

**Minutes of the January 16, 2013
PERSONNEL COMMITTEE MINUTES**

Committee Members

Kristine A. Singer, Chair
David B. Baker
Theodore Fafinski
Jeffery L. Gallahan (N/A)
Donald C. Ninestine
John T. Sheppard

N/A – Necessarily Absent

Present at Meeting

Jack Marren, Chairman of the Board, John Garvey, Darlys McDonough, Catherine Bentzoni, Brad Falkey, Mary Krause, Grace Loomis (FLCC), Sherman Manchester, John Park, Catherine Post, Sheriff Philip Povero, Melanie Steger and John Storer.

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

Mr. Baker moved and Mr. Sheppard seconded to approve the December 12, 2012 Personnel Committee Minutes. Motion carried.

2. Chairperson Singer advised the Committee that the 2013 Personnel Committee Schedule was a proposed schedule. 2013 Personnel Committee Schedule approved by consensus.

Chairperson Singer advised that Mr. Sheppard has agreed to serve as Vice-Chairman of Personnel Committee.

3. Chairperson Singer advised the liaisons for the Personnel Sub-Committees are:

Supervisor Ninestine will represent Management Compensation Committee.
Supervisor Singer will represent Deferred Compensation Committee.
Supervisor Fafinski will represent Health Insurance Review Committee.
Supervisor Sheppard will represent the Labor Management Committee.

SAFETY:

4. Mr. Manchester advised that four new injuries were reported within the County and eleven injuries were reported within the municipalities in the last three weeks in December 2012.

Overall in 2012 there were 36 injuries reported within the County and 60 injuries reported within the municipalities.

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

EMPLOYMENT & CIVIL SERVICE:

5. Ms. Loomis requested approval to abolish two vacant positions of Account Clerk-Typist in the Finger Lakes Community College. These positions were eliminated during College and Department reorganizations.

Mr. Sheppard moved and Mr. Baker seconded to approve the abolishment of two vacant Account Clerk-Typist positions in the Finger Lakes Community College. Motion carried.

6. Ms. Loomis requested a salary adjustment for Ms. Connie Trainor, Account Clerk-Typist, Part-Time, due to her previous experience as an Account Clerk-Typist at the College. Ms. Loomis is asking for Ms. Trainor to be placed at Grade 6, Step 3 (\$16.96/hr.).

Mr. Baker moved and Mr. Fafinski seconded to approve a salary adjustment for Ms. Connie Trainor to Grade 6, Step 3 (\$16.96/hr.). Motion carried.

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7. Ms. Loomis requested approval to reclassify two positions of Payroll Clerk, Part-Time, to a position of Account Clerk-Typist, Part-Time and a position of Payroll Specialist, Part-Time. This request is part of a settlement agreement between the CSEA Unit and the College. The Payroll Specialist, Part-Time position will work 18 hours per week while the Account Clerk-Typist, Part-Time, position will work 12 hours per week.

Mr. Sheppard moved and Mr. Fafinski seconded to approve the reclassification of two positions of Payroll Clerk, Part-Time, to a position of Account Clerk-Typist, Part-Time, and a position of Payroll Specialist, Part-Time. Motion carried.

Ms. Loomis left the meeting at 3:16 p.m. and returned at 3:30 p.m.

8. Sheriff Povero requested approval to create three positions of County Police Officer in anticipation of the pending retirement of three Officers. The Finger Lakes 2013 Basic Police Academy will begin before the retirements occur. One position of County Police Officer will become wholly vacant by the end of February; a Civil Deputy position will be vacated in the spring and will then be reclassified to County Police Officer; the Chief Deputy Sheriff position will be vacated at the end of January and will remain vacant until a full review of the position has been done and the 2013 Police Basic Training Academy has ended.

Mr. Ninestine moved and Mr. Baker seconded to create three positions of County Police Officer in anticipation of pending retirements and that these positions will be abolished when the retirements occur and the Finger Lakes 2013 Police Officer Academy has ended. Motion carried.

Mr. Park introduced Lt. John Storer and Lt. Brad Falkey who requested that the Board of Ontario County recognize the Ontario County Lieutenants Police Benevolent Association as a bargaining unit covering the titles of County Police Lieutenant and Correction Lieutenant. This is the successor Unit to the CSEA Ontario County Sheriff's Lieutenants Unit #7850-06. Lt. Storer advised that the all the five employees who would be covered by this bargaining unit are in agreement with this request.

Mr. Fafinski moved and Mr. Baker seconded to submit recognition of the Ontario County Lieutenants Police Benevolent Association to the full Board. Motion carried.

Sheriff Povero, Lt. Falkey and Lt. Storer left the meeting at 3:36 p.m.

OTHER:

9. Ms. Krause requested approval to amend the current professional leadership training contract with Finger Lakes Community College to include additional training topics.

Mr. Sheppard moved and Mr. Fafinski seconded to amend the contract for Professional Development and Continuing Education with the Finger Lakes Community College. Motion carried.

INFORMATION ITEMS:

10. HR Updates:

- 1) The sale of the Deferred Compensation Program division of The Hartford is complete. Massachusetts Mutual (MassMutual) now provides the service.
- 2) Second interviews for Planning Director were conducted on January 2, 2012 and candidate interviews with the County Administrator are scheduled for January 17, 2013.
- 3) Wellness Update:
 - a) Computer kiosks will be available in the Health Facility and Public Works for employees who do not have a computer workstation so they may access Healthy Rewards at work.
 - b) Healthy Rewards training sessions have begun to encourage employees to join the program.

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- c) Excellus will provide up to \$10,000 funding for health related activities and the Wellness Committee will use that money to fund the Community Health Magazine subscription for all County employees and lease blood pressure kiosks.
- d) Blood pressure kiosks will be set up in three locations for County employees to 'know their numbers'. Kiosks will be in the Transportation Building, at 20 Ontario Street and at 3010 County Complex Drive.
- e) The February 7, 2013 Lunch n Learn will be about women and heart health; and lunch will be provided for up to 50 employees.

LABOR RELATIONS:

Mr. Ninestine moved and Mr. Sheppard seconded to move into Executive Session at 3:48 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. Loomis was asked to remain.

All staff was excused at 3:58 p.m. with the exceptions of Mr. Garvey and Ms. McDonough.

Mr. Ninestine moved and Mr. Sheppard seconded to move out of Executive Session at 4:02 p.m. Motion carried.

Being no further discussion, Mr. Baker moved and Mr. Sheppard seconded to adjourn the meeting at 4:03 p.m. Motion carried.

Respectfully submitted,

Jene A. Trimm
Secretary I