

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **OCTOBER 7, 2009**

Committee Members Present:

Supervisors Thomas
Kenny
VanNess
Stec
Sokol

Committee Members Absent:

Supervisors Belden
Tessier

Others Present:

Fred Monroe, Chairman of the Board
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Kevin Geraghty, Budget Officer
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Supervisor Champagne
Supervisor Merlino
Supervisor O'Connor
Supervisor Pitkin
Supervisor Simmes
Supervisor Strainer
Supervisor Taylor
Todd Lunt, Director, Human Resources
Frank O'Keefe, Treasurer
Rob Lynch, Deputy Treasurer
Rick Murphy, Deputy Commissioner of
Fiscal Services
Shane Ross, Chief Deputy
Sheila Weaver, Commissioner, Department
of Social Services
Jeff Tennyson, Deputy Superintendent of
Engineering
Bob Iusi, Director, Probation
Don Lehman, *The Post Star*
Thom Randall, *The Adirondack Journal*
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 11:45 a.m.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve the minutes of the September 9, 2009 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

Criminal Justice Committee, Probation, requesting to fill the vacant position of Probation Supervisor, base salary of \$54,788, Employee No. 9111, due to resignation.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried unanimously to approve Item 1 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Items 2A through U were referrals from the Social Services Committee. He listed the requests as follows:

- A) Creating the position of Deputy Commissioner, base salary of \$60,000, effective November 1, 2009; thereby amending the Department's Table of Organization;
- B) Request to fill the vacant position of Deputy Commissioner, base salary of \$60,000, effective November 1, 2009, due to creation;
- C) Creating the position of Social Services Investigator, base salary of \$31,900, Grade 11, effective November 1, 2009 and abolishing the position of Director of Case Management Services, base salary of \$61,242; thereby amending the Department's Table of Organization;
- D) Request to fill the vacant position of Social Services Investigator, base salary of \$31,900, effective November 1, 2009, due to creation;
- E) Creating the position of Keyboard Specialist, base salary of \$23,390, Grade 3, effective November 1, 2009; thereby amending the Department's Table of Organization;
- F) Request to fill the vacant position of Keyboard Specialist, base salary of \$23,390, Grade 3, effective November 1, 2009, due to creation;
- G) Creating the position of Medicaid Clerk, base salary of \$25,470, Grade 5, effective November 1, 2009; thereby amending the Department's Table of Organization;
- H) Request to fill the vacant position of Medicaid Clerk, base salary of \$25,470, Grade 5, effective November 1, 2009, due to creation;
- I) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Principal Social Welfare Examiner, base salary of \$41,259, Grade 15, effective November 1, 2009; thereby amending the Department's Table of Organization;
- J) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation;
- K) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Senior Social Welfare Examiner, base salary of \$36,876, Grade 11, effective November 1, 2009; thereby amending the Department's Table of Organization;
- L) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation;
- M) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Senior Social Welfare Examiner, base salary of \$36,876, Grade 11, effective November 1, 2009; thereby amending

- the Department's Table of Organization;
- N) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation;
 - O) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Principal Social Welfare Examiner, base salary of \$41,759, Grade 15, effective November 1, 2009; thereby amending the Department's Table of Organization;
 - P) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation;
 - Q) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Senior Social Welfare Examiner, base salary of \$33,604, Grade 11, effective November 1, 2009; thereby amending the Department's Table of Organization;
 - R) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation;
 - S) Creating the position of Social Welfare Examiner, base salary of \$29,199, Grade 8 and abolishing the position of Senior Social Welfare Examiner, base salary of \$35,551, Grade 11, effective November 1, 2009; thereby amending the Department's Table of Organization;
 - T) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, effective November 1, 2009, due to creation; and
 - U) Request to fill the vacant position of Van Driver, base salary of \$22,987, Grade 2, Employee No. 10643, due to resignation.

Motion was made by Mr. Kenny and seconded by Mr. VanNess to approve the requests as presented.

Mr. Stec entered the meeting at 11:51 a.m.

Mr. VanNess noted that he was not a member of the Social Services Committee and requested confirmation that this was the recommendation of that Committee. Mr. Kenny confirmed, as a member of the Social Services Committee, that the reorganization plan was reviewed in detail and this was the recommendation of that Committee.

Sheila Weaver, Commissioner of the Department of Social Services (DSS), advised she had spent a great deal of time and had put much thought and consideration into the reorganization plan. She added that the transitions would not be easy and would impact many people. She requested that the Personnel Committee grant her permission to advertise and hire a Deputy Commissioner first in order to allow for a transition time prior to abolishing the two Director positions. Ms. Weaver noted that she fully intended to have all of the positions abolished and filled by January 1, 2010.

Mr. Kenny amended his motion to include permission for Ms. Weaver to advertise and hire a Deputy Commissioner first in order to allow for a transition time prior to abolishing the two Director positions. Mr. VanNess seconded the amended motion.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 2A through U as outlined above, with the inclusion of permission for Ms. Weaver to advertise and hire a Deputy Commissioner first in order to allow for a transition time prior to abolishing the two Director positions. The necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas referred to positions that were discussed at the Budget Committee meeting held prior to this meeting and suggested that the Personnel Committee take action relative to those positions to be abolished in various departments.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve the personnel recommendations for positions to be abolished in various departments made by the Budget Committee. The necessary resolutions were authorized for the next board meeting. A copy of the listing of positions to be abolished is on file with the minutes.

Prior to adjourning, Mr. Thomas noted that Chairman Monroe had requested that the Committee discuss the position of the Commissioner of Administrative & Fiscal Services that would become vacant at the end of the month. He added that there was not a job description for the position; however, he said, there was a local law, Local Law No. 5 of 1976 which established the position and outlined associated duties. He further stated that Resolution No. 175 of 2006 divided the duties of the position between the Clerk of the Board and the Commissioner of Administrative & Fiscal Services. He posed the question to the Committee as to how to proceed with the vacant position.

Chairman Monroe entered the meeting at 11:52 a.m.

Mr. Sokol questioned the impact if the position was abolished and Chairman Monroe referred to Joan Sady, Clerk of the Board, to expound on that option. Mrs. Sady asserted that there were many options for the Supervisors to consider, such as abolishing the position, restructuring the Department by combining the duties under the title of an Administrator/Clerk as it was prior to 2006 or advertise the Administrator position and hire a new person. Chairman Monroe pointed out that the functions of the Commissioner needed to continue to be performed and that he, as Chairman of the Board, would not be able to assume those duties.

Mr. VanNess recognized that JoAnn McKinstry had been the Commissioner's Deputy for three years and was familiar with the operations. He suggested that the Department could be restructured to combine the duties under the title of Administrator/Clerk as it was in the past and Mrs. McKinstry would remain in her position; thereby allowing the Chairman to continue to utilize Mrs. McKinstry's expertise and Mrs. Sady would be the liaison between the Department Heads and the Supervisors. He noted that if the board members were in favor of moving in that direction, the position of Commissioner of Administrative & Fiscal Services could be eliminated, realizing a savings for the County. Mr. VanNess further recommended that

the reorganization of the Department be researched and reviewed prior to making any decisions.

Mr. Thomas expressed his opinion that the positions of Commissioner of Administrative & Fiscal Services and the Clerk of the Board should remain separate. Mr. Sokol stated that he agreed with Mr. VanNess and requested that Chairman Monroe, Mrs. Sady, Mrs. McKinstry and Hal Payne, Commissioner of Administrative & Fiscal Services, formulate different strategies, including monetary figures, to present to the board members to make an informed decision as to how to proceed. Mr. Kenny agreed and further recommended that the plans be prepared and presented next week. Mr. Strainer noted that upon Mr. Payne's departure from County employment, Mrs. McKinstry, as the Deputy Commissioner, would assume the duties of the vacated position and Chairman Monroe concurred. Chairman Monroe added that the County Attorney should be involved in the process, given the variety of options available.

Paul Dusek, County Attorney, entered the meeting at 12:01 p.m.

Following discussions, it was the consensus of the Committee that a plan and options be prepared and presented to the Budget Committee at the meeting scheduled for Wednesday, October 14, 2009.

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. VanNess, Mr. Thomas adjourned the meeting at 12:03 p.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk