

**Minutes of the May 1, 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; John Garvey, Darlys McDonough, Julie Hoffman, Diane Johnston, Mary Krause, Sherman Manchester, John Park, Catherine Post, Sheriff Philip Povero, Melanie Steger and William Wright.

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

Mr. Fafinski moved and Mr. Sheppard seconded to approve the April 10, 2013 Personnel Committee Minutes. Motion carried.

SAFETY:

2. Mr. Manchester advised that there were no new injuries reported within the County and three injuries reported within the municipalities since the last meeting.

Mr. Manchester advised the Committee that Ontario County has been awarded \$9,900 from the 2013 Hazard Abatement (HAB) Grant submission.

Mr. Garvey noted that tremendous progress has been made in lowering the employee injury rate and in overall safety awareness training.

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

EMPLOYMENT & CIVIL SERVICE:

3. Mr. Wright requested approval to create a position of Cleaner (DBL) during the disability of an employee.

Mr. Baker moved and Mr. Sheppard seconded to create a position of Cleaner (DBL) in the Department of Public Works, Buildings & Grounds. Motion carried.

Mr. Wright left the meeting at 3:04 p.m.

4. Abolishment of a vacant Motor Equipment Operator II position in Solid Waste.

Mr. Baker moved and Mr. Sheppard seconded to abolish a vacant position of Motor Equipment Operator II in Solid Waste. Motion carried.

5. Sheriff Povero requested a salary adjustment for Richard L. Jaus, County Police Officer, Part-Time from Grade R15, Step 1 (\$22.47/hr.) to Step 4 (\$24.92/hr.) due to his years of experience in Ontario County.

Mr. Sheppard moved and Mr. Baker seconded to approve the salary adjustment for Richard L. Jaus, County Police Officer, Part-Time to Grade R15, Step 4 (\$24.92/hr.) Motion carried.

5. Mr. Park requested a salary adjustment for Sandra J. Packard from associate-level attorney, Band 10, Step 6 (\$69,493) to partner-level attorney Band 5, Step 1 (\$86,389).

Mr. Baker moved and Mr. Fafinski seconded to approve a salary adjustment for Sandra J. Packard to Band 5, Step 1 (\$86,389), effective July 15, 2013, and her increment date changed to July 1st. Motion carried.

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A1. Sheriff Povero requested approval to abolish a position of Receptionist effective upon the retirement of the incumbent, and to create an Office Specialist I position in the Office of Sheriff.

Mr. Sheppard moved and Mr. Fafinski seconded to abolish a position of Receptionist upon the retirement of the incumbent, May 16, 2013, and creation of an Office Specialist I position. Motion carried.

A2. Mr. Garvey requested approval to create a position of Office Specialist I (Temporary) in the Veterans Services Agency during the disability of an employee.

Mr. Baker moved and Mr. Sheppard seconded to approve the creation of an Office Specialist I (Temporary) in the Veterans Services Agency. Motion carried.

OTHER:

7. Ms. Hoffman requested approval of the 2014 Salary Schedules for the County Historian and for Management Salaried Exempt, Management Salaried Non-Exempt and Part-Time Hourly Daily employees.

Mr. Sheppard moved and Mr. Baker seconded to approve the 2014 Salary Schedules for the County Historian and for Management Salaried Exempt, Management Salaried Non-Exempt and Part-Time Hourly Daily employees. Motion carried.

8. Ms. Krause requested approval to include CIP Project Request EQ03-13, Time and Attendance Software, in the 2014 Budget. This request was pulled from the 2013 Budget to help meet 2013 Budget guidelines.

Mr. Sheppard moved and Mr. Fafinski seconded to include CIP Project Request EQ03-13, Time and Attendance Software, in the 2014 Budget. Motion carried.

INFORMATION ITEMS:

9. HR Updates:

- The Director, Office for the Aging application deadline has passed and 68 applications have been received. The Search Committee will meet on May 8th to review the applications and determine which applicants should be interviewed. Mrs. Helen Sherman will retire on July 16, 2013.
- The last filing date for Veterans Services' Director is May 17, 2013. Supervisor Champlin will sit on this Search Committee.
- Ms. Krause requested approval to extend the current Contract for EAP services for one year. The Contract is due to expire at the end of 2013. The Contract historically is established for a three year period and the fee is based upon the number of County employees. Due to satisfaction with the current provider and possible changes in the overall number of County employees it is requested to extend the current Contract for one year with no cost increase. Committee members were in agreement to extend the contract.
- Two bids were received for the Health Facility. These are currently being reviewed. Ms. Hoffman and Ms. Krause have been meeting with the employees to keep them informed.
- A Professional Development Day is scheduled for Friday, May 10, 2013 with three local attorneys providing information on the Affordable Care Act, GINA (Genetic Information Act) and Family Medical Leave Act, as well as other personnel related topics. Local municipalities as well as surrounding Counties have registered staff for this training.

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INFORMATION ITEMS (cont.)

- On May 6, 2013, a training program will be announced that will highlight the resources available through the County EAP provider for employees. Mr. Fafinski asked if this training could be used as an elective course in the Excelsior Institute Program. Ms. Krause will evaluate the program for possible elective credit.
- The Succession Planning Focus Group has suggested that a recognition program be established to recognize employees who have earned degrees or completed certification programs. This is being discussed, and it is expected to begin this year at the June Pin Ceremony.
- FLCC has a grant, through the Department of Labor, that offers workplace violence prevention training programs for employees and one training specifically for Department Heads and Managers. The department heads training will be offered as an elective course in the Excelsior Institute Program.

LABOR RELATIONS:

Mr. Baker moved and Mr. Sheppard seconded to move into Executive Session at 3:21 p.m. to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. Motion carried.

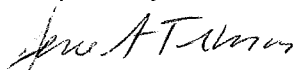
Ms. Johnston and Sheriff Povero remained in attendance.

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

Mr. Baker moved and Mr. Sheppard seconded to abolish two ten-month positions and one twelve-month position in Turnings, Substance Abuse Services. Motion carried.

Being no further discussion, Mr. Baker moved and Mr. Sheppard seconded to adjourn the meeting at 3:42p.m. Motion carried.

Respectfully submitted,



Jene A. Trimm
Secretary I