

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **AUGUST 11, 2010**

Committee Members Present:

Supervisors Thomas
Kenny
VanNess
Belden
Goodspeed
Sokol
Strainer
Conover

Others Present:

Fred Monroe, Chairman of the Board
Paul Dusek, County Attorney/Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor McCoy
Supervisor McDevitt
Supervisor Stec
Supervisor Taylor
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Health Services
Barbara Taggart, Administrator,
Westmount Health Facility
Jeff Tennyson, Superintendent, Public
Works
Sheila Weaver, Commissioner, Department
of Social Services
Bud York, Sheriff
Don Lehman, *The Post Star*
Thom Randall, *Adirondack Journal*
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor Merlino

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve the minutes of the July 7, 2010 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Action Agenda review, Mr. Thomas apprised Item 1 was a referral from the County Clerk-Motor Vehicles Committee, requesting to fill the vacant position of County Historian, base salary of \$10,716, Employee No. 11257, due to resignation.

Motion was made by Mr. Belden and seconded by Mr. Kenny to approve the request as presented.

Paul Dusek, County Attorney/Administrator, advised he was in the process of reviewing the salary associated with this position and suggested that the Committee approve the filling of the position today and he would provide a recommendation for the base salary at the August 20, 2010 Board meeting.

Mr. Strainer questioned how many hours the Historian worked per week and Mr. Dusek replied that his understanding was that the Historian worked at the County two afternoons per week, plus additional hours worked outside the County. Mr. Dusek added that while working in conjunction with the Director of Human Resources, they would determine the total number of hours necessary for the position as they evaluated the salary.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 1 as outlined above with the base salary to be determined, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Items 2A through C were referrals from the Health Services Committee. He stated Item 2A was referred from Health Services and was a request to fill the vacant position of Principal Clerk, base salary of \$28,532, Grade 7, Employee No. 11350, due to resignation. He added that this position was not mandated and was 36% reimbursed.

Motion was made by Mr. Strainer and seconded by Mr. Sokol to approve the request as presented.

Mr. Kenny opined if positions were going to be targeted for elimination, those with the least amount of reimbursement should be targeted first. Mr. Sokol interjected that this position handled Early Intervention and Pre-School Programs and dealt with over \$6 million in reimbursements. Mr. Dusek apprised he had reviewed the need for this position extensively with Pat Auer, Director of Health Services, and he had determined that the position was important to the operation of the Department. He noted that he had discovered other positions that could be reviewed during the budget process.

Mr. Geraghty cautioned against filling a vacant position when lay-offs may be unavoidable.

Mr. Sokol informed that the Civil Service exam for this position would be held next spring; therefore this position would be provisional until that time. Ms. Auer apprised that the work associated with this position was very time sensitive relative to billing and reimbursements. Mr. Goodspeed suggested eliminating a different position in the Department now; thereby allowing Ms. Auer to proceed with the filling of this position. Mr. Dusek responded he would need to have further dialog with Ms. Auer on that possibility and if that was the desire of the Committee, those discussions could be held prior to the board meeting, at which time he could make a new recommendation.

Kathy Barrie, Personnel Officer, asserted that the position could be reviewed and possibly reclassified to another title at a lower grade, such as an Account Clerk.

Ms. Auer acknowledged the Committee members suggestions; however, she expressed concern with the idea of reclassifying the position, as mentioned by Mrs. Barrie, due to the complexity of the duties associated with the position and shortage of staffing in the Department.

Following discussion, Mr. Thomas called the question and the motion was carried by majority vote, with Messrs. Kenny, Belden and Conover voting in opposition, to approve Item 2A as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas asserted Items 2B and C were referred from the Westmount Health Facility. Item 2B, he said, was a request to create the title of Registered Practical Nurse (RPN) Trainee, base salary of \$39,479, Grade 18; thereby amending the Department's Table of Organization. He informed this would allow the Administrator of Westmount Health Facility to fill this position in the event an RPN or RPN II was unable to be hired due to recruitment difficulties. He added that Item 2C was a request to create the title of Graduate Practical Nurse (GPN), base salary of \$30,751, Grade 9; thereby amending the Department's Table of Organization. He noted this would allow the Administrator of Westmount Health Facility to fill this position in the event a Licensed Practical Nurse (LPN) was unable to be hired due to recruitment difficulties.

Motion was made by Mr. Sokol and seconded by Mr. Strainer to approve the requests as presented.

Mr. Kenny asked if the RPN or RPN II positions would be eliminated following the hiring of the RPN Trainee. Barbara Taggart, Administrator of Westmount Health Facility, clarified the request was just to establish the title, it would not create a new position. She further explained that the title of RPN Trainee would allow for an individual to work as a per diem under either the RPN or the RPN II title until they obtained their license.

Mr. Dusek confirmed that these would not be new positions added to the Facility, these were different titles for the positions already included in the Table of Organization and would allow the Department more flexibility in terms of who was hired.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 2B and C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Item 3 was referred from the Human Services Committee, Veterans' Services, requesting to amend Resolution No. 237 of 2010 to change the effective date for the temporary part-time Keyboard Specialist to April 12, 2010

through October 13, 2010.

Motion was made by Mr. Strainer and seconded by Mr. Sokol to approve the request as presented.

Mr. Dusek announced that the person that was in this position had left the employ of the County and he reminded the Committee members that this was a temporary position that was created to assist in the Department for a limited time period. He reported that the Director of Veterans' Services was currently away on military duty and recommended that this matter be referred back to the Human Services Committee for further discussion.

Motion was made by Mr. Belden, seconded by Mr. Conover and carried unanimously to table Item 3 and refer the matter back to the Human Services Committee.

Mr. Thomas apprised Item 4 was a referral from the Public Safety Committee, Sheriff & Communications, requesting approval for a Correction Officer to enroll in seven job related courses through the University of Phoenix, at a cost of \$1,675 per course, all relating to the Criminal Justice System and Public Safety.

Motion was made by Mr. Sokol and seconded by Mr. VanNess to approve the request as presented.

Bud York, Sheriff, advised that although it was discussed at the Committee level, the cost per course was not available at that time; therefore, he opined that a cap for the amount of reimbursement be set. Mr. VanNess suggested that the Public Safety Committee review this Item further and request additional information to determine if the courses were available at a lower cost.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to table Item 4 and refer the matter back to the Public Safety Committee.

Mr. Conover requested additional information on job related courses, such as the number of credits and the course transcripts, when these types of requests were presented in the future.

Mr. Thomas expounded Items 5A through C were referrals from Public Works Committee. Item 5A, he said, was referred from DPW, requesting to fill the vacant position of Auto Mechanic, base salary of \$30,751, Grade 9, Employee No. 11078, due to a transfer. He stated this request was approved at the June Board meeting and rescinded at the July Board meeting; the Public Works Committee approved the request to fill again at the July 27, 2010 Committee meeting, pending review and approval by the County Administrator.

Motion was made by Mr. Belden and seconded by Mr. Strainer to approve the request as presented.

In response to an inquiry, Mr. Dusek asserted that the base salary was dictated by the Union contract.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 5A as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas remarked Items 5B and C were referred from Sewer, and 5B was a request to create the temporary part-time position of Sewer Administrator, at a pay rate of \$40 per hour, effective August 23, 2010; thereby amending the Department's Table of Organization. He added Item 5C was a request to fill the vacant temporary part-time position of Sewer Administrator, at a pay rate of \$40 per hour, due to creation. He noted this position was not mandated and was 100% reimbursed.

Motion was made by Mr. Belden and seconded by Mr. Conover to approve the requests as presented.

Mr. Kenny questioned if an amount not to be exceeded could be attached to the position and Mr. Dusek replied that the funding for this was all covered through the Sewer grant. Jeff Tennyson, DPW Superintendent, added that a budget amendment in the amount of \$18,000 was being presented to the Finance Committee today and he felt that would be a sufficient amount to cover this position through the end of the year and during the budget process, he would be assigning an additional \$12,000 to this position. Mr. Dusek clarified this would be a part-time position with no associated benefits.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 5B and C as outlined above, and the necessary resolutions were authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas informed Items 6A through D were referrals from the Social Services Committee. He remarked Items 6A and B were referred from Social Services. Item 6A, he said, was a request to fill the vacant position of Caseworker #22, base salary of \$34,776, Grade 14, Employee No. 11479, due to a lateral transfer. He noted this position was mandated and was 100% reimbursed. Mr. Thomas added Item 6B was a request to fill the vacant position of Caseworker #32, base salary of \$34,776, Grade 14, Employee No. 10202, due to a lateral transfer. He stated this position was mandated and was 75% reimbursed.

Motion was made by Mr. Strainer, seconded by Mr. Sokol and carried unanimously to approve Items 6A and B as outlined above, and the necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas reported Items 6C and D were referred from Countryside Adult Home. Item 6C, he said, was a request to abolish the position of Building Maintenance Worker, base salary of \$27,023, Grade 6; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to approve Item 6C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas added Item 6D was a request to fill the vacant position of Cleaner, base salary of \$23,298, Grade 2, Employee No. 10007, due to resignation. He stated that this position was mandated and was 50% reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously to approve Item 6D as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas directed the Committee members to the Addendum to the Agenda and advised it was a referral from Countryside Adult Home, requesting to fill the vacant position of Building Maintenance Mechanic, base salary of \$33,970, Grade 13, Employee No. 11538, due to resignation. He said this position was mandated and was 50% reimbursed.

Motion was made by Mr. VanNess and seconded by Mr. Goodspeed to approve the request as presented.

Sheila Weaver, Commissioner of the Department of Social Services, explained that she received this individual's resignation two days ago, and this was the only Maintenance Mechanic position in the Department's Table of Organization.

Mr. Thomas called the question and the motion was carried unanimously to approve Addendum Item 1 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas advised Items 7A through C were referrals from the Support Services Committee, County Administrator. He stated Item 7A was a request for the Assistant to the County Administrator to enroll in a job related course entitled "Public Finance and Budgeting" through Empire State College, at a cost of \$565.50.

Motion was made by Mr. VanNess, seconded by Mr. Goodspeed and carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas reported Item 7B was a request to amend the Department's Table of Organization to reflect the following changes in titles:

- Commissioner of Administrative & Fiscal Services to County Administrator;
- Deputy Commissioner of Administrative & Fiscal Services to Assistant to the County Administrator;
- Deputy Commissioner of Fiscal Services to Fiscal Assistant to the County Administrator; and
- Confidential Secretary to the Commissioner of Administrative & Fiscal Services to Confidential Secretary to the County Administrator.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 7C was a request to amend Local Law No. 3 of 2010 entitled "A Local Law Establishing the Position of County Administrator for the County of Warren", to add a new section creating the Office of County Administrator and repealing Local Law No. 5 of 1976.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 7C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek expounded an executive session was necessary to discuss Union negotiations and matters leading to the removal, discipline and employment history of particular employees.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously that executive session be declared pursuant to Sections 105 (e) and (f) of the Public Officers Law.

Executive session was declared from 9:40 a.m. to 11:00 a.m.

The Committee reconvened and Mr. Thomas announced no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Goodspeed, Mr. Thomas adjourned the meeting at 11:01 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk