

**WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **JUNE 6, 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 Sady, Clerk  
Supervisor Caimano  
Supervisor Champagne  
Supervisor Geraghty  
Supervisor Girard  
Supervisor Tessier  
Supervisor VanNess  
Fred Austin, Building Projects Coordinator  
Robert Iusi, Director, Probation  
Todd Lunt, Director, Human Resources  
William Lamy, DPW Superintendent  
Pam Vogel, County Clerk  
Richard Kelly, Personnel Officer  
Candace Kelly, Director, Office for the  
Aging  
Robert Phelps, Commissioner, Department  
of Social Services  
Michael Jabaut, Director, Administrative  
Services, DSS  
Julie Pacyna, Purchasing Agent  
Patricia Auer, Director, Public  
Health/Patient Services  
Nicole Livingston, Deputy Clerk

---

---

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

**Motion** was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the May 9, 2007 Personnel/Human Resources 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 apprised Item 1 was a referral from the County Clerk- Motor Vehicles Committee, requesting to backfill the vacant position of Motor Vehicle License Registration Clerk, base salary of \$25,652, Grade 6, Employee No. 11156, due to a lateral transfer.

**Motion** was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to

approve Item 1 as outlined above.

Mr. Gabriels stated Items 2A and B were referrals from the Criminal Justice Committee-Probation Department. He noted that in order to transfer the Senior Probation Officer position from the Pre-Trial Release Division to the Probation Division, the following steps were necessary. He said Item 2A was a request to reclassify the position of Probation Officer, base salary of \$38,308, Grade 19, and delete the position of Senior Probation Officer in the Pre-Trial Release Division, base salary of \$39,948, Grade 20, Employee No. 5349, due to retirement; thereby amending the Department's Table of Organization. He added that Item 2B was a request to create the position of Senior Probation Officer in the Probation Division, base salary of \$1,640 (the salary stipend from the position of the Senior Probation Officer position being deleted from the Pre-Trial Release Division); thereby amending the Department's Table of Organization.

**Motion** was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Items 2A and B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels expounded Items 3A through C were referrals from the DPW Committee. He said Item 3A was a request to fill the vacant position of Highway Construction Supervisor II #4, base salary of \$34,975, Grade 16, Employee No. 515, due to retirement. He noted Item 3B was a request to fill the vacant position of Heavy Equipment Operator #9, base salary of \$28,203, Grade 8, Employee No. 5187, due to promotion. He added Item 3C was a request to fill the vacant position of Medium Equipment Operator-Light, base salary of \$25,345, Grade 5, Employee No. 10966, due to resignation.

**Motion** was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 3A through C as outlined above.

Continuing, Mr. Gabriels advised Items 4A through C were referrals from the Federal Programs Committee. Items 4A and B, he said, were from the Office for the Aging requesting to fill the vacant position of Meal Site Cook #7, base salary of \$16,587, Employee No. 10197, due to resignation and also to fill the vacant position of Meal Site Cook #10, base salary of \$16,587, Employee No. 6991, due to retirement.

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

Item 4C, Mr. Gabriels stated, was from the Employment and Training Administration, requesting to authorize the temporary positions of employment and training which would establish training slots and related expenses for federal employment and training programs.

Motion was made by Mr. Haskell and seconded by Mr. Stec to approve Item 4C.

Mr. Stec questioned if the funds to cover this request were included in the budget. Joan Sady, Clerk of the Board, responded that this was federally funded, and would not affect the County budget.

Mr. Gabriels called the question and the **motion** was carried unanimously to approve Item 4C as outlined above and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels expounded Item 5 was a referral from the Health Services Committee, requesting to fill the vacant position of Senior Clerk, base salary of \$23,645, Grade 4, Employee No. 11248, due to resignation.

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

Mr. Gabriels stated Item 6 was a referral from the Tourism Committee, requesting to fill the vacant position of Group Tour/Convention Promoter, base salary of \$30,812, Grade 11, Employee No. 8898, due to retirement.

**Motion** was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 6 as outlined above.

Mr. Gabriels apprised Items 7A through F were referrals from the Social Services Committee as follows:

- A) Request to fill the vacant position of Supervising Support Investigator, base salary of \$33,970, Grade 15, Employee No. 7275, due to resignation.
- B) Request to fill the vacant position of Senior Support Investigator, base salary of \$30,812, Grade 11, Employee No. 7978, due to promotion by backfilling.
- C) Request to fill the vacant position of Support Investigator, base salary of \$28,203, Grade 8, due to promotion by backfilling.
- D) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,203, Grade 8, Employee No. 10334, due to resignation.
- E) Request to fill the vacant position of Typist, base salary of \$22,593, Grade 3, Employee No. 10177, due to promotion.
- F) Request to fill the vacant position of Caseworker, base salary of \$33,012, Grade 14, Employee No. 10850, due to resignation.

**Motion** was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to approve Items 7A through F as outlined above.

Mr. Gabriels noted an issue had arisen that was not included on the Agenda. He said that Julie Pacyna, Purchasing Agent, had advised that the Deputy Purchasing Agent

June 6, 2007

had submitted her letter of resignation yesterday, indicating that July 6, 2007 would be her last day of employment with Warren County. He added that Mrs. Pacyna had contacted Supervisor Sheehan, Chairman of the Support Services Committee, and he approved the request to fill the vacant position as described above.

Motion was made by Mr. Belden and seconded by Mr. Haskell to approve the aforementioned request.

Mr. Belden questioned if this position was in the bargaining unit, to which Mrs. Pacyna replied in the negative. Hal Payne, Commissioner of Administrative and Fiscal Services, added that it was a competitive position and the exam was administered last month. He noted that Rich Kelly, Personnel Officer, was working on compiling an eligibility list for Mrs. Pacyna to begin interviewing candidates from.

Following the discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve the request to fill the vacant position of Deputy Purchasing Agent, base salary of \$32,918, Employee No. 11071, due to resignation.

Concluding the Agenda review, Mr. Gabriels expounded that Item 8 was a request from Todd Lunt, Director of Human Resources, to address the Committee regarding the proposals for the consulting management services.

Mr. Lunt stated that an RFP (Request for Proposal) for Human Resource topics to be reviewed had gone out in the latter part of 2006. He further stated that since that time, he had been hired as the Human Resources Director for the County and he was in the process of resolving the issues that had arisen prior to his employment here and he did not feel there was a need for such services. Therefore, he said, he recommended refusing the proposals that had been received for the consulting management services.

**Motion** was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to accept Mr. Lunt's recommendation, and to authorize the Purchasing Agent to notify those that had submitted proposals that the County was no longer interested in the services that were previously requested. Mrs. Sady replied this item did not require a resolution and could now be removed from the pending items list.

There being no further business to come before the Committee, on **motion** by Mr. Haskell and seconded by Mr. F. Thomas, Mr. Gabriels adjourned the meeting at 9:10 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk