



# Personnel Committee

## Committee Meeting

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

### ~ Agenda ~

Tuesday, March 21, 2017

9:00 AM

Board Room

### CALL TO ORDER

Attendee Name	Present	Absent	Late	Arrived
Legislative District 1 John R Troy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislative District 4 Richard Bushnell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislative District 13 Kevin Whitney	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislative District 14 Sandra Price	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chair George Wagner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislative District 5 Luke Snyder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Legislative District 7 Raylynn Knolls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

### MINUTES

Personnel Committee - Committee Meeting - Feb 16, 2017 8:00 AM

### RESOLUTIONS

#### Board of Elections

#### County Attorney

#### Legislature/Historian

#### Personnel Department

### DISCUSSION/REPORTS

1. Hire Above Base District Attorney
2. March Vacancy Report



# Personnel Committee

## Committee Meeting

~ Minutes ~

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

George Wagner

Thursday, February 16, 2017

8:00 AM

Room 304

### CALL TO ORDER

Attendee Name	Title	Status	Arrived
John R Troy	Legislative District 1 - Committee Member	Present	
Richard Bushnell	Legislative District 4 - Committee Member	Excused	
Kevin Whitney	Legislative District 13 - Committee Member	Present	
Sandra Price	Legislative District 14 - Vice Chair	Present	
George Wagner	Chair	Present	
Luke Snyder	Legislative District 5 - Committee Member	Present	
Raylynn Knolls	Legislative District 7 - Committee Member	Present	
Eric Mulvihill	Clerk of the Legislature	Present	
Karen Howe	County Attorney	Present	
Annette Barber	Personnel Director	Present	
Donnell Boyden	Legislative District 8	Present	

### MINUTES

Tuesday, January 17, 2017

### RESOLUTIONS

#### **Board of Elections**

No Report was presented

#### **County Attorney**

Ms. Howe provided her monthly budget report, she discussed some over budget items in certain budget lines due to unexpected expenses or increased costs such as a cell phone for the Safety Officer. Ms. Howe said her office has done some preliminary title work for three new agriculture easements under the farmland protection program. She discussed some of the potential impacts of the proposed Raise the Age Legislation being considered in Albany.

#### **Legislature/Historian**

Mr. Mulvihill updated the committee regarding a historical research request he received from the Village of Marathon.

#### **Personnel Department**

Ms. Barber discussed the recent Worker's Compensation workshops that were held for the Towns, Villages, and City of Cortland. Ms. Barber said her office had been busy issuing employee w-2 documents and was preparing 1095c documents as required under the Affordable Care Act.

Minutes Acceptance: Minutes of Feb 16, 2017 8:00 AM (MINUTES)

## DISCUSSION/REPORTS

### I. Discussion Items

#### 1. Discussion Item (ID # 4237)

Legislative Mileage Reimbursement

**COMMENTS - Current Meeting:**

It was determined to leave the Legislative mileage rate as is until next month.

**RESULT: COMPLETED**

#### 2. Discussion Item (ID # 4261)

Revised Standard Contract

**COMMENTS - Current Meeting:**

Ms. Howe reviewed the revised contract. She explained the various changes. Some sections have been renumbered and additional information is being requested of vendors under Article 16.

**ATTACHMENTS:**

- StandardContract-2017 rev 1-25 (PDF)

**RESULT: COMPLETED**

#### 3. Discussion Item (ID # 4264)

February Vacancy Report

**COMMENTS - Current Meeting:**

The committee reviewed the monthly vacancy report. Ms. Barber discussed a vacancy at the landfill, she provided an update regarding an employee injury at the landfill. Ms. Barber discussed the limitations of managerial positions. Mr. Whitney asked questions about staffing at the Highway garage.

**ATTACHMENTS:**

- February 2017 (DOC)

**RESULT: COMPLETED**

#### 4. Discussion Item (ID # 4289)

Rules of Order Revisions

**COMMENTS - Current Meeting:**

Ms. Price reviewed the proposed changes to the Rules of Order, at this point she feels the review should continue. Mr. Troy outlined some items he would like to see changed, he said the current rules reference a County Auditor and Conflict Defender both positions are no longer on the books.

**ATTACHMENTS:**

- Rules of Order proposed changes DRAFT (DOCX)

**RESULT:        COMPLETED**

Minutes Acceptance: Minutes of Feb 16, 2017 8:00 AM (MINUTES)

## POSITION VACANCY REPORT As of March 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Hire	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	5/1/11	1/5/06	3/28/11	3/31/11	3/31/11	Posted/Adv.
Driver, per diem (1) Grade 2, \$11.9997-14.8915/hr.	Nutrition	New Position	7/25/13	N/A	7/26/13	7/29/13	7/31/13	Posted
Call Taker (12 Hours week) Grade 1 \$14.5723-19.1761/hr.	ERAC	New Position	1/1/15	N/A	2/19/15	2/20/15	3/6/15	Posted/Advertised
Nurse Practitioner \$31.7996-37.0650/hr.	Health	Retirement	12/31/15	7/11/88	10/7/15	10/8/15	10/8/15	Posted/Advertised
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	New Position	7/5/16	N/A	6/29/16	7/6/16	7/6/16	Cert/exam
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	New Position	7/5/16	N/A	6/29/16	7/6/16	7/6/16	Cert/exam
Network Technician Grade 18 \$207644-25.7683/hr.	IT	Resignation	9/9/16	5/9/16	9/6/16	9/6/16	9/6/16	2/6/17
Heavy Equipment Maintenance Mechanic Grade 14 \$18.0962-22.4580/hr.	Highway	Resignation	9/27/16	9/14/15	9/21/16	9/22/16		
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	Resignation	9/25/16	8/25/14	10/3/16	10/4/16	10/4/16	2/27/17
Network Technician Grade 18, \$20.7644-25.7683/HR	IT	Resignation	9/30/16	4/7/14	10/28/16	10/31/16	10/31/16	2/13/17
Cook, per diem Grade 2, \$15.3128-20.3521/hr	Sheriff	New position	n/a	10/28/16	n/a	11/3/16	11/3/16	1/30/17
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	Promotion	9/19/16	8/4/97	11/8/16	11/8/16	11/8/16	Cert/exam
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	Promotion	9/19/16	10/23/03	11/8/16	11/8/16	11/8/16	Cert/exam
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	Promotion	9/19/16	6/28/10	11/8/16	11/8/16	11/8/16	Cert/exam
Correction Officer Grade 1 \$16.8281-28.9584/hr.	Sheriff	Promotion	9/19/16	11/13/07	11/16/16	11/16/16	11/16/16	Cert/exam
Grant Administrator Grade 5, \$33,974-41,334/YR	E&T	Resignation	11/18/16	5/5/14	11/28/16	11/28/16	11/28/16	Posted
Assistant Public Defender Grade 4, \$64,871-78,925/YR	Public Defender	Resignation	12/31/16	3/3/15	11/30/16	11/30/16	11/30/16	2/21/17
Food Service Helper Grade 2, \$12.1317-15.0522	Aging	Resignation	2/3/17	1/28/08	12/5/16	12/6/16	12/6/16	2/13/17
Dispatcher Grade 5, \$15.3116-26.0904	ERAC	New	2/1/17	n/a	12/15/16	12/15/16	12/15/16	2/6/17
Assistant District Attorney Grade 4, \$64,871-78,925	DA	Removal	1/1/17	8/18/14	12/15/16	12/15/16	12/19/16	2/13/17
Paralegal, Grade 14, \$18.2959-22.7050	DA	Resignation	12/31/16	1/12/09	12/15/16	12/15/16	12/19/16	2/15/17
County Police Officer (Deputy Sheriff) \$18.6186-29.7853	Sheriff	New	1/1/17	n/a	12/16/16	12/19/16	12/19/16	Cert

Attachment: March 2017 (4341 : March Vacancy Report)

## POSITION VACANCY REPORT As of March 01, 2017

Position (Title, Grade, Salary)	Department	Reason for Vacancy	Date of Vacancy	Date of Hire	Date of Request to Take Action	Date forms sent to County Admin.	Date of Approval of Action	Date Filled
County Police Officer (Deputy Sheriff) \$18,6186-29,7853	Sheriff	New	1/1/17	n/a	12/16/16	12/19/16	12/19/16	Cert
Dispatcher, Grade 5, 15.3116-26.0904/HR	ERAC	Resignation	12/30/16	11/7/16	12/30/16	12/30/16	12/30/16	1/30/17
Correction Officer Grade 1, 17.0808-29.3928/HR	Sheriff	New	1/1/17	n/a	1/3/17	1/3/17	1/3/17	Cert/exam
Social Welfare Examiner Trainee Grade 10, 16.0799-19.9550/HR	DSS	Promotion	1/23/17	n/a	1/9/17	1/9/17	1/9/17	Canvass
Sr Social Welfare Examiner Grade 12, 17.1323-21.2610/HR	DSS	Resignation	1/20/17	4/9/07	1/9/17	1/9/17	1/9/17	Cert
Sr Citizen Center Manager Grade 8, 15.1197-18.7633/HR	Aging	Resignation	1/31/17	5/23/11	1/19/17	1/19/17	1/19/17	2/27/17
Secretary to the DA Grade 3, 18.3063-22.2724/HR	DA	Resignation	1/23/17	12/5/15	1/12/17	1/12/17	1/12/17	2/6/17
Case Aide, Grade 7, 14.6787-18.2160/HR	DSS	Termination	1/23/17	1/28/13	1/23/17	1/23/17	1/23/17	3/13/17
Chief Assistant District Attorney Grade 3, 67,737-84,844/YR	DA	Resignation	2/26/17	4/22/13	1/25/17	1/25/17	1/25/17	2/27/17
Sr Index Clerk Grade 8, 15.1197-18.7633/HR	County Clerk	New	1/1/17	n/a	1/24/17	1/24/17	1/25/17	2/13/17
Client Liaison Specialist Grade 7, 14.6787-18.2160/HR	Public Defender	New	2/1/17	n/a	1/24/17	1/24/17	1/25/17	Posted
Case Aide Grade 7, 14.6787-18.2160/HR	DSS	Promotion	1/30/17	2/20/07	1/27/17	1/31/17	1/31/17	3/13/17
Family Advocate Grade 9,15.5873-19.3436	DA	Resignation	3/30/17	2/29/16	2/1/17	2/1/17	2/1/17	Exam
Heavy Equipment Operator Grade 12, 17.1323-21.2610/HR	Highway	Promotion	1/2/17	5/11/94	2/1/17	2/6/17	2/6/17	3/6/17
Keyboard Specialist Grade 5, 13.8522-17.1904	DSS	Resignation	2/25/17	12/27/00	2/8/17	2/8/17	2/8/17	3/13/17
Family Advocate Grade 9,15.5873-19.3436	DA	Resignation	2/7/17	9/12/16	2/24/17	2/24/17	2/24/17	3/1/17
Public Health Nurse 28.0506-32.6953/HR	Health	New	2/24/17	n/a	2/24/17	2/24/17	2/24/17	3/6/17
Food Service Helper Grade 2, 12.1317-15.0552	Aging	Resignation	2/24/17	3/11/13	2/24/17	2/24/17	2/24/17	Posted
Keyboard Specialist Grade 5,13.8522-17.1904	DSS	Promotion	2/27/17	5/11/15	2/24/17	2/24/17	2/24/17	Cert
Case Supervisor Grade B Grade 21, 23.3881-31.2640	DSS	Retirement	6/9/17	6/3/97	2/27/17	2/28/17	3/1/17	

Attachment: March 2017 (4341 : March Vacancy Report)

**POSITION VACANCY REPORT**  
**As of March 01, 2017**

Attachment: March 2017 (4341 : March Vacancy Report)