

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES/PERSONNEL - JOINT MEETING

DATE: MARCH 16, 2007

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<b>SOCIAL SERVICES COMMITTEE MEMBERS PRESENT:</b>	<b>OTHERS PRESENT:</b>
SUPERVISORS TESSIER	MICHAEL JABAUT, DIRECTOR, ADMINISTRATIVE SERVICES
O'CONNOR	WILLIAM THOMAS, CHAIRMAN OF THE BOARD
SHEEHAN	JOAN PARSONS, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
BENTLEY	PAUL DUSEK, COUNTY ATTORNEY
KENNY	JOAN SADY, CLERK, BOARD OF SUPERVISORS
F. THOMAS	SUPERVISOR GERAGHTY
MASON	TODD LUNT, HUMAN RESOURCES DIRECTOR
<b>PERSONNEL COMMITTEE MEMBERS PRESENT:</b>	HAL PAYNE, ADMINISTRATOR - WESTMOUNT HEALTH FACILITY
SUPERVISORS GABRIELS	MAURY THOMPSON, <i>THE POST STAR</i>
HASKELL	GORDON WOODWORTH, <i>THE CHRONICLE</i>
BELDEN	AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST
STEC	
SOKOL	

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Mr. Gabriels called the joint meeting of the Personnel and Social Services Committees to order at 9:00 a.m.

Mr. Gabriels stated that no agenda had been prepared for the meeting as it had been scheduled to address only one personnel issue pertaining to the Department of Social Services; however, he noted, three additional personnel issues had arisen which he hoped could be addressed quickly.

The first of the additional requests, Mr. Gabriels apprised, was a Notice of Intent to Fill the Vacant Position of Account Clerk in the Child Support and Enforcement Unit of the Department of Social Services. He noted that the position had become vacant due to the promotion of an employee to a Sr. Account Clerk who had transferred to the Sheriff's Office.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve the request to fill the vacant position of Account Clerk at a base salary of \$23,645. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Gabriels advised that the remainder of the additional requests were from the Treasurer's Office. He said that the first was a request to fill the vacant position of Payroll Supervisor, at a base salary of \$34,975, due to resignation, and the second was a request to fill the vacant position of Payroll Clerk, at a base salary of \$27,085, due to promotion.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the requests to fill both positions as outlined above. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

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Mr. Haskell noted that in prior meetings the Personnel Committee had strongly suggested the attendance of Department Heads submitting personnel requests at their monthly meetings to answer any questions with respect to their requests. In light of the lack of such representation at recent meetings, Mr. Haskell suggested that the Department Head, or a representative of the Department, be required to attend all Personnel Committee meetings during which personnel requests pertaining to their Departments were made. Mr. Belden agreed with Mr. Haskell's suggestion and Mr. Kenny added that if suitable representation were not present at future Personnel Committee meetings that Department's personnel requests should be tabled until the following month's meeting.

Mr. Stec said that although many of the personnel requests presented were fairly standard, he agreed with Mr. Haskell's thought that the Department Heads should be present to substantiate their requests if needed; however, he stated, he did not feel that requiring such attendance at lengthy meetings, where the representative may not be needed at all, was a good use of County personnel. He said that if a particular request was questionable the Department Head should be expected to attend Personnel meetings to provide explanation, but, he said, formalizing the attendance as suggested by Mr. Haskell was going too far.

Discussion ensued with respect to the matter.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried, with Mr. Stec and Mr. F. Thomas voting in opposition, to require the Department Head, or a representative of the Department, with business before the Personnel Committee to attend those meetings.

Paul Dusek, County Attorney, asked the Committee to clarify whether the new rule should be implemented at a Committee level, allowing the requirement to be altered as needed, or as a resolution which would require approval of the full Board of Supervisors to make adjustments.

Mr. Stec stated that the rule should be implemented at the Committee level allowing for flexibility when necessary and Mr. Haskell replied that he felt it should be enforced by resolution.

Motion was made by Mr. Haskell and seconded by Mr. Kenny to authorize a resolution requiring the Department Head, or other acceptable representation, of any Department with business before the Personnel Committee to attend such meetings; however, the motion was defeated with Mr. Stec, Mr. Sokol, Mr. F. Thomas, Mr. Belden and Mr. Gabriels voting in opposition.

Mr. Gabriels stated that because the motion was defeated the rule would be implemented at the Committee level, allowing for flexibility as needed.

Returning to the issue for which the meeting was called, Mr. Gabriels stated that in the prior Personnel Committee meeting four requests to fill vacant positions within the Department of Social Services, including that of the Head Social Welfare Examiner, had been questioned and ultimately denied. Mr. Dusek explained that in speaking with Robert Phelps, Commissioner of the Department

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of Social Services, he had been advised that Mr. Phelps intended to fill the Head Social Welfare Examiner position, vacant due to retirement, by promoting from within his Department. He added the three additional positions, (Social Welfare Examiner, Principal Social Welfare Examiner and Senior Social Welfare Examiner), would be affected by this promotion and Mr. Phelps intended to fill those in the same manner. Mr. Dusek stated that, according to Mr. Phelps, the positions in question had all been in existence for some time and were necessary to his Department.

As Chairman of the Social Services Committee, Mr. Tessier apprised that the positions were fully funded by the State of New York, including benefits, and were all included in the table of organization; he reiterated that these were not new positions. He stated that these positions were essential to increasing revenue on behalf of the County and if they were lost, the revenues generated would be also.

Discussion ensued.

Mr. Kenny asked who would vote on the vacant Social Services positions and Mr. Dusek advised that the Personnel Committee would be deciding whether or not to authorize Mr. Phelps to fill these positions. In addition, Mr. Dusek noted, a grievance had been filed with respect to a position within the Department of Social Services which needed to be discussed in an executive session.

Mr. F. Thomas stated that the four positions presented should be filled as they were not new positions, they were 100% reimbursable and they were necessary to keep the Medicaid programs in line and functioning properly. Mr. Bentley noted that anyone who had read the recent grand jury report with respect to fraudulent Medicaid applications would know that the positions could not be cut, and if anything, should be increased to ensure the validity of the information received.

Motion was made by Mr. F. Thomas, seconded by Mr. Kenny and carried, with Mr. Stec, Mr. Belden and Mr. Haskell voting in opposition, to fill the vacant positions of Head Social Welfare Examiner, Principal Social Welfare Examiner, Senior Social Welfare Examiner and Social Welfare Examiner. *Copies of all four requests are on file with the minutes.*

Mrs. Parsons stated that a resolution was to be presented at the Board meeting directly following to create the position of Social Welfare Examiner, based on the fact that the Personnel Committee had decided against filling the Head Welfare Examiner Position. In light of the fact that the Head Welfare Examiner Position had been approved, she asked if the resolution prepared should be amended to eliminate the request for the new position and it was the consensus of the Committee that the new position should not be created. Mrs. Parsons asked the Committees to keep this in mind during the Board meeting as the resolution creating the Social Welfare Examiner position would have to be amended accordingly.

Mr. Tessier stated that he had received a request to authorize travel for two Social Services employees to attend the New York State Police Sex Offense Seminar in Albany on May 21<sup>st</sup> through

May 25<sup>th</sup> and the use of a Warren County fleet vehicle was also requested.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to authorize the travel for two Social Services employees as outlined above; *a copy of the request is on file with the minutes.*

Motion was made by Mr. F. Thomas, seconded by Mr. Sokol and carried unanimously to enter into executive session, pursuant to section 105(d) of the Public Officers Law, to discuss pending litigation.

Executive session was declared from 9:25 a.m. to 9:33 a.m.

Upon reconvening, Mr. Gabriels announced that no action was necessary pursuant to executive session.

As there was no further business to come before either the Social Services or Personnel Committees, on motion made by Mr. Mason and seconded by Mr. Bentley, Mr. Gabriels adjourned the meeting at 9:34 a.m.

Respectfully Submitted,  
Amanda Allen, Legislative Office Specialist