

**MINUTES
PERSONNEL COMMITTEE
MAY 4, 2016**

Committee Members

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

Present at Meeting

Mary Krause, Mary Gates, Denise Morley, Julie Hoffman, Sherman Manchester, Jene Trimm, Jeff Harloff, Sheriff Povero, Wendy Welch, Sandy Seeber and Jack Marren

Chairperson Singer called the meeting to order at 1:00 p.m. and announced Supervisor Baker as necessarily absent.

MINUTES:

1. *Supervisor Vedora made a motion to approve the April 13, 2016 Personnel Committee minutes. The motion was seconded by Supervisor Helming. 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 Ingalsbe. Motion carried unanimously.

EMPLOYMENT & CIVIL SERVICE:

3. Mr. Harloff requested approval to create one position of Fire Training Instructor, Part-Time and one position of Fire Training Aide, Part-Time, Substitute and abolish one vacant, full-time position of Fire Training Instructor for the Emergency Management Office.

Supervisor Helming made a motion to approve the creation of a Fire Training Instructor, Part-Time and Fire Training Aide, Part-Time, Substitute and the abolishment of a vacant Fire Training Instructor position with the Emergency Management Office. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

4. Mr. Harloff requested an increase to the hourly rate for Fire Training Aide, Substitutes to \$16.97 per hour. The Fire Training Aide, Substitutes have not received a raise since the position was created in 2009.

Supervisor Vedora made a motion to approve the increase in the hourly rate for Fire Training Aide, Substitutes to \$16.97 per hour. The motion was seconded by Supervisor Ingalsbe. Motion carried unanimously.

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EMPLOYMENT & CIVIL SERVICE (CONTINUED):

5. On behalf of the search committee for Director of Ontario County Youth Bureau, Ms. Krause presented a resolution recommending the appointment of Ms. Marsha E. Foote to the position.

Supervisor Vedora made a motion to recommend the appointment of Marsha E. Foote to the Director of Ontario County Youth Bureau position. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

6. Sheriff Povero requested approval to create two Correction Officer, Part-Time positions and abolish one full-time Correction Officer position for court security.

Supervisor Helming made a motion to approve the creation of two Correction Officer, Part-Time positions and the abolishment of one full-time Correction Officer position. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

7. Sheriff Povero requested approval to create two County Police Officer, Part-Time positions to provide court security.

Supervisor Wickham made a motion to approve the creation of two County Police Officer, Part-Time positions for the Office of Sheriff. The motion was seconded by Supervisor Vedora. Motion carried unanimously.

8. Sheriff Povero requested approval to create two temporary County Police Officer (.25 FTE) positions and abolish one County Police Officer, Part-Time (.5 FTE) position.

Supervisor Ingalsbe made a motion to approve the creation of two temporary County Police Officer (.25 FTE) positions and the abolishment of one County Police Officer, Part-Time (.5 FTE). The motion was seconded by Supervisor Wickham. Motion carried unanimously.

OTHER:

9. Ms. Hoffman presented the Committee with an amendment to the 2016 and 2017 Part-Time Hourly/Daily Schedules due to the minimum wage increase in New York State effective December 31, 2016.

Supervisor Helming made a motion to approve the amendment to the Part-Time Hourly/Daily Schedules for 2016 and 2017. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

10. Ms. Hoffman addressed the Committee on the new U. S. Department of Labor regulations regarding exempt classification status. The new regulations are expected to be finalized sometime this year. The minimum salary to maintain exempt status is anticipated to increase to \$50,440. Currently, the County's exempt employees exceed this minimum salary requirement; however, the Management Compensation Plan Committee will be reviewing Steps 1 and 2 of Bands 11 and 12 at a future meeting to ensure future compliance.

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INFORMATION ITEMS:

11. Ms. Morley updated the Committee on the following items:

- The Eco Heroes have been secured for each of the County buildings. Casella Waste Systems has scheduled a lunch and tour of the recycling center.
- A meeting was held with the full-time staff of the Nutrition Program. The purpose of the meeting was to discuss the plan to evaluate the program to determine whether additional services are needed due to the increase in the aging population. They were informed there is no pre-determined plan to outsource at this time and the meeting was intended to inform them of the timeline of the evaluation process. The nutrition staff will receive updates throughout the process.

LABOR RELATIONS:

At 1:20 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 Wickham. 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 transfer the position of Professional Engineer from Solid Waste Management to the Department of Public Works. The motion was seconded by Supervisor Wickham. Motion carried unanimously.

Being no further discussion, Supervisor Helming 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