

PERSONNEL AND INSURANCE COMMITTEE MINUTES
February 3, 2016 – 3:00 p.m.

Present: Chairman Wood; Supervisors Collyer, Grattidge, Kinowski, Lewza, Lucia, Peck, Barrett, Johnson, and Wright; Spencer Hellwig, County Administrator; Keith Manz, Public Works; Brian O’Conor, Auditor; Wendy Tennant, Marcy McNamara, Diane Brown, Robert Hartman, Personnel; Andrew Jarosh, Treasurer; Steve Dorsey, County Attorney; Press.

Chairman Wood called the meeting to order and welcomed all in attendance.

On a motion made by Mr. Peck, seconded by Mr. Lewza the minutes of the January 6, 2016 meeting were approved unanimously.

Mrs. McNamara gave a brief overview of the monthly self-insurance report; stating that 18 new claims were made in January.

Mr. Wood said the county has been working with Sedgewick for five years with the initial contract in 2011. The contract is due to expire in June of 2016. He said there is a consultant group that the county works with to review insurance issues, KBM, a consultant firm from East Syracuse. Personnel, has been working on an RFP which will go out no later than February 12, 2016 with a return date of February 26, 2016. The subcommittee will meet on March 8, 2016 to review the RFP’s. Interviews will be set up for the top proposals that were submitted, bringing information back to the Personnel Committee meeting on April 6, 2016.

Mr. Wood said approximately a year ago a procedure was started, whereby, every month the Personnel Committee was to review a current policy, update the policy and make it more reflective of the current situation.

Leave of Absence Policy

Mr. Wood highlighted the following change:

- The time frame that an employee can have a leave of absence has been increased to one year, but up to five years for Military Service Personnel. If an individual is off the payroll for more than 90 days, then the employee’s anniversary date is revised.

Mr. Wood said the original policy had no Family Medical Leave Act section, as that is new; therefore, the remaining part of the document reflects the changes of the Family Medical Leave Act.

A motion was made by Mr. Kinowski, seconded by Mr. Lucia to approve a resolution authorizing the amendment to Chapter 4, Section 1, of the County Policies and Procedures Manual to provide for the revisions of the Leave of Absence Policy. Unanimous.

Overtime Policy

- A department head shall decide the form of compensation, straight time/comp time between 35 to 40 hours a week.
- The county may elect to cash out the entire CSEA Bargaining Unit compensatory time accruals on December 31st of each year. In the event that the county would like to exercise the right, the county will notify the employees no later than November 1st. However, the county will make every effort to notify the employees well in advance.
- Employees can accrue up to 100 hours of time.
- The use of comp time can only be used when there are insufficient funds to pay overtime for time worked has been removed from the policy.

A motion was made by Mr. Grattidge, seconded by Mr. Collyer to authorize the amendment of Chapter 4, Section D, of the County Policy and Procedures Manual to provide for the revision of the Overtime Policy. Unanimous.

Mrs. McNamara outlined the following amendments to the Compensation Plan as follows:

- Animal Shelter position reclassifications – a request has been made that a Senior Aide position not be filled; taking two part time Animal Shelter Aides, and making them full time. This will have no budget impact.
- Public Works position reclassifications – there are two positions that are working out of title; therefore, a request has been made to reclassify the Heavy Equipment Operator, to a Senior Automotive Parts Technician.
- Medical Director – Social Services – The Medical Director position will be added to the compensation plan and will include Medical Consultant for Social Services. No budget impact.
- Mental Health – Creation of Education and Community Relations Coordinator to collaborate with school based children with emotional behavior challenges. A nurse practitioner position will be abolished, representing a savings of \$14,500.
- Title Change – Sewer District – Changing Collection Systems Manager to Maintenance Manager.

A motion was made by Mr. Grattidge, seconded by Mr. Peck to approve the above Compensation Plan amendments. Unanimous.

Mrs. McNamara gave a brief overview of the Vacancy Review, distributing a copy to all committee members.

On a motion made by Mr. Lewza, seconded by Mr. Lucia the meeting was adjourned unanimously.

Respectfully submitted,
Chris Sansom