the 2014 Personnel Committee Schedule. The 2014 Personnel Committee Schedule was approved with a change in location to Bldg 3019 County Complex Drive, Room 205.

Chairperson Singer advised that Mr. Sheppard has agreed to serve as Vice-Chairman of Personnel Committee.

3. Chairperson Singer advised the liaisons for the Personnel Sub-Committees are:

Supervisor Singer and Sheppard will represent Management Compensation Committee.  
Supervisor Singer will represent Deferred Compensation Committee.  
Supervisor Welch will represent Health Insurance Review Committee.  
Supervisor Helming will represent the Labor Management Committee.

**SAFETY:**

4. Mr. Manchester presented the Safety Report and noted 2013 was a good year.

Mr. Manchester advised he is preparing to submit a HAB (Hazard Abatement Board) Grant in the amount of \$10,200.00. He is waiting for the State to approve the amount. The Grant will run from August 1 – July 31 and will provide for Safety Training.

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

**EMPLOYMENT & CIVIL SERVICE:**

6. Mr. Young requested approval to amend the rate of pay for Community Aide to the Federal minimum wage of \$7.25/hour retroactive to December 31, 2013.

Mr. Baker moved and Mr. Sheppard seconded to approve the rate of pay for Community Aide to \$7.25/hour retroactive to December 31, 2013. Motion carried.

Mr. Young left the meeting at 3:15 p.m.

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7. Ms. Krause requested approval to abolish thirteen vacant positions in the Department of Substance Abuse Services due to FLACRA taking over operation effective January 1, 2014. All Full-Time employees were offered positions and accepted positions with FLACRA.

Mr. Baker moved and Mr. Sheppard seconded to approve the abolishment of thirteen vacant positions in the Department of Substance Abuse Services. Motion carried.

5. Ms. Lapp requested approval to create a position of Assistant Public Defender to be paid for by a grant for three years.

Mr. Sheppard moved and Ms. Welch seconded to approve the creation of a position of Assistant Public Defender. Motion carried.

Ms. Lapp left the meeting at 3:18 p.m.

8. Ms. Steger advised that the 2014 Salary Guidelines for Nursing Post Licensure have been updated with current salaries; there is no change to the Guidelines.

Mr. Baker moved and Mr. Sheppard seconded to approve 2014 Salary Guidelines for Nursing Post Licensure as submitted. Motion carried.

**OTHER:**

9. Ms. Krause reviewed the HR Matters handout and gave an overview of the Human Resources Department and the programs and services it provides.

Mr. Park provided a handout to the Committee which summarizes labor and employment law in the public sector and briefly describes why Civil Service was created.

10. Mr. Garvey discussed a positive and productive meeting that was held with Centers for Specialty Care, including Yudi Polatoff, contract Health Facility Administrator, and employees of the Ontario County Health Facility this past Tuesday. Mr. Garvey discussed a retention incentive program he is considering for four managerial employees of the Health Facility as an incentive for them to stay on board until the Health Facility transitions to Centers for Specialty Care. Mr. Garvey will recommend this incentive plan at future committee meetings.

**INFORMATION ITEMS:**

7. HR Updates:

- Ms. Krause informed the committee about the upcoming Human Services Knowledge Fair at Building 3010 on January 23, 2014 from 10:00 a.m. to 2:00 p.m. Ms. Tiberio added that the objective is to provide an opportunity for employees to learn about the departments and services they provide, and what job opportunities are available within each department.
- As an informational item from the Clerk to the Board, Ms. Krause presented a request from Victor resident, Mr. T. Michael Nicholson, who became permanently disabled from injuries he suffered from an accident while working for the Bushnell's Basin Volunteer Fire Department. Mr. Nicholson is requesting the Board of Supervisors to adopt a memorializing resolution to assist him in being grandfathered into the Public Safety Officer Disability benefit. Mr. Nicholson's injury occurred prior to the establishment of this benefit. The Committee agreed to take no action.

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**LABOR RELATIONS:**

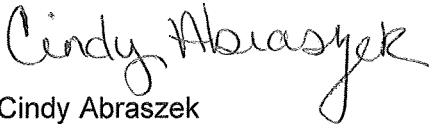
Mr. Baker moved and Mr. Sheppard seconded to move into Executive Session at 3:45 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

Ms. Tiberio and Ms. Bentzoni remained.

Mr. Sheppard moved and Mr. Fafinski seconded to move out of Executive Session at 4:00 p.m. Motion carried.

Being no further discussion, Mr. Sheppard moved and Mr. Baker seconded to adjourn the meeting at 4:00 p.m. Motion carried.

Respectfully submitted,



Cindy Abraszek  
Secretary I