

ONTARIO COUNTY PERSONNEL COMMITTEE AGENDA

WEDNESDAY, SEPTEMBER 3, 2014 (3:00 P.M.)

3019 County Complex Drive, Room 205, Canandaigua NY

1. Approval of August 13, 2014 Personnel Committee Minutes.

OTHER:

2. Health Insurance Update. Mr. Smola will address.

SAFETY:

3. Safety Report. Mr. Manchester will address.

EMPLOYMENT AND CIVIL SERVICE:

4. Creation of a position of Custodian (DBL) at Finger Lakes Community College. For Committee information.
5. Creation of a position of Cleaner (W/C) at Finger Lakes Community College. For Committee information.
6. Request to create a position of Finance Clerk II and abolish a position of Account Clerk in the Department of Social Services. Ms. Tiberio will address.
7. Salary adjustments for Nursing Assistant's Stefanie Krager and Calvin Betts at the Health Facility. Ms. Sikes will address.
8. Human Resources Reorganization. Ms. Krause will address.

OTHER:

9. Authorization to amend the 401A Savings Match Plan. Mr. Garvey will address.
10. Renewal of contract with Healthworks. Ms. Hoffman will address.
11. Renewal of contract with FLCC. Ms. Hoffman will address.
12. Vacancy Review Policy for 2015. Ms. Krause will address.
13. 2015 Budget Position Changes. Ms. Krause will address.
14. Multilingual Needs Work Group Report. Ms. Krause will address.

INFORMATION ITEMS:

15. HR Updates. Ms. Krause will address.

Upcoming Trainings:

9/8/14 Problem Solving in County Government (9:00am – Noon) & 10/22/14 (9:00am – Noon or 1:00pm – 4:00pm), STF
(Must attend both 9/8/14 & 10/22/14 to receive credit)

Fall 2014 – From Conflict to Collaboration presented by Dale Carnegie

Fall 2014 – Stress Management presented by Steve DeChick

LABOR RELATIONS:

Update on outstanding Labor Relations issues. Mr. Park will address.

CREATION OF POSITION –CUSTODIAN (DBL)
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Director of Human Resources, FLCC, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create temporarily while a Custodian is on disability; and

WHEREAS, Said position has been classified as Custodian (DBL) by Personnel Officer Classification Certification #80-2014; and

WHEREAS, Sufficient funds exist within the appropriate line items in the Finger Lakes Community College budget; and

WHEREAS, The Finger Lakes Community College Board of Trustees recommends the creation of this position on a temporary basis, without benefits; now, therefore, be it

RESOLVED, That a position of Custodian (DBL) be created effective upon adoption, until such time as the incumbent returns from disability; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance and the Director of Human Resources at the Finger Lakes Community College.

CREATION OF POSITION - CLEANER (W/C)
FINGER LAKES COMMUNITY COLLEGE

WHEREAS, Ms. Grace Loomis, Human Resources Officer, FLCC, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like created temporarily while a Custodian is on Workers' Compensation; and

WHEREAS, Said position has been classified as a Cleaner (W/C) by Personnel Officer Certification No. 82-2014; and

WHEREAS, Sufficient funds exist within the appropriate line items in the Finger Lakes Community College budget; and

WHEREAS, The Finger Lakes Community College Board of Trustees recommends the creation of this position on a temporary basis, without benefits; now, therefore, be it

RESOLVED, That a position of a Cleaner (W/C) be created effective September 12, 2014, until such time as Ms. Doreen Durant returns from Workers' Compensation leave; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Human Resources Officer at the Finger Lakes Community College and the Department of Finance.

ABOLISHMENT OF ACCOUNT CLERK
CREATION OF FINANCE CLERK II
DEPARTMENT OF SOCIAL SERVICES

WHEREAS, Ms. Eileen Tiberio, Commissioner of Social Services, has filed a New Position Duties Statement with the Director of Human Resources for a position she would like to create; and

WHEREAS, The Director of Human Resources has classified a position of Finance Clerk II by Personnel Officer Classification Certification No. 81-2014; and

WHEREAS, The Personnel Committee has reviewed and recommends the abolishment of an Account Clerk (Grade 5) position and creation of a Finance Clerk II (Grade 8) position; and

WHEREAS, Sufficient funding exists within the Department of Social Services' Budget to fund this position change; now, therefore, be it

RESOLVED, That the Ontario County Board of Supervisors does hereby authorize the following:

- a. Abolishment of a position of Account Clerk (01015/#2) originally created by POCC #68-1985 on July 16, 1985, effective upon adoption; and
- b. Creation of Finance Clerk II (01673/#10) classified by POCC #81-2014, on August 26, 2014, effective upon adoption; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

SALARY ADJUSTMENT – STEFANIE KRAGER
AND CALVIN BETTS
ONTARIO COUNTY HEALTH FACILITY

WHEREAS, Ms. Susan Sikes, Director of Nursing, has recommended a step adjustment for Stefanie Krager, Nursing Assistant (Grade A03), from Step 1 (\$12.49/hr.) to Step 3 (\$15.27/hr.), and Calvin Betts, Nursing Assistant (Grade A03), from Step 1 (\$12.49/hr.) to Step 2 (\$13.90/hr.); based on their years of experience in accordance with the Salary Guidelines for Nursing Post Licensure; and

WHEREAS, The Personnel Committee has reviewed and approved the step adjustments for Ms. Krager and Mr. Betts, effective upon their dates of appointment; and

WHEREAS, Sufficient funding exists within the Health Facility budget for these step adjustments; now, therefore, be it

RESOLVED, That the rate of pay for Stefanie Krager, Nursing Assistant, be set at Grade A03, Step 3 (\$15.27/hr.); and Calvin Betts, Nursing Assistant, be set at Grade A03, Step 2 (\$13.90/hr.), effective upon their dates of appointment; and further

RESOLVED, That the Department of Finance shall be authorized to make the necessary budgetary and accounting entries to meet the intent of this resolution; and further

RESOLVED, That a certified copy of this resolution be sent by the Clerk of this Board to the Department of Finance.

AUTHORIZATION TO AMEND THE 401A SAVINGS MATCH PLAN

WHEREAS, The U.S. Supreme Court decision in United States v. Windsor struck down Section 3 of the Defense of Marriage Act of 1996 (DOMA) as unconstitutional because it prohibited the recognition of same-sex spouses for purposes of Federal tax law and the Internal Revenue Code with respect to qualified retirement plans such as the 401a Savings Match Plan; and

WHEREAS, The Deferred Compensation Committee met and reviewed this required change and recommends amendment of the 401a Savings Match Plan to be in compliance with the Internal Revenue Code; and

WHEREAS, The Personnel Committee has reviewed and recommends to the full Board that the 401a Plan be amended; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby amend the 401a Savings Match Plan to reflect the recognition of same-sex spouses; and further

RESOLVED, That the County Administrator shall be authorized to sign the attached "Compliance Amendment to the County of Ontario Savings Match Plan"; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Department of Finance.

AUTHORIZATION TO CONTRACT WITH HEALTHWORKS IN 2015-2016
AS PROVIDER OF MEDICAL SERVICES

WHEREAS, Healthworks has been a provider of medical services for departments within the county for many years, and is also the administrator of the CDL drug pool for the County/towns as required by law; and

WHEREAS, The current contract with Healthworks will expire on December 31, 2014; and

WHEREAS, Healthworks has offered to enter into a two-year contract for 2015 and 2016, with only one increase in price – that being the DOT Physical Exam for \$90; and

WHEREAS, The Personnel Committee has reviewed and recommends entering into a contract with Healthworks to provide the required medical services in 2015 and 2016; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby authorize a two-year agreement with Healthworks, to become effective January 1, 2015; and further

RESOLVED, That the County Administrator is authorized to sign said agreement upon the review and approval of the County Attorney; and further

RESOLVED, That certified copies of this resolution shall be sent by the Clerk of this Board to the Finance Department, and to Healthworks, 1160 Corporate Drive, Farmington, NY 14425.

AUTHORIZING CONTRACT WITH FINGER LAKES COMMUNITY COLLEGE
(PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION) FOR
TRAINING AND DEVELOPMENT SERVICES

WHEREAS, Resolution No. 79-2014 authorized an agreement with the Finger Lakes Community College to provide a comprehensive leadership training course to employees in managerial/supervisory roles, and computer training classes and coaching/counseling services on an as-needed basis; and

WHEREAS, Ms. Mary Krause, Director of Human Resources, would like to continue partnering with Finger Lakes Community College to provide leadership training to support Ontario County's succession planning process, and computer classes to improve employees' computer skills; and

WHEREAS, Funding has been provided in the 2015 Human Resources' Budget for this purpose; and

WHEREAS, The Personnel Committee has reviewed and recommends the contract with Finger Lakes Community College be approved in order to provide these services in 2015; now, therefore, be it

RESOLVED, That the Board of Supervisors does hereby authorize a contract with Finger Lakes Community College for the calendar year 2015, to provide both management level courses as well as specialized computer training and one-on-one counseling/coaching services, as needed, to all municipal employees; and further

RESOLVED, That the County Administrator be authorized to sign said contract upon the review and approval of the County Attorney's Office; and further

RESOLVED, That certified copies of this resolution be sent by the Clerk of this Board to the Department of Finance.

VACANCY REVIEW POLICY FOR 2015

WHEREAS, The Personnel Committee and the Financial Management Committee recommend the adoption of a Vacancy Review Policy to save an anticipated \$500,000 in fiscal year 2015; and

WHEREAS, This policy will delay the filling of County vacancies as they occur during 2015 for at least 90 days; and

WHEREAS, The adoption of this policy is necessary to balance the county budget for fiscal year 2015; and

WHEREAS, This policy will expire December 31, 2015, unless renewed by the Board of Supervisors; now, therefore, be it

RESOLVED That the attached Vacancy Review Policy be and hereby is adopted effective January 1, 2015; and further

RESOLVED, That a certified copy of this resolution shall be sent by the Clerk of this Board to the Department of Finance.