

**MINUTES
PERSONNEL COMMITTEE
MARCH 2, 2016**

Committee Members

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

Present at Meeting

Mary Krause, Mary Gates, Denise Morley, Julie Hoffman, Sherman Manchester, Jene Trimm, Halle Stevens, Sheriff Povero, Mary Beer, Eileen Tiberio, Wendy Welch, Lea Nacca, Gary Curtiss and Sandy Seeber.

Chairperson Singer called the meeting to order at 1:00 p.m. and announced Supervisor Baker will be late arriving to the meeting.

MINUTES:

1. *Supervisor Helming made a motion to approve the February 10, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Wickham. Motion carried unanimously.*

SAFETY:

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

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

EMPLOYMENT & CIVIL SERVICE:

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

Supervisor Helming made a motion to approve the creation of a position of Correction Officer (DBL) in the Office of Sheriff. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

4. Ms. Beer requested a salary adjustment for Ms. Christine Pullin, 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 Vedora made a motion to approve the salary adjustment for Ms. Christine Pullin to Step 4 (\$27.27/hr.) effective upon her date of appointment. The motion was seconded by Supervisor Helming. Motion carried unanimously.

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EMPLOYMENT & CIVIL SERVICE, (CONTINUED):

5. Sheriff Povero requested approval to create a position of County Police Officer in the Office of Sheriff in the anticipation of a retirement. This position will be abolished once the vacancy occurs.

Supervisor Vedora made a motion to approve the creation of a position of County Police Officer in the Office of Sheriff pending receipt of the retirement letter. The motion was seconded by Supervisor Helming. Motion carried unanimously.

6. Ms. Krause requested approval from the Committee on a memorandum of agreement to remove the title of Director of the Youth Bureau from the Ontario County General Unit and place it in the Management Compensation Plan at Band 10. Board of Supervisors approval is contingent on union approval.

Supervisor Wickham made a motion to approve allocating the title of Director of the Youth Bureau to the Management Compensation Plan at Band 10. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

OTHER:

7. Ms. Krause requested approval for Denise Morley, as the Human Resources Director, to be named Committee Chair of the Deferred Compensation Committee.
8. Ms. Krause requested approval for Denise Morley, as the Human Resources Director, to be designated Ontario County's ADA, Affirmative Action, and Equal Opportunity Coordinator.

Supervisor Helming made a motion to appoint Denise Morley as Committee Chair of the Deferred Compensation Committee and as the ADA, Affirmative Action, and Equal Opportunity Coordinator as a block. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

The agenda item for contracts was pulled.

LABOR RELATIONS:

Supervisor Vedora made a motion to enter Executive Session at 1:05 p.m. 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.

Supervisor Baker arrived at 1:10 p.m.

Supervisor Vedora made a motion to exit Executive Session at 1:15 p.m. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

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LABOR RELATIONS, CONTINUED:

Supervisor Helming made a motion to approve the appointment of Ms. Mary Gates to the position of Director of Finance. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

INFORMATION ITEMS:

9. Ms. Morley updated the Committee that the Civil Service annual report has been submitted to New York State for 2015. There was a 16% increase in the number of exams offered and a 40% increase in the number of applications processed. The provisional rate for Ontario County has been reduced to 1.5%.
10. Mr. Manchester addressed the Committee regarding the Midwest Employers Casualty Company's Benchmark Report. Our average cost per workers compensation claim has decreased from last year and the County's figures are below the benchmark. Our number of claims increased; however, this is because the county encourages employees to report all injuries.
11. Ms. Morley updated the committee that Michelle Traber will start on March 7, 2016 as a Human Resources Clerk.

Being no further discussion, Supervisor Vedora made a motion to adjourn the meeting at 1:20 p.m. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

Respectfully submitted,



Emily Marshall
Secretary I