

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **AUGUST 6, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Haskell
Belden
Stec
Tessier

Others Present:

Fred 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 VanNess
Rich Kelly, Personnel Officer
William Lamy, DPW Superintendent
Mark Murray, CSEA President
Jon Premo, Labor Relations Specialist, CSEA
Barbara Taggart, Administrator, Westmount
Health Facility
Sheila Weaver, Commissioner, Dept. Of Social
Services
Bud York, Sheriff
Shane Ross, Chief Deputy
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor Sokol

Mr. Thomas called the Personnel Committee meeting to order at 9:03 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the July 9, 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 advised Items 1A through D were referrals from the Criminal Justice Committee. Items 1A and B, he said, were referred by the District Attorney and he listed the requests as follows:

- A) Request to fill the vacant position of 5th Assistant District Attorney, base salary of \$45,568, Employee No. 11377, due to resignation; and
- B) Request to fill the vacant position of 6th Assistant District Attorney, base salary of \$42,275, Employee No. 11387, due to promotion.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve Items 1A and B as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas added Items 1C and D were referred by the Public Defender. He stated Item 1C was a request to decrease the salary of the 5th Assistant Public Defender, Employee No. 11517, from the former base salary of \$46,000 to the current base salary of \$44,910 to more accurately align salary commensurate with experience and longevity; thereby amending the Department's Table of Organization. He noted Item 1D was a request to increase the salary of the 4th Assistant Public Defender, Employee No. 11480, from the former base salary of \$44,910 to the current base salary of \$46,000 to more accurately align salary commensurate with experience and longevity; thereby amending the Department's Table of Organization.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to approve Items 1C and D as outlined above and the necessary resolution was authorized for the next board meeting. Copies of the resolution request forms are on file with the minutes.

Mr. Thomas apprised Item 2 was a referral from the Health Services Committee, Westmount Health Facility, requesting to reclassify the position of LPN from the former grade level of Grade 8, base salary of \$28,697 to the current grade level of Grade 10, base salary of \$30,867 retroactive to March 1, 2008 with the funds to come from HCRA RR (Health Care Reform Act - Recruitment and Retention) grant funds; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve the request as presented.

Mr. Belden questioned why this request had not been presented during the budget process and Joan Sady, Clerk of the Board, replied that the request had been submitted and approved by the Westmount Health Facility Committee in August of 2007; however, she said, the reclassification was inadvertently left out of the budget last year.

Barbara Taggart, Administrator of Westmount Health Facility, clarified that this would be a reallocation, as opposed to a reclassification, in order to change the grade level associated with the position.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 2 as outlined above and the necessary resolution was authorized for the next board meeting. A copy of the resolution request form is on file with the minutes.

Messrs. Champagne, Haskell and Strainer entered the meeting at 9:08 a.m.

Mr. Thomas expounded Items 3A through E were referrals from the Public Safety Committee, Sheriff & Communications. Item 3A, he said, was a request to fill the vacant position of Building Maintenance Mechanic, base salary of \$35,100, Employee No. 10779, due to resignation.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden asked if the Sheriff's Office could continue to run efficiently without filling this position. Shane Ross, Chief Deputy, responded in the negative and stated the position was necessary for the Office. He further explained that the Sheriff's Office had already agreed to eliminate a different position within their maintenance staff. Hal Payne, Commissioner of Administrative and Fiscal Services, questioned what position the Sheriff's Office had agreed to eliminate and Chief Deputy Ross replied the position of Building Maintenance Worker would remain in the Table of Organization, although it would be unfunded for 2009.

Following discussion, Mr. Thomas called the question and the motion was 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 listed the requests for Items 3B through E as follows:

- B) Request to fill the vacant position of Corrections Officer #15, base salary of \$30,100, Employee No. 10489, due to resignation;
- C) Request to fill the vacant position of Communications Officer, base salary of \$30,100, Employee No. 10829, due to resignation;
- D) Request to fill the vacant position of Corrections Officer, base salary of \$30,100, Employee No. 9750, due to resignation; and
- E) Request to fill the vacant position of Corrections Officer, base salary of \$30,100, due to promotion.

Motion was made by Mr. Haskell and seconded by Mr. Tessier to approve Items 3B through E as presented.

Mr. Belden referred to Items 3B, D and E which were all requests to fill positions of Correction Officers, and he questioned if it would be possible to fill only one of the positions. Chief Deputy Ross stated that the Corrections Facility was mandated by the State Commission of Corrections to maintain a specific staff number; therefore, he said, each of these positions were necessary.

Mr. Stec mentioned there had been discussions regarding the population of inmates versus the number of beds in the facility and the possibility of shifting individuals

around to close a pod as a cost savings measure. Discussion ensued concerning the concept. Chairman Monroe suggested that the idea be referred to the Legislative Committee to request a change in the statute that prohibits the County from closing a pod when the population of inmates decreases.

Following discussions, Mr. Thomas called the question and motion was carried unanimously to approve Items 3B through E as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Continuing the Agenda review, Mr. Thomas advised Items 4A through D were referrals from the Social Services Committee. Item 4A, he said, was a request to fill the vacant position of Intake Clerk, base salary of \$24,059, Grade 4, Employee No. 11210, due to promotion.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 4A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas noted Item 4B was a request to fill the vacant position of Assistant Social Services Attorney, base salary of \$56,741, Employee No. 10457, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 4B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 4C was a request to fill the vacant position of Senior Social Welfare Examiner, base salary of \$31,351, Grade 11, Employee No. 6498, due to retirement.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 4C as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Payne interjected that discussions had been held at the Social Services Committee meeting regarding the back filling of the position of Social Welfare Examiner due to the promotion of that individual into the position of Senior Social Welfare Examiner. He requested that the filling of the vacant position of Social Welfare Examiner be approved, as well.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, due to promotion. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 4D was a request to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 5268, due to resignation.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 4D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Concluding the Agenda review, Mr. Thomas apprised Item 5 was a referral from the Office of Administrative & Fiscal Services, requesting discussion regarding a study of the possibility of a four day workweek. Mr. Payne distributed a report concerning the matter, a copy of which is on file with the minutes.

Mr. Payne said suggestion boxes had been placed throughout the County Center building and 50% of the suggestions submitted concerned implementing a four day workweek. He reminded the Committee members of the study that had been conducted some time ago requesting the Department Heads to provide their thoughts on the idea of a four day workweek and 53% were in favor of it. Mark Murray, President of the CSEA, added he had been receiving that suggestion for quite some time and the union was in favor of it as well.

Discussion ensued.

Mr. VanNess entered the meeting at 9:28 a.m.

Chairman Monroe noted some Offices in the County needed to be staffed five days a week; therefore, he said, staggered work weeks would need to be configured.

William Lamy, DPW Superintendent, entered the meeting at 9:33 a.m.

Paul Dusek, County Attorney, recommended that the Committee consider not only ten hour days, but also when the ten hour days would be. He explained that instead of working 8:00 a.m. to 6:00 p.m. maybe some departments would benefit by having evening hours, such as 10:00 a.m. to 8:00 p.m. and that would need to be negotiated as well. He also suggested looking at the idea of including weekend days, which could benefit DPW.

Bud York, Sheriff, entered the meeting at 9:39 a.m.

Mr. Payne announced that a new survey would need to be completed in order to determine what departments were truly interested in implementing a four day workweek. Discussion continued.

Mr. O'Connor entered the meeting at 9:43 a.m.

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

an additional study be conducted amongst Department Heads regarding the implementation of a four day workweek.

Jon Premo, Labor Relations Specialist, CSEA, commented that if the County could implement a four day workweek without incurring any additional costs and services continued to be met, he felt it was a wise decision for the County to pursue.

Prior to adjournment, Mr. Dusek reported that he had been requested to research whether or not a medical exam could be required for police officers prior to the agility exam being administered. Following his research, he determined that the County could not require a medical exam; however, he said, an applicant could be asked to provide a medical certification from a doctor stating they were able to perform a physical agility exam. He added that an applicant could also be asked to assume the liability for any possible injuries sustained as a result of performing the agility tests. Mr. Dusek recommended that the County request both, a medical certification and a waiver of liability, prior to an applicant performing an agility exam.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously authorizing the County to require a waiver and a medical certification be provided prior to an applicant performing a physical agility exam. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Haskell and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 9:57 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk