



# Personnel Committee

## Committee Meeting

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

### ~ Agenda ~

Tuesday, March 13, 2018

9:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Board Member Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice-Chair Linda Jones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Beau Harbin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Board Member Ann Homer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Chair, Kelly L. Fairchild-Preston	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

Personnel Committee - Committee Meeting - Feb 13, 2018 9:00 AM

### RESOLUTIONS

#### Board of Elections

#### ON MOTION OF FAIRCHILD-PRESTON

#### AGENDA ITEM NO. 1

##### **Accept Bid/Authorize Contract with Phoenix Ballots and Election Materials/Board of Elections**

WHEREAS, Cortland County Election Commissioners prepared a Request for Bids for the purpose of seeking vendors to print optical scan ballots and election supplies, AND

WHEREAS, two bids were received and reviewed (Phoenix Graphics, Inc., and Ft. Orange Press), AND

WHEREAS, upon review of bid materials it is in the best interest of the Board of Elections to continue purchasing ballots from its current vendor for a period of five years at the same cost of \$.48/each ballot as requested/required for the election process, NOW THEREFORE BE IT

RESOLVED, that Cortland County hereby authorizes the contract to Phoenix Graphics, 1525 Emerson Street, Rochester, NY 14606, for a five year period, AND BE IT FURTHER

RESOLVED, the Chairman of the County Legislature, upon review and approval by the County Attorney or designee, be and hereby is authorized to sign an Agreement for the time period of April 1, 2018 to March 31, 2023, with said firm.

#### Personnel Department

#### ON MOTION OF FAIRCHILD-PRESTON

#### AGENDA ITEM NO. 2

##### **Adopt Policy Family Medical Leave - Personnel/Civil Service**

WHEREAS, it has been deemed necessary that the policy pertaining to Family Medical Leave Act in Cortland County be clarified, updated and adopted, NOW THEREFORE BE IT

RESOLVED, that the Family Medical Leave Act adopted by Cortland County Legislature Resolution No. 107-94 be and hereby is rescinded, AND BE IT FURTHER

RESOLVED, that the following policy entitled *Family Medical Leave Act* be adopted by the Cortland County Legislature, to be effective immediately.

**ON MOTION OF FAIRCHILD-PRESTON**

**AGENDA ITEM NO. 3**

**Adopt Policy - Cortland County Anti-Discrimination & Cortland County Anti-Sexual Harassment Policy**

WHEREAS, it has been deemed necessary that the procedures and policies pertaining to Anti-Discrimination and Sexual Harassment in Cortland County be clarified, updated and adopted, NOW THEREFORE BE IT

RESOLVED, that the Anti-Discrimination and Sexual Harassment Policy adopted by Cortland County Legislature Resolution No. 122-00 be and hereby is rescinded, AND BE IT FURTHER

RESOLVED, that the following policies entitled *Cortland County Anti-Discrimination in Cortland County and Cortland County Sexual Harassment Policy* be adopted by the Cortland County Legislature, to be effective immediately.

**County Attorney**

**Legislature/Historian**

**DISCUSSION/REPORTS**

**Discussion Items**

- a. Workplace Violence Policy Program
- b. Advisory Board Application Process
- c. Legislative Mileage Policy
- d. March 2018 Vacancy Report