

**Minutes of the March 20, 2013  
PERSONNEL COMMITTEE MINUTES**

**Committee Members**

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

N/A – Necessarily Absent

**Present at Meeting**

John Garvey, Catherine Bentzoni, Mary Krause, Leanne Lapp, John Park, Catherine Post, Melanie Steger and William Wright.

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

Mr. Gallahan moved and Mr. Fafinski seconded to approve the February 27, 2013 Personnel Committee Minutes. Motion carried.

**SAFETY:**

2. Ms. Hoffman, speaking for Mr. Manchester, advised that two new injuries were reported within the County and two injuries were reported within the municipalities since the last meeting.

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

**EMPLOYMENT & CIVIL SERVICE:**

3. Mr. Wright requested approval to create a position of Lifeguard to be used as a substitute during planned and unexpected absences due to vacations or illness. No additional funding is required.

Mr. Fafinski moved and Mr. Gallahan seconded to create a Lifeguard position in the Department of Public Works, Parks & Recreation. Motion carried.

4. Mr. Wright requested approval to abolish a vacant position of Engineering Assistant, Seasonal, and create a position of Student Aide. The requirements for Engineering Assistant, Seasonal are higher than Student Aide and finding qualified applicants has been difficult.

Mr. Baker moved and Mr. Sheppard seconded to abolish a vacant position of Engineering Assistant, Seasonal, and create a position of Student Aide in the Department of Public Works. Motion carried.

Mr. Wright left at 3:05 p.m.

5. Ms. Lapp returned to Personnel Committee with her request for a salary adjustment for Mr. Patrick Conklin from 'associate-level attorney' \$67,716 (Band 10, Step 5) to 'partner-level attorney' \$86,389 (Band 5, Step 1). Ms. Lapp advised the Committee that after a thorough performance evaluation she finds no reason to withhold a salary adjustment.

Mr. Fafinski moved and Mr. Sheppard seconded to approve the salary adjustment for Mr. Patrick Conklin from 'associate-level attorney' \$67,716 (Band 10, Step 5) to 'partner-level attorney' \$86,389 (Band 5, Step 1). Motion carried.

Ms. Lapp left at 3:09 p.m.

**Minutes of the March 20, 2013  
PERSONNEL COMMITTEE MEETING**

6. Ms. Krause requested approval to abolish a position of Principal Clerk when it is vacated by a retirement on June 5, 2013, and create a position of Human Resource Analyst. The Human Resource Analyst position will be filled as a Trainee. These changes can be accomplished within the current 2013 Budget without additional funding.

Mr. Baker moved and Mr. Gallahan seconded to abolish a position of Principal Clerk, when vacated by a retirement on June 5, 2013, and create a position of Human Resource Analyst. Motion carried.

**OTHER:**

7. Ms. Krause requested approval to submitted the revised Pre-Placement Controlled Substance Screening Policy and Procedure to the full Board for approval. The process for candidate notification has changed since the Policy went into effect.

Mr. Fafinski moved and Mr. Baker seconded to submit the revised Pre-Placement Controlled Substance Screening Policy and Procedure to the full Board for approval. Motion carried.

**INFORMATION ITEMS:**

3. HR Updates:

- On March 18 the first session of the "Newer" Department Head Group met. Areas of training most requested were about administrative processes and central services. The group setting for newer Department Heads was well received and an additional benefit will be the development of resources available for future new Department Heads.
- The first issue of the Ontario County Health Magazine is complete. Employees should receive their copy in the mail this week.
- New I9 forms have been issued by the federal government. The biggest change to the form is that the employee must complete their section of the form on their first day of work. Department Heads will be advised of the new requirements and will have to assist in this process.
- The blood pressure kiosk in 20 Ontario Street office building has been used 241 times since installation. We are off to a good start.
- Ms. Hoffman has been reviewing the Affordable Care Act and how it will affect Ontario County. The administrative period will coincide with open enrollment in the fall. A major change will be insurance coverage for part-time employees; new guidelines may need to be established. More information to follow.

Chairperson Singer left the meeting at 3:32 p.m. and returned at 3:37 p.m. Supervisor Gallahan took responsibility for the meeting during this time.

**LABOR RELATIONS:**

Mr. Baker moved and Mr. Fafinski seconded to move into Executive Session at 3:38 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. Sheppard moved and Mr. Baker seconded to move out of Executive Session at 3:52 p.m. Motion carried.

**Minutes of the March 20, 2013  
PERSONNEL COMMITTEE MEETING**

Mr. Baker moved and Mr. Sheppard seconded to accept Memorandum of Agreement 2-2013, Wage, Annual Increments, Evaluation and Appeal. Motion carried.

Being no further discussion, Mr. Gallahan moved and Mr. Baker seconded to adjourn the meeting at 3:54p.m. Motion carried.

Respectfully submitted,



Jene A. Trimm  
Secretary I