



Personnel Committee

Committee Meeting

~ Minutes ~

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

George Wagner

Thursday, June 15, 2017

9:00 AM

Room 304

CALL TO ORDER

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	District 14 - Vice Chair	Present	
George Wagner	Chair	Present	
Luke Snyder	District 5 - Committee Member	Present	
Raylynn Knolls	District 7 - Committee Member	Excused	
Karen Howe	County Attorney	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Mary Ann Discenza	District 6	Present	
Annette Barber	Personnel Director	Present	
Laurie Gosse	Deputy Personnel Director	Present	
Mark Thayer	Director of Community Services	Present	
Gordon Wheelock	District 10	Present	
Emma Snyder	Resident, Cortland	Present	
Nick Graziano	Cortland Standard	Present	
Wendy Franklin	Assistant county Attorney	Present	10:35 AM

MINUTES

Tuesday, May 16, 2017

Old Business

Discussion Item (ID # 4622)

Workplace Violence Policy Update -Personnel

COMMENTS - Current Meeting:

Ms. Barber said Sheriff Helms has not been able to review policy, she asked that it be moved to July to allow more time for review. Mr. Wagner asked what happens in the interim. Ms. Barber said the current policy will continue.

ATTACHMENTS:

- WORKPLACE VIOLENCE POLICY PROGRAM Rev 2017 (PDF)

RESULT:	COMPLETED
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RESOLUTIONS

Board of Elections

County Attorney

Ms. Howe said she has expended 57% of her budget for the year. She said her office recently made several one time payments. Ms. Howe discussed the tax foreclosure auction that was taking place; she said there are 33 properties headed to auction; in 2015 there were 44 parcels auctioned. Ms. Howe discussed the foreclosure process and outlined recent court appearances where property owners challenged the taking of their property by the county.

Ms. Howe said her office has handled 21 juvenile delinquency cases this year, last year her office handled 36. She said the Safety Officer recently completed plumbing inspection training.

Legislature/Historian

1. Resolution 252-17

Authorize Agreement - Accela, Inc. - Minute Traq/Civic Streaming Subscription - Cortland County Legislature

COMMENTS - Current Meeting:

The committee discussed the contract. Mr. Mulvihill explained the contract covers the MinuteTraq program as well as the streaming program used to record and broadcast Legislative sessions. Mr. Mulvihill discussed the value of the programs and that his Deputy Ms. Fuller had been able to negotiate a smaller rate increase which would be locked in for two years if the contract is approved.

RESULT:	APPROVED [UNANIMOUS]	Next: 6/15/2017 10:00 AM
MOVER:	John R Troy, District 1 - Committee Member	
SECONDER:	Richard Bushnell, District 4 - Committee Member	
AYES:	Troy, Bushnell, Price, Wagner, Snyder	
EXCUSED:	Kevin Whitney, Raylynn Knolls	

Personnel Department

2. Resolution 253-17

Standard Workday Reporting 2017

COMMENTS - Current Meeting:

Ms. Barber explained this is a state requirement for retirement reporting purposes.

ATTACHMENTS:

- Standard Work Day Reporting 2017 - Draft (PDF)

RESULT:	APPROVED [UNANIMOUS]	Next: 6/22/2017 6:00 PM
MOVER:	Richard Bushnell, District 4 - Committee Member	
SECONDER:	John R Troy, District 1 - Committee Member	
AYES:	Troy, Bushnell, Price, Wagner, Snyder	
EXCUSED:	Kevin Whitney, Raylynn Knolls	

3. Resolution 254-17

Extension of Agreements with Nationwide Retirement Solutions, Nationwide Financial Services, Inc. and Nationwide Trust Company for the Continuation of the Cortland County Deferred Compensation Plan - Personnel Department

COMMENTS - Current Meeting:

Ms. Barber explained the agreement. She said 167 people currently participate in the plan. The representative meets with those employees once per quarter. Mr. Wagner asked if there is a cost to the county, Ms. Barber said there is not.

RESULT:	APPROVED [UNANIMOUS]	Next: 6/22/2017 6:00 PM
MOVER:	John R Troy, District 1 - Committee Member	
SECONDER:	Richard Bushnell, District 4 - Committee Member	
AYES:	Troy, Bushnell, Price, Wagner, Snyder	
EXCUSED:	Kevin Whitney, Raylynn Knolls	

DISCUSSION/REPORTS

Discussion Items

1. Discussion Item (ID # 4581)

June Vacancy Report

COMMENTS - Current Meeting:

Ms. Barber said she has received the results from the corrections officer exam, the Sheriff can now fill vacant positions.

Mr. Wagner asked for an update on the search to fill the Superintendent of Buildings and Grounds position. Ms. Barber said interviews would be starting soon.

ATTACHMENTS:

- June 2017 (DOC)

RESULT:	COMPLETED
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2. Discussion Item (ID # 4624)

Proposed Hiring Freeze

COMMENTS - Current Meeting:

Ms. Price said a number of people keep bringing up the idea of a hiring freeze as a cost cutting measure. Mr. Troy said there was a hiring freeze in 2008 and it was only slightly effective due to the many exceptions. He didn't feel that it saved a good deal of money. Ms. Price said it saves money because it slows the hiring process. Mr. Troy said the Landfill is already shorthanded, this could make it worse. Mr. Wagner said he felt a hiring freeze could cripple the County. The committee declined to take action on a hiring freeze.

RESULT: COMPLETED

3. Discussion Item (ID # 4623)

Proposed Legislative Rules of Order Revisions

COMMENTS - Current Meeting:

Mr. Troy said the revised Rules of Order look great. Ms. Price thanked the County Attorney's Office for getting the rules revised in short order. The committee discussed removing the County Auditor reference from the rules; Ms. Franklin suggested leaving it in. Mr. Troy discussed Article IX and the reading of the minutes. He feels this provision could be used to obstruct a meeting. Ms. Franklin discussed the rationale for this provision.

RESULT: COMPLETED
