

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SOCIAL SERVICES

DATE: NOVEMBER 30, 2007

Committee Members Present:

Supervisors O'Connor  
Bentley  
Kenny  
F. Thomas  
Mason

Others Present:

Representing Department of Social Services:

Robert Phelps, Commissioner  
Michael Jabaut, Director of Administrative Svces.  
Douglas Herschleb, Director of Services  
Kathy Baker, Fiscal Manager  
Hal Payne, Commissioner, Administrative & Fiscal  
Services

Committee Members Absent:

Supervisors Tessier  
Sheehan

Joan Sady, Clerk, Board of Supervisors  
Julie Pacyna, County Purchasing Agent  
Robert Metthe, Director, Information Technology  
Todd Lunt, Director, Human Resources  
Supervisor Geraghty  
Supervisor-elect Strainer  
Katy Goodman, Secretary to the Clerk

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In the absence of Mr. Tessier, Committee Chairman, Mr. O'Connor, Committee Vice-chairman, called the Social Services Committee meeting to order at 11:24 a.m.

Motion was made by Mr. Kenny, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Robert Phelps, Commissioner of the Department of Social Services, who distributed copies of his Agenda packet for the meeting. A copy of the packet is on file with the minutes.

Mr. Phelps commenced with review of his Agenda and he stated the first three items were the Pending Items from the Clerk of the Board of Supervisors Office. He spoke first on the Medicaid data mining Assembly Bill A.5333. Mr. Phelps reminded the Committee members that at the last meeting Supervisor F. Thomas had informed them about this proposed State Legislation and he thought a recommendation had been approved to forward the matter to the Legislative Committee for consideration of a resolution. He stated copies of a memo which was his response to the Bill, as well as the Bill were included in the Agenda packet.

Mr. Phelps stated he did not have a problem with supporting the Bill because it would allow a District to decide whether or not it would want to purchase data mining software which would provide data on the use and abuse of medical assistance practices. He advised the only concern he had was whether the Bill would prevent Federal funds from being provided to the States which would then go to the Counties who would purchase the software. Mr. Phelps concluded that he

felt the County should support the bill.

Mr. Phelps stated the next Pending Item concerned the Doe vs. Doar lawsuit. He pointed out this matter was also Item No. 3 on the Agenda and he would discuss it at that point during the meeting.

Mr. Phelps stated the last Pending Item was the relocation of the Medicaid staff to the CNA Building (in the City of Glens Falls). He advised that the Board of Supervisors had adopted Resolution No. 741 of 2007 at the November 16th Board meeting which had authorized the move. Mr. Phelps reported in order to facilitate the move he had been working with Robert Metthe, Director of the Information Technology Department, and Frank Morehouse, Superintendent of the County Buildings & Grounds Division of DPW, on the logistics of the move because cabling and wiring would need to be done for the Unit's computer equipment. He advised they hoped to make the move in early January of 2008. Mr. Phelps referred the Committee members to a drawing of the floor plan of the Unit's staff which was included in the Agenda packet, and he reviewed the plan in detail with the Committee members. He pointed out that the staff would be located in the same area of the building as the County's Office for the Aging (OFA) and the Youth Bureau.

Dialogue ensued between Mr. Phelps and Hal Payne, Commissioner of Administrative & Fiscal Services, relative to a lease agreement for the office space for those Departments. Mr. Payne advised that he had spoken with Gene Hinners last week and a contract was being provided to Paul Dusek, County Attorney, for his review and for the County officials' signature. He advised the figures for the contract had been worked out for the amount of the rent for the space and the utilities. Mr. Payne stated the new contract would shadow the current contract with the OFA very closely. Mr. Phelps questioned if the contract would clearly state the responsibilities of the tenant and the landlord; and Mr. Payne replied those details were still being worked out. He advised at the present time the Building's Owner did have the OFA space cleaned; however, he added, they did want the County to provide its own janitorial services. Mr. Payne stated he had discussed that matter with Mr. Morehouse and at this point they did not know what the services would be.

Mr. Phelps advised they intended to have video surveillance in the Department's space that could be monitored by the security staff which was located in the (County) Annex Building. He explained that system would be tested to see if they would need to have stronger security than that in the new office space.

Mr. Payne stated a purchase order had been submitted to the Purchasing Office for new computers and a color printer for the new space and as he had some questions on the request, he had asked Julie Pacyna, County Purchasing Agent, and Robert Metthe, County Information Technology Director, to attend the meeting. Mr. Phelps replied that was correct. He explained some of the staff was on the County side of the computer system and they would need to go over to the State side of the system and the best way to do that was to purchase the computers through the State and to get those staff members onto the State network. He apprised the

purchase would be made through a revenue intercept for which there would be 100% reimbursement. Mr. Phelps advised the computers had been ordered. He explained that would free up some computers that were currently being used by the staff to support the interview cubicles that would be created in the new space. Mr. Payne questioned if the computers worked in the current building and the new space would not have a computer, why new equipment had to be provided in another building. Mr. Phelps replied that currently the computers were on two different networks and because they could not remain on the County network they had to be moved over to the State network. He reiterated the computers that were now on the County side would then be reused for the interview cubicles. Mr. Phelps confirmed for Mr. Payne that the computers in the new space would no longer be on the County side. However, he explained, all the County computers would be integrated with the State system so the staff could communicate and use e-mail among themselves.

Mr. Payne advised he had not approved the purchase order for the new equipment yet and Mrs. Pacyna had not yet put it through because he was waiting until it was guaranteed that the County would receive the 100% State reimbursement. Mr. Phelps advised he had received that guarantee from the State. In reply to Mr. Payne's inquiry for his input on the equipment changes, etc., Mr. Metthe said he did not have any questions. Mr. Payne directed Mrs. Pacyna to proceed with the purchase order.

Mr. Payne queried why a color printer would be needed just to copy documents and what the cost of the printer would be. Privilege of the floor was extended to Mrs. Pacyna, and she apprised the printer would cost approximately \$700. Mr. Phelps replied he did not have the Department's computer person available to answer that question but that was the equipment that was requested. Privilege of the floor was extended to Kathy Baker, Department of Social Services Fiscal Manager, who stated she understood the printer would be used in the computer person's office especially for pictures for the Department's Services Divisions. Mr. Phelps explained they had changed to digital photography for the Child Protective Services (CPS) investigations instead of using film and having to develop it and they had to have quality prints. Mr. Phelps concurred that he recalled that was why that particular printer had been requested. Mr. Payne stated the equipment would be ordered. He confirmed for Mr. Phelps that he was aware of the request for telephone equipment for the new Offices and that it was acceptable to him.

Mrs. Pacyna left the meeting at 11:34 a.m.

Pursuant to Agenda Item No. 1, Mr. Phelps presented requests for approval of various fiscal transactions for the Department's budget. The first request was for a Transfer of Funds from contractual expenses code A.6010 470 into Hospitalization, Dental and Unemployment Insurance codes in order to cover shortfalls in those codes.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to approve the Transfer of Funds, as presented, and to refer it to the Finance Committee. A copy of the Transfer of Funds is on file with the minutes.

The second request, Mr. Phelps stated, was to amend the 2007 County budget to increase and decrease appropriations and revenues to cover shortfalls in Child Care (\$159,000) and Emergency Aid for Adults (\$2,100) codes. He apprised the revenues and appropriations were a wash and no additional funds would be needed.

Motion was made by Mr. Mason, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Mr. Metthe left the meeting at 11:35 a.m.

Next, Mr. Phelps requested approval to amend the 2007 County budget increasing appropriations and revenues due to lack of funds which had created a shortfall in the Daycare code (\$30,000) and Medical Assistance code (\$73,725). He explained those payments were outside the MMIS (Medicaid Management Information System) and they were offsetting 100% revenues as shown on the request form.

Motion was made by Mr. Bentley, seconded by Mr. Kenny and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of the resolution request form is on file with the minutes.

Lastly, Mr. Phelps requested approval to amend the 2007 County budget to increase appropriations and revenues and to request a supplemental appropriation due to a shortfall in the Child Care expenditures. He apprised the increase in the appropriation code would be \$193,000 and the increased revenues would be \$48,250 in State funds and \$96,500 in Federal funds and a supplemental appropriation in County matching funds in the amount of \$48,250 would be needed.

Motion was made by Mr. Kenny and seconded by Mr. Bentley to approve the request. Mr. Phelps confirmed for Mr. Payne that the request was to take the County matching funds from the Contingency Fund. Mr. Payne and Mrs. Sady concurred that there were not enough funds in the Contingency Fund to cover that amount. Mr. Kenny recommended that the request should be forwarded to the Finance Committee to determine a source of funding.

Ms. Baker stated she had tried to reach the County Treasurer's Office because Social Services had received the bill for their retirement costs from the State. She explained the bill would be for all of 2007 and the first three months of 2008, and she hoped there would be some funds left in the retirement code that would cover a portion, but not all of the shortfall. Ms. Baker stated she had asked the Treasurer's Office to divide the bills for 2007 and 2008 in order to see what would be left to offset some of the shortfall; however, she noted, she had not received the information noted. The first three months of 2008 are prepaid, she added. Mrs. Sady advised she would check with Rick Murphy, Deputy Commissioner of Fiscal Services, in the Treasurer's Office to see if there were some funds to offset the shortfall.

Mr. O'Connor called the question and the motion was carried unanimously and the request was referred to the Finance Committee. A copy of a resolution request is on file with the minutes. *(Note: Subsequent to the meeting, Mr. Phelps apprised he had been able to find the funds to offset the shortfall and that the supplemental appropriation would not be necessary. Copies of the correct resolution request forms for the item were forwarded to the Finance Committee and copies are on file with the minutes.)*

Next, Mr. Phelps discussed a request to fill a vacancy of an Intake Clerk position in the reception area due to a resignation that had occurred during the employee's probation period (Agenda Item No. 2). Mr. Phelps advised the request to fill the position had been approved at the July 27th Committee meeting and by the Personnel/Human Resources Committee on August 8th and it was filled in September. He stated the employee worked for ten weeks and resigned on November 15th. Mr. Phelps advised that the position was still needed and he requested approval to fill the vacancy.

Mr. Phelps stated because in this particular situation the original request had been approved and the resignation had occurred during the probation period, he would ask if an exception could be made that would allow him to fill the position without having to go through the Committee approval and referral to the Personnel/Human Resources Committee process. Mr. O'Connor concurred with the proposal, and he recommended that it be allowed in this case. Mrs. Sady noted she believed the same type of situation had occurred with a position request from the Health Services Department and the Director of the Department had been authorized to fill the position without it going through the regular approval process. She recommended it could be done that way as long as the explanation was on the record and the Committee members agreed to the exception. Mr. Payne agreed with the recommendation as well.

It was the consensus of the Committee members to authorize Mr. Phelps to proceed to fill the position. Copies of a Notice of Intent to Fill Vacant Position and a memo from Mr. Phelps to Mr. Payne outlining the request are on file with the minutes.

Next, Mr. Phelps updated the Committee members on the status of the Doe vs. Doar Court decision (Agenda Item No. 3). He reminded the Committee members that this case involved the budgeting of temporary assistance cases that were formerly called public assistance cases. (For details on the case see the minutes of the October 26, 2007 Social Services Committee meeting.) Mr. Phelps reported they had completed an initial assessment of the Department's cases and they anticipated that any retroactive payments would most likely be made next year. He noted although there might be a few cases they would have to pay for this year they could be covered in the Department's 2007 budget. However, Mr. Phelps apprised, it appeared that the costs to the Department for the retroactive payments to individuals affected by the Court decision would be approximately \$80,000 for which there would be a local share of approximately \$20,000. He noted it seemed that would be the high end of the fiscal impact on the 2008 budget. Mr. Phelps confirmed for Mrs. Sady that those would be the cases that would be retroactive to July of 2004. He advised the costs might create a shortfall next year in the temporary assistance appropriation

that would require a budgetary adjustment.

Pursuant to Agenda Item No. 4, Mr. Phelps requested approval of Travel requests for the Committee members' approval and for Mr. O'Connor's signature.

The requests were as follows:

- 1) For Linda Doyle, to attend the Caring for Our Own Leader Certification training in Liverpool, NY from January 15, 2008 through January 18, 2008 with meal costs at the GSA per diem rate and transportation to be at the discretion of the Commissioner. Mr. Phelps briefly described the training for the information of the Committee members.
- 2) For management staff Robert Phelps, Douglas Herschleb, Harold B. McGee, Karen Judd, Kim George, Kelly Barker, Lisa Zulauf, Kathy Baker and Michael Nissen to attend the New York Public Welfare Association's (NYPWA) Annual Winter Conference in Albany, NY from January 23, 2008 through January 25, 2008 with meal costs at the GSA per diem rate and transportation to be at the discretion of the Commissioner. Mr. Phelps advised the employees would car pool and commute on a daily basis and there would be no overnight stays.

Motion was made by Mr. Mason, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned requests, as presented. Copies of Authorization to Attend Meeting or Convention request forms are on file with the minutes.

Mr. Phelps spoke on the Overtime Report (Agenda Item No. 5). A copy of the Report was included in the Agenda packet and is on file with the minutes. He reported that seven staff members were currently out on family medical leave and they were doing their best to address the situation which had increased the overtime. Mr. Phelps noted Michael Jabaut, Director of Administrative Services, had been helping to handle some of the caseloads.

Mr. Mason stated that each month the CPS Unit seemed to have a good deal of overtime, and he asked if more CPS staff were hired if that would decrease the use of overtime. Mr. Phelps replied that would cover the time needed to do their current backlog of work. However, he advised, it would probably not impact the after-hours work the Unit had to do. Mr. Phelps stated that situation had been addressed before and a cost analysis had been done on hiring staff to cover the after-hours workload that showed what they were doing now was the most economical way to handle the situation. He stated the demand for CPS investigations after regular work hours would not change regardless of how the Unit was staffed. Mr. Phelps noted the issue of additional staffing of the CPS Unit was the next Agenda item to be discussed. However, he explained, if new staff could be hired they would not have to require them to provide after-hours coverage as often as they did now because there would be more staff members to assign that work to.

Mr. F. Thomas pointed out the Overtime Report showed that overtime was used for Defensive

Driver Training, and he queried why that had been done. Mr. Phelps replied an employee of the Department was trained to become a Defensive Driver Trainer for the County and the training was held in Massachusetts which required travel time. Ms. Baker concurred with Mr. Phelps that the Department would be reimbursed by another Department for the costs of the Training. Mr. F. Thomas questioned why overtime was used for the Foster Care MAPPS training; and Mr. Phelps replied the training was mandated for foster care parents and adoptive parents and it had to be held in the evening.

Privilege of the floor was extended to Todd Lunt, Human Resources Director, who spoke on the overtime for the Defensive Driver Training. He explained that had occurred because the training session the employee attended had lasted until 4:30 in the afternoon and it was held in Springfield, Massachusetts, and as a result the employee had to stay overnight.

Concluding the Agenda, Mr. Phelps spoke on the aforementioned issue of a staffing crisis in the CPS Division that concerned the current staffing levels and the staffing level that the Division needed to have. He reminded the Committee members that his 2008 budget request had included three positions for the CPS Division. Mr. Phelps referred the Committee members to a packet of information on the staffing needs that was included in the Agenda packet. He pointed out the first item was his memo of November 16th to the Board of Supervisors which expressed his concern that the new positions had been removed from the 2008 budget.

Mr. Phelps stated a statistical graph was also provided that compared the number of calls from CPS to the State Registry for the years 1996 through 2006 which showed there had been a significant increase in the number of calls during that time. He apprised the total number of reports for this year would be over 1200. Mr. Phelps stated the number of reports would increase as the result of a child abuse case that had occurred in Schenectady County because now individuals with only second hand knowledge of suspected child abuse cases could make reports to the State Registry. He apprised that to date for the month 122 reports from the County had been made to the Registry.

Mr. Strainer left the meeting at 11:51 p.m.

Mr. Phelps reviewed the next charts in the packet which concerned the turnover in the CPS staff, the 25 month trend in the number of overdue investigations and the trend of the total number of active CPS Reports at the end of the month with the Committee members. Mr. Phelps stated action was needed to stop those trends. Mr. Phelps apprised the statistics on the number of active cases at the end of the month was incomplete because it only reflected the CPS Caseworkers' Reports and there were other Caseworkers in other Services areas that were assigned to CPS cases. He stated the graph gave an indication of the number of Reports that were being carried and the number was increasing steadily. Mr. Phelps apprised that currently there were 315 open CPS investigations to be handled by the Division's eight staff members. In addition, he reported there were 66 open cases that had to be monitored after they had been investigated.

Mr. Phelps referred the Committee members to a letter from the State Office of Children and Family Services (OCFS) that stated the recommended number of caseloads for CPS investigators was 12 per month. He stated the next charts showed that compared to other Counties in the State the County had scored low in both the percentage of Timely Safety Assessments for the Third Quarter of the year and the percentage of workers with more than 20 CPS investigations. He advised the low scores were due to the lack of adequate CPS staff to maintain the caseloads. Mr. Phelps acknowledged this situation was not unique to the County because the demand for investigations was growing across the State and every County needed to improve its staffing levels in order to resolve the situations. He stated that Washington County had recently reorganized its CPS Division to have a Grade B Supervisor, two Senior Caseworkers and ten Caseworkers and that had reduced the number of their workers' caseloads which was reflected by their high State scores in the aforementioned charts.

Mr. Phelps stated the other information in the packet included outlines and charts and graphs on various aspects of the CPS Division. He added that photographs of the types of cases that were being investigated on a regular basis were also included in the packet. Mr. Phelps encouraged the Committee members to review the information.

Mr. Phelps stated the next chart that had been distributed to the Committee members outlined the current organizational structure of the CPS Division and the proposed new structure. (A copy of the chart is on file with the minutes.) He stated the current structure consisted of one Grade B Supervisor, one Senior Caseworker and eight Caseworkers and the recommended new structure would be one Grade B Supervisor, two Senior Caseworkers, and ten Caseworkers. Mr. Phelps stated under the current structure in an ideal situation where each Caseworker would be fully trained and capable of handling their cases, each one's caseload would be 22 investigations. He advised with the proposed re-structured Division they believed they could reduce the number to about 17 or 18 investigations per Caseworker once the Caseworkers were fully trained and the current backlog of cases was closed and they were able to keep up with the current level of reports and investigations. Mr. Phelps stated he would strongly urge the Committee members to support the creation of three positions in the Division. He explained the original request was for one Caseworker and two Caseworker Assistants. However, Mr. Phelps explained, when he reviewed that structure further he decided it would only be a band-aid solution that would be ineffective and dangerous. He apprised the difference in the County's cost between the original request and the request for three positions would be \$2,700 for the local share of the salaries.

Mr. Phelps stated that Douglas Herschleb, Director of Services, for the Department was present and they would encourage the Committee members to ask any questions they might have about the request. Mr. O'Connor stated he thought the original request for new positions was in the 2008 budget; however, he said, it had been removed from the budget. Mr. O'Connor questioned why that had been done when the cost would only be \$2,700. Mr. Phelps clarified that the positions would cost more than that and the \$2,700 was the difference between the cost of the original request and the new proposal. He stated the Committee members had also received a handout that showed the cost of the proposed request would be \$17,296. A copy of the handout entitled, "Necessary Staffing

of Child Protective Services Unit - Warren County Department of Social Services", is on file with the minutes. Mr. Phelps pointed out the \$17,296 was the actual increase in the local share for the positions. He concurred with Mr. Payne that the figure did not include the cost of the fringe benefits for the positions. Mr. Payne apprised the fringe benefits would cost 35% to 40% more. Mr. F. Thomas queried if the fringe benefits were also reimbursed the 83% shown on the chart; and Mr. Phelps confirmed that was correct. He stated the fringe benefits would be in addition to the \$17,296.

Mr. Kenny remarked the Committee had supported the original request and he thought they would support the new proposal. He stated he would support it. Mr. Kenny referred to the issue that overtime hours were needed to handle the CPS Divisions' backlog, and he questioned if it would be advisable to stagger the staff's hours so that, for instance, a regular schedule would cover until 7:00 p.m. Mr. Phelps responded they could consider some flexible scheduling if they could work out a way to have appropriate supervision for the staff during that time. He explained for Mr. Kenny that currently the overtime staff was a Foster Care Supervisor and one Caseworker. In reply to Mr. Kenny's suggestion that the Supervisors' hours should also be staggered; Mr. Phelps responded the investigations were made in the field not the office. Mr. Mason cited the aforementioned information that there was a turnover rate of 62% in the CPS staff and he expressed his support of the request for the new positions. Mr. O'Connor expressed his concern that the positions were removed from the 2008 budget.

Mr. Payne queried if there was a ceiling on the 83% reimbursement and if that was exceeded would the County have to pay 100% of the costs. Mr. Phelps replied no. He apprised the reimbursement for CPS costs was 65% of the State funds net of the Federal funds, i.e., the Federal funds were expended first and then the State funds were 65% reimbursable. He confirmed for Mr. Payne that whatever amount was spent was reimbursed at the 83% rate and that it was on Federal and State joint funds. Mr. Phelps advised that the reimbursement formula was permanent.

Mr. Mason questioned what the total costs would be; and Mrs. Sady apprised the total with fringe benefits was \$113,950. Mr. Payne questioned if it was correct there had been problems in finding people who were eligible to take the examination for the Caseworker positions. Mr. Phelps replied a four-year degree in human services was required and there was usually a sufficient field of candidates on the list. However, he explained, the problems with keeping the positions filled were because of the nature of the cases and the work overload. In addition, Mr. Phelps said, some of the employees had moved to other Departments, such as Probation where the positions carried a larger salary. He noted currently there was an employee who had been with the Department for three months who was looking to join the State Police for more money and less stress. Mr. Phelps stated the new positions would not eliminate the turnover but it would reduce it and if the burnout level continued they would lose the good Caseworkers.

Mr. Payne commented the original request that was made three months ago was for the one Caseworker and two Caseworker Assistants and now that had changed. Mr. Phelps responded he was trying to be fiscally responsible although that was not the structure he had wanted. Mr. Payne stated the Budget Officer and he had also been trying to do that. Mr. Phelps stated the original

approach would just be a band-aid and it would not cost that much to properly staff the Division.

Ms. Baker left the meeting at 12:12 p.m.

Mr. O'Connor questioned how they should proceed to have the new positions restored to the 2008 budget. Mrs. Sady explained the 2008 budget and Salary Schedule could not be amended until January and the request would have to be handled then; and Mr. Payne concurred.

Motion was made by Mr. Mason and seconded by Mr. Kenny to approve the requests, as presented, and to refer them to the Personnel Committee.

Mr. Herschleb queried if the requests were approved through the process, what the earliest time would be that they could start looking at the Caseworker list of potential applicants. Mrs. Sady advised the requests would have to go to the full Board of Supervisors meeting in January. Mr. Kenny queried if the matter could be brought to the Organizational meeting in early January; and Mrs. Sady replied she would have to check with Mr. Dusek about that. Mr. Herschleb noted it would take up to four months to train the Caseworkers.

Mr. Payne recommended they should look at the possibility of establishing flexible schedules of 11:00 a.m. to 7:00 p.m. or 10:00 a.m. to 6:00 p.m., and to hire new staff that would work those hours. Mr. Phelps said they would look at that possibility and it might work with the proper supervision. He stated the current hours were 8:00 a.m. to 5:00 p.m. Mr. Phelps confirmed for Mr. Payne that the Senior Caseworker position would be filled from within the Department by a promotion and that would mean three new Caseworkers would have to be hired. Mr. Payne suggested the promotion might be made with the stipulation that they would have to work the aforementioned flexible schedules. Mr. Phelps advised he was not sure if the hours would be a Union contract issue because the contract specified the employees' work hours. Mr. Payne stated as new positions they would not be in the contract and the County should be able to dictate the hours. Mr. Phelps suggested perhaps a resolution to authorize flexible hours for the CPS Division would be sufficient to cover the issue if the Union did not object to the plan. Mr. Lunt stated perhaps they could get an idea from the State Registry about when the after-hours calls were received so the schedule could be adjusted accordingly. Mr. Kenny noted at least the training could be done during regular hours. Mr. Herschleb advised the staff was being paid to be on call for whenever the calls would come in; and Mr. Phelps stated the flexible hours would not affect when the calls would come in. He concluded if the daytime hours could be expanded a little bit it might impact on the overtime and it would be worth trying it to see.

Mr. O'Connor called the question and the motion to approve the aforementioned requests, as presented, was carried unanimously and referred to the Personnel/Human Resources Committee. Copies of Requests to Create New Positions are on file with the minutes.

There being no further business, on motion by Mr. Kenny and seconded by Mr. Mason, Mr. O'Connor adjourned the meeting at 12:17 p.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk