

**MINUTES
PERSONNEL COMMITTEE
OCTOBER 19, 2016**

<u>Committee Members</u>	<u>Present at Meeting</u>
Kristine A. Singer, Chair Pamela Helming David B. Baker (Necessarily Absent) Peter Ingalsbe Dominick Vedora Andrew Wickham	Mary Krause, Brian Young, Denise Morley, Julie Hoffman, Melanie Steger, Mary Gates, Lea Nacca, Sheriff Povero, Grace Loomis, Mary Beer, and Sandy Seeber.

Chairperson Singer called the meeting to order at 1:05 p.m. Supervisor Baker is necessarily absent.

MINUTES:

1. *Supervisor Wickham made a motion to approve the September 28, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

EMPLOYMENT & CIVIL SERVICE:

2. Ms. Loomis requested approval to create a position of Typist, Part-Time for the Finger Lakes Community College.

Supervisor Helming made a motion to approve the creation on a Typist, Part-Time position for the Finger Lakes Community College. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

3. Sheriff Povero requested approval to create one Correction Officer (DBL) position for the Office of Sheriff for a period not to exceed 90 days.

Supervisor Helming made a motion to approve the creation of one Correction Officer (DBL) position for a period not to exceed 90 days. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

4. Ms. Beer requested a salary adjustment for Ms. Lynnette Ward, Public Health Nurse (Grade AP3) in Public Health to Step 4 (\$27.27/hr.) based on her years of experience in accordance with the Salary Guidelines for Nursing Post Licensure.

Supervisor Helming made a motion to approve the salary adjustment for Ms. Lynnette Ward to Step 4 (\$27.27/hr.) effective upon her date of appointment. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

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OTHER:

5. Ms. Hoffman requested authorization to contract with Finger Lakes Community College for SUNY Workforce Development Grant for 2016-2017.

Supervisor Wickham made a motion to authorize the contract with Finger Lakes Community College for SUNY Workforce Development Grant for 2016-2017. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

INFORMATION ITEMS:

6. Ms. Morley had the following Human Resource updates:
- The Health and Wellness Fair/Flu Clinic was held on Tuesday, October 11, 2016. The event was a success with an increase in attendance and flu shots administered.
 - There continues to be an increase in candidates for the continuous civil service examinations for Typist/Office Specialist I and Account Clerk-Typist/Finance Clerk I. The rise can be contributed to the expansion of the residency to include contiguous counties and the increase in advertising/recruitment efforts.
 - The Department of Human Resources held a training for School Superintendents and Business Officials to provide an overview of Civil Service Law and “why we do what we do”. Fifteen school representatives attended the training. The Department will also be working with the schools to improve the recruitment process.
 - The County’s health insurance broker, Smola Consulting, provided the county with an Affordable Care Act penalty update. The Department of Labor intends to audit all employers with more than 50 employees by the end of 2018. Organizations must maintain 95% compliance in order to avoid penalties and on average the County has maintained 99.9% compliance. HB Solutions provides the county with monthly reports to ensure Affordable Care Act compliance.
 - Open Enrollment will be November 7-18, 2016. Vendors will be available at various locations throughout the county on November 15 and November 17.
 - First Niagara has been selected as the Workers Compensation/DBL third-party administrator as a result of the recent RFP.
 - The House of Representatives passed a bill to delay and phase in the new overtime regulations; however, it must pass Congress so continue to plan for December 1, 2016 as the effective date for implementation.

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LABOR RELATIONS:

At 1:30 p.m., Supervisor Ingalsbe 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 Vedora. Motion carried unanimously.

At 1:35 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 Ingalsbe. Motion carried unanimously.

Supervisor Vedora made a motion to approve the Memorandum of Agreement for an employee retention plan for Shirley J. Perryman. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

SAFETY:

7. On behalf of Mr. Manchester, Ms. Hoffman reviewed the Safety Report with the Committee.

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

Being no further discussion, Supervisor Wickham made a motion to adjourn the meeting at 1:40 p.m. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I