

## Warren County Board of Supervisors

**Committee: Personnel**

**Date: JUNE 6, 2006**

**Committee Members Present:**

Supervisors Gabriels  
Kenny  
Haskell  
Belden  
Stec  
Barody  
F. Thomas

**Others Present:**

William Thomas, Chairman  
Joan Parsons, Commissioner of  
Administrative & Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
Supervisor Bentley  
Supervisor Caimano  
Supervisor Champagne  
Supervisor Geraghty  
Supervisor Girard  
Supervisor Mason  
Supervisor Merlino  
Supervisor Monroe  
Supervisor Sheehan  
Supervisor Tessier  
Supervisor VanNess  
Larry Cleveland, Sheriff  
Frank O'Keefe, County Treasurer  
Michael Swan, Director, Real Property Tax  
Services  
William Remington, Superintendent, DPW  
William Lamy, Deputy Superintendent,  
DPW  
Julie Pacyna, Purchasing Agent  
Hal Payne, Administrator, Westmount  
Health Facility  
Rob Metthe, Director, Information  
Technology  
Nicole Livingston, Second Deputy Clerk

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Mr. Gabriels called the Personnel Committee meeting to order at 9:04 a.m.

A motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the May 3, 2006 meeting, subject to correction by the Clerk.

Mr. Gabriels apprised Item 1 was a referral from the Fire Prevention & Control Committee. He said the request was to create a new position of full-time Code Enforcement Officer, base salary \$34,539 and delete part-time position of Code Enforcement Officer, base salary \$12,854, grade 17, effective June 12, 2006. He noted that these funds were budgeted under A.3620 110.

A motion was made by Mr. Haskell and seconded by Mr. Belden to approve Item 1 as outlined.

Mr. Belden stated that with all the building going on in the County, that Department was having a difficult time keeping up. Mr. Haskell added that this was definitely a needed position and the building permits were up 34% compared to last year. Mr. Kenny expressed his concern in regards to the fact that it seemed they were at an all time high this year for building permits but that would not last forever. He wondered if they should consider a second part-time position that could be deleted if the amount of building permits were to decrease. Mr. Stec noted there were many related duties within that Office other than the building permits, such as fire inspections, which involved a substantial amount of work.

Following the discussion, the question was called and the motion was carried unanimously to approve the request as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Gabriels addressed the referrals from the County Facilities Committee as follows:

- a.) Request to fill vacant position of Building Maintenance Worker #6, base salary of \$30,831, Grade 6, Employee #395, effective June 19, 2006, due to promotion.
- b.) Request to fill vacant position MEO (L) #20, base salary of \$24,601, employee #11000, effective June 26, 2006, due to promotion.
- c.) Request to fill vacant position of Cleaner #8, base salary of \$21,789 plus 5% shift differential, effective June 26, 2006, due to promotion.

A motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Items 2 a - c as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Continuing with the Agenda, Mr. Gabriels expounded Item 3 was a referral from the Health Services Committee. He stated the request was to fill vacant position of Public Health Fiscal Manager, base salary of \$43,628, effective immediately, due to resignation.

A motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Item 3 as outlined above. The Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels said Item 4 was a referral from the Support Services Committee, Purchasing Department. He said the request was to fill a vacant position of Purchasing Assistant (part-time), base salary of \$11,231, effective immediately, due to resignation.

A motion was made by Mr. Stec and seconded by Mr. Kenny to approve the request as outlined above.

Privilege of the floor was extended to Julie Pacyna, Purchasing Agent. Mrs. Pacyna explained that at the time of the Support Services Committee meeting she did not have the civil service test results for that position. She stated she had recently received the results and did not have an eligible list to work from; there were three people on the list and the number one candidate was the previous Purchasing Assistant who had resigned. She further explained that of the other two candidates on the list, one had not returned her call and the other was not interested in the position. She apprised she would like to hold off on filling that position until the RFP's (Request for Proposal's) were received from the auctioneers. She added that if they decided to go with the auctioneer, she would like to reserve the right to place items on ebay.

Mr. Kenny expounded that the Support Services Committee had thought that they would be better off going with a private service to handle the ebay postings because the position of Purchasing Assistant primarily handled the ebay postings and the amount of money being brought in from ebay nearly equaled the salary of that position. Mrs. Pacyna noted she hoped to get the RFP's out this week and then she would report back to the Committee with those results.

A motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to table action on Item 4 until the RFP's were received from the auctioneers.

Returning to the Agenda, Mr. Gabriels stated Item 5 was a referral from the Real Property Tax Services Committee. He said the request was to increase the salary of Deputy Director of Real Property Tax Services, Employee #9778, in the amount of \$4,000, effective July 1, 2006, raising the annual salary for this position to \$38,351. He noted that this request was justified by the added duties of tax rate calculations previously done by Joan Parsons in the Board of Supervisors Office.

A motion was made by Mr. Belden and seconded by Mr. F. Thomas to approve Item 5 as outlined above.

Mr. Caimano questioned why this raise was being requested in the middle of the year instead of at budget time. Mr. VanNess clarified that the Department Head did have the money in the budget to cover this raise until the end of the year. Mr. Haskell added he was originally opposed to this increase because he did not like it when they were presented with the facts at the committee meeting and did not have time to review the request before having to make a decision. He further added he thought if a raise was being requested, it should be submitted one month in advance for review.

Mrs. Parsons mentioned that the salary increase and the transfer of information for tax rates to the Real Property Tax Services Department were originally two independent

items. She explained that the request to increase the rate of pay had been done because it was not in-line with what other Deputy Directors were making. Pursuant to that request, she stated, she had done an analysis across the State of New York and she found that almost every other county was doing their tax rate information through their Real Property Tax Services Departments. She apprised that she had suggested that this raise be predicated on the additional duties being added to that Department.

Following the discussion, the question was called and the motion was carried unanimously to approve the request as outlined above. The necessary resolution was authorized for the next Board meeting.

Mr. Gabriels expounded Items 6a & b were referrals from the Social Services Committee. He said the first request was to fill a vacant position of Caseworker, base salary \$31,772, effective immediately, due to resignation. He added the other request was to fill a vacant position of Caseworker, base salary \$31,772, effective immediately, due to resignation.

A motion was made by Mr. Stec, seconded Mr. Kenny and carried unanimously to approve Items 6a & b as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels stated Item 7 was a referral from the Information Technology Committee requesting to increase salaries of non-union positions. Mr. Gabriels referred to Paul Dusek, County Attorney, to provide a report from the Labor Committee.

Mr. Dusek apprised that the Labor Committee had met to review salaries and to gain an understanding of what the nature of the position was that Rob Metthe, Director of Information Technology (IT), wanted to fill, that being the position of Business Analyst. He further explained that the position of Business Analyst was similar to a Program Analyst but more involved in that their analysis was broader. For example, he said, a Business Analyst would analyze what a departments' function was and would make recommendations based on their findings. He noted that the position of Business Analyst appeared to be a higher level position than that of the Program Analyst, although Mr. Metthe had apprised that the position could be set up in the IT Department as somewhat equal to Program Analyst because they functioned in the same areas but had different expertise.

Mr. Dusek stated that a survey had been done comparing different positions and salaries of Information Technology Departments in other counties which was distributed to the committee members, a copy of the analysis is on file with the minutes. He noted that their findings were that the Warren County IT Department appeared to be in line with similar counties in terms of staffing and that the Business Analyst position would warrant a salary of \$48,000 to \$49,000. He advised there was justification that existed for a salary in that range. He further added that if the IT

Department were to be set up such that the Business Analyst was equal to the Program Analyst, then the salaries for the two Program Analysts should be increased as well. He said the other alternative would be to put the Business Analyst at the lower salary to match the Program Analyst at \$45,000, although Mr. Metthe had said he had some difficulties in finding qualified people at the lower salary.

Mr. Barody entered the meeting at 9:20 a.m.

Mr. Haskell questioned if the vacant position being discussed was the one listed on the Salary Schedule for \$41,612 and Mr. Metthe replied affirmatively. Mr. Metthe explained that the request for an increased salary came about because there was a qualified person within the County for this position; however, he said, the fiscal position that this person held was at a higher rate of pay. He said he felt they could attract this person to the position at an increased salary.

Mr. Kenny clarified that if the position was filled at the higher salary, then the other two positions would be raised as well. Mrs. Parsons apprised the 2006 IT Budget for Warren County was \$469,968.

Mr. Tessier entered the meeting at 9:30 a.m.

Mr. Barody apprised that at the last IT Committee meeting, a resolution had been approved to develop an RFP to review where they were at in the IT Department and to do a state of the union analysis in order to develop a three and five year plan in IT. He added that ultimately that would be the information that the Board needed to review in order to make educated decisions.

Mr. Merlino entered the meeting at 9:32 a.m.

A motion was made by Mr. Barody and seconded by Mr. Belden to approve the request as outlined above.

Mr. Barody reminded the Committee members of the level of impact they have had with their IT efforts. He added that the Department Head was making this recommendation, the Administrative staff was backing this recommendation and the Committee members needed to show the confidence in what was being recommended and support what they needed to move forward.

Mr. VanNess noted he was on the IT Committee and they had the same discussions in that meeting that were being held in this meeting. He added that the IT Committee had decided to move this request along to the Personnel Committee because Mr. Metthe had been stagnant in trying to fill this position at the current base salary.

Following the discussion, the question was called and the motion to increase the

salaries of the non-union positions resulted as follows:  
Noes- Mr. Stec, Mr. Kenny, Mr. Belden and Mr. Haskell;  
Yes- Mr. Barody and Mr. F. Thomas; the motion failed.

A motion was made by Mr. Belden, seconded by Mr. Stec and carried by majority vote, with Mr. Barody in opposition, to increase the base salary of Business Analyst from \$41,612 to an annual base salary of \$49,000. The necessary resolution was authorized for the next Board meeting.

Mr. Gabriels noted he would return to Item 8 on the Agenda at the end of the meeting.

Mr. Gabriels stated Item 9 was a request to amend Resolution No. 316 of 2006 to decrease the salary for Junior Accountant from \$40,000 to \$39,357. He noted that this position was within the bargaining unit and a grade 20 position.

A motion was made by Mr. Haskell, seconded by Mr. Kenny and carried by majority vote, with Mr. Barody in opposition, to amend Resolution No. 316 of 2006 as outlined above. The necessary resolution was authorized for the next Board meeting.

Continuing with the Agenda, Mr. Gabriels expounded Items 10a & b were referrals from the Criminal Justice Committee. He said the first request was to amend Resolution No. 98 of 2006 to change the title of Public Defender Administrator/Coordinator to Assigned Counsel Administrator. The other, he stated, was a request to amend Resolution No. 369 of 2004 to change reporting authority to the Criminal Justice Committee and not the Commissioner of Administrative and Fiscal Services.

A motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Items 10a & b as outlined above. The necessary resolutions were authorized for the next Board meeting.

Mr. Gabriels referred to Item 12 on the Agenda. He said that the Personnel Officer had been asked to confirm the civil service status of a generalist human resource director. Mr. Kelly had advised, that if created, this would be a competitive position, but exempt from the bargaining unit because the individual would be involved in labor-related activities.

A motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to table action on Item 12 until the Personnel Committee meeting next month.

Item 13, Mr. Gabriels noted, was a report on overtime costs for departments provided by Mrs. Parsons, a copy of which is on file with the minutes.

Mr. Gabriels returned to Item 8 on the Agenda, and stated it was a referral from the Westmount Health Facility and Countryside Adult Home Committee. He explained the Committee had asked that the Personnel Committee review the current vacation policy. Mr. Gabriels extended privilege of the floor to Hal Payne, Administrator of the Westmount Health Facility.

Mr. Payne explained that at the Westmount Health Facility and Countryside Adult Home Committee meeting they had been discussing expenses they had incurred and the payment of vacation time was discussed. He further explained that on December 22, 2005 he had hired nine new employees, six of which were full-time. Of those six full-time people, he said, on January 1, 2006 they all received ten days paid vacation. He added that three had left employment and the remaining three had already used all thirteen days of leave time that they had incurred on January 1, 2006. He noted with the amount of turnover that they had at the Westmount Health Facility it was an awful expense to them and they would not hire any new staff in November or December again.

Mr. Dusek apprised this was a collective bargaining negotiation matter with CSEA, because they were having problems filling positions with the previous vacation policy. He stated it had been fixed in negotiations, but perhaps it had been fixed too liberally and should be referred back to the Negotiating Committee.

A motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to refer Item 8 to the Negotiating Committee to revise the current vacation policy.

Mr. Gabriels announced that the Committee needed to recess and would reconvene immediately following the Special Board meeting.

Committee reconvened at 10:03 a.m.

Mr. Gabriels requested an executive session in order to discuss matters pertaining to collective bargaining negotiations.

A motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 10:04 a.m. to 10:21 a.m.

Committee reconvened.

Pursuant to executive session, a motion was made by Mr. Haskell and seconded by Mr. Stec to require Department Heads to submit in writing to their respective committee and the Administrator, any requests relative to salary increases one month prior to their committee meetings in order to give the committee members time to research the request, and that the Personnel Committee receive the request at that time, as well.

Mrs. Parsons apprised a resolution had been developed last month that required any requests for new positions to go directly to the Commissioner of Administrative and

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Fiscal Services prior to going to committee. She asked if they wanted requests for salary increases to go to her Office as well or did they want the requests to come one month in advance to the committee. Mr. Haskell replied they would like both, the requests to come to the committee one month in advance, as well as to the Personnel Committee, and to the Commissioner of Administrative and Fiscal Services.

Following the discussion, the question was called and the motion was carried unanimously to approve the request as outlined above.

There being no further business before the Committee, on motion by Mr. Belden and seconded by Mr. Stec, Mr. Gabriels adjourned the meeting at 10:24 a.m.

Respectfully submitted,

Nicole Livingston  
Second Deputy Clerk

