

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: JUNE 26, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
WOOD
VANSELOW
BEATY
BROCK

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
DON LEHMAN, *THE POST STAR*
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 9:30 a.m.

Motion was made by Mr. Beaty, seconded by Mr. Vanselow and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel presented a request to fill the vacant position of Recording Clerk, base salary of \$30,204 (Grade 7), Employee No. 12124, due to resignation. She noted this was a Union position which was not mandated or reimbursable. She mentioned the general duties and responsibilities of the position, as well as the structure of the Department, was outlined in the agenda. She recalled the process for filling of vacant positions required the approval of the Human Resources Director, the County Administrator, the Budget Officer and the Supervisory Committee and she said she was unsure of the current status of her request. Amanda Allen, Clerk of the Board, informed that the request was currently with Paul Dusek, County Administrator. Mr. McDevitt suggested the request be placed on hold until Mr. Dusek entered the Meeting.

Mrs. Vogel announced the resignation of Ann McCann, County Historian, effective June 26, 2015. She reminded the Committee members that a letter of resignation dated June 11, 2015 had been provided to the Board of Supervisors at the June 19, 2015 Board Meeting. She commented this position was appointed by the Board of Supervisors and she assumed that it would be necessary to undergo an interview process to find a replacement. Mr. McDevitt thanked Ms. McCann for her efforts as the County Historian and wished her the best with her future endeavors.

Mrs. Vogel informed that she felt it was necessary to revise the Grade structure of the Department of Motor Vehicles (DMV) employees and she requested the matter be referred to the Reallocation Committee for review and consideration. She pointed out the positions were listed in the agenda with the current salaries and brief job descriptions. She explained that in 2008, with the commencement of the Enhanced Driver's Licenses, it became necessary for all DMV employees to undergo fingerprinting and a criminal background check. As of April of 2015, she continued, fingerprinting and Federal criminal background checks were required for all DMV employees that issued Commercial Driver's Licenses.

Chairman Geraghty entered the Meeting at 9:37 a.m.

Mrs. Vogel estimated the cost of the Federal criminal background check was about \$100 per employee and was currently being covered by the State via Federal funding; however, she

continued, this fee would eventually become the responsibility of the individual Counties. She said her request was for the Reallocation Committee to review and consider the current salaries of the DMV employees to determine if the Grade structure should be increased. She noted she would prepare some supporting documentation to assist the Reallocation Committee in their review.

Following a brief discussion, motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to refer the matter to the Reallocation Committee as outlined above.

As Mr. Dusek was currently unavailable, Ms. Wood suggested the request to fill the vacant position of Recording Clerk be approved by the Committee contingent upon the receipt of the necessary approvals from the County Administrator and Budget Officer.

Motion was made by Ms. Wood, seconded by Mr. Brock and carried unanimously to approve the request to fill the vacant position of Recording Clerk as outlined above, contingent upon the approval of the County Administrator and Budget Officer and to forward same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mr. Vanselow and seconded by Ms. Wood, Mr. McDevitt adjourned the meeting at 9:42 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist