

**PERSONNEL AND COMPENSATION COMMITTEE**

**AGENDA**

**MONDAY, MAY 21, 2018**

**3:30 P.M.**

**COMMITTEE MEMBERS:** John S. Vero, Chairman

Leigh J. Benton, Paul Ruszkiewicz, Rob Sassi, Thomas J. Faggione, Laurie R. Tautel, Joel Sierra, Kathy Stegenga

**I. DR. KRISTINE YOUNG, PRESIDENT, ORANGE COUNTY COMMUNITY COLLEGE  
LINDA DAUER, VICE PRESIDENT, ADMINISTRATION & FINANCE, ORANGE  
COUNTY COMMUNITY COLLEGE**

**Request to abolish Secretary, Grade 6 (#08342) and create Human  
Resource Associate, Grade 10 (LR#096)**

**II. DAVID M. HOOVLER, DISTRICT ATTORNEY**

- a. **Request to create three (3) Assistant District Attorney I, Grade 21  
positions (LR#100)**
- b. **Request to reallocate Chief Assistant District Attorney (#08532) from  
Management Grade 27 to Management Grade 28 (LR#101)**
- c. **Request to reallocate Chief Trial Assistant District Attorney (#08557)  
and Executive Assistant District Attorneys (#08540 and #10694) from  
Management Grade 26 to Management Grade 27 (LR#101)**

**III. CARL E. DUBOIS, SHERIFF  
KENNETH T. JONES, UNDERSHERIFF**

**Request to increase the current per diem rate of \$20.00 per hour to \$30.00  
per hour for the position of Per Diem/Part-Time Deputy Sheriff, when  
assigned to schools (LR#106)**

Jean



# County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)  
2018 + 096  
(County Executive Dept.'s Use Only)

|   |   |  |
|---|---|--|
| DATE: 4/17/2018   | DATE LEGISLATIVE ACTION REQUIRED: 5/21/2018 | DEPARTMENT/DIVISION: Orange County Community College |
| SYNOPSIS: Orange County Community College respectfully requests the abolishment of Secretary, grade 6 (#08342) and the creation of a Human Resource Associate, grade 10. This change will create a budget savings of \$71,077. Please see attached for justification. |   |  |
|   |   | INITIAL: <i>[Signature]</i> DATE: 4/20/18            |

I.

| COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL   |  |
|--|--|
| COMMENTS                                 |  |
| INITIAL: <i>[Signature]</i> DATE: 5-1-18 |  |

| COUNTY ATTORNEY APPROVAL                 |  |
|--|--|
| COMMENTS                                 |  |
| INITIAL: <i>[Signature]</i> DATE: 5/3/18 |  |

| HUMAN RESOURCES - DEPARTMENT REQUEST  |        |               |
|---|--------|---------------|
| TITLE:  | GRADE: | STEP:         |
| DEPARTMENT COMMENTS:  |        |               |
| PERSONNEL DEPARTMENT COMMENT:<br>Abolish Secretary, Grade 06 (#08342)<br>Create Human Resources Associate, Grade 10 |        |               |
| INITIAL: <i>[Signature]</i>   |        | DATE: 5/16/18 |

| BUDGET   |         |                  |                    |                |                           |
|--|---------|------------------|--------------------|----------------|---------------------------|
| BUDGETED: <input type="checkbox"/> YES <input type="checkbox"/> NO   | AMOUNT: | FUNDING - STATE: | FUNDING - FEDERAL: | OTHER FUNDING: | FUNDING - COUNTY: \$ 0.00 |
| BUDGET COMMENTS: Abolish one grade 6 secretary (annual Salary \$33,372) and create one grade 10 HR Assoc. (annual salary \$40,854) as requested. |         |                  |                    |                |                           |
| INITIAL: <i>[Signature]</i>  |         |                  |                    |                | DATE: 5/9/18              |

| COUNTY EXECUTIVE'S FINAL APPROVAL          |  |
|--|--|
| COMMENTS                                   |  |
| INITIAL: <i>[Signature]</i> DATE: 05/16/18 |  |

| LEGISLATIVE ACTION (SYNOPSIS VOTING AND COMMENTS) |         |        |  |
|---|---------|--------|--|
| STATUTORY: * NAME:                                | DATE:   | TIME:  |  |
| ✓ Personnel & Compensation                        | 5/21/18 | 3:30pm |  |
| * NAME:   | DATE:   | TIME:  |  |
| Education & Economic Dev.                         | 5/21/18 | 4:15pm |  |
| * NAME:   | DATE:   | TIME:  |  |
| * NAME:   | DATE:   | TIME:  |  |
| SPECIAL: ** NAME:                                 | DATE:   | TIME:  |  |
| need  | 5/18/18 |        |  |

**Justification to abolish Secretary, grade 6, position number 08342 and create Human Resource Associate, grade 10 position.**

In the College budget for AY 17/18 and for the past 30 plus years there have been two full time secretary positions in Human Resources. The amount for those two positions (salary and benefits) is \$129,664. These positions have always been filled and replaced upon becoming vacant. For AY 18/19, Human Resources gave up one of these positions to help with the college's budget shortfall. The AVP of HR conducted a review of the department and determined that one position would be sufficient if the one remaining could be reclassified at a much higher grade. The requested position is a Human Resource Associate, grade 10. The salary and benefits for this position are \$58,586. This change generates budget savings of \$71,077.

The Human Resource department has brought on new integrated technology for the onboarding and search process of positions. It has also taken on all compliance requirements for the college. A higher-level skillset is required to use and maintain these new technologies and duties. The department will also transition to an Enterprise Resource Planning (ERP) system that this position will be in charge of bringing on line and the ongoing maintenance of records and information.



**INTER-OFFICE MEMO  
DEPARTMENT OF HUMAN RESOURCES**

**TO: STEVEN M. GROSS, COMMISSIONER OF HUMAN RESOURCES**

**FROM: DONNA McCAREY, DEPUTY COMMISSIONER OF HUMAN RESOURCES DMC**

**DATE: MAY 16, 2018**

**RE: LEGISLATIVE REQUEST #096**

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Orange County Community College has submitted a legislative request to abolish one vacant Secretary, Grade 06 (#08342). In exchange, the department seeks to create a position to provide administrative and clerical support within their Human Resources Office.

This position will be responsible for maintaining benefits program information for OCCC employees and participating with the onboarding of new employees. The position will require use of computerized database software and web-based programs. Advanced level of skill in the use of computer applications beyond entry-level clerical aptitude is required.

Based on the nature of work to be performed, the appropriate classification is Human Resources Associate, Grade 10. Attached is a draft job specification. This classification is allocated to the competitive jurisdictional classification and recruitment will be pursuant to the outcome of a Civil Service examination. The entry rate for CSEA Grade 10, Step 02, is \$22.4472 per hour, \$40,853 annually.

ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** HUMAN RESOURCES ASSOCIATE **GRADE:** 10

**TITLE ABBREVIATION:** HUMAN RESOURCE ASSO **TITLE NO.:** 6422

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**     **EEO CODE:** AS **FLSA CODE:** NE (2)

**DEPARTMENT:** COMMUNITY COLLEGE **DIVISION:**                   

**SUPERVISOR'S TITLE:** ASSOCIATE VICE PRESIDENT OF HUMAN RESOURCES

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing varied administrative and clerical functions in Human Resources. The work is carried out in accordance with established policies and procedures and involves the recruitment and orientation of staff and the enrollment in benefits programs. The work is performed under general supervision and involves interaction with employees and representatives of College departments. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Maintains current and complete benefits program information for varied employee groups of the College, updating database and webpages, distributing such information as needed;

Processes onboarding documents as well as benefit enrollment documents and maintains the HRIS data base;

Performs data entry of information into HRIS, prepares monthly and annual reports;

Assists in resolution of benefit-related problems by answering questions, working with the County Risk Management office as needed;

Oversees benefit enrollments and prepares related reports as required;

Recruits personnel through advertising, Civil Service list canvassing, search postings;

Processes electronic employment onboarding documents and reviews paperwork to ensure completeness;

Supports the Assistant Human Resources Officer with delivery of new employee orientation program;

Oversees the maintenance of all employee records (including electronically) and prepares reports as required;

Works closely with payroll staff for onboarding and termination of employees;

Uses computer applications or other automated database systems such as word processing, spreadsheets, e-mail, calendar and database software in performing work assignments.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of Civil Service Law, Orange County Rules and current labor agreements within County government and public higher education; good knowledge of the automated personnel/payroll system; good knowledge of County and College policies and procedures as they relate to personnel/payroll; good knowledge of health insurance programs offered to employees; good knowledge of effective recruitment techniques; skill in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan and coordinate projects; ability to establish good working relationships; ability to communicate effectively both orally and in writing; ability to read and interpret complex written material; ability to plan and direct the work of others; initiative; tact; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher and two (2) years of human resources related work experience where the primary function was employee benefits and electronic onboarding in a computerized system using web-based or database software;
- (B) Graduation from High School or possession of a high school equivalency diploma and four (4) years of experience as described above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).



Jean

# County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)  
2018 + 100  
(County Executive Dept.'s Use Only)

|   |                                     |                      |
|---|-------------------------------------|----------------------|
| DATE :*   | DATE LEGISLATIVE ACTION REQUIRED: * | DEPARTMENT/DIVISION: |
| 5/6/2018  | 5/31/2018                           | District Attorney    |
| SYNOPSIS:*  |                                     |                      |
| <p>Request to allow three (3) Assistant District Attorney I, Grade 21, positions be created. Thirteen (13) Assistant District Attorney I positions exist within the office and all positions are currently filled. Three additional ADA I positions are needed to allow recruitment of new candidates as well as to keep employees at the ADA I level and ensure complete training and proficiency before moving to the ADA II level. The annual salary range for a Grade 21 is \$44,760 - \$73,367. The creation of additional positions will not impact the total number of budgeted positions to be filled.</p> <p>See attached memo.</p> <p style="text-align: right;">II. a.</p> |                                     |                      |
| INITIAL   |                                     | DATE                 |
| [Signature]   |                                     | 5/31/18              |

| COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL |          |
|--|----------|
| COMMENTS                               |          |
| INITIAL                                | DATE     |
| [Signature]                            | 05/08/18 |

| COUNTY ATTORNEY APPROVAL |         |
|--------------------------|---------|
| COMMENTS                 |         |
| INITIAL                  | DATE    |
| [Signature]              | 5/19/18 |

| HUMAN RESOURCES - DEPARTMENT REQUEST                               |          |        |
|--|----------|--------|
| TITLE:*  | GRADE: * | STEP:* |
|  |          |        |
| DEPARTMENT COMMENTS:*  |          |        |
| PERSONNEL DEPARTMENT COMMENT:                                      |          |        |
| Create three (3) Assistant District Attorney 1 positions, Grade 21 |          |        |
| INITIAL  | DATE     |        |
| [Signature]  | 5/11/18  |        |

| BUDGET   |          |                    |                      |                  |                    |
|--|----------|--------------------|----------------------|------------------|--------------------|
| BUDGETED:*   | AMOUNT * | FUNDING - STATE: * | FUNDING - FEDERAL: * | OTHER FUNDING: * | FUNDING - COUNTY:* |
| <input type="checkbox"/> YES <input type="checkbox"/> NO   |          |                    |                      |                  | \$ 0.00            |
| BUDGET COMMENTS: The District Attorney's 2018 operating budget funds a total of 45 ADA's. The titles are exchangeable as needed. |          |                    |                      |                  |                    |
| INITIAL  |          |                    |                      | DATE             |                    |
| [Signature]  |          |                    |                      | 5/18/18          |                    |

| COUNTY EXECUTIVE'S FINAL APPROVAL |          |
|-----------------------------------|----------|
| COMMENTS                          |          |
| INITIAL                           | DATE     |
| [Signature]                       | 05/18/18 |

| LEGISLATIVE ACTION: (SYNOPSIS VOTING AND COMMENTS) |                            |              |           |
|--|----------------------------|--------------|-----------|
| STATUTORY: *                                       | NAME:                      | DATE:        | TIME:     |
|  | ✓ Personnel + Compensation | 5/21/18      | 3:30 p.m. |
|  | Public Safety              | 5/24/18      | 3:30 p.m. |
|  |                            |              |           |
|  |                            |              |           |
| SPECIAL:**   | NAME:                      | DATE:        | TIME:     |
|  |                            | read 5/18/18 |           |



**INTER-OFFICE MEMO  
DEPARTMENT OF HUMAN RESOURCES**

**TO: DAVID HOOVLER, DISTRICT ATTORNEY**

**FROM: ALISON TYACK, DIRECTOR OF PERSONNEL MANAGEMENT**

**DATE: MAY 03, 2018**

**RE: REALLOCATION AND CREATION OF POSITIONS**

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Following a meeting with the Commissioner of Human Resources and the Executive Assistant District Attorney and a review of the organization, the following is recommended:

Reallocate the salary grades of Chief Assistant District Attorney, Chief Trial Assistant District Attorney, and Executive Assistant District Attorney under the Management Salary Plan. The reallocations are recommended due to the high-level of responsibility assigned to these classifications including the prosecution of complex and priority cases. The classifications perform specialized legal and administrative functions deemed by the District Attorney to be necessary for the proper and efficient overall operation of the District Attorney's Office. The level of legal work performed exceeds the scope of responsibilities for the current salary grades.

Based on the scope and responsibility of the positions, the following is recommended:

- Reallocate Chief Assistant District Attorney (position #08532) from Management Grade 27 to Management Grade 28. The Chief Assistant serves as the Acting District Attorney in the absence of the District Attorney and provides general supervision over the Executive Assistant District Attorneys, Chief Trial Assistant District Attorney, and all Senior Assistant District Attorneys.
- Reallocate Chief Trial Assistant District Attorney (position #08557) and Executive Assistant District Attorneys (positions #08540 and #10694) from Management Grade 26 to Management Grade 27. The positions participate significantly in policy decisions of the office and directly supervisor Senior Assistant District Attorneys.

These recommendations recognize the relationship of the positions among other classified positions within the organizational structure of District Attorney's Office. Reallocation of a grade does not change the nature of the jurisdictional classification or employment status of the incumbents.

In addition, it is recommended that three (3) Assistant District Attorney I, Grade 21 positions be created. Thirteen (13) Assistant District Attorney I positions exist within your office and all positions are currently filled. Three additional ADA I positions are needed to allow you to recruit new candidates as well as to keep employees at the ADA I level and ensure complete training and proficiency before moving to the ADA II level. The annual salary range for a Grade 21 is \$44,760 - \$73,367. The creation of additional positions will not impact the total number of budgeted positions to be filled.

If you concur and wish to pursue these actions, please submit a Legislative Request to the County Executive for consideration. Should you have any questions, please do not hesitate to contact me at 291-2557.

cc: Steven Gross, Commissioner  
Department of Human Resources





Jean

# County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)  
2018 \* 101  
(County Executive Dept.'s Use Only)

|   |  |   |
|---|--|---|
| DATE: *<br>5/6/2018   | DATE LEGISLATIVE ACTION REQUIRED: *<br>5/31/2018 | DEPARTMENT/DIVISION:<br>District Attorney |
| SYNOPSIS: *<br>Request to reallocate the salary grades of Chief Assistant District Attorney, Chief Trial Assistant District Attorney, and Executive Assistant District Attorney under the Management Salary Plan. The reallocations are recommended due to the high-level of responsibility assigned to these classifications. The classifications perform specialized functions deemed by the District Attorney to be necessary for the proper and efficient operation of the District Attorney's Office. The level of work performed exceeds the scope of responsibilities for the current salary grades. |  |   |
| Request to reallocate Chief Assistant District Attorney (position #08532) from Management Grade 27 to Management Grade 28.  |  |   |
| Request to reallocate Chief Trial Assistant District Attorney (position #08557) and Executive Assistant District Attorneys (positions #08540 and #10694) from Management Grade 26 to Management Grade 27. See attached memo   |  |   |
| INITIAL<br><i>[Signature]</i>   |  | DATE<br>5/3/18                            |

II. b.

II. c.

| COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL |                  |
|--|------------------|
| COMMENTS                               |                  |
| INITIAL<br><i>[Signature]</i>          | DATE<br>05/08/18 |

| COUNTY ATTORNEY APPROVAL      |                |
|-------------------------------|----------------|
| COMMENTS                      |                |
| INITIAL<br><i>[Signature]</i> | DATE<br>5/1/18 |

| HUMAN RESOURCES - DEPARTMENT REQUEST  |                 |         |
|---|-----------------|---------|
| TITLE: *  | GRADE: *        | STEP: * |
| DEPARTMENT COMMENTS: *  |                 |         |
| PERSONNEL DEPARTMENT COMMENT: Reallocate Chief Assistant District Attorney from Management Grade 27 (#08532) to Management Grade 28. Reallocate Chief Trial Assistant District Attorney (#08557) and Executive Assistant District Attorneys (#08540 & 10694) from Management Grade 26 to Management Grade 27. |                 |         |
| INITIAL<br><i>[Signature]</i>   | DATE<br>5/10/18 |         |

| BUDGET  |          |                    |                      |                  |                                |
|---|----------|--------------------|----------------------|------------------|--------------------------------|
| BUDGETED: *<br><input type="checkbox"/> YES <input type="checkbox"/> NO | AMOUNT * | FUNDING - STATE: * | FUNDING - FEDERAL: * | OTHER FUNDING: * | FUNDING - COUNTY: *<br>\$ 0.00 |
| BUDGET COMMENTS:<br>As requested.                                       |          |                    |                      |                  |                                |
| INITIAL<br><i>[Signature]</i>   |          |                    |                      |                  | DATE<br>5/18/18                |

| COUNTY EXECUTIVE'S FINAL APPROVAL |                  |
|-----------------------------------|------------------|
| COMMENTS                          |                  |
| INITIAL<br><i>[Signature]</i>     | DATE<br>05/18/18 |

| LEGISLATIVE ACTION: (SYNOPSISIZE VOTING AND COMMENTS) |                  |                    |  |
|---|------------------|--------------------|--|
| STATUTORY: *<br>NAME:<br>✓ Personnel + Compensation   | DATE:<br>5/21/18 | TIME:<br>3:30 p.m. |  |
| * NAME:<br>Public Safety                              | DATE:<br>5/24/18 | TIME:<br>3:30 p.m. |  |
| * NAME:   | DATE:            | TIME:              |  |
| * NAME:   | DATE:            | TIME:              |  |
| SPECIAL: **<br>NAME:<br>rec'd 5/18/18                 | DATE:            | TIME:              |  |



## INTER-OFFICE MEMO DEPARTMENT OF HUMAN RESOURCES

**TO: DAVID HOOVLER, DISTRICT ATTORNEY**

**FROM: ALISON TYACK, DIRECTOR OF PERSONNEL MANAGEMENT**

**DATE: MAY 03, 2018**

**RE: REALLOCATION AND CREATION OF POSITIONS**

Following a meeting with the Commissioner of Human Resources and the Executive Assistant District Attorney and a review of the organization, the following is recommended:

Reallocate the salary grades of Chief Assistant District Attorney, Chief Trial Assistant District Attorney, and Executive Assistant District Attorney under the Management Salary Plan. The reallocations are recommended due to the high-level of responsibility assigned to these classifications including the prosecution of complex and priority cases. The classifications perform specialized legal and administrative functions deemed by the District Attorney to be necessary for the proper and efficient overall operation of the District Attorney's Office. The level of legal work performed exceeds the scope of responsibilities for the current salary grades.

Based on the scope and responsibility of the positions, the following is recommended:

- Reallocate Chief Assistant District Attorney (position #08532) from Management Grade 27 to Management Grade 28. The Chief Assistant serves as the Acting District Attorney in the absence of the District Attorney and provides general supervision over the Executive Assistant District Attorneys, Chief Trial Assistant District Attorney, and all Senior Assistant District Attorneys.
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These recommendations recognize the relationship of the positions among other classified positions within the organizational structure of District Attorney's Office. Reallocation of a grade does not change the nature of the jurisdictional classification or employment status of the incumbents.

In addition, it is recommended that three (3) Assistant District Attorney I, Grade 21 positions be created. Thirteen (13) Assistant District Attorney I positions exist within your office and all positions are currently filled. Three additional ADA I positions are needed to allow you to recruit new candidates as well as to keep employees at the ADA I level and ensure complete training and proficiency before moving to the ADA II level. The annual salary range for a Grade 21 is \$44,760 - \$73,367. The creation of additional positions will not impact the total number of budgeted positions to be filled.

If you concur and wish to pursue these actions, please submit a Legislative Request to the County Executive for consideration. Should you have any questions, please do not hesitate to contact me at 291-2557.

cc: Steven Gross, Commissioner  
Department of Human Resources



Jean

# County of Orange LEGISLATIVE REQUEST FORM

Legislative Request #: (rev. 1/18)

2018 + 106

(County Executive Dept.'s Use Only)

|                      |  |  |
|----------------------|--|--|
| DATE: *<br>4/30/2018 | DATE LEGISLATIVE ACTION REQUIRED: *<br>5/21/2018 | DEPARTMENT/DIVISION:<br>Sheriff's Office |
|----------------------|--|--|

SYNOPSIS: \*  
The Sheriff's Office requests that the County Legislature increase the current per diem rate of \$20.00 per hour to \$30.00 per hour for the position of Per Diem/Part-Time Deputy Sheriff, when assigned to schools.

This increase will assist in the recruitment and selection of highly qualified members for these specific assignments.

|             |                   |
|-------------|-------------------|
| INITIAL<br> | DATE<br>4/30/2018 |
|-------------|-------------------|

### COUNTY EXECUTIVE'S CONCEPTUAL APPROVAL

COMMENTS

|             |                  |
|-------------|------------------|
| INITIAL<br> | DATE<br>05/14/18 |
|-------------|------------------|

### COUNTY ATTORNEY APPROVAL

COMMENTS

|             |                 |
|-------------|-----------------|
| INITIAL<br> | DATE<br>5/15/18 |
|-------------|-----------------|

### HUMAN RESOURCES - DEPARTMENT REQUEST

|          |          |         |
|----------|----------|---------|
| TITLE: * | GRADE: * | STEP: * |
|----------|----------|---------|

DEPARTMENT COMMENTS: \*

PERSONNEL DEPARTMENT COMMENT:

|             |                 |
|-------------|-----------------|
| INITIAL<br> | DATE<br>5/18/18 |
|-------------|-----------------|

### BUDGET

|   |          |                    |                      |                  |                                |
|---|----------|--------------------|----------------------|------------------|--------------------------------|
| BUDGETED: *<br><input type="checkbox"/> YES <input type="checkbox"/> NO | AMOUNT * | FUNDING - STATE: * | FUNDING - FEDERAL: * | OTHER FUNDING: * | FUNDING - COUNTY: *<br>\$ 0.00 |
|---|----------|--------------------|----------------------|------------------|--------------------------------|

BUDGET COMMENTS:

|             |                 |
|-------------|-----------------|
| INITIAL<br> | DATE<br>5/18/18 |
|-------------|-----------------|

### COUNTY EXECUTIVE'S FINAL APPROVAL

COMMENTS

|             |                  |
|-------------|------------------|
| INITIAL<br> | DATE<br>05/18/18 |
|-------------|------------------|

### LEGISLATIVE ACTION: (SYNOPSIS VOTING AND COMMENTS)

|                    |                            |               |                 |
|--------------------|----------------------------|---------------|-----------------|
| STATUTORY: * NAME: | ✓ Personnel + Compensation | DATE: 5/21/18 | TIME: 3:30 p.m. |
| * NAME:            | Public Safety              | DATE: 5/24/18 | TIME: 3:30 p.m. |
| * NAME:            |                            | DATE:         | TIME:           |
| * NAME:            |                            | DATE:         | TIME:           |
| SPECIAL: ** NAME:  | Rec'd 5/18/18              | DATE:         | TIME:           |