

**Approved Minutes of the August 13, 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, John Park, Mary Krause, Darlys McDonough, Julie Hoffman, Melanie Steger, Ide Marshall, Mike Tantillo, Diane Johnston, Sean Barry, William Wright, Cathy Bentzoni, Mary Gates, Sandy Seeber, Krist Thorsness and HR Intern, Dylan Tucker.

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

Supervisor Helming made a motion to approve the July 23, 2014 Personnel Committee Minutes. The motion was seconded by Supervisor Fafinski. Motion carried.

SAFETY:

2. The Committee reviewed the Safety Report. Mr. Garvey mentioned a recordable motor vehicle accident that took the life of a Town of Hopewell employee. EAP was called for assistance.

EMPLOYMENT & CIVIL SERVICE:

3. Ms. Singer mentioned the request to create a position of Office Specialist I (DBL) at Finger Lakes Community College was for Committee information only.
4. Mr. Tantillo requested approval to create a position of Victim Assistance Officer in the District Attorney's Office effective October 1, 2014. This position will be substantially grant funded and subject to the sunset clause.

Supervisor Fafinski made a motion to approve the creation of a position of Victim Assistance Officer effective October 1, 2014. The motion was seconded by Supervisor Helming. Motion carried.

5. Ms. Johnston requested approval to reclassify a position of Associate Psychologist to Supervising Psychologist in the Department of Mental Health effective January 1, 2015.

Supervisor Helming made a motion to approve the reclassification of Associate Psychologist to Supervising Psychologist in the Department of Mental Health effective January 1, 2015. The motion was seconded by Supervisor Sheppard. Motion carried.

6. Mr. Barry requested approval to reclassify a position of Photocopy Machine Operator, currently occupied by Ms. Marjorie Capron to Senior Photocopy Machine Operator and allocate to Grade A07 (\$14.39-\$22.79/hr.) in the Department of Information Services. Sufficient funds exist within the budget.

Supervisor Sheppard made a motion to approve the reclassification of Photocopy Machine Operator to Senior Photocopy Machine Operator in the Department of Information Services and allocate to Grade A07 (\$14.39 - \$22.79/hr.). The motion was seconded by Supervisor Helming. Motion carried.

7. Mr. Barry requested approval to create a position of Network Analyst and abolish a position of Technical Specialist in the Department of Information Services. This request is for consideration in the 2015 budget.

Supervisor Sheppard made a motion to approve the creation of a position of Network Analyst and the abolishment of a position of Technical Specialist in the 2015 budget. The motion was seconded by Supervisor Fafinski. Motion carried.

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8. Mr. Wright requested approval to create a position of Cleaner (DBL) in the Department of Public Works. during the disability of a Cleaner.

Supervisor Sheppard made a motion to approve the creation of a position of Cleaner (DBL) in the Department of Public Works. The motion was seconded by Supervisor Helming. Motion carried.

OTHER:

9. Intern, Dylan Tucker summarized his summer experience working in Human Resources.

- Dylan conducted the Summer Safety Training Initiative during the month of July through MECC offering 15 different courses to employees. 62 employees took advantage of the initiative and 89 total trainings were completed. Drawings were held earlier this month awarding prizes to 11 participating employees.
- Dylan also worked on an Eye Safety Initiative for the County. Dylan handed out a report of eye claims from 2009-2014. He also created a pamphlet for employees as part of the Eye Safety Initiative.
- Dylan compiled a Benchmark Title Salary Survey for 2014 which compares Ontario County annual salaries with other Counties.
- Dylan also was asked to collect newspaper articles that pertained to County news. These news articles were compiled and put into a PowerPoint presentation. This will be used for the "Year in Review" presentation at Leaders Group.
- Lastly, Dylan announced the Management Academy II initiative which runs through October 3, 2014. This online program is comprised of four training levels, each with numerous modules and is designed to assist supervisors in developing communication, performance, and personal productivity skills.

12. Ms. Hoffman requested approval to contract with ESI for the 2015-2017 EAP Program. ESI has agreed to an increase of 1 ½ % over the current annual rate of \$17.32 per covered F.T.E, each year for a three year period.

Supervisor Sheppard made a motion to approve the contract with ESI for 2015-2017. The motion was seconded by Supervisor Helming. Motion carried.

13. Ms. Hoffman requested approval to contract with Mr. Daniel Moore for the year 2015. There is no increase from 2014. Mr. Moore has been Ontario County's Physical Fitness Exam Monitor for over 20 years.

Supervisor Sheppard made a motion to approve the contract with Mr. Daniel Moore for the year 2015. The motion was seconded by Supervisor Fafinski. Motion carried.

14. Ms. Hoffman requested approval to amend the 401a Savings Match Plan to comply with the Internal Revenue Code. Questions arose regarding the wording of the resolution. After discussion, the Committee pulled this item from the agenda and plans to discuss again at the next meeting in September.

10. Ms. Krause presented the following 2014-2015 budgets for Committee review:

A1430: Human Resources –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A1430 budget. Motion carried.

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A1431: Safety –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A1431 budget. Motion carried.

A1432: Regulatory Compliance –

Mr. Sheppard moved and Mr. Fafinski seconded to approved the proposed A1432 budget. Motion carried.

A1433: Deferred Compensation –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A1433 budget. Motion carried.

A9050: Unemployment Insurance –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A9050 budget. Motion carried.

A9060: Hospital & Medical –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A9060 budget. Motion carried.

A9070: Compensated Absences –

Mr. Sheppard moved and Mr. Fafinski seconded to approve the proposed A9070 budget. Motion carried.

11. Ms. Krause reviewed the 2015 Position Changes. Ms. Gates mentioned that 1 Part-Time Dispatcher position will be abolished and it was added to the deletion list.

INFORMATION ITEMS:

12. Ms. Krause updated the Committee on the following HR Updates:

- The HR Kiosks are up and running. There is one in the Geneva Office and two in the Hopewell Office.
- On October 25th, Human Resources staff will administer 14 different civil service exams. The entire HR staff will help out as it will result in a large number of test candidates.
- Human Resources distributed a flyer to the exam announcement mailing list recipients recently. The flyer will be posted within their jurisdiction directing applicants to apply for exams by visiting the Human Resources website, using the auto-fill application, notifying them of the kiosks and soon to be presence on LinkedIn. This flyer will greatly reduce the exam announcement mailing list and cost of postage.
- Human Resources plans to post exam announcements and current vacancies on LinkedIn.

LABOR RELATIONS:

Supervisor Sheppard made a motion to move into Executive Session at 3:50 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 Fafinski made a motion to move out of Executive Session at 3:52 p.m. The motion was seconded by Supervisor Sheppard. Motion carried.

Being no further discussion, Supervisor Sheppard made a motion to adjourn the meeting at 3:53 p.m. The motion was seconded by Supervisor Fafinski. Motion carried.

Respectfully submitted,

Ide Marshall
Human Resources