

Warren County Board of Supervisors

Committee: Personnel

Date: AUGUST 7, 2006

Committee Members Present:

Supervisors Gabriels
Kenny
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 Champagne
Supervisor Geraghty
Supervisor Tessier
William Montfort, Commissioner, Board
of Elections
Ronni Travers, Public Sector HR
Consultants, LLC
Nicole Livingston, Second Deputy Clerk

Committee Member Absent:

Supervisor Haskell
Belden

Mr. Gabriels called the Personnel Committee meeting to order at 9:05 a.m.

Mr. Gabriels noted this was an informational meeting that had been arranged by Mr. Champagne.

A motion was made by Mr. Kenny, seconded by Mr. Belden to approve the minutes of the June 6, 2006 meeting, subject to correction by the Clerk.

Mr. Champagne apprised that the Town of Queensbury had utilized the services of Amtek Human Resources Consultants, and had requested they review the Town's human resource policies. He added that Amtek had also done the policy writing and handbook preparation for the Town. In addition to that, he noted, Amtek had done 'job valuing' and in the process all non-union employees were evaluated. He said that Amtek had put together a format to identify salary ranges, as well.

Mr. Champagne stated that he had recognized similar issues within the County that the Town of Queensbury had experienced and he thought it might be helpful to have Ronni Travers, of Amtek Human Resources Consultants, give a presentation to the committee members on what services this organization offered.

Privilege of the floor was extended to Ms. Travers, who distributed an informational packet to the committee members, a copy of which is on file with

the minutes.

Ms. Travers expounded the name of the organization was Amtek, but it had changed three weeks ago. She explained that she was a shareholder in the company and had recently purchased her division, which included over three hundred municipal clients. She stated the new firm was called Public Sector HR Consultants, LLC. She noted their specialty was human resources and they were Senior Professionals in Human Resource Management, which was the highest level of certification that could be achieved.

Ms. Travers stated she was currently working with Chemung and Seneca Counties to develop a wage and salary structure for non-union employees. She reviewed other Counties, Towns and Villages that she worked with as well.

Mr. Barody questioned how Ms. Travers implemented the different programs and actually made them work within corporations, as she had discussed.

Ms. Travers explained if she were doing a wage and salary program, the first step would be to identify how many positions made up the non-union group. Then, she said, they would hold group setting discussions to explain what they were doing and the employees role in completing a questionnaire. Next they would hold one-on-one interviews with the employees, she stated. From there, she noted, they would do a market survey and county comparisons. She added that they would do this process for every single position.

Mr. Caimano asked if she used guess work in the analysis of salaries and Ms. Travers said no, she used a compensation theory. She further explained that once the mid-point was established in a wage structure, which was where every organization would strive to pay at, the organization would reserve between the mid-point and the maximum for two reasons. The first, she said, was longevity and/or performance. The other reason was the hiring rate which was anywhere between the minimum and the mid-point.

Mr. Tessier entered the meeting at 9:26 a.m.

General discussion ensued.

Ms. Travers noted her organization spent 50% of their time surveying the market and the other major part was the internal piece, determining where the positions stacked up amongst each other. Mr. Barody asked how they compared the more dynamic departments and progressive salaries. Ms. Travers replied

labor was very market-driven and the program that she used recognized that, which was why 50% was built on what the market was. She further explained that would raise the value of a particular position and it would be reflected in the structure.

Mr. Montfort entered the meeting at 9:33 a.m.

Mr. W. Thomas clarified that Ms. Travers' goal was to be with a County on a continual basis with a contract. Ms. Travers added that she preferred to either hand-hold the Personnel Director or her organization would evaluate two or three positions a year that came in.

Mr. Kenny asked if the County could pick and choose which services that they wanted and Ms. Travers replied affirmatively.

Rich Kelly, Personnel Officer, expounded he had seen a few surveys that were done by Ms. Travers and he thought the proposed salary ranges were reasonable and appropriate.

Mr. Gabriels asked Mr. Dusek if this would be considered a professional service and if there was only one company doing this kind of professional service would a RFP (Request for Proposal) be required. Mr. Dusek responded it would be a professional service and it would require a RFP. Mr. Dusek reminded the committee of the County's policy that if a professional service was over \$15,000 it required a RFP; if the cost was between \$3,000 and \$15,000 it would only require three quotes, and if the cost was below \$3,000 then the professional could be hired.

Mr. Gabriels questioned how long the evaluation process would take Ms. Travers to complete. Ms. Travers replied to evaluate one hundred positions, it would take approximately four months.

A motion was made by Mr. Barody, seconded by Mr. Stec and carried unanimously to authorize the County Attorney to prepare a RFP for selective services.

There being no further business to come before the committee, on motion by Mr. Kenny and seconded by Mr. Stec, Mr. Gabriels adjourned the meeting at 10:01 a.m.

Respectfully submitted,

Nicole Livingston,
Second Deputy Clerk