

**MINUTES FROM THE AUGUST 15, 2012
PERSONNEL COMMITTEE MEETING**

Committee Members

Kristine A. Singer, Chair
Robert A. Green, Jr. Vice-Chair (N/A)
David B. Baker
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, Mary Beer, Cathy Bentzoni, Carolyn Gelinas, Julie Hoffman, Mary Krause, Leanne Lapp, John Park, Cathy Post and Steve Smola, Smola Consulting Inc.

In Chairperson Singer's absence, Supervisor Ninestine called the meeting to order at 3:00 p.m.

Mr. Sheppard moved and Mr. Baker seconded to approve the July 25, 2012 Personnel Committee Minutes. Motion carried.

SAFETY:

2. There were no new injuries reported within the County since the last meeting. Three new injuries were reported within the municipalities since the last meeting.
3. Ms. Gelinas provided a final report on the July Safety Training Initiative. 152 employees from 22 departments completed 238 training sessions, either on-line or in a group setting.

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

Supervisor Ninestine turned the meeting over to Chairperson Singer.

EMPLOYMENT AND CIVIL SERVICE:

4. Ms. Singer advised the Committee that the creation of a Campus Safety Officer (DBL) position for the Finger Lakes Community College is for information only. The Supervising Campus Safety Officer (Temporary) position request was withdrawn by Ms. Grace Loomis, FLCC HR.
5. Ms. Lapp requested a salary adjustment for Mr. Bradley Porter from Band 10 (Associate Level) to Band 5 (Partner Level) earlier than expected due to his increased responsibilities which include the weekend arraignment program he initiated. Ms. Lapp advises that this request is specific to Mr. Porter and will not set a precedent for future appointments.

Mr. Sheppard moved and Mr. Baker seconded to approve the salary adjustment for Mr. Bradley Porter to Band 5, Step 1 (\$85,534). Motion carried.

Ms. Lapp left the meeting at 3:11 p.m.

6. Ms. Beer requested approval to allow Ms. Barbara Roszak to complete the practicum portion of her Masters' Degree in Public Health during regular working hours with compensation. This translates to one (1) day per week for six (6) months. Acceptance of the request includes an agreement with Ms. Roszak that requires a minimum of two years continued employment following receipt of her degree.

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Mr. Gallahan moved and Mr. Sheppard seconded to approve Ms. Barbara Roszak receiving full-time pay while completing the practicum portion of her Masters' Degree. Motion carried.

Ms. Beer left the meeting at 3:14 p.m.

7. Ms. Post advised the Committee that Ontario County's Provisional Rate for 2011 was 1.4%, which is lower than the State's over-all rate of 2.5%. Ontario County had 20 provisional employees out of almost 1,400 employees in 2011. No action required.
8. Ms. Krause provided a list of all positions requested for the 2013 budget. She advised that the Management Compensation Plan Committee reviews each position request by the Departments. In order to maintain the zero net increase of positions the MCP Committee presents only those positions deemed the highest priority to the Personnel Committee. No action required.

OTHER:

9. Mr. Smola presented to the Committee the final analysis of the medical and dental insurance claims history and premium options for Ontario County. Mr. Smola provided a comparison of the 2013 Dental actual quoted cost against the self-funded cost. Also, Mr. Smola, following negotiations with Excellus, was able to include a comparison of the costs of the current fully insured medical plan at 2013 rates versus Minimum Premium financing. After further discussion it was determined that the margin on the dental and medical savings for 2013 was not extensive enough to warrant changing the financing method for insurance coverage at this time.

Mr. Sheppard moved and Mr. Baker seconded to continue with the fully insured insurance plans for medical and dental as quoted for 2013. Motion carried.

Mr. Smola and Ms. Bentzoni left the meeting at 3:32 p.m.

10. Ms. Krause advised the Committee of training being offered to iPad users on September 21, 2012 in Human Resources, Room 204. All County employees who have received a County issued iPad have been invited to the training. There are a few extra seats available to anyone with an iPad who would like to attend.

11. HR Updates by Ms. Krause:

On August 16, 2012 sixteen Personnel Officers from the western region will be meeting at the New York Wine & Culinary Center for a yearly meeting.

Ms. Krause presented the Excelsior Institute brochure to the Committee. The program will be formally rolled out this fall.

50% of County employees are currently active in the Health Rewards program through Excellus. Through Information Services computers will be set up in departments where the employees do not have easy access to computers, i.e Buildings & Grounds, Health Facility. These computers will be set up as Benefit Kiosks for the employees use.

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The yearly Whistleblower and Compliance training will be roll-out August 20, 2012 by using WeComply.

An announcement was provided to the Committee for two up-coming informational sessions for Department Heads, Managers and Departmental Supervisors. The Employee Assistance Program (EAP) and YOU to be held on September 27, 2012 and Unemployment Insurance (UI) and YOU to be held on October 4, 2012.

A1.Ms. Hoffman requested approval to submit three Memorandum of Agreements (MOA) to the full Board at the August 23, 2012 meeting.

Mr. Baker moved and Mr. Sheppard seconded to submit MOA 4-, 5- and 7-2012 to the full Board. Motion carried.

INFORMATION ITEMS:

13. September 10, 2012 Employee Health Fair from 11 a.m. – 4 p.m. in HR, 204/205.
a) Employee Walking trail re-opening @ 12:30 p.m. outside Building 3019
b) Step Up Challenge

14. Mr. Sheppard advised the Committee that the final Resolution being submitted to the full Board that will transfer ownership of land from Ontario County to the Town of Seneca will include a noise easement authorized by the Town of Seneca. No action required.

LABOR RELATIONS:

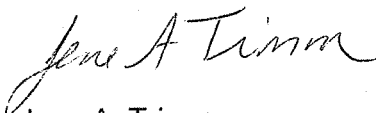
Mr. Ninestine moved and Mr. Baker seconded to move into Executive Session at 3:42 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

Ms. Post, Ms. Gelinas and Ms. Trimm were excused.

Mr. Ninestine moved and Mr. Gallahan seconded to move out of Executive Session at 4:10p.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
Secretary I