

**MINUTES FROM THE JULY 25, 2012
PERSONNEL COMMITTEE MEETING**

Committee Members

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

N/A – Necessarily Absent

Present at Meeting

Theodore Fafinski, Chairman of the Board; John Garvey, Darlys McDonough, Karen DeMay, Carolyn Gelinas, Julie Hoffman, Mary Krause, Sherman Manchester, Susan Sikes, Melanie Steger, R. Michael Tantillo and Kris Thorsness.

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

Mr. Green moved and Mr. Sheppard seconded to approve the June 9, 2012 Personnel Committee Minutes. Motion carried.

SAFETY:

2. Three new injuries were reported within the County and two within the municipalities since the last meeting.

Mr. Manchester advised the Committee that Ms. Gelinas has been conducting the Summer of Safety Training and that employee participation has been good.

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

EMPLOYEE AND CIVIL SERVICE:

3. Ms. Sikes requested a salary adjustment for Mr. Calvin Battle, Licensed Practical Nurse, in the Health Facility, to Grade A8, Step 2 (\$13.35/hour), effective upon his date of hire, in accordance with the established Salary Guidelines for Nursing Post Licensure.

Mr. Gallahan moved and Mr. Green seconded to approve the salary adjustment for Mr. Calvin Battle, Licensed Practical Nurse, to Grade A8, Step 2 (\$13.35/hour). Motion carried.

4. Ms. Sikes requested approval to create a position of Nursing Assistant (DBL) during the disability of an employee.

Mr. Green moved and Mr. Gallahan seconded to approve creation of a Nursing Assistant (DBL) position. Motion carried.

Mr. Garvey advised the Committee that he and Ms. Krause will be holding several informational meetings with Health Facility staff on July 26, 2012 regarding the status of the facility building review.

Ms. Sikes left the meeting at 3:08 p.m.

**Minutes from the July 25, 2012
PERSONNEL COMMITTEE MEETING**

5. Mr. Tantillo requested approval to include a position of Assistant District Attorney, Associate level, in the 2013 budget. Mr. Tantillo provided documentation in the form of charts and graphs that demonstrated the increased caseload over last ten years and compared the caseload to surrounding counties.

No action required at this time other than Committee support towards including the position in the 2013 Position Budget request. All present supported this position being included in the 2013 budget.

Mr. Tantillo left the meeting at 3:30 p.m.

6. Ms. Krause requested approval to reclassify a position of Human Resource Analyst to Senior Human Resource Analyst and to request a salary adjustment for Mrs. Catherine Post to Step 2 (\$75,915 with no longevity). A major duty of the new position will be to provide extensive training and mentoring of Human Resource staff of Civil Service Law. The State Civil Service Office has seen a reduction in staff and is not as easily accessible as in the past; therefore it falls to individual agencies to become as knowledgeable in Civil Service Law as possible.

Mr. Gallahan moved and Mr. Sheppard seconded to approve the reclassification of a Human Resource Analyst (MCP Band 10) position to Senior Human Resource Analyst (MCP Band 7) and to appoint Mrs. Catherine Post to the position at Band 7, Grade 2 (\$75,915). Motion carried.

OTHER:

7. Ms. DeMay submitted an updated Resolution for 2012 Standard Work Day for Elected and Appointed Officials for Retirement Purposes.

Mr. Ninestine moved and Mr. Gallahan seconded approval to submit the Resolution for 2012 Standard Work Day for Elected and Appointed Officials for Retirement Purposes to the full Board. Motion carried.

Ms. DeMay left the meeting at 3:42 p.m.

8. Ms. Krause submitted the 2013 budgets for Human Resources, Safety, Regulatory Compliance, Deferred Compensation and Fringe Benefit Budgets. Ms. Krause highlighted specific additions/deletions made to each budget. The Safety Budget is financed by the Workers' Compensation fund.

Mr. Sheppard moved and Mr. Gallahan seconded to approve the proposed 2013-14 budgets as presented for Human Resources, Safety, Regulatory Compliance, Deferred Compensation and Fringe Benefits. Motion carried.

INFORMATION ITEMS:

9. Ms. Krause advised the Committee Mr. Steve Smola will be attending the August 15, 2012 Personnel meeting to present additional medical and dental insurance information.

10. HR Updates:

Ontario County is hosting a FLSA Wage & Hour seminar on July 26th at the Safety Training Facility.

On August 3, 2012 the first meeting of the Succession Planning Focus Group will meet in Human Resources.

Through FLCC computer training has been offered to County employees. To date two classes for 'Excel I' have been scheduled and 'Excel II' & 'IPAD at Work' will be offered in the fall.

LABOR RELATIONS:

Mr. Ninestine moved and Mr. Sheppard seconded to move into Executive Session at 4:03 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. Ninestine moved and Mr. Gallahan seconded to move out of Executive Session at 4:11p.m. Motion carried.

Being no further discussion, Mr. Sheppard moved and Mr. Gallahan seconded to adjourn the meeting at 4:11 p.m. Motion carried.

Respectfully submitted,



Jene A. Trimm

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Secretary I