



# Personnel Committee

## Committee Meeting

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

### ~ Agenda ~

Thursday, November 9, 2017

9:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Legislative District 1 John R Troy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 4 Richard Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 13 Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice Chair Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 7 Raylynn Knolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
District 9 Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

Personnel Committee - Committee Meeting - Oct 17, 2017 9:00 AM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

#### Personnel Department

### ON MOTION OF WAGNER

### AGENDA ITEM NO. 1

#### Authorize Agreements - Several Agencies - Personnel/Civil Service

WHEREAS, the Personnel Department contracts for various professional services to assist in the provision of services, AND

WHEREAS, funds have been allocated and proposed in the 2017 budget in account numbers as indicated below, NOW THEREFORE BE IT

RESOLVED, that the Chairman of the Cortland County Legislature, upon and approval by the County Attorney or designee and subject to appropriation of funding by the Legislature, be and hereby is authorized to execute agreements beginning December 31, 2017 for or with the following to be paid from the accounts listed, and in accordance with the attached:

One Group	CH90605-54755	12-31-17 - 12-31-19
Family and Children's Services of Ithaca	A14305-54615	12-31-17 - 12-31-19
Psychological Resources	A14305-54505	12-31-17 - 12-31-19

Family Health Network	A14305-54380	12-31-17 - 12-31-19
Coughlin & Gerhart, LLP	A14305-54063	12-31-17 - 12-31-19
YMCA	A14305-54380	12-31-17 - 12-31-19
Hogan Drug and Alcohol Testing, LLP	A14305-54380	12-31-17 - 12-31-19
ESI Group	A14305-54615	12-31-47 - 12-31-19
BPAS	CH90605-54755	12-31-17 - 12-31-19
Insero & Co.	A14305-54750	12-31-17 - 12-31-19

**ON MOTION OF WAGNER**

**AGENDA ITEM NO. 2**

**Revise Self Insurance Rates - Employees' Health Benefits Program - Cortland County**

WHEREAS, the County sets premium equivalent rates to be charged to individuals, employees and/or County agencies participating in the County's Health, Dental and Vision Insurance programs, AND

WHEREAS, said premiums are based upon claims experience within each program, AND

WHEREAS, BCG has recommended premium equivalents based upon projected claims during the period January 1, 2018 through December 31, 2018, NOW THEREFORE BE IT

RESOLVED, that effective January 1, 2018, the premium equivalents to be charged to the individuals, employees and/or County agencies participating in the Cortland County Government Employee's Health Benefits Program shall be in accordance with the attached schedule, AND BE IT FURTHER

RESOLVED, that the Personnel Office is hereby directed to notify the affected parties of this revision.

**ON MOTION OF WAGNER, BOYDEN**

**AGENDA ITEM NO. 3**

**Establish Worker's Compensation Plan Citizen's Review Committee - Personnel Department**

WHEREAS, Cortland County adopted Local Law No. 1 of 1956 establishing a plan of self-insurance as provided for under Article 5 of the New York State Workmen's Compensation Law, AND

WHEREAS, the County of Cortland, City of Cortland, the Towns of Cortland County, and the Villages within Cortland County all currently participate in said plan, AND

WHEREAS, the various participants in said plan wish to review various aspects of the program including the current apportionment formula, AND

WHEREAS, the Cortland County Legislature wishes to establish a Citizens Review Committee comprised of municipal officials and members of the community to review and make recommendations regarding potential revisions to the Worker's Compensation Plan, NOW THEREFORE BE IT

RESOLVED, that the Chair of the Legislature hereby creates the Worker's Compensation Plan Citizen's Review Committee in accordance with the Legislature's Rules of Order and that the Committee shall be comprised of the following nine individuals to represent the listed municipalities:

City of Cortland - Richard VanDonsel

Town of Homer, Village of Homer, Town of Scott, Town of Truxton - Patrick Quinn

Town of Marathon, Village of Marathon, Town of Cincinnatus, Town of Taylor, Town of Willet,  
Town of Cuyler - Lou Anne Randall

Town of Virgil, Town of Harford, Town of LaPeer, Town of Freetown -Matthew Denniston

Town of Cortlandville, Village of McGraw, Town of Solon -

At Large Member- William McGovern

Cortland County - Sandra Price (Committee Chair), George Wagner (Vice Chair), Christopher  
Newell (LD 11)

,AND BE IT FURTHER

RESOLVED, that the term of the Worker's Compensation Plan Citizen's Review Committee shall  
be until December 31<sup>st</sup> 2017, unless discharged by the Chairman of the Legislature prior to that date.

## **DISCUSSION/REPORTS**

### **Discussion Items**

November Vacancy Report



# Personnel Committee

## Committee Meeting

~ Minutes ~

60 Central Ave.  
Cortland, NY 13045  
<http://www.cortland-co.org>

Tuesday, October 17, 2017

9:00 AM

Room 304

### CALL TO ORDER

The meeting was called to order at 9:00 AM by Chair George Wagner

Attendee Name	Title	Status	Arrived
John R Troy	District 1 - Committee Member	Present	
Richard Bushnell	District 4 - Committee Member	Present	
Kevin Whitney	District 13 - Committee Member	Excused	
Sandra Price	Vice Chair	Present	
George Wagner	Chair	Present	
Raylynn Knolls	District 7 - Committee Member	Present	
Linda Jones	District 9 - Committee Member	Present	
Wendy Franklin	Assistant County Attorney	Present	
Mary Ann Discenza	District 6	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Christopher Newell	District 11	Present	
Annette Barber	Personnel Director	Present	
Laurie Gosse	Deputy Personnel Director	Present	
Donnell Boyden	Legislative District 8	Present	

### MINUTES

Personnel Committee - Committee Meeting - Sep 19, 2017 9:00 AM

Personnel Committee - Special Committee Meeting - Sep 28, 2017 4:45 PM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

AGENDA ITEM NO. 1 – Amend Resolution 259-15 - Annual Legislative Compensation - Cortland County Legislature - **Failed**

AGENDA ITEM NO. 2 – Amend Resolution 259-15 - Increase Annual Legislative Compensation 1% - Cortland County Legislature - **Failed - Lack of Second**

AGENDA ITEM NO. 3 – Adopt of Rules of Order - Cortland County Legislature - **Approved**

#### Personnel Department

Minutes Acceptance: Minutes of Oct 17, 2017 9:00 AM (MINUTES)

## DISCUSSION/REPORTS

### Discussion Items

#### 1. Employee Evaluations

Mr. Troy made a motion to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation; Mr. Bushnell seconded the motion, all in favor; none opposed. The committee enter executive session at 9:43 AM.

Mr. Troy made a motion to return to open session, Mr. Bushnell seconded the motion, all in favor; none opposed. The committee returned to regular session at 10:02.

Mr. Troy made a motion to recommend the reappointment of Mr. Mulvihill as Clerk of the Legislature and Ms. Howe as the County Attorney. Mr. Bushnell seconded the motion, all in favor; none opposed.

#### 2. Vacancy Report - October

Ms. Barber reviewed the vacancy report, she said recently a paralegal was hired above base in the District Attorney's Office. The committee discussed the current number of vacant positions and what factors may be contributing to the number of vacant County positions. Ms. Barber said the recent uncertainty surrounding the 2018 budget and the talk of lay-offs by the Legislature may be prompting individuals to take jobs in the private sector or to decline County positions when offered.

Ms. Barber said her department has been busy with civil service exams and processing employment applications. She presented the updated Workplace Violence Incident reporting form. Ms. Price asked if a resolution is needed to update the form, Ms. Barber said no the only requirement is for the committee needs to acknowledge the change.

#### 3. Personnel Software Purchase

Ms. Barber said the current Personnel software is provided by PS Tech and is approximately 20 years old. She has had difficulty contacting the vendor and there is virtually no technical support for the program. Ms. Barber is concerned if the software fails it will severely hinder the operation of her department. The program is used to track all civil service positions across the County including the City, Towns, and Villages. She anticipates the cost of replacement is around \$29,000, she plans to piggy back of a previous Request For Proposal from Oneida County for a similar software purchase. Ms. Price inquired how the software would be funded, Ms. Barber said she has limited funds in her budget and would need additional funds if the purchase is approved. Mr. Wagner said this is critical software and the funds to pay for the upgrade should come from the general or contingency funds. Ms. Barber discussed the difficulty of getting the current software provider to respond to technical issues.

**EFFECTIVE FOR FEB. 1, 2018  
HEALTH/DENTAL/VISION INSURANCE RATES**

**HEALTH INSURANCE RATES**

**2017 RATES**

Individual           \$ 651.80  
Family               \$1585.41

**2018 RATES   +20%**

\$ 782.16  
\$ 1902.49

<b>Employees</b>	<b>Total Monthly Premium</b>	<b>Employee Monthly Share</b>	<b>County Monthly Share</b>	<b>Employee Share Per Pay Check</b>	<b>County Share Per Pay Check</b>
S10	782.16	78.22	703.94	36.10	324.89
S20	782.16	156.43	625.73	72.20	288.79
F10	1902.49	190.25	1712.24	87.80	790.26
F20	1902.49	380.50	1521.99	175.62	702.47

**DENTAL INSURANCE RATES – no change**

	<b>2017 Rate</b>	<b>2018 Rate</b>	<b>Emp. Mo. Share</b>	<b>County Share</b>	<b>Emp Share/Pay</b>
Single	12.00	12.00	6.00	6.00	2.78
Family	48.00	48.00	42.00	6.00	18.76

**VISION INSURANCE RATES – no change**

	<b>2017 Rate</b>	<b>2018 Rate</b>	<b>Emp. Mo. Share</b>	<b>County Share</b>	<b>Emp Share/Pay</b>
Single	3.25	3.25	1.63	1.63	0.75
Family	13.00	13.00	11.37	1.63	5.00

**COBRA INSURANCE MONTHLY**

	<b>HEALTH</b>	<b>DENTAL</b>	<b>VISION</b>
Single	797.80	12.24	3.31
Family	1940.54	48.96	13.26

**RETIREEES (Medicare rates subject to change)**

S10% w/o MC	\$78.22 - 0 = 78.22	F10% w/o MC	190.25 - 0 = 190.25
S10% w/ MC	78.22 - 104.90 = 0	F10% w/MC	190.25 - 104.90 = 85.35
S10% w/MC (2016)	78.22 - 121.80 = 0	F10% w/MC (2016)	190.25 - 121.80 = 68.45
S10% w/MC (2017)	78.22 - 134.00 = 0	F10% w/MC (2017)	190.25 - 134.00 = 56.25
S20% w/o MC	156.43 - 0 = 156.43	F20% w/o MC	380.50 - 0 = 380.50
S20% w/ MC	156.43 - 104.90 = 51.53	F20% w/MC	380.50 - 104.90 = 275.60
S20% w/MC (2016)	156.43 - 121.80 = 34.63	F20% w/MC (2016)	380.50 - 121.80 = 258.70
S20% w/MC (2017)	156.43 - 134.00 = 22.43	F20% w/MC (2017)	380.50 - 134.00 = 246.50

<b>SURVIVORS</b>	<b>TOTAL PREMIUM/MO.</b>	<b>MEDICARE PART B/ COUNTY SHARE</b>	<b>SURVIVOR'S MONTHLY SHARE</b>
Single w/o MC	782.16	0	782.16
Single w/MC	782.16	104.90	677.26
Single w/MC (2016)	782.16	121.80	660.36
Single w/MC (2017)	782.16	134.00	648.16

Attachment: 2018INSURANCERATES (4936 : Revise Self Insurance Rates 2018)

# POSITION VACANCY REPORT

## As of November 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Staff Psychiatrist (Part-time) \$112/hour	Mental Health	Resignation	5/1/2011	3/28/2011	3/31/2011	3/31/2011	Posted/Adv.
Driver, per diem (1) Grade 2, \$11.9997-14.8915/hr.	Nutrition	New Position	7/25/2013	7/26/2013	7/29/2013	7/31/2013	Posted
Call Taker (12 Hours week) Grade 1 \$14.5723-19.1761/hr.	ERAC	New position	1/1/2015	2/19/2015	2/20/2015	3/6/2015	Posted/Advertised
Nurse Practitioner \$31.7996-37.0650/hr.	Health	Retirement	12/31/2015	10/7/2015	10/8/2015	10/8/2015	Posted/Advertised
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-22.4580/hr.	Highway	Resignation	9/27/2016	9/21/2016	9/22/2016		
Correction Officer Grade 1, \$17.0805-\$29.3928/HR	Sheriff	Promotion	3/6/2017	3/6/2017	3/8/2017	3/10/2017	Cert
Principal Account Clerk Grade 13 \$17.6892-\$21.9645	Budget & Finance	Retirement	6/1/2017	4/7/2017			
Highway Construction Mechanic Grade 12, \$17.1323-\$21.2610/hr	Highway	Retirement	5/31/2017	5/23/2017	5/23/2017	5/23/2017	Posted
Occupational Therapist (per diem) Grade 26- \$28.2518-\$35.0601/hr	Health	New	6/22/2017	6/26/2017	6/26/2017	6/26/2017	10/23/2017
Speech Language Pathologist Grade 28- \$30.5526-\$37.9153/hr	Health	New	6/22/2017	6/26/2017	6/26/2017	6/26/2017	Posted
Mental Health Practitioner 105, 000/yr	MHC	New	6/26/2017	6/27/2017	6/27/2017	6/27/2017	Posted
Safety & Code Officer Grade 11- \$39,101-\$47,522/hr	County Attorney	Resignation	7/15/2017	6/27/2017	6/27/2017	6/29/2017	Posted/Exam
Correction Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Termination	7/17/2017	7/5/2017	7/7/2017	7/11/2017	Cert
RN \$26.0358-\$30.3468/HR	Health	Retirement	5/4/2017	7/11/2017	7/11/2017	7/11/2017	Posted

Attachment: November 2017 (4959 : November Vacancy Report)

# POSITION VACANCY REPORT

## As of November 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Paralegal Grade 14 \$18.2959-\$22.7050	DA	Resignation	7/28/2017	7/12/2017	7/12/2017	7/12/2017	10/16/2017
Weigh Scale Operator Grade 8 \$15.1197-\$18.7633	Highway/Solid Waste	Resignation	6/16/2017	7/13/2017	7/13/2017	9/12/2017	Posted
Aging Services Specialist Grade 15 \$18.9244-\$23.4849	Aging	Retirement	7/26/2017	7/27/2017	7/28/2017	7/28/2017	10/23/2017
Support Investigator Grade 10 \$16.0799-\$19.9550	DSS	Retirement	8/26/2017	8/2/2017	8/3/2017	8/10/2017	10/16/2017
RN or EI Services Coordinator \$26.0358-\$30.3468 / Grade 23 \$25.1298-\$31.2640	Health	New	7/28/2017	8/2/2017	8/2/2017	8/2/2017	Posted
Keyboard Specialist Grade 5 \$13.8522-\$17.1904	DSS	Promotion	8/7/2017	8/7/2017	8/7/2017	8/10/2017	
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	9/4/2017	8/7/2017	8/7/2017	8/10/2017	10/30/2017
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Resignation	8/1/2017	8/7/2017	8/8/2017	8/15/2017	Cert
E&T Specialist Grade 12 \$17.1323-\$21.2610	E&T	Resignation	9/5/2017	8/11/2017	8/11/2017	8/24/2017	10/9/2017
Community Services Workers- HEAP (3Positions) \$13.8522	Temp DSS	Temp	10/16/2017	8/11/2017	8/15/2017	8/24/2017	10/23/17 (all 3)
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Promotion	8/11/2017	8/7/2017	8/15/2017	9/14/2017	Cert
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	9/18/2017	8/18/2017	8/21/2017	8/24/2017	Cert/Post
Aging Services Worker Grade 7 \$14.6787-\$18.2160	Aging	Resignation	9/4/2017	8/22/2017	8/22/2017	8/24/2017	Canvass

Attachment: November 2017 (4959 : November Vacancy Report)



# POSITION VACANCY REPORT

## As of November 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Social Welfare Examiner Trainee Grade 9 \$15.5873-\$19.3436	DSS	Promotion	9/18/2017	8/30/2017	8/30/2017	9/14/2017	Posted
Senior Account Clerk Grade 9 \$15.5873-\$19.3436	MHC	Resignation	9/8/2017	8/30/2017	8/30/2017	9/14/2017	11/1/2017
Sr Caseworker Grade 19 \$21.7529-\$26.9951	DSS	Resignation	11/17/2017	9/6/2017	9/7/2017	9/14/2017	Cert/Posted
Caseworker Grade 17 \$20.2682-\$25.1526	DSS	Backfill	11/20/2017	9/6/2017	9/7/2017	9/14/2017	Posted
CaseAide Grade 7 \$14.6787-\$18.2160	DSS	Removal from probation	9/8/2017	9/6/2017	9/7/2017	9/14/2017	Canvass/Cert
Building Maintenance Mechanic Grade 9 \$15.5873-\$19.3436	B&G	Promotion	9/18/2017	9/7/2017	9/7/2017	9/14/2017	Posted
Building Maintenance Foreperson Grade 18 \$20.9927-\$26.0517	B&G	Promotion	9/10/2017	9/7/2017	9/7/2017	9/14/2017	10/20/2017
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Resignation	10/15/2017	9/6/2017	9/11/2017	9/14/2017	Posted
PT Jail Cook Grade 2 \$15.4812-\$20.5487	Sheriff	Termination	9/12/2017	9/11/2017	9/14/2017	9/14/2017	10/20/2017
Highway Construction Mechanic Grade 12 \$17.1323-\$21.2610	Highway	Resignation	9/22/2017	9/12/2017	9/14/2017	10/10/2017	Posted
RPN \$26.0358-\$30.3468	Health	Resignation	9/15/2017	9/7/2017	9/7/2017	9/14/2017	Posted
Medical Director/Psychiatrist \$190/hr	MHC	Resignation		9/7/2017	9/7/2017	9/14/2017	Posted
Assistant Public Defender Grade 4 \$64,871-\$78,925	Public Defender	Promotion	9/25/2017	9/20/2017	9/22/2017	10/12/2017	Posted
Secretary II Grade 2 \$17.6023-\$21.4159	Public Defender	Promotion	9/21/2017	9/20/2017	9/22/2017	10/12/2017	Canvass/Cert

Attachment: November 2017 (4959 : November Vacancy Report)

# POSITION VACANCY REPORT

## As of November 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
Network Technician	IT	Removal	9/22/2017	9/15/2017	9/18/2017	10/10/2017	Cert
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Posted
Corrections Officer Grade 1 \$17.0805-\$29.3928	Sheriff	Removal from probation	9/28/2017	10/4/2017	10/10/2017	10/12/2017	Posted
County Police Officer (Deputy Sheriff) \$18.6186-\$29.7853	Sheriff	Removal from probation	9/22/2017	10/4/2017	10/10/2017	10/12/2017	Canvass/Cert
PT Jail Cook (12 hrs) Grade 2 \$15.4812-20.5487	Sheriff	Filled 32hr vacancy	10/20/2017	10/10/2017	10/13/2017		
Custodian Grade 3 \$12.8549\$15.9528	B&G	Resignation	10/2/2017	10/2/2017	10/2/2017	10/10/2017	Waiting for exam results
Dispatcher Grade 5 \$15.4800-\$26.3774	ERAC	Removal from probation	10/10/2017	10/11/2007	10/13/2017		
Sr Dispatcher Grade 7 \$18.3250-\$28.1026	ERAC	Resignation	10/30/2017	10/11/2017	10/13/2017		
Mental Health Program Aide Grade 8 \$15.1197-\$18.7633	MHC	Resignation	10/16/2017	10/3/2017	10/3/2017	10/13/2017	
Dispatcher Grade 5 \$15.4800-\$26.3774	Promotion	11/2/2017	Unknown	10/17/2017	10/18/2017		
Driver Grade 2 \$12.1317-\$15.0552	Aging	Resignation	10/27/2017	10/25/2017	10/25/2017		
Community Service Coordinator Grade 12 \$17.1323-\$21.2610	Probation	Resignation	11/20/2017	10/25/2017	10/25/2017		

Attachment: November 2017 (4959 : November Vacancy Report)