

**MINUTES FROM THE FEBRUARY 29, 2012  
PERSONNEL COMMITTEE MEETING**

**Committee Members**

Kristine A. Singer, Chair  
Robert A. Green, Jr. Vice-Chair  
David B. Baker  
Jeffery L. Gallahan  
Donald C. Ninestine  
John T. Sheppard

N/A – Necessarily Absent

**Present at Meeting**

Theodore Fafinski, Chairman; John Garvey, Darlys McDonough, Mary Beer, Julie Hoffman, Robin Johnson, Mary Krause, Anne McFarland, John Park, Catherine Post, Melanie Steger and Undersheriff David Tillman.

Chairperson Singer called the meeting to order at 2:55 p.m.

Mr. Gallahan moved and Mr. Sheppard seconded to approve the February 8, 2012 Personnel Committee Minutes. Motion carried.

**SAFETY:**

2. One new injury reported within the County and two injuries reported within the municipalities since the last meeting. The recent accident at the County landfill involved a Casella Waste Systems employee and vehicle, not a County employee or vehicle.

Mr. Baker moved and Mr. Gallahan seconded to approve the Safety Report. Motion carried.

Ms. McFarland left the meeting at 2:58 p.m.

**EMPLOYMENT & CIVIL SERVICE:**

3. Ms. Beer requested a salary adjustment for Ms. Rosemary Strub, Public Health Nurse, Part-Time, based on her experience and in accordance with the Salary Guidelines for Nursing Post Licensure, to Grade AP3, Step 4 (\$25.70/hr.).

Mr. Baker moved and Mr. Gallahan seconded to approve the salary adjustment for Ms. Rosemary Strub to Grade AP3, Step 4 (\$25.70/hr.). Motion carried.

Ms. Beer left the meeting at 2:59 p.m.

4. Ms. Johnson requested approval to reclassify a vacant position of Account Clerk-Typist (Grade 6) to Real Property Tax Aide (Grade 6).

Ms. Singer expressed concern that due to the 2012 Vacancy Review Policy the position will be vacant during a busy time for the department of Real Property Tax Services in that they support the towns and villages with tax bills. Ms. Singer advised Ms. Johnson that if the vacancy becomes a hardship to the department, she is encouraged to request a waiver of the 90-day period with the County Administrator.

Mr. Sheppard moved and Mr. Green seconded to reclassify a vacant position of Account Clerk-Typist to Real Property Tax Aide, with allocation to Grade A6 of the CSEA Salary Schedule. Motion carried.

Ms. Johnson left the meeting at 3:00 p.m.

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5. Undersheriff Tillman requested a salary adjustment for Ms. Nancy Kellogg, Senior Clerk, in the Office of Sheriff, to Grade S7, Step 2 (\$15.68/hr.) based on her experience.

Mr. Baker moved and Mr. Sheppard seconded the salary adjustment of Ms. Nancy Kellogg, Senior Clerk, to Grade S7, Step 2 (\$15.68/hr.). Motion carried.

6. Undersheriff Tillman requested approval to create a position of Correction Officer (DBL) in the Office of Sheriff.

Mr. Baker moved and Mr. Sheppard seconded the creation of a Correction Officer (DBL) position. Motion carried.

Undersheriff Tillman left the meeting at 3:02 p.m.

**OTHER:**

7. Ms. Hoffman requested approval to adopt the revised and amended Deferred Compensation 457 Model Plan.

Mr. Sheppard moved and Mr. Baker seconded to approve the revised and amended Deferred Compensation 457 Model Plan for 2012. Motion carried.

8. Ms. Krause advised the vacant position report is for Committee information. The savings incurred for each vacancy will be included in subsequent reports.

Mr. Garvey advised the Committee of vacancy/position situations not covered by the Vacancy Review Policy that may require discussion at Management Compensation Committee meetings.

9. Ms. Hoffman requested approval of the contracts between Coventry Health Care and the County and the Finger Lakes Community College. The intent of this program is to assist employees in returning to work faster. A report of the savings incurred by this program will be made to the Committee throughout the year.

Mr. Gallahan moved and Mr. Sheppard seconded to approve sending the contracts with Coventry Health Care for Ontario County and the Finger Lakes Community College to the full Board. Motion carried.

10. Ms. Hoffman advised the Committee that Ontario County will not receive any additional reimbursement through the Early Retirement Reimbursement Program (ERRP) because all of the funds have been dispersed. Ontario County received a little under \$78,000. Ms. Krause and Ms. Hoffman are requesting approval to use \$10,000 toward wellness activities for County employees and to help keep the cost of health insurance premiums down. These two areas are clearly defined uses through the program and the money must be used by the end of 2014.

It was requested that this item be brought back to the Committee at the next scheduled meeting with a Resolution that defines exactly where the money will be used.

11. Ms. Krause advised the Committee of the upcoming trainings during March and April. "Take Me out to the Ball Game" and "Bridges out of Poverty" are courses in the Excelsior Institute curriculum.

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**INFORMATION ITEMS:**

Ms. Singer brought forth a Resolution of Sympathy to the family of Ms. Patricia M. Todd. Mr. Baker moved and Mr. Sheppard seconded to approve the Resolution of Sympathy. Motion carried.

**LABOR RELATIONS:**

Mr. Ninestine moved and Mr. Sheppard seconded to move into Executive Session at 3:19 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

Mr. Baker moved and Mr. Gallahan seconded to move out of Executive Session at 3:32 p.m. Motion carried.

Mr. Garvey encouraged the Committee to read the comprehensive report, submitted to the Health and Medical Services Committee by the Health Facility Taskforce, on the future of the Ontario County Health Facility. Ms. Krause advised that there will be a Board Workshop on March 8, 2012 at 6 p.m.

Being no further discussion, Mr. Green moved and Mr. Gallahan seconded to adjourn the meeting at 3:34p.m. Motion carried.

Respectfully submitted,



Jene A. Trimm  
Secretary I