

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **SEPTEMBER 8, 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 Loeb
Supervisor Stec
Supervisor Taylor
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Sheila Weaver, Commissioner, Department
of Social Services
Patricia Murphy, Interim Director of
Nursing, Westmount Health Facility
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. Kenny, seconded by Mr. VanNess and carried unanimously to approve the minutes of the August 11, 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 Items 1A through E were referrals from the Health Services Committee. He said Items 1A and B were referred from Health Services. He stated Item 1A was a request for a Registered Nurse to enroll in a job related course entitled "Introduction to Information and Technology Literacy" at Plattsburgh State at a cost of \$207. He noted that this was a pre-requisite for a Bachelors Degree in Nursing. Mr. Thomas added Item 1B was a request for a Public Health Nurse to enroll in three job related courses entitled "Biological Basis of Public Health"; "Health Information Technology"; and "First Year Masters in Public Health Seminar" at SUNY Albany at a cost of \$346.07 for all three courses. He remarked that the employee had received a full scholarship and the cost was for associated fees and books only.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Items 1A and B as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Thomas stated Items 1C through E were referred from Westmount Health Facility. He said Item 1C was a request to fill the vacant position of Director of Nursing, base salary of \$65,139, Employee No. 10872, due to termination. He noted that this position was mandated and a portion of the costs were reimbursed by the New York State Department of Health.

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve Item 1C 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 Item 1D was a request to fill the vacant position of Health Facility Clerk, base salary of \$27,023, Employee No. 11693, due to resignation. He added this position was mandated and a portion of the costs were reimbursed by the New York State Department of Health.

Mr. Belden asked what the percentage of reimbursement was and Patricia Murphy, Interim Director of Nursing at Westmount Health Facility, confirmed it was 58%.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to approve Item 1D 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 reported Item 1E was a request to correct the title of Nursing Supervisor to Staffing/Inservice Training Coordinator, effective January 1, 2010; thereby correcting the Department's Table of Organization.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve Item 1E as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Items 2A through E were referrals from the Social Services Committee, Social Services. Item 2A, he said, was a request to fill the vacant position of Caseworker #9, base salary of \$34,776, Grade 14, Employee No. 11577, due to resignation. He noted this position was mandated and was 75% reimbursed. Mr. Thomas apprised Item 2B was a request to fill the vacant position of Case Supervisor B #2, base salary of \$38,598, Grade 17, due to resignation. He added this position was mandated and was 75% reimbursed.

Mr. Goodspeed entered the meeting at 9:06 a.m.

Motion was made by Mr. Kenny, seconded by Mr. VanNess and carried by majority vote, with Mr. Belden voting in opposition, to approve Items 2A 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 expounded Item 2C was a request to fill the vacant position of Sr. Caseworker, base salary of \$35,784, Grade 15, due to a backfill. He stated this position was mandated and was 75% reimbursed. Mr. Thomas remarked Item 2D was a request to fill the vacant position of Caseworker, base salary of \$34,776, Grade 14, due to a backfill. He noted this position was mandated and was 75% reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Strainer and carried unanimously to approve Items 2C and D 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 advised Item 2E was a request for a Social Welfare Examiner to enroll in two job related courses entitled "Chemical Addiction"; and "Human Service Ethics" at SUNY Empire State College, at a cost of \$828 for each course.

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

Mr. VanNess opined that the cost for the courses seemed high and referred to a recent request from the Sheriff's Office that had been tabled due to the high cost. Sheila Weaver, Commissioner of the Department of Social Services, announced that the funds were included in the departmental budget. Paul Dusek, County Attorney/Administrator, expounded that education that was job related was valuable training and it was the type of training that the Supervisors should support for employees. He strongly recommended the Committee support this request. Mr. Strainer questioned how long the individual had been employed with the County and Ms. Weaver replied the individual had been in the Department for two years and was interested in being promoted within the Department, which this type of educational training would support.

Discussion ensued relative to circumstances in which an employee could be authorized to take job related courses and subsequently could leave the employ of the County. Mr. Dusek interjected that this matter was covered by the Union contract and did provide for an individual to reimburse the County following departure from County employ within eighteen months of completing a course.

Mr. Goodspeed inquired as to the financial impact to the County budget if the average percentage allocated to each departmental budget for non-mandated educational training was removed. Mr. Dusek responded he would do the necessary research to

obtain that information and report back at a later date.

Ms. Weaver remarked that the Department of Social Services had not requested reimbursement for any employees to enroll in job related courses in the past ten years and she felt it was important to support the staff if they desired to continue their education.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 2E as outlined above, and the necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Strainer, Mr. Thomas adjourned the meeting at 9:15 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk