

**Minutes of the February 26, 2014
PERSONNEL COMMITTEE**

Committee Members

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

N/A – Necessarily Absent

Present at Meeting

John Garvey, Cathy Bentzoni, Mary Krause, Sherman Manchester, Julie Hoffman, Mary Gates, Sean Barry, William Wright and Kris Thorsness.

Chairperson Singer called the meeting to order at 3:02 p.m.

Mr. Fafinski moved and Ms. Helming seconded to approve the February 12, 2014 Personnel Committee Minutes. Motion carried.

SAFETY:

2. Mr. Manchester presented the Safety Report.

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

EMPLOYMENT & CIVIL SERVICE:

3. Mr. Barry requested approval to create a position of Financial Systems Analyst and abolish a position of Business Analyst upon retirement of the incumbent in Information Services.

Mr. Sheppard moved and Ms. Helming seconded to approve the creation of a position of Financial Systems Analyst and to abolish a position of Business Analyst upon retirement of the incumbent. Motion carried.

4. Ms. Krause presented a resolution to adopt the previously discussed Health Facility Management Retention Plan.

Mr. Fafinski moved and Mr. Sheppard seconded to approve the creation of the Health Facility Management Retention Plan. Motion carried.

5. Mr. Garvey requested approval to create a position of STOP-DWI Program Administrator and to abolish a position of STOP-DWI Coordinator upon retirement of the incumbent.

Mr. Fafinski moved and Mr. Sheppard seconded to approve the creation of a position of STOP-DWI Program Administrator and to abolish a position of STOP-DWI Coordinator upon retirement of the incumbent. Motion carried.

6. The Committee discussed the proposed 2015–2018 salary schedules for the Sheriff and Treasurer.

Mr. Sheppard moved and Mr. Fafinski seconded to open the floor for discussion. Mr. Sheppard proposed 1% (2015) and 1.5% (2016-2018) for the Sheriff and proposed 1% (2015-2018) for the Treasurer.

After further Committee discussion, Mr. Sheppard moved and Mr. Fafinski seconded to approve as amended 1.5% (2015-2018) for the Sheriff and 1% (2015–2018) for the Treasurer. Motion carried.

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ADDENDUM:

A1. Mr. Wright discussed with the Committee his proposed plan for the Caretaker position. His proposal is a Full-Time Caretaker with 37 ½ hour work week with seasonal overtime and an additional Seasonal Laborer to help control overtime costs.

Mr. Sheppard moved and Ms. Helming seconded to approve the Caretaker position proposal as written in Mr. Wright's February 25, 2014 memo to the Personnel Committee. Motion carried.

INFORMATION ITEMS:

7. HR Updates:

- On March 6th at 2:30pm, Sue Gantz from Healthworks will provide training to Board Members on the drug testing procedure (as it relates to CDL drivers) and reasonable suspicion training.
- Human Resources will file its annual report this week with State Civil Service. The 2013 provisional rate was 1.2%.

LABOR RELATIONS:

Mr. Fafinski moved and Mr. Sheppard seconded to move into Executive Session at 3:30 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, Mr. Wright and Mr. Barry left the meeting at 3:30 p.m.

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. Sheppard moved and Mr. Fafinski seconded to adjourn the meeting at 3:50 p.m. Motion carried.

Respectfully submitted,

Cindy Abraszek
Secretary I