



# **LIVINGSTON COUNTY BOARD OF SUPERVISORS' MEETING NOTICE**

Livingston County Government Center, Geneseo, New York 14454 585.243.7030

COMMITTEE: WAYS AND MEANS

DATE: JULY 23, 2018

TIME: 1:30 P.M.

## **Committee Members**

D. Pangrazio, Chairman  
D. Knapp, Vice Chairman  
D. Fanaro  
E. Gott  
W. Wadsworth  
D. LeFeber  
D. Mahus

## **PLEDGE OF ALLEGIANCE:**

### **1:30 COUNTY TREASURER – AMY DAVIES**

#### **Pre-approved Informational Item(s) To Be Reported**

1. DECEMBER 31, 2017 AUDITED FINANCIAL STATEMENTS – Bonadio will present the final 12/31/17 audited financial statements
2. Update on Phillips Lytle court case Sciarrino parcels.

### **1:45 PERSONNEL ISSUES – TISH LYNN**

#### **COUNTY HISTORIAN – AMIE ALDEN**

#### **Action Item(s) To Be Reported**

1. **AMENDING THE 2018 DEPARTMENT HEAD SALARY SCHEDULE: COUNTY HISTORIAN**  
RESOLVED, that the 2018 Department Head Salary Schedule is amended as follows:

#### **County Historian**

- Convert one part-time Deputy Historian position to full-time.

### **CENTER FOR NURSING & REHABILITATION – FRANK BASSETT**

#### **Action Item(s) To Be Reported**

1. **AMENDING THE 2018 DEPARTMENT HEAD SALARY SCHEDULE: CENTER FOR NURSING AND REHABILITATION**

RESOLVED, that the 2018 Department Head Salary Schedule is amended as follows:

#### **Center for Nursing and Rehabilitation:**

- Create one full-time Staffing Services Specialist position at a salary range of \$45,000-\$52,000.

### **TYPICAL WORK ACTIVITIES:**

Maintains a continuous recruiting model to find the best talent for the CNR;

In conjunction with each Department Director, develops and implements a staffing plan and forecasts each department's anticipated needs;

Coordinates Job Postings (internal, website, traditional media, social media, staffing agencies, etc.);

Develops and maintains an online recruiting presence using a diverse mix of recruiting tools and websites;

Collaborates with Livingston County Grants & Public Information Officer on new recruitment ideas for the CNR website, employment websites, and social media;

Plans employee and volunteer events in collaboration with other CNR team members;

Develops and maintains an applicant tracking system to ensure an adequate pipeline of applicants;

Participates in and/or facilitates recruitment process support:

- o Placing ads in the paper
- o Attending Job Fairs
- o Interview Scheduling

Establishes and maintains an active new employee and volunteer onboarding system;



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- Works with each Department Director to build and maintain an orientation checklist specific to each title within their department;
- Creates and implements onboarding programs specific to the needs of each department;
- Conducts new employee onboarding general orientation, including mandatory soft skills;
- Monitors completion status of each new employee's orientation requirements;
- Conducts post-orientation interviews with new personnel at prescribed intervals to monitor adoption of essential work knowledge and workplace satisfaction;
- Conducts data collection and analyzation of turnover statistics;
- Collaborates with local and regional academia, i.e., vocational education, colleges, high schools, mentoring organizations, etc. to foster use of the CNR as an internship/clinical training site;
- Spot assisting with Employee Relation issues; and
- Performs other related duties.

**2:00 COUNTY ADMINISTRATOR – IAN COYLE**

**Action Item(s) To Be Reported**

- APPROVING ABSTRACT OF CLAIMS #7B-JULY 25, 2018**
- AMENDING 2018 LIVINGSTON COUNTY BUDGET – OFFICE FOR THE AGING**  
RESOLVED, that the Livingston County Treasurer is authorized and directed to make the requested Budget Amendments per the Budget Amendment entries, which have been approved by the Livingston County Administrator.
- DECLARING SURPLUS PROPERTY – SHERIFF'S OFFICE**  
WHEREAS, the County of Livingston owns surplus personal property that is no longer necessary for public use, now, therefore, be it  
RESOLVED, that the Livingston County Board of Supervisors hereby declares the following item(s) as surplus property to be disposed of as determined by the County Administrator:

**Sheriff's Office**

Quantity	Year, Make & Model	Mileage	Serial #
1	2008 Chevy Tahoe	235,663	1GNFK03008R269467
1	2008 Chevy Tahoe	204,804	1GNFK030X8R269475
1	2011 Chevy Tahoe	196,725	1GNSK2E04BR342533

**Pre-approved Informational Item(s) To Be Reported**

- Sales Tax Update – 2<sup>nd</sup> Q 2019
- Budget 2019 Planning Update – Board Feedback and Input
- Reval & Assessed Taxable Values
- Property Tax Compliance and Raise the Age
- Building #1 Auditorium – Usage Guidelines

**2:15 ADJOURNMENT**