

## **Warren County Board of Supervisors**

**Committee:        Personnel**

**Date:                MAY 3, 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

Richard Kelly, Personnel Officer

Supervisor Caimano

Supervisor Geraghty

Supervisor Bentley

Larry Cleveland, Sheriff

William Remington, Superintendent of  
DPW

Nicole Livingston, Second Deputy Clerk

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Mr. Gabriels called the Personnel Committee meeting to order at 9:01 a.m.

A motion was made by Mr. Barody, seconded by Mr. Belden to approve the minutes of the April 5, 2006 meeting, subject to correction by the Clerk.

Mr. Gabriels apprised Item 1 was a referral from the Westmount Health Facility & Countryside Adult Home Committee. He said the request was to create the position of R.N. Supervisor (full-time), Grade 19, base salary of \$37,742, and delete two part-time R.N. Supervisor positions, effective May 15, 2006 and thereby amending the Department's Table of Organization.

A motion was made by Mr. Haskell, seconded by Mr. Barody and carried unanimously to approve the request as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels said Item 2 was a referral from the Support Services Committee, Treasurer's Department. He stated the request was to create the position of Junior Accountant, base salary of \$40,000, effective June 1, 2006. He noted a request for \$23,500 to fund the position was on the Finance Agenda.

A motion was made by Mr. Kenny and seconded by Mr. F. Thomas to approve Item 2 as outlined above.

Mr. Haskell questioned why this position was needed and Mr. Caimano replied it was partly because of the occupancy tax duties.

Rob Lynch, Deputy County Treasurer, explained this had been an ongoing problem and the Accountant had expected to work all this over-time yet it was not fair to the Accountant to be working more than 60 hours a week. He stated they were requesting the funding for the balance of this year come from the Contingent Fund.

Mr. Barody reminded the committee members that this was an issue for the Finance Committee; the Personnel Committee just needed to approve the creation of the position. Mrs. Parsons added it was on the Finance Agenda.

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.

Continuing with the Agenda, Mr. Gabriels addressed the referrals from the Sheriff & Communications Committee as follows:

- a.) Request to fill vacant position of Patrol Officer, Employee # 10816, base salary of \$29,000, due to resignation.
- b.) Request to fill vacant position of Patrol Officer, Employee # 6248, base salary of \$29,000, due to retirement.
- c.) Request to fill vacant position of Correction Officer, Employee # 10918, base salary of \$29,050, due to resignation.
- d.) Request to fill vacant position of Correction Officer, Employee # 10714, base salary of \$29,050, due to resignation.

A motion was made by Mr. Haskell, seconded by Mr. Barody and carried unanimously to approve Items 3a -3d as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Gabriels expounded Items 4a & b were referrals from the Federal Programs Committee, Office for the Aging. He said the first request was to fill a vacant position of Fiscal Manager, base salary of \$43,445, due to resignation. He added the other request was to fill a vacant position of Food Service Manager, Grade 4, 35 hours per week, base salary of \$20,384, due to retirement, effective May 30, 2006.

A motion was made by Mr. Barody and seconded by Mr. Belden to approve Items 4a & b as outlined above.

Mr. Kenny questioned if the title of Fiscal Manager (Item 4a) was the appropriate title given the upgrades to the Fiscal Manager positions that had been recently approved. Mr. Barody responded that was the correct title for that position. Mrs. Parsons clarified the only issue with the Fiscal Managers was the salaries.

Mr. Belden asked if Items 4a & b were federally funded and Mrs. Parsons replied there was a certain portion of the Office for the Aging Budget that was County responsibility.

The question was called and the motion was carried unanimously to approve Items 4a & b as outlined above. Copies of the Notice of Intent to Fill Vacant Position are on file with the minutes.

Mr. Stec entered the meeting at 9:08 a.m.

Returning to the referrals from the Federal Programs Committee, Employment and Training Administration, Mr. Gabriels stated Item 4c was a request to fill vacant position of Principal Account Clerk, Grade 10, base salary of \$29,888, due to resignation, effective May 29, 2006.

A motion was made by Mr. Barody and seconded by Mr. Stec to approve Item 4c as outlined above.

Mr. Dusek entered the meeting at 9:09 a.m.

Mr. Haskell questioned if the funding for this department was still decreasing and Mrs. Parsons responded yes and if this program were to end, this position would be the last to go.

The question was called and the motion was carried unanimously to approve Item 4c as outlined above. The Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels apprised Item 5 was a Referral from the Health Services Committee. He stated the request was to fill an anticipated vacant position of WIC Program Aide, Grade 3, base salary of \$22,259 prorated to .5FTE with no benefits, making the base salary \$11,129.50 for 20 hours a week, due to resignation, effective June 26, 2006.

A motion was made by Mr. Stec, seconded by Mr. F. Thomas and carried

unanimously to approve Item 5 as outlined above. The Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Remington entered the meeting at 9:10 a.m.

Continuing with the Agenda, Mr. Gabriels addressed the referrals from the County Facilities Committee as follows:

- a.) Request to fill vacant position of Cabinet Maker/Grounds Keeper #2, Grade 8, base salary of \$27,786, due to retirement, effective May 15, 2006.
- b.) Request to fill vacant position of Laborer #36, Grade 2, base salary of \$21,789 plus 5% shift differential, due to resignation, effective May 15, 2006.
- c.) Request to fill vacant position of Laborer #39, Grade 2, base salary of \$21,789, due to retirement, effective May 15, 2006.
- d.) Request to fill vacant position of Laborer #34, Grade 2, base salary of \$21,789 plus 5% shift differential, due to resignation, effective May 15, 2006.

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

Mr. Gabriels expounded Item 7 was a referral from the DPW Committee. He said the request was to authorize four 10-hour workdays, from June 12, 2006 to September 17, 2006 for Highway, Vehicle Maintenance Shop and Airport employees.

A motion was made by Mr. Haskell and seconded by Mr. Belden to approve Item 7 as outlined above.

Mr. Stec questioned if this was the same schedule that had been authorized in the past and Mr. Haskell replied yes it was the same. Mr. Kenny added that it had worked well and had lessened the problems with over-time. Mr. Haskell noted there was over-time still involved with the paving crew. Mr. Barody stated the departments should be submitting payroll reports which would include a break down of any over-time.

Mr. Barody requested that the County Administrator periodically provide an

update on over-time costs for the various departments. Mr. Gabriels asked Mrs. Parsons if the pulling of the report for over-time would be easy for her to do and Mrs. Parsons responded yes it would.

The question was called and the motion was carried unanimously to approve Item 7 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels apprised Item 8 was a request from John Haskell, Supervisor of the Town of Thurman, to address the committee regarding consideration of a four-day workweek for all Warren County employees, with the exception of weeks containing a holiday.

Mr. Haskell apprised the country was facing a crisis situation because of the rapidly escalating gas prices. He stated a number of employees that made less than \$25,000 a year were in a financial crunch. He said he thought if the workweek could be cut to four days a week, their travel expenses would be down and would save natural resources. He noted this would need to be approved by Department Heads because not all of the departments had enough manpower to do this. He added this could increase the efficiency in departments as well.

Mr. Kenny questioned if the County was obligated to serve the public on certain days of the week and Mr. Dusek replied there were certain offices within the County that were required by law to be open Monday through Friday from 9 a.m. to 5 p.m., although the proposal that Mr. Haskell had presented suggested that those offices be maintained by staggering the employees to have effective coverage.

Mr. Barody asked the Department Heads that were at the meeting what their thoughts were regarding this proposal. Mr. Remington said it would be fine with him because he had enough crew to stagger throughout most of the areas. He added that it would be difficult to authorize this for all of his employees for just the summer months. Mr. Gabriels noted the intent of this proposal would be to institute flex time year-round.

Mr. Remington explained that when the four 10-hour workdays were approved in the past for the Highway crews, it had been a voluntary program. He added that some of the crews chose to work five 8-hour days.

Mr. Kenny stated that if this program was implemented for one department, it needed to be offered to all departments.

Mr. Haskell suggested that he write a letter to the Department Heads requesting their feedback on this proposal.

Following discussion, Mr. Gabriels apprised that the consensus of the committee was to have Mr. Haskell personally attend the Department Head meeting on May 16<sup>th</sup> to discuss the proposal of a four 10-hour day workweek. Mr. Barody added that the letter to the Department Heads should be sent by the County Administrator.

Mr. Barody suggested that the letter to the Department Heads should not be one issue specific, and instead should state that there had been generalized discussion about the impact of the gasoline and energy crisis. He noted that the Department Heads may have other ideas of how to handle this crisis.

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

Returning to the Agenda, Mr. Gabriels said Item 9 was a referral from the Social Services Committee requesting to fill vacant position of Caseworker, Grade 13, base salary of \$31,772, due to resignation.

A motion was made by Mr. Kenny, seconded by Mr. Barody and carried unanimously to approve Item 9 as outlined above. The Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels expounded Item 10 was a referral from the Board of Supervisors. He stated the request was to create the position of Building Projects Coordinator, base salary of \$30,000, with funding for the position from Capital Project No. H263.9550 280 (Design and Construction of Health and Human Services Building) and Capital Project No. H262.9550 280 (Addition to Municipal Renovations/Additions).

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

Mr. Belden asked if this position was proposed with no benefits and Mr. Haskell clarified that this position would have no benefits. Mr. Caimano asked if the \$30,000 salary would be annual or would it be \$30,000 to do the job. Mr. Haskell said it was \$30,000 annual salary.

The question was called and the motion was carried unanimously to approve Item 10 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels stated Item 11 was a request from Paul Dusek, County Attorney, to address the committee in regards to authorizing the County Auditor to train her replacement after her retirement date for a few weeks.

Mr. Dusek explained that the way to handle this was to create a temporary position, part-time, in order to do the training and that position could be named by the successor. He added she could do a two-week training period and if needed she could return to assist in additional training.

Mr. Barody expressed his concern in regards to one-on-one training and suggested that the County Administrator closely supervise the training. Mr. O'Keefe advised that the key part of the Auditor's position was to get the audits out on time and to establish a schedule for the audits. He added that there were two capable staff members in that department and he did not anticipate any problems with the transition.

Mr. Gabriels questioned who would monitor the amount of training for the County Auditor and Mr. Barody said that it should be the County Administrator. Mr. Belden suggested the training should not exceed two weeks. Mrs. Parsons added that the successor was very competent and she did not think she would require much assistance.

Mr. Barody asked if the wording could be changed to authorize the County Administrator to use the outgoing County Auditor for training purposes as she sees fit, not to exceed a two week period or as she deems necessary. Mr. Dusek responded the wording could be changed but the budgeted funds for that position would have to be put under the County Administrator.

A motion was made by Mr. Barody, seconded by Mr. Belden and carried unanimously to authorize the County Administrator to use the outgoing County Auditor for training purposes as she sees fit, not to exceed a two week period or as she deems necessary, with the funding for that part-time position to come from the County Administrator's Budget. Mr. Dusek noted he would prepare a draft resolution.

Mr. Gabriels apprised he had requested to address the committee regarding (1) a recommendation that was made that a memorandum go to all Department Heads advising if they are requesting Personnel changes in their Table of Organization, that they are to contact the County Administrator **prior** to coming to their standing committee. The Personnel Committee should determine what this includes such as salary increases, reclassifications and new positions; and

(2) that the Department Heads be required to submit a Table of Organization of their Department to the County Administrator by **June 15<sup>th</sup>**.

A motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the request as outlined above.

Mr. Gabriels stated he had a report from the Personnel Sub-committee regarding the splitting of duties between a Civil Service Officer and a Human Resource Director. He said the preferred thought was to have a Director of Civil Service and a Director of Human Resources, however, given the fiscal situation the County was in, it was determined that two new Department Heads could not be created at this time. He added that the suggestion was to hire a generalist of human resources to begin to understand the human resources implications for the County as a step towards the division of responsibilities. He noted that the salary was to be determined.

Mr. Caimano questioned who that person would report to because if a department was not being created then that person needed to be responsible to someone. He added that he thought the person should report to the County Administrator.

Mr. Haskell asked if someone would be hired or if they were planning on outsourcing this. Mr. Geraghty explained the idea was to bring the human resource issues under one umbrella and to have one person that would deal with contract and benefit issues. He added that the Personnel Officer position was specialized and almost 50% of that position dealt with civil service issues. He noted the idea was to get someone integrated into that office but to be more specialized as a Human Resource person.

Rich Kelly, Personnel Officer, explained that the immediate concern right now was the need for a temporary keyboard specialist to assist in the preparation of the 2007 Budget.

Discussion ensued.

Mrs. Parsons apprised that the position of the Personnel Officer was very unique in that Mr. Kelly handled the towns and school districts and there would be a small field of people that would have his knowledge. She stated that she had supported moving forward soon because Mr. Kelly's mentoring would be very important to the continuity of that office.

A motion was made by Mr. Belden and seconded by Mr. Stec to research whether or not a temporary position of generalist Human Resource person could

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be civil service exempt and to hire a part-time keyboard specialist for 90 days. Mr. Stec said that following the 90 days another action would need to be taken.

The question was called and the motion was carried unanimously to approve the request as outlined above.

Mr. Gabriels stated Mr. Dusek and Larry Paltrowitz had requested an executive session to address the committee regarding the CSEA negotiations. In addition, Mr Dusek added an executive session was needed to discuss the employment history of a particular employee.

A motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to declare executive session pursuant to Section 105(e) and Section 105(f) of the Public Officers Law at 10:04 a.m.

Committee reconvened; and there being no further business, on motion by Mr. Belden and seconded by Mr. Barody, Mr. Gabriels adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Nicole Livingston  
Second Deputy Clerk