

**MINUTES  
PERSONNEL COMMITTEE  
SEPTEMBER 7, 2016**



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

Chairperson Singer called the meeting to order at 1:00 p.m. and announced Supervisors Helming and Vedora will both be necessarily absent and Supervisor Baker will be late.

**MINUTES:**

1. *Supervisor Wickham made a motion to approve the August 17, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

**SAFETY:**

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

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

Mr. Manchester announced there will be two new safety courses offered as part of the 2016-2017 HAB Grant. One will be on conducting safety inspections and the other class will be a supervisor safety training course.

**EMPLOYMENT & CIVIL SERVICE:**

3. Ms. Loomis requested approval for a salary adjustment for Rebecca Simmons, Office Specialist I, at the Finger Lakes Community College to Grade 3, Step 2 (\$14.75/hr). The requested adjustment is due to Ms. Simmons having five years of experience working at a local school district.

*Supervisor Ingalsbe made a motion to approve the salary adjustment for Rebecca Simmons effective upon her date of hire. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

4. Sheriff Povero requested approval to create one Registered Professional Nurse, DBL position for the Office of Sheriff for a period up to six months.

*Supervisor Ingalsbe made a motion to approve the creation of one Registered Professional Nurse, DBL position for a period up to six months. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

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**EMPLOYMENT & CIVIL SERVICE (CONTINUED):**

5. Sheriff Povero requested approval to create one County Police Officer, DBL position for the Office of Sheriff not to exceed 90 days.

*Supervisor Ingalsbe made a motion to approve the creation of one County Police Officer, DBL position for a period not to exceed 90 days. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

*Supervisor Baker arrived to the meeting.*

6. Ms. Coveny requested approval to create one Typist, DBL position for the Office for the Aging not to exceed 90 days.

*Supervisor Baker made a motion to approve the creation of one Typist, DBL position for a period not to exceed 90 days. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

7. Ms. Coveny requested approval to abolish one vacant position of Food Service Helper when it is no longer protected for the promoted incumbent and create a position of Food Service Helper, Part-Time for the Office for the Aging.

*Supervisor Baker made a motion to approve the abolishment of one Food Service Helper position and the creation of one Food Service Helper, Part-Time position for the Office for the Aging. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

8. Ms. Johnston requested a salary adjustment for Ms. Kathleen Klein, Nurse Practitioner for Community Mental Health Services. Ms. Johnston recommended Grade A20, Step 8 (\$46.50/hr.), effective upon appointment, based on Ms. Klein's years of experience.

*Supervisor Wickham made a motion to approve the salary adjustment for Ms. Kathleen Klein to Grade A20, Step 8 (\$46.50/hr.), effective upon her appointment. The motion was seconded by Supervisor Baker. Motion carried unanimously.*

**OTHER:**

9. Ms. Morley addressed the Vacancy Review Policy for 2017 noting vacant positions will continue to be subject to a 90-day freeze and a provision was incorporated to allow for Affordable Care Act compliance.

*Supervisor Baker made a motion to approve the Vacancy Review Policy for 2017. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

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**OTHER (CONTINUED):**

10. Ms. Hoffman presented a draft resolution requesting authorization to amend the HB Solutions Agreement for Plan Year 2016. The amendment would allow HB Solutions to print and mail IRS Form 1095-C to all employees for Plan Year 2016 by the January 31, 2017 deadline.

*Supervisor Baker made a motion to authorize the amendment to the HB Solutions Agreement for Plan Year 2016. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

11. Ms. Hoffman presented a draft resolution requesting authorization to contract with Peoplesystems for 2017-2019. Peoplesystems assists in fighting unemployment claims and represents the County at unemployment hearings.

*Supervisor Baker made a motion to authorize the contract with Peoplesystems for 2017-2019. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

12. Ms. Hoffman presented a draft resolution requesting authorization to contract with Finger Lakes Community College for 2017 Professional Development Training.

*Supervisor Ingalsbe made a motion to authorize the contract with Finger Lakes Community College for 2017 Professional Development Training. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

**INFORMATION ITEMS:**

13. Ms. Morley had the following Human Resource updates:

- Three vendors have been interviewed in response to the Workers Compensation/ Disability RFP. A final decision should be made before the next Personnel Committee meeting.
- The Shred Text truck will be available for mass paper destruction on Friday, October 14, 2016 from 10:30AM – 1:30PM in the parking lot at Human Resources. This is a free service for all County employees and residents.
- The Wellness Fair will be held in Building 3019 on October 11, 2016 from 11:00AM- 2:00PM and the flu clinic will be 11:00AM – 2:00PM and 3:00 – 6:00PM.
- The Walking Challenge will run from September 19 – October 30, 2016. A self-reporting app through Excellus will be available for the participants.
- Fall training dates have been determined:
  - October 18—Ethics
  - November 3—County Government 101
  - November 8—Veterans Awareness
  - December 2—Mental Health First Aid

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**LABOR RELATIONS:**

*At 1:25 p.m., Supervisor Wickham 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 Baker. Motion carried unanimously.*

*At 1:35 p.m., Supervisor Wickham 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 Baker made a motion to approve the Collective Bargaining Agreement 2016-2018 for the Finger Lakes Community College Teaching Faculty Alliance. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

*Being no further discussion, Supervisor Baker made a motion to adjourn the meeting at 1:35 p.m. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.*

Respectfully submitted,

Emily Marshall  
Secretary I