

**MINUTES
PERSONNEL COMMITTEE
JULY 27, 2016**

Committee Members

Kristine A. Singer, Chair
Pamela Helming
David B. Baker
Peter Ingalsbe
Dominick Vedora
Andrew Wickham

Present at Meeting

Mary Krause, Brian Young, Denise Morley, Mary Gates, Jack Marren, Julie Hoffman, Sherman Manchester, Melanie Steger, Jene Trimm, Lea Nacca, Sandy Seeber, Jeff Rougeux, Sean Barry, and Steve Healy.

Chairperson Singer called the meeting to order at 1:00 p.m.

MINUTES:

1. *Supervisor Wickham made a motion to approve the July 6, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Vedora. Motion carried unanimously.*

SAFETY:

2. Mr. Manchester reviewed the Safety Report with the Committee.

Supervisor Helming made a motion to accept the Safety Report. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

EMPLOYMENT & CIVIL SERVICE:

3. The request from Ms. Loomis to create a position of Cleaner (DBL) at the Finger Lakes Community College was for Committee information only.
4. On behalf of Sheriff Povero, Ms. Morley requested approval to create one Correction Officer, Temporary position for the Office of Sheriff.

Supervisor Vedora made a motion to approve the creation of one Correction Officer, Temporary position. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

The agenda item for the creation of two County Police Officer, Part-Time positions has been pulled.

5. Mr. Rougeux requested approval to create a position of Probation Officer (DBL) in the Probation Department not to exceed 90 days.

Supervisor Vedora made a motion to create a position of Probation Officer (DBL) in the Probation Department. The motion was seconded by Wickham. Motion carried unanimously.

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EMPLOYMENT & CIVIL SERVICE (CONTINUED):

6. On behalf of Ms. Schoeneman, Ms. Krause requested a salary adjustment for Ms. Carrie Bleakley, Assistant Conflict Defender, to Band 4, Step 6 (\$104,515) based on her years of experience with Ontario County.

Supervisor Vedora made a motion to approve the salary adjustment for Ms. Carrie Bleakley to Band 4, Step 6 (\$104,515) effective upon her date of appointment. The motion was seconded by Supervisor Helming. Motion carried unanimously.

7. Mr. Barry requested approval to create a position of Application Support Manager and abolish a position of Programmer Analyst for Information Services.

Supervisor Baker made a motion to approve the creation of one Application Support Manager position and the abolishment of one Programmer Analyst position for Information Services. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

OTHER:

8. Ms. Hoffman requested authorization from the Committee to contract with The Hartford for Group Term Life and LTD Benefits for 2017-2018. This is a contractual benefit for members of the County's Benefit Choice Plan. Employees can purchase the additional services at their own expense.

Supervisor Wickham made a motion to authorize the County to contract with The Hartford for Group Term Life and LTD Benefits for 2016-2017. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

9. Ms. Hoffman advised the Committee that the PCORI Fee for 2015 has been paid. This fee is paid to the Patient-Centered Outcomes Research Institute as part of health care reform. The fee was \$2.17 per participant with the total fee totaling \$2,133.11.

10. Ms. Hoffman requested approval from the Committee to submit the Restated 401a Savings Match Plan to the IRS. Once approved, Mass Mutual will file the documents on the County's behalf.

Supervisor Vedora made a motion to submit the Restated 401a Savings Match Plan to the IRS. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

11. Ms. Hoffman requested authorization from the Committee to contract with Coventry for Nurse Case Management Services for 2016. Contracting with Coventry has reduced the high number of disability claims.

Supervisor Baker made a motion to authorize the County to contract with Coventry for Nurse Case Management Services for 2016. The motion was seconded by Supervisor Helming. Motion carried unanimously.

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INFORMATION ITEMS:

12. Ms. Morley updated the Committee on the status of an ongoing classification study on job specifications and titles for Information Technology positions. The qualifications, titles and duties are being reviewed with the help of staff from BOCES, Canandaigua City School District and an independent consultant. The study is expected to be completed by the end of the year.

13. Ms. Krause updated the Committee on the status of the 74 Ontario Street renovation project. The RFP for design services will go out in the fall with renovations taking place in 2017. The process has to go through the Committee cycle and Board of Supervisor's approval.

Ms. Krause announced the Geneva 911 center transitioned smoothly to the Ontario County.

LABOR RELATIONS:

At 1:16 p.m., Supervisor Vedora made a motion for the Personnel Committee to adjourn and reconvene in executive session to discuss employment of a particular person(s) and collective negotiations pursuant to Article XIV of the Civil Service Law. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

At 1:25 p.m., Supervisor Vedora made a motion for the Personnel Committee to leave executive session and reconvene in regular session. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

Being no further discussion, Supervisor Vedora made a motion to adjourn the meeting at 1:25 p.m. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I