

**Approved Minutes of the May 21, 2014  
PERSONNEL COMMITTEE**

**Committee Members**

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

N/A – Necessarily Absent

**Present at Meeting**

Darlys McDonough, John Park, Cathy Bentzoni, Mary Krause, Sherman Manchester, Sandra Seeber, Irene Coveny, Julie Hoffman, Melanie Steger, Mary Gates, Diane Johnston and Steve Healy.

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

Supervisor Baker made a motion to approve the April 30, 2014 Personnel Committee Minutes. The motion was seconded by Supervisor Sheppard. Motion carried.

**SAFETY:**

2. Mr. Manchester reviewed the Safety Report with the Committee. More training is scheduled through the end of 2014. The new HAB grant he requested was granted for \$9,613.00.

Supervisor Fafinski made a motion to approve the Safety Report. The motion was seconded by Supervisor Sheppard. Motion carried.

**EMPLOYMENT & CIVIL SERVICE:**

- A1. Ms. Johnston requested approval to create a position of Staff Social Worker (DBL) during the leave of a Supervising Social Worker.

Supervisor Fafinski made a motion to approve the creation of a position of Staff Social Worker (DBL). The motion was seconded by Supervisor Baker. Motion carried.

Ms. Johnston left the meeting.

4. Ms. Irene Coveny requested approval to abolish a position of Typist, Part-Time in the Office for the Aging. Ms. Coveny indicated there is not enough work to fund this position.

Supervisor Fafinski made a motion to approve the abolishment of a position of Typist, Part-Time. The motion was seconded by Supervisor Sheppard. Motion carried.

Ms. Coveny left the meeting.

**LABOR RELATIONS:**

Supervisor Sheppard made a motion to move into Executive Session at 3:09 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. The motion was seconded by Supervisor Fafinski. Motion carried.

Supervisor Baker made a motion to move out of Executive Session at 3:34 p.m. The motion was seconded by Supervisor Fafinski. Motion carried.

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**EMPLOYMENT & CIVIL SERVICE:**

3. On behalf of Sheriff Povero, Ms. Gates requested approval to create a position of County Police Officer (W/C) during the leave of a County Police Officer. Sufficient funds are within the budget.

Supervisor Baker made a motion to approve the creation of a position of County Police Officer (W/C). The motion was seconded by Supervisor Fafinski. Motion carried.

5. On behalf of Ms. Sikes, Ms. Krause requested approval to create a position of Registered Professional Nurse and abolish two vacant positions of Registered Professional Nurse, Part-Time at the Health Facility. Sufficient funds are within the budget.

Supervisor Sheppard made a motion to approve the creation of a position of Registered Professional Nurse and the abolishment of two vacant positions of Registered Professional Nurse, Part-Time. The motion was seconded by Supervisor Fafinski. Motion carried.

6. Mr. Garvey requested approval to establish the Conflict Defender salary at MCP Band 1 (\$117,244 - \$132,479) and requested approval to create a position of Confidential Secretary to the Conflict Defender at MCP Band 12 (\$45,575 - \$54,687).

Supervisor Baker made a motion to approve the establishment of the Conflict Defender salary to MCP Band 1 (\$117,244 - \$132,479) and the creation of a position of Confidential Secretary to the Conflict Defender at MCP Band 12 (\$45,575 - \$54,687). The motion was seconded by Supervisor Sheppard. Motion carried.

7. Ms. Krause advised "Resolution to set the Public Hearing on Local Law for 2015 MCP Salaries" will be addressed at the next Personnel Committee Meeting.

**OTHER:**

8. Ms. Seeber presented the first quarter Financial Report for Human Resources to the Committee.

Ms. Seeber left the meeting.

9. Ms. Krause reviewed the MECC (Midwest Employers Casualty Company) report with the Committee as Mr. Parrott was unable to attend the meeting. Ms. Hoffman, Mr. Manchester and First Niagara Risk Management have done a great job of controlling costs and reducing losses for the self-insurance plan.

**INFORMATION ITEMS:**

- Workplace Violence Prevention Training will be presented by Sandra King May 22, 2014 at Bldg 3019 County Complex Drive. Morning and afternoon sessions are available. The training is funded by a HAB Grant.
- Ms. Krause and Ms. Steger did a presentation on civil service administration for Directors of School Facilities from Ontario, Seneca, Wayne and Yates counties on May 20 at the Canandaigua School District Transportation Center.
- On June 9<sup>th</sup> Ms. Krause, Ms. Beer and Ms. Tiberio will join Nancy Kiyonoga, Executive Director of the Office of Commission Operations and Municipal Assistance at the State Civil Service Department, will do a presentation on Succession Planning at the NYS Association of Personnel Officers and Civil Service Officers Annual Training Conference in Corning, NY.

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- Ms. Krause, Ms. Hoffman and Smola Consulting heard a presentation from Excellus on our 2013 Utilization Review. Ontario County had an 86% generic drug utilization rate in 2013. This rate is about 3% better than the year before and 3-5% better than our comparison groups. Generic drug utilization plays a large role in controlling prescription drug costs on our health insurance plan.

Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 3:45 p.m. The motion was seconded by Supervisor Fafinski. Motion carried.

Respectfully submitted,

Cindy Abraszek  
Secretary I