

## **WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL**

**DATE: OCTOBER 4, 2006**

**Committee Members Present:**

Supervisors Gabriels  
Kenny  
Haskell  
Belden  
Stec  
F. Thomas

**Others Present:**

William Thomas, Chairman  
Joan Parsons, Commissioner of  
Administrative and Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
Supervisor Bentley  
Supervisor Caimano  
Supervisor Champagne  
Supervisor Geraghty  
Supervisor Monroe  
Supervisor O'Connor  
Supervisor Tessier  
Richard Kelly, Personnel Officer  
Larry Cleveland, Sheriff  
Frank O'Keefe, County Treasurer  
Kathy Baker, Fiscal Manager, Department  
of Social Services  
Matt Sokol, Queensbury  
Nicole Livingston, Second Deputy Clerk

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

Motion was made by Mr. F. Thomas, seconded by Mr. Belden and carried unanimously to approve the minutes of the September 6, 2006 Committee meeting, subject to correction by the Clerk.

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

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

Mr. Gabriels acknowledged an Addendum to the Agenda. He stated it was a referral from the Budget Committee requesting that salary increases for County employees be considered during the budget process only and no longer considered during the course of the year.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the next Board meeting.

Mr. Gabriels apprised Item 1 was a referral from the Health Services Committee. He said the request was to fill the vacant position of Account Clerk, base salary of \$23,296, Grade 4, due to promotion.

Motion was made by Mr. F. Thomas and seconded by Mr. Kenny to approve the request as outlined above.

Mr. Belden questioned if this position needed to be filled at this time, given the drastic increase in the 2007 budget requests. Mr. Caimano reminded the Committee members that there was \$50,000 included in the 2007 proposed budget to hire a Human Resource Director, as well as outstanding RFP's (Request for Proposals) to review individual jobs and determine salary ranges. He added that he felt the Committee needed to continue moving forward and they had the authority to fill positions if they were included in the budget, which should be the guideline as to how positions were filled.

Mr. Kenny stated that several years ago positions were not filled for a given period of time unless they were deemed critical. He said he thought there should be period of time that positions were not filled in order to do evaluations and for the Department Heads to plead their cases.

Mr. Haskell noted that the Health Services Department was a revenue generating avenue for the County and the Account Clerk was a necessary position to keep that Department going.

Joan Parsons, Commissioner of Administrative and Fiscal Services, reminded the Committee members that the Department Heads were supposed to be at the Personnel Committee meeting if they had items on the Agenda.

Mr. F. Thomas stated he was a member of the Health Services Committee and explained that the Senior Fiscal Manager had transferred to the IT (Information Technology) Department and the previous Account Clerk had been moved into that position, leaving the position of Account Clerk vacant.

Mr. Gabriels called the question and the motion was carried to approve Item 1 as presented, with Mr. Kenny and Mr. Gabriels voting in opposition.

Mr. Gabriels stated Item 2 was a referral from the Fire Prevention and Control Committee. He said the request was to fill the vacant position of Code Enforcement Officer, part-time, base salary of \$8,159, due to retirement.

Motion was made by Mr. Haskell and seconded by Mr. Stec to approve the request as outlined above.

Mrs. Parsons explained the employee that was retiring from that position was not well and had not been working for some time. Mr. Belden added this person performed the inspections on schools, commercial properties, etc. and the Department could not run efficiently without the position.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 2 as presented.

Continuing, Mr. Gabriels expounded Item 3 was a referral from the Sheriff and Communications Committee. He said the request was to fill the vacant position of Senior Building Maintenance Mechanic, base salary of \$38,050, Grade 116, due to resignation.

Motion was made by Mr. Haskell and seconded by Mr. Stec to approve the request as outlined above.

Mr. Belden asked Sheriff Cleveland if this position could wait thirty days to be filled. Sheriff Cleveland responded that if his request was approved he would not fill the position until after January 1, 2007.

Mr. Haskell amended his motion to include that the position be filled after the first of the year and Mr. Stec seconded the amended motion.

Mr. Geraghty questioned if overtime would be used if the position was not filled right away and Sheriff Cleveland replied negatively.

Paul Dusek, County Attorney, requested an executive session in order to discuss matters pertaining to collective negotiations pursuant to article fourteen of the civil service law.

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

Executive session was declared from 9:16 a.m. to 9:20 a.m.

Committee reconvened.

Pursuant to executive session, Mr. Haskell amended his motion to authorize that the position of Senior Building Maintenance Mechanic for the Sheriff's Office be filled immediately and Mr. Stec seconded the amended motion.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 3 as presented.

Mr. Bentley entered the meeting at 9:21 a.m.

Mr. Gabriels said Items 4 A-D were referrals from the Social Services Committee. He acknowledged the requests were as follows:

- A) Request to fill vacant position of Caseworker, base salary of \$31,772, Grade

13, due to resignation.

- B) Request to fill vacant position of Caseworker, base salary of \$31,772, Grade 13, due to resignation.
- C) Request to fill vacant position of Principal Account Clerk, base salary of \$29,888, Grade 10, due to retirement.
- D) Request to fill vacant position of Social Welfare Examiner, base salary of \$27,786, Grade 8, due to promotion.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve the requests as outlined above.

Mr. Belden requested to amend his motion to table the requests for thirty days and for the requests to be presented at the next Personnel Committee meeting. Mr. Stec seconded the amended motion.

Mr. Gabriels called the question and the motion was carried unanimously to table Items 4 A-D for thirty days.

Mr. Monroe entered the meeting at 9:23 a.m.

Discussion ensued regarding Department Heads not being at the Personnel Committee meetings when they had a request on the Agenda. Committee members expressed concerns with no one being able to explain the necessities or priorities of the requests. Mrs. Parsons stated she would comprise a memo reminding Departments Heads of the policy to attend meetings when they had a request on the Agenda.

Continuing the Agenda review, Mr. Gabriels apprised Items 5A and B were referrals from the Support Services Committee. The first, he said, was a request from the County Treasurer to fill the vacant position of Senior Account Clerk, base salary of \$26,685, Grade 7, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to table Item 5A for thirty days.

Item 5B, Mr. Gabriels stated, was a request from the Office of Administrative & Fiscal Services to delete one full-time position of Keyboard Specialist, Grade 3, and to create two part-time positions of Keyboard Specialist, each with a base salary of \$11,129.50, thereby amending the Table of Organization and the Warren County Salary and Compensation Plan for 2006.

Motion was made by Mr. Haskell and seconded by Mr. Stec to approve the request as outlined above.

Mr. Belden questioned if by creating two part-time positions as opposed to one full-time position, would the County be saving money on benefits. Rich Kelly, Personnel Officer, replied there were no benefits for a position at 19 hours per week or less. Mr. Kenny asked how many hours per week were being requested. Mrs. Parsons responded that she had planned on having someone work 20 hours per week and Mr. Kenny suggested 18 hours per week. Mrs. Parsons added that at the most, she would hire one person until she receives more information on how long the employee under the Title V Program would be with the County.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 5B with the inclusion that the position be authorized for only 18 hours per week. The necessary resolution was authorized for the next Board meeting.

Mr. O'Keefe entered the meeting at 9:31 a.m.

Mr. Gabriels noted that the County Treasurer had entered the meeting and Mr. Stec requested to return to Item 5A on the Agenda.

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried by majority vote to bring Agenda Item 5A back to the table, with Mr. F. Thomas and Mr. Haskell voting in opposition.

Mr. W. Thomas entered the meeting at 9:33 a.m.

Motion was made by Mr. Stec and seconded by Mr. Belden to approve Item 5A as presented.

Mr. O'Keefe apprised that this position was not necessary at this time and asked that the request be pulled from the Agenda.

Mr. Gabriels called the question and Item 5A was unanimously defeated.

Returning to the Agenda review, Mr. Gabriels stated Item 6 was a referral from the Tourism Committee. He said the request was to create the position of Creative Director, effective January 1, 2007 with salary range of \$45,000 to \$60,000 depending upon qualifications, and with the stipulation that the title may be changed upon recommendation of the Personnel Officer.

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

Mr. Haskell noted that the Tourism Coordinator was out of town, as was her Deputy, and that was why they were not at the meeting.

Discussion ensued regarding the salary range. Mr. Kelly suggested that a salary not be

advertised but that applicants be requested to submit a resume including salary requirements.

Mr. Kenny amended his motion to include that the salary range not be advertised and Mr. Belden seconded the amended motion.

Mr. Dusek questioned how this would be included in the 2007 budget. Mr. Kelly suggested that the position be included in the budget with a base salary of \$60,000.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 6 as presented and the necessary resolution was authorized for the next Board meeting.

Mr. Gabriels expounded Item 7 was a request to amend Resolution No. 598 of 2006 to delete the salary increase for the Public Defender, Employee No. 8410, effective September 1, 2006. He noted it was necessary to amend Local Law No. 1 of 2006, "Fixing the Salaries of Certain County Officers and Employees of Warren County" to effectuate this change.

Motion was made by Mr. Stec and seconded by Mr. F. Thomas to approve the request as outlined above.

Mr. Stec asked if this could wait until Local Law No. 1 of 2007 was enacted. Mr. Dusek advised that at the next meeting there would be a Local Law adjusting all salaries and this could be included with that Local Law.

Mr. Gabriels called the question and the motion was carried unanimously to approve Item 7 as presented and the necessary resolution was authorized for the next Board meeting.

Mr. Gabriels said Item 8 was a request from Paul Dusek, County Attorney, to address the committee to review the three proposals for the Employee Assistance Program (EAP).

Mr. Dusek explained there were nine responses to the RFP's (Request for Proposals) for the EAP. He stated that the lowest proposal was furnished by Value Options Inc. for an amount of \$1.01 per employee, per month for a one to three session model.

Mr. Tessier entered the meeting at 9:49 a.m.

Mr. Dusek recommended conducting interview sessions with the three lowest bidders before making a decision. Mr. Haskell asked who would do the interviews. Mr. Dusek suggested that he be involved, as well as Mr. Kelly, Mrs. Parsons and any Supervisors that were interested in attending.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to authorize Mr. Dusek to proceed with setting up interviews with the three lowest bidders

and to notify the Chairman of the Personnel Committee when those interviews would be held.

Mr. Champagne entered the meeting at 9:52 a.m.

Mr. Dusek requested an executive session in order to discuss matters pertaining to current litigation.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously that executive session be declared pursuant to Section 105 (d) of the Public Officers Law.

Executive session was declared from 9:53 a.m. to 10:07 a.m.

Committee reconvened.

Mr. Gabriels noted no action was necessary pursuant to the executive session.

Mr. Tessier questioned why Items 4 A-D on the Agenda, referrals from the Social Services Committee, were tabled. He explained the importance of these positions and the necessity to fill them immediately.

Discussion ensued.

Mr. VanNess asked the Committee members to reconsider filling these vacant positions because they were CPS (Child Protective Services) Case Workers and they were the ones protecting the children in our County.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to bring Agenda Items 4 A-D back to the table.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Items 4A and B as previously outlined.

Motion was made by Mr. F. Thomas, seconded by Mr. Stec and carried by majority vote to approve Items 4C and D as previously outlined, with Mr. Belden and Mr. Haskell voting in opposition.

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Haskell, Mr. Gabriels adjourned the meeting at 10:20 a.m.

Respectfully submitted,

Nicole Livingston, Second Deputy Clerk