

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **APRIL 11, 2007**

Committee Members Present:

Supervisors Gabriels
Kenny
Haskell
Belden
Stec
F. Thomas
Sokol

Others Present:

William Thomas, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Parsons, Management Analyst
Paul Dusek, County Attorney
Todd Lunt, Director, Human Resources
Rich Kelly, Personnel Officer
Supervisor Bentley
Supervisor Caimano
Supervisor Champagne
Supervisor Geraghty
Supervisor Sheehan
Supervisor Tessier
Supervisor VanNess
Larry Cleveland, Sheriff
Pam Vogel , County Clerk
Robert Iusi, Director, Probation
Robert Phelps, Commissioner of
Department of Social Services
Others Representing the Department of
Social Services:
Michael Jabaut, Director of
Administrative Services
Doug Herschleb, Director of Services
Lillian Hayes, Fraud Investigator
Kathy Baker, Accounting
Kathy Waite, Support Unit
Nicole Livingston, Deputy Clerk

Mr. Gabriels called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the March 7, 2007 Personnel Committee meeting.

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

Mr. Gabriels began the Agenda review and noted that Todd Lunt, Director of Human Resources, had requested permission to address the Committee regarding Items 1A through C.

Mr. Lunt stated that with regard to the EAP (Employees Assistance Program) with MH Net, the County was moving forward with that contract.

Item 1B, Mr. Lunt said, was an update on department meetings, succession planning and workplace violence. He noted he had met with over half of the departments within the County and discussions revolved around department structure, training development, staffing, morale, retirement and workplace violence. He added that the Safety Committee had new directions to address as well.

Mr. Lunt expounded Item 1C was a request to attend a Conference in May, as part of the New York State Association of Self Insured Counties, on May 9th through May 11th in Alexandria Bay. He added the cost for attendance to the Conference was \$250 for three days, which included lodging.

Mr. Lunt said he had met with Supervisors Kenny, Geraghty and Girard regarding charity groups soliciting within the County. He added he had also spoken with representatives of the United Way and Community Health Charities. He noted he was looking for direction from the CSEA (Civil Service Employees Association) as to what the options would be for the County.

Mr. Belden questioned if the \$250 for the Conference was included in the Human Resources budget and Mr. Lunt replied affirmatively.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve the request to attend the Conference as outlined above.

Mr. Gabriels stated Items 2A through C were referrals from the County Clerk - Department of Motor Vehicles Committee. The first request, he said, was from the County Clerk's Office to fill the vacant position of Legal Recording Clerk, base salary of \$27,085, Employee No. 10249, due to resignation.

Items 2B and C, he said, were requests from the Department of Motor Vehicles. The first, he noted, was a request to fill the vacant position of Motor Vehicle License Registration Clerk, base salary of \$24,601, Employee No. 10695, due to resignation. Mr. Gabriels added the second was a request to fill the vacant position of Motor Vehicle License Registration Clerk, base salary of \$24,601, Employee No. 10563, due to resignation.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Items 2A through C as outlined above.

Mr. Gabriels advised Item 3 was a referral from the Criminal Justice Committee, Probation Department, requesting to fill the vacant position of part-time Word Processor Operator, base salary of \$12,734, Employee No. 10665, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously

to approve Item 3 as outlined above.

Mr. Gabriels apprised Item 4 was a referral from the Sheriff and Communications Committee to create the position of Investigative Sergeant, effective February 19, 2007; thereby amending the Department's Table of Organization. He noted that the Civil Service Office had advised of the need to keep the title of Investigative Sergeant (unfunded) in the Table of Organization.

Rich Kelly, Personnel Officer, explained that in a promotion sequence, the prior title needed to be left vacant should the candidate of the promotion sequence be unsuccessful in the written examination, there would be a position to fall back into. He added that Sheriff Cleveland had indicated that there were duties in the Investigative Lieutenant series above and beyond, which would normally be associated with an Investigative Lieutenant. He noted he was waiting confirmation on that classification.

Motion was made by Mr. F. Thomas, seconded by Mr. Kenny and carried unanimously to approve Item 4 as outlined above, with the condition that the term 'unfunded' remain in the resolution. The necessary resolution was authorized for the next board meeting.

Continuing, Mr. Gabriels expounded Items 5A and B were referrals from the Social Services Committee. He stated that Robert Phelps, Commissioner of the Department of Social Services, had requested to address the Committee with regard to the concept of reclassification of six Account Clerks and one Account Clerk/Typist to Senior Account Clerks. Mr. Phelps requested to review Item 5B prior to discussing Item 5A and the Committee agreed. Mr. Gabriels advised Item 5B was a request to fill the vacant position of Caseworker, base salary of \$33,012, Employee No. 11060, due to resignation.

Motion was made by Mr. F. Thomas, seconded by Mr. Kenny and carried unanimously to approve Item 5B as outlined above.

Mr. Phelps distributed handouts to the Committee members, copies of which are on file with the minutes. He stated there was a need for more appropriate classifications of the titles for the positions of Account Clerks within the Social Services Department. He reminded the Committee of the high turnover rates in the Accounting Office, where they had four Account Clerks. More specifically, he said, there had been a 100% turnover in less than three years. He noted that turnovers were very damaging to the Organization and it delayed payments to providers. He added that individuals that accepted the position of Account Clerk had no accounting experience, which made it extremely difficult to be successful in that position. He apprised the more appropriate title for these positions would be Senior Account Clerk.

Mr. Phelps said he brought Supervisory staff with him today to help inform the Committee of the importance of the reclassifications of these positions.

Mr. Belden questioned why this issue was not addressed during the budget cycle. Mr. Phelps responded that it had been discussed at budget time, it had gone through the Social Services Committee and was unanimously approved at that time.

Mr. Kenny agreed that it had been reviewed by the Social Services Committee and they had approved that the reclassifications of the positions be included in the 2007 budget. However, he stated, the Budget Officer had to make cuts throughout the budget process, and those positions were eliminated from the 2007 budget, without the Social Services Committee being aware of it. He also noted that the Personnel Committee had adopted a policy in which they would not entertain any salary increases during the year, only at budget time. He acknowledged that these individuals deserved a raise in salary, and that there was a flaw in the budget process wherein these salary increases were cut without the Committees knowledge of it. He noted that he did not think an increase in salary would help the turnover rate given the high level of emotional involvement in those positions, by nature.

Mr. Caimano advised that the Committees were told of the cuts that were made to the budget during the process of preparing it. He added that if this request had been presented at budget time as it was being presented today, it probably would have been included in the budget. He reminded the Committee members that as the Budget Officer, he had to make cuts to the budget that he did not want to; however, it was what needed to be done in order to keep the County running.

Joan Parsons, Management Analyst, clarified that at budget time, Committees were presented with items that were approved, not specifically the items that had been cut from the budget.

Mr. F. Thomas pointed out that the increase in local share for the reclassifications of these positions was approximately \$3,800 and these individuals were transferring into other departments within the County where a higher rate of pay was offered.

Mr. Kenny requested an executive session to discuss collective bargaining negotiations.

Motion was made by Mr. Kenny, 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 9:25 a.m. to 9:55 a.m.

Committee reconvened.

Pursuant to executive session, motion was made by Mr. Kenny and seconded by Mr. Belden that the reclassification of the positions previously discussed, be red flagged, with a strong recommendation to the Budget Officer that they be included in the 2008 budget.

Paul Dusek, County Attorney, advised that legally the Committee could not guarantee that these positions would be included in the 2008 budget.

Mr. Sheehan pointed out that Mr. Phelps had brought Supervisory staff with him today and he said he felt they should have the opportunity to address the Committee prior to any decisions being made.

Mr. Phelps introduced Kathy Waite, Supervisor in the Child Support Unit, who had two Account Clerks in her division. He introduced Lillian Hayes of the Fraud Investigation Unit, who had an Account Clerk Typist in her division and Kathy Baker, Fiscal Manager, who had four Account Clerks in her division.

Ms. Waite apprised one of her Account Clerks had just accepted a position of Senior Account Clerk in the Sheriff's Office. Ms. Baker explained her Clerks had done lateral transfers within the Office to take positions of Examiners, due to the pressures in the Office.

Following discussions, the question was called and the **motion** to make a strong recommendation to the Budget Officer to reclassify the previously discussed positions in the 2008 budget, was carried by majority vote, with Mr. Sokol and F. Thomas voting in opposition.

Returning to the Agenda review, Mr. Gabriels expounded Item 6 was a referral from the Westmount Health Facility and Countryside Adult Home requesting to reclassify the position of full-time Leisure Time Activity Aide, base salary of \$22,593, to two part-time Activity Aides, each with a base salary of \$13,556, effective April 20, 2007; thereby amending the Department's Table of Organization.

Hal Payne, Commissioner of Administrative and Fiscal Services, explained there were no benefits included with this position and it did allow for seven day a week coverage by the Activity Aides.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Item 6 as outlined above, and the necessary resolution was authorized for the next board meeting.

Concluding the Agenda review, Mr. Gabriels advised that Paul Dusek, County Attorney, had requested permission to address the Committee regarding revisions to Resolution No. 216 of 2007, which appointed the Administrator of the Westmount Health Facility.

Mr. Dusek explained there was a need to delete the phrase 'shall serve at the pleasure of the Board', due to the fact that the Administrator position was a competitive civil service position and therefore was entitled to the benefits of Section 75 of the Civil Service Law.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously to amend Resolution No. 216 of 2007 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mrs. Parsons added, that in addition to the amendment to Resolution No. 216 of 2007, another correction was required. She further explained that when the Administrator of Westmount was hired, she had accepted the position at a salary of \$75,000; however, the budget listed the base salary of \$75,205. Therefore, she said, an amendment to the Salary and Compensation Plan was needed.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the amendment to the Salary Plan and to refer the same to the Finance Committee.

There being no further business to come before the Committee, on motion by Mr. Stec and seconded by Mr. Belden, Mr. Gabriels adjourned the meeting at 10:15 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk