

## **WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE:       **PERSONNEL**

DATE:               **JUNE 11, 2008**

**Committee Members Present:**

Supervisors       Thomas  
                      Kenny  
                      Haskell  
                      Stec  
                      Sokol  
                      Tessier

**Committee Member Absent:**

Supervisor        Belden

**Others Present:**

Frederick Monroe, Chairman  
Hal Payne, Commissioner of Administrative  
                  and Fiscal Services  
Joan Sady, Clerk of the Board  
Paul Dusek, County Attorney  
JoAnn McKinstry, Deputy Commissioner of  
                  Administrative and Fiscal Services  
Kevin Geraghty, Budget Officer  
Supervisor Bentley  
Supervisor Champagne  
Supervisor O'Connor  
Supervisor Strainer  
Supervisor Taylor  
Supervisor VanNess  
Rich Kelly, Personnel Officer  
Todd Lunt, Director, Human Resources  
Patricia Auer, Director, Public Health  
Paul Butler, Director, Parks, Recreation &  
                  Railroad  
Don DeGraw, Airport Manager  
William Lamy, DPW Superintendent  
Doug Herschleb, Director of Services,  
                  Department of Social Services (DSS)  
Sheila Weaver, Commissioner, DSS  
Bud York, Sheriff  
Sarah McLenithan, Legislative Office  
                  Specialist  
Nicole Livingston, Deputy Clerk

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

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried unanimously to approve the minutes of the May 7, 2008 Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the Agenda review, Mr. Thomas apprised Item 1 was a referral from the Human Services Committee, Employment & Training, requesting to hire a temporary Employment & Training Counselor from June 23, 2008 through no later than September 12, 2008, to have staff coverage for the summer youth program and other general counselor duties due to an announced staff departure. He noted that the

funding for this position was provided through federal Workforce Investment Act (WIA) grant funds.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Item 1 as outlined above and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 2A and B were referrals from the Civil Service Department. Item 2A, he said, was a request to transfer funds in the amount of \$62 for the purchase of a new printer, and to refer the same to the Finance Committee.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 2A as outlined above.

Mr. Thomas noted Item 2B was a request to reappoint Richard F. Kelly as Personnel Officer for an additional six year term commencing July 1, 2008 through June 30, 2014. He added that Resolution No. 433 of 2002 was attached.

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

Mr. Thomas advised Items 3A and B were referrals from the Health Services Committee, Health Services Department. He said Item 3A was a request to fill the vacant position of WIC Dietician, base salary of \$35,587, Grade 16, Employee No. 10475, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Sokol and carried unanimously to approve Item 3A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas noted Item 3B was a request for a Registered Nurse to enroll in two job-related courses at Plattsburgh State University, entitled "Introduction to Information and Technology Literacy" from June 9, 2008 to July 11, 2008, at a cost of \$181 plus fees and books; and "Anthropological Global Studies" from June 9, 2008 to August 15, 2008, at a cost of \$543 plus fees and books.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 3B as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Strainer entered the meeting at 9:20 a.m.

Continuing, Mr. Thomas expounded Items 4A and B were referrals from the Public Safety Committee, Sheriff & Communications. The first, he said, was a request to fill

the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7529, due to retirement. Item 4B, Mr. Thomas added, was a request to fill the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7775, due to retirement.

Motion was made by Mr. Stec and seconded by Mr. Kenny to approve Items 4A and B as presented.

Mr. VanNess interjected that Sheriff York had advised that another retirement had been presented to him two days ago and he would like to include the request to fill that vacant position as well. He added that the request was to fill the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7241, due to retirement.

Mr. Stec amended his motion to include the aforementioned request and Mr. Kenny seconded the amended motion. Mr. Thomas called the question and the motion was carried unanimously to approve Items 4A and B, as well as the additional request, as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas apprised Items 5A and B were referrals from the Public Works Committee, Parks, Recreation & Railroad. Item 5A, he stated was a request to fill the vacant position of Fish Management Specialist, base salary of \$34,016, Employee No. 10909, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 5A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 5B was a request to fill the vacant position of Hatchery Aide, base salary of \$22,988, Employee No. 10915, due to resignation.

Motion was made by Mr. Haskell and seconded by Mr. Sokol to approve Item 5A as presented.

Mr. Kenny questioned if this position was necessary for the Hatchery to continue its operations. William Lamy, DPW Superintendent, explained that the Fish Management Specialist and the Hatchery Aide positions were unique to the operation of raising and stocking of the fish. He added that the Hatchery was a seven-day a week, eight-hour a day operation. He noted that currently, employees at a higher pay grade were covering the Hatchery on the weekends and being paid overtime to do such.

Following discussions, Mr. Thomas called the question and the motion was carried by majority vote to approve Item 5B as outlined above, with Mr. Kenny voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas said that Item 6 was a referral from the Real Property Tax Services Committee, requesting the Human Resources Director to establish a Countywide policy for salaried employees accounting for time worked. He noted that Todd Lunt, Human Resources Director, was present to provide a status report on the policy.

Mr. Lunt explained he would be presenting a draft policy at the Department Head meeting on June 24, 2008 to receive feedback from the Department Heads concerning this matter. He stated he would hopefully present a finalized policy at the July Committee meeting.

Mr. Thomas expounded Items 7A through E were referrals from the Social Services Committee, and he listed the requests as follows:

- A) Request to fill the vacant position of Senior Caseworker, base salary of \$34,564, Grade 15, Employee No. 8191, due to retirement;
- B) Request to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. to be determined, due to promotion;
- C) Request to fill the vacant position of Typist/Keyboard Specialist, base salary of \$22,988, Grade 3, Employee No. 9132, due to promotion;
- D) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 11052, due to resignation; and
- E) Request to temporarily fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 9972, due to Maternity Leave.

Prior to voting on the listed items, Mr. Thomas noted he had been advised by the Commissioner of the Department of Social Services that Item 7C was no longer necessary and the request had been withdrawn.

Motion was made by Mr. Stec and seconded by Mr. Tessier to approve Items 7A, B, D and E as presented.

Rich Kelly, Personnel Officer, referred to Item 7E and explained that when an employee was out on a medical leave of absence, the temporary positions sometimes opened up without going to Committee. He cautioned that maternity leave was a short-term absence, and this was a temporary filling of that position. Hal Payne, Commissioner of Administrative and Fiscal Services, added that he had requested that this matter be referred to the Committee, in order for the Committee to be aware of the financial condition in each department. Mr. Payne acknowledged Sheila Weaver, Commissioner of DSS, was present and introduced her again to the Committee members.

Following the discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 7A, B, D and E as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Returning to the Agenda review, Mr. Thomas said Item 8 was a request from Todd Lunt, Director of Human Resources, to address the Committee regarding an amendment to the policy concerning paid leave of absence for employees during a

declared State of Emergency. He noted that the amended policy was attached.

Mr. Lunt referred to the attached policy and advised that under number four, there were references to three separate State laws which did not need to be included in the County's policy; therefore, he said, he amended the policy to remove those references and a resolution to adopt such was necessary.

Brief discussion ensued.

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

Concluding the Agenda review, Mr. Thomas expounded Item 9 was a request from Paul Dusek, County Attorney, to address the Committee regarding the title of the Typist/Keyboard Specialist position.

Mr. Dusek explained that a request had been made for the title of Typist to be changed in the Table of Organization due to the fact that County business was conducted through computers; thereby justifying the title of a Keyboard Specialist. He further stated that he had discussed the matter with Mr. Kelly who had pointed out that the compensation plans would soon be completed for next year. He said Mr. Kelly had suggested that the title be amended on the compensation forms as opposed to taking specific action now; therefore, it would be automatically approved as part of the budget process.

Mr. Sokol apprised Jeff Farley of the Adirondack Regional Business Incubator (ARBI) was at the meeting today at his request to discuss a program regarding leadership skills and accountability for Supervisors and Department Heads.

Mr. Farley distributed a handout to the Committee members, a copy of which is on file with the minutes. He noted that the Board of Supervisors was a significant supporter of the ARBI, specifically a financial supporter. He added that the primary purpose of the ARBI was to promote entrepreneurial development in Warren County. In addition, he said, they also offered services and programs throughout the community and the programs usually lasted eleven weeks in duration. However, Mr. Farley indicated he would be willing to present a program on Supervisory leadership to the County, at no cost, in a four week time period if the board members were interested in such a program.

Chairman Monroe entered the meeting at 9:32 a.m.

Mr. Farley reviewed the topics that he would cover during the aforementioned program to the Committee. He thanked Mr. Sokol for his dedicated assistance and support of the ARBI.

Mr. Payne recommended bringing this information to the Department Head meeting to try and recruit employees from each department to participate in the program. Mr. Payne added he would contact Mr. Farley subsequent to meeting with Department Heads to determine which areas of the program would best benefit the County and its employees.

Mr. Merlino entered the meeting at 9:36 a.m.

Prior to adjourning, Mr. Payne said he would like to discuss the recent abolishment of the Senior Account Clerk position in the Auditor's Office. Mr. Kelly advised that following the notification of the layoff, he had reviewed the Civil Service records and determined that there was a provisional Senior Account Clerk currently serving in an out-of-title capacity in the Public Health Department. Therefore, he stated, the employee that previously held the title in the Auditor's Office would assume the title of the Senior Account Clerk in the Public Health Department and the individual that was working out-of-title would resume their regular position. He added that the situation had been resolved, as far as the Civil Service requirements were concerned.

Patricia Auer, Director of Public Health, reported that this matter would have extreme ramifications in her Department. She noted that the individual that would be filling the Senior Account Clerk position had previously worked in her Department and unfortunately, it was not a pleasant situation. However, she said, she would do her best to make it work this time. She asked the Committee members to keep in mind that every employee was not created totally equal and interchangeable.

Mr. Dusek apprised that if the Committee wished to discuss the employment history of a particular person, an executive session should be declared. Mr. Thomas said he did not believe an executive session was necessary at this time. Mr. Kenny added this transfer was being done in accordance with the Civil Service law.

Mr. Kelly expounded that in 2009 the County would be absorbing responsibility for the City of Glens Falls Civil Service, and included in that would be the requirements of physical and medical agility tests for police and patrol officers and anticipated firefighters. He proposed that in the future, prior to administering the physical agility portion of the exams, a pre-medical screening of candidates be required. He noted that such a requirement would necessitate additional funding and he asked the Committee to consider that when reviewing the 2009 budget.

Mr. O'Connor entered the meeting at 9:49 a.m.

Discussion ensued regarding the physical and medical agility tests for police and patrol officers and anticipated firefighters and the costs of performing such exams. In response to various inquiries, Mr. Dusek recommended that he and Mr. Kelly further

explore the legality of requiring pre-medical screening of candidates prior to administering the physical agility tests and report back to the Committee with their findings in the future.

There being no further business to come before the Committee, on motion made by Mr. Sokol and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 9:52 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk