

**AGENDA**  
**PERSONNEL COMMITTEE**  
**NOVEMBER 7, 2012**

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of the October 24<sup>th</sup> Committee meeting.

III. **Action Agenda**

1) **Requests from the Civil Service/Personnel Office:**

- A) Authorizing the Chairman of the Board to execute contract extensions with MVP for the Medicare Gold Anywhere plan and Blue Cross Blue Shield for the Forever Blue Medicare PPO In-Area and Out-of-Area plans to provide continued health insurance coverage for eligible retirees for the term commencing January 1, 2013 and terminating December 31, 2013.
- B) Authorizing the Chairman of the Board to execute contract extensions with Blue Shield of Northeastern NY, NYSHIP and Delta Dental to provide continued health and dental insurance coverage for certain County officers and employees for the term commencing December 1, 2012 and terminating November 30, 2013.

2) **Referral from the Human Services Committee:**

**Office for the Aging:**

Request to fill the vacant position of Mealsite Manager #7 at the Bolton Mealsite, Grade 2, current employee's Annual Salary \$18,730 (*30 hours per week*), due to retirement. This is a Union position that is not mandated but receives 100% State reimbursement. Please note that upon filling this position, the Director of the Office for the Aging has requested that the hours associated with the position be decreased to 25 hours per week at \$11.3971 per hour. **Please note: Information is being presented for reporting purposes only; a hiring freeze is in effect.**

3) **Referrals from the Health Services Committee:**

**Westmount Health Facility:**

Request to fill the vacant position of Leisure Time Activity Aide #1, Grade 3, Annual Salary of \$14,529, due to resignation. This is a Union position that is not mandated but receives 53% State reimbursement. **Please note: Information is being presented for reporting purposes only; a hiring freeze is in effect.**

4) **Referrals from the Public Safety Committee:**

**Sheriff's Office:**

- A) Request to fill the vacant position of Undersheriff, Annual Salary of \$87,178, due to retirement. This is a non-Union position which is not mandated and receives no State or Federal reimbursements. The filling of this position will cause no impact to the County Budget.
- B) Request to fill the vacant position of Major, Annual Salary of \$84,500, due to promotion. This is a non-Union position which is not mandated and receives no State or Federal reimbursements. The filling of this position will cause no impact to the County Budget.

**Please note: Item 4A is an appointment being made by the Sheriff and Item 4B is a backfill due to promotion; no new employees will be hired through this action.**

IV. **Pending Items:**

- 1) Filling of the vacant Director of Nursing position at the Westmount Health Facility was authorized with a salary range of \$65,000 - \$80,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (08.08.12)
- 2) Requests to fill vacant positions tabled at the October 19<sup>th</sup> Board meeting:
  - 1. Probation - Part Time Senior Typist (R586/2012);
  - 2. Public Health/Patient Services - Community Health Nurse #25 (R587/2012);
  - 3. Social Services - Keyboard Specialist #1 (R588/2012); and
  - 4. Social Services - Caseworker #27 (R589/2012).

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** Personnel/Civil Service

**DATE:** November 7, 2012

- (a) Purpose of Contract Change: Authorizing the Chairman of the Board to execute contract extensions with MVP for the Medicare Gold Anywhere Plan and Blue Cross Blue Shield for the Forever Blue Medicare PPO In-Area and Out-of-Area Plans to provide continued health insurance coverage for eligible retirees.
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: R594 of 2011 (amended by R643 of 2011)
- (c) Name of Contractor:
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension: January 1, 2013
- (g) Termination Date of Extension: December 31, 2013
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

## ***RESOLUTION REQUEST FORM NO. 4***

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- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: R594 of 2011 (amended by R643 of 2011)
- (c) Name of Contractor:
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Commencement Date of Extension: December 1, 2012
- (g) Termination Date of Extension: November 30, 2013
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA Payroll Dept. No. 57.07  
Title of Position Meal Site Manager, Bolton Annual Salary \$ 18,730 PT 30hrs Grade2  
Budget code and title A.6774 130 S.N.A.P. Salaries - Part Time Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 6792  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 100%  Other %  
Impact to Budget: Savings \$3,910 reduce hours to 25/wk (5 per day instead of 6)  
**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date 10/25/12  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature  \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Westmount Health Facility

Payroll Dept. No. 4105 14,529

Title of Position Leisure Time Activity Aide #1

Annual Salary base ~~14,034.00~~ & Shift Dif

Grade 03

Budget code and title EF.72600.400 130 Activities Program, LPN & Activities Dir Wages Salaries- Part Tme

Union  Non-Union

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other

Employee No. 12214

Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State 53%  Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date Oct. 26, 2012

The Administrator has no objection to the filling of the vacancy.

The Administrator objects to the filling of the vacancy.

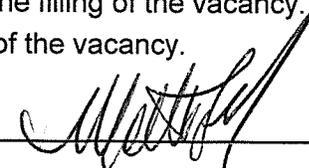
Administrator Signature \_\_\_\_\_

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services-Westmount Date Oct. 26, 2012

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

Ranking Committee Member Signature  \_\_\_\_\_

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

The Personnel/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
Title of Position Undersheriff \_\_\_\_\_ Annual Salary \$87,178.00 \_\_\_\_\_ Grade \_\_\_\_\_  
Budget code and title A.3110 110 \_\_\_\_\_ Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State %  Other %  
Impact to Budget: *None*

Personnel Officer has approved this form when initialed. \_\_\_\_\_

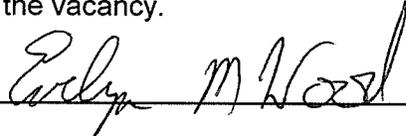
**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Public Safety - Sheriff Date Oct. 26, 2012  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature  \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Public Safety - Sheriff Date Oct. 26, 2012  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature  \_\_\_\_\_

**PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

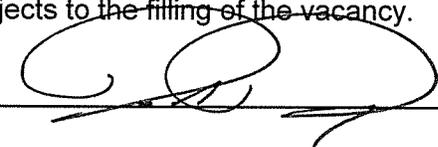
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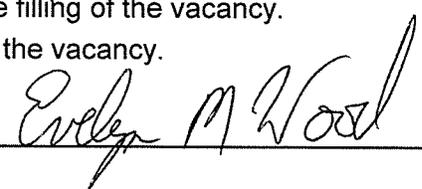
**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff \_\_\_\_\_ Payroll Dept. No. \_\_\_\_\_  
 Title of Position Major \_\_\_\_\_ Annual Salary \$84,500.00 \_\_\_\_\_ Grade \_\_\_\_\_  
 Budget code and title A.3110 110 \_\_\_\_\_ Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. \_\_\_\_\_  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal %  State %  Other %  
 Impact to Budget: *None*  
 Personnel Officer has approved this form when initialed. \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Public Safety - Sheriff Date Oct. 26, 2012  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
 Administrator Signature  \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Public Safety - Sheriff Date Oct. 26, 2012  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 Ranking Committee Member Signature  \_\_\_\_\_

**PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION**

Date \_\_\_\_\_  
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources Committee objects to the filling of the vacancy.  
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