

**MINUTES FROM THE OCTOBER 17, 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 of the Board; John Garvey, Darlys McDonough, Catherine Bentzoni, John Berry, Mary Gates, Julie Hoffman, Mary Krause, Sherman Manchester, John Park, Cathy Post, Sheriff Philip Povero and Melanie Steger.

Mr. Gallahan moved and Mr. Green seconded to approve the September 26, 2012 Personnel Committee Minutes. Motion carried.

SAFETY:

2. There was one new injury reported within the County and two new injuries reported within the municipalities since the last meeting.

Mr. Manchester advised that the Hazard Abatement Board Grant training classes are in full swing and employee response has been good.

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

EMPLOYMENT AND CIVIL SERVICE:

3. Mr. Berry requested to extend the seasonal position of Pump Station and Sewer Line Maintainer through November and December of 2012 in order to meet the original objectives set for the position when it was created.

Mr. Baker moved and Mr. Gallahan seconded to approve the extension of the position through November and December 2012. Motion carried.

Mr. Berry left the meeting at 3:03 p.m.

4. Sheriff Povero requested approval to abolish a vacant position of Senior Stenographer (MCP Band 12) and create a position of Confidential Secretary to the Sheriff (MCP Band 12). NYS Civil Service no longer provides testing in the stenographer series.

Mr. Gallahan moved and Mr. Baker seconded to approve the abolishment of a Senior Stenographer position and creation of a Confidential Secretary to the Sheriff position. Motion carried.

5. Ms. Gates requested approval to retitle a vacant position of Account Clerk to Finance Clerk I in accordance with the current structure in Ontario County.

Mr. Baker moved and Mr. Gallahan seconded to approve the retitle of an Account Clerk position to Finance Clerk I in the Department of Finance. Motion carried.

**Minutes from the October 17, 2012
PERSONNEL COMMITTEE MEETING**

6. Ms. Hoffman requested approval of the new position creation, reclassification and abolishment resolution for 2013. There is a net increase of two positions overall. The position requests match all departmental budget requests.

Mr. Baker moved and Mr. Gallahan seconded to approve the 2013 position creation, reclassification and abolishment resolution. Motion carried.

OTHER:

7. Ms. Hoffman requested approval to contract with 207 Resolutions, L.L.C. to provide ongoing review of County 207c files for better case management of 207c claims.

Mr. Gallahan moved and Mr. Ninestine seconded to approve a contract with 207 Resolutions, L.L.C. Motion carried.

INFORMATION ITEMS:

4. HR updates by Ms. Krause.

The sale of The Hartford's Retirement Division to Massachusetts Mutual (MassMutual) is proceeding on schedule. This affects Ontario County's 457 and 401a Plans. MassMutual will honor the five-year contract between The Hartford and Ontario County which expires December 31, 2015. The New York State Deferred Compensation Board is satisfied with the terms of the sale and will not require any further action by the County.

The Human Resources web site has a new feature for interested applicants. Applicants can now sign-up to receive electronic notification of all examination announcements and vacancies.

Ontario County HR is hosting a PSTek Users Group meeting on October 25, 2012. Approximately 20 Civil Service personnel from Counties around the State, that use the PSTek Applicant Tracking program, plan on attending.

Ms. Hoffman left the meeting at 3:17 p.m.

LABOR RELATIONS:

Mr. Ninestine moved and Mr. Sheppard seconded to move into Executive Session at 3:20 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

Sheriff Povero, Ms. Bentzoni and Ms. Gates remained for Executive Session.

Mr. Ninestine moved and Mr. Gallahan seconded to move out of Executive Session at 3:45 p.m. Motion carried.

Being no further discussion, Mr. Baker moved and Mr. Green seconded to adjourn the meeting at 3:46p.m. Motion carried.

Respectfully submitted,


Jene A. Trimm
Secretary I