

**Minutes of the February 12, 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, Mary Gates, Mary Krause, Sherman Manchester, Sue Sikes, Alice Haskins, Eileen Tiberio, John Park, , Melanie Steger and Julie Hoffman.

Chairperson Singer called the meeting to order at 4:00 p.m.

Mr. Baker moved and Mr. Fafinski seconded to approve the January 15, 2014 Personnel Committee Minutes. Motion carried.

SAFETY:

3. Mr. Manchester presented the Safety Report.

Mr. Manchester addressed a PESH issue that occurred at the Landfill. Mr. Manchester advised this was a recordable incident because the employee works for Ontario County, not Casella.

EMPLOYMENT & CIVIL SERVICE:

4. Ms. Singer advised the Committee that the creation of a Senior Clerk (DBL) position at the Finger Lakes Community College was for Committee information only.
5. Ms. Haskins requested approval to create a position of Registered Professional Nurse (DBL) in the Office of Sheriff. The creation of this position would help reduce the cost of overtime while a Nurse is on Disability.

Mr. Fafinski moved and Mr. Sheppard seconded to approve the creation of a position of Registered Professional Nurse (DBL) in the Office of Sheriff. Motion carried.

Ms. Haskins left the meeting at 4:08 p.m.

6. Ms. Sikes requested approval to create four positions of Nursing Assistant (DBL) at the Health Facility.

Mr. Baker moved and Mr. Sheppard seconded to approve the creation of four positions of Nursing Assistant (DBL) at the Health Facility. Motion carried.

Ms. Sikes left the meeting at 4:12 p.m.

7. Ms. Tiberio requested approval to create a position of Head Social Welfare Examiner and abolish a position of Head Social Welfare Examiner upon retirement. This new position will allow the newly appointed to work alongside the current employee for the next two months to learn the job. This position differs from the other Head Social Welfare Examiner positions as it acts as the unofficial building manager for the variety of departments in the Geneva office building.

Mr. Fafinski moved and Ms. Welch seconded to approve the creation of a position of Head Social Welfare Examiner and the abolishment of a position of Head Social Welfare Examiner upon retirement. Motion carried.

Ms. Tiberio left the meeting at 4:14 p.m.

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8. Mr. Garvey shared a revised job description for the position of Stop DWI Coordinator. The current employee will be retiring soon. The duties and responsibilities of this position have changed. Mr. Garvey requested approval to reallocate this position to Grade AP4 (\$50,232 – \$63,453). Mr. Garvey explained that this position is not entry-level. The future Coordinator will report to the District Attorney.

Mr. Baker moved and Mr. Sheppard seconded to approve the reallocation of Grade for Stop DWI Coordinator to Grade AP4. Motion carried.

9. Mr. Garvey readdressed the Health Facility Retention Plan he discussed at the last Personnel Committee meeting. Mr. Garvey stressed the importance of retaining the four management employees until the Health Facility completes its transition to Centers for Specialty Care. The proposal is 1 week of pay for each year of service.

Mr. Fafinski moved and Ms. Helming seconded to approve the Health Facility Retention Plan. Motion carried.

10. Mr. Garvey discussed the 2015 salaries for the Sheriff and Treasurer. The Committee decided not to take action at this meeting.

11. Ms. Krause requested approval to increase the examination fee for Uniformed Services Examinations from \$15.00 to \$20.00. She explained the state charges more for Competitive Uniformed Services Exams than Non-Uniformed Exams and the costs associated with appointments of candidates in the uniformed services have increased as well.

Mr. Fafinski moved and Ms. Welch seconded to approve the increase in examination fee to \$20.00 for Uniformed Services Examinations. Motion carried.

OTHER:

12. Ms. Hoffman requested approval to contract with FLCC to provide training to County employees. FLCC received a SUNY Workforce Development Grant that will fund 65% of this training through July 31, 2014.

Mr. Sheppard moved and Ms. Helming seconded to approve a contract with FLCC to provide training to County employees as part of the SUNY Workforce Development Grant. Motion carried.

13. Ms. Hoffman requested the Committee's approval to extend the following contracts through 2014:

- Finger Lakes Community College
- Peoplesystems
- Community Health Magazine
- Coventry Case Management
- Mr. Daniel Moore
- Healthworks

Mr. Baker moved and Mr. Sheppard seconded approval to extend all above-named contracts through 2014. Motion carried.

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INFORMATION ITEMS:

7. HR Updates:
- On March 6th Healthworks will provide training to Board Members on how the drug testing program works and how it relates to CDL holders.
 - On March 27th First Niagara will be here to explain the self-insured workers compensation pool. All pool participants, including outside jurisdictions, will be invited to attend.

LABOR RELATIONS:

Mr. Baker moved and Mr. Sheppard seconded to move into Executive Session at 4:45 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. Gates left the meeting at 4:45 p.m.

Mr. Sheppard moved and Ms. Welch seconded to move out of Executive Session at 5:30 p.m. Motion carried.

Ms. Welch moved and Ms. Helming seconded to accept the Memorandum of Agreement 1-2014, disability benefits for new full-time hires at the Ontario County Health Facility. Motion carried.

Being no further discussion, Mr. Fafinski moved and Ms. Welch seconded to adjourn the meeting at 5:30 p.m. Motion carried.

Respectfully submitted,



Cindy Abraszek
Secretary I