

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **FEBRUARY 10, 2011**

Committee Members Present:

Supervisors Conover
Kenny
VanNess
Belden
Goodspeed
Sokol
Taylor
Strainer

Others Present:

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Attorney/Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor Loeb
Supervisor McCoy
Supervisor McDevitt
Supervisor Thomas
Supervisor Wood
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Public Health
Brian LaFlure, Fire Coordinator/Director,
Office of Emergency Services
Barbara Taggart, Administrator,
Westmount Health Facility
Jeff Tennyson, Superintendent of Public
Works
Sheila Weaver, Commissioner, Department
of Social Services
Bud York, Sheriff
Thom Randall, *Adirondack Journal*
Jon Alexander, *The Post Star*
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor Merlino

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

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the December 9, 2010 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 Action Agenda review, Mr. Conover apprised Items 1A through J were referrals from the Health Services Committee. He noted Items 1A through F were referred from Health Services. Item 1A, he said, was a request to decrease the base salary of the Community Health Nurse #13 from \$42,818 to \$32,114 and to reduce the hours of the position from 40 hours to 30 hours per week, effective March 30, 2011; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol and seconded by Mr. Taylor to approve Items 1A through E as listed. Mr. Conover reviewed Items 1B through E for the benefit of Committee.

Mr. Conover stated Item 1B was a request to increase the base salary of the Early Intervention Service Coordinator #1, from \$31,736 to \$40,170 (plus longevity would be \$42,316) and to increase the hours of the position from 30 to 40 hours per week, effective March 30, 2011; thereby amending the Department's Table of Organization.

Mr. Conover informed Item 1C was a request to fill the vacant position of Community Health Nurse #1, base salary of \$42,818, Grade 20, Employee No. 11233, due to resignation. He noted this position was not mandated and was reimbursed at varying percentages depending upon patient billing source.

Mr. Conover advised Item 1D was a request to reduce the hours of the Administrative Assistant position from 40 hours to 20 hours per week, effective February 28, 2011; thereby amending the Department's Table of Organization.

Mr. Conover stated Item 1E was a request to fill the vacant position of Administrative Assistant, annual base salary of \$30,230, pro-rated to 20 hours per week for a salary of \$15,115, Grade 8, due to retirement. He added this position was not mandated and was 36% reimbursed.

Mr. Conover called the question and the motion was carried unanimously to approve Items 1A through E as outlined above, and 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. Conover remarked Item 1F was a request for a Public Health Nurse (PHN) to enroll in two job related courses entitled "Program Development in Health Promotion" and "Program Evaluation" at SUNY Albany, from January 19, 2011 through May 3, 2011 for an amount of \$225, representing 50% of cost of books and course fees only. He announced that the employee had received a full scholarship for tuition.

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

Mr. Conover asserted Items 1G through J were referrals from the Westmount Health Facility. Item 1G, he said, was a request to create the position of Admissions Coordinator, base salary of \$39,273, Grade 17 and to delete the position of Social Worker, base salary of \$35,385, Grade 14; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol and seconded by Mr. Goodspeed to approve Items 1G through J as listed. Mr. Conover reviewed the requests for the benefit of the

Committee as follows:

-Item 1H was a request to increase the base salary of the Dietary Services Supervisor, from the former base salary of \$41,246 to the current base salary of \$45,946; thereby amending the Department's Table of Organization;

-Item 1I was a request to fill the vacant position of Food Service Helper #1, base salary of \$23,706, Grade 2, Employee No. 9059, due to resignation; and

-Item 1J was a request to fill the vacant position of Part-time Food Service Helper #7, base salary of \$23,706, Grade 2, pro-rated to 24 hours per week for a salary of \$14,223, Employee No. 11447, due to a transfer to a full time position.

Mr. Kenny requested a detailed explanation pertaining to Item 1H. Barbara Taggart, Administrator of Westmount Health Facility, expounded that the Dietary Services Supervisor candidate had outstanding credentials, over fifteen years of experience and in 2008, the individual was awarded the Malcolm Baldrige Award for fine dining and menu planning at the New York State Homes and Services for the Aging Conference in Chicago, Illinois. She opined that the candidate was well worth the increase in salary and would bring exceptional dietary standards to the Facility.

Mr. Kenny expressed his concern with this request and noted that there were many County employees that had not received raises in the last year and the Supervisors had accepted decreases in their salaries due to budgetary constraints; therefore, he said, he did not feel it was appropriate to increase this salary. Mr. Sokol interjected that this candidate would prepare food items from scratch, thereby decreasing the budget line item for the purchase of frozen foods. Mr. Belden questioned what salary was listed when the position was advertised and Ms. Taggart replied \$41,246. Ms. Taggart added that the current salary of the outgoing employee in this position was \$45,946 and was included in the 2011 budget. Mr. Strainer asked if this position was subject to a Civil Service exam to which Ms. Taggart replied affirmatively. Mr. Strainer further questioned what salary was advertised for the position when posted for the Civil Service exam and Kathy Barrie, Personnel Officer, responded \$45,946. Mr. Strainer expressed his concern with the possibility of the candidate not being successful on the Civil Service exam and the position having then been posted with the salary of \$45,946. Mrs. Barrie informed that the salary could be lowered as long as the same salary was offered to all individuals taking the Civil Service exam for that position.

Discussion ensued. Paul Dusek, County Attorney/Administrator, apprised this position was outside the bargaining unit and the proper research to determine the appropriate salary within the marketplace was performed. He pointed out that a resolution had been adopted which removed any longevities associated with a position for new hires.

Mr. Conover suggested that the previous motion be amended to exclude Item 1H in order to allow for further discussion on that matter.

Mr. Sokol amended his motion to approve Items 1G, 1I and 1J as presented and Mr. Goodspeed amended his second to the motion. Mr. Conover called the question and the motion was carried unanimously to approve Items 1G, 1I and 1J as outlined above

and the necessary resolutions were authorized for the next board meeting. The Notices of Intent to Fill Vacant Positions are on file with the minutes.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried by majority vote, with Messrs. Belden and Kenny voting in opposition, to approve Item 1H as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Conover advised Item 2 was a referral from the Human Services Committee, Office for the Aging, requesting to fill the vacant position of Typist, base salary of \$24,215, Grade 3, Employee No. 8053, due to retirement. He stated this position was not mandated and was 79% reimbursed.

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to approve Item 2 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. Conover apprised Items 3A through C were referrals from the Public Safety Committee. Items 3A and B, he said, were referred from the Sheriff & Communications. He remarked Item 3A was a request to fill the vacant position of Correction Officer #11, base salary of \$33,534, Employee No. 10714, due to resignation. He noted this position was mandated and was not reimbursed; however, there would be a savings of \$8,912 to the budget for a new hire.

Motion was made by Mr. VanNess and seconded by Mr. Sokol to approve the request as presented.

Mr. Loeb advised that Standing Committees had been evaluating staffing in all departments and he questioned if it would be possible to negotiate with the State to reduce the mandated staffing levels in the Correctional Facility. Bud York, Sheriff, said the State was usually firm with their staffing analysis and mandated levels. Mr. VanNess recalled that approximately one to two years ago, these discussions were held and representatives from the State Department of Corrections attended a Personnel Committee meeting to explain the mandated staffing levels. Mr. Kenny countered that it was his understanding that the new Commissioner of Corrections was flexible and willing to work with counties with regard to mandates. Mr. VanNess pointed out that there had not been any additional Correction Officers added to the staff since the Facility was constructed and Sheriff affirmed that statement. Sheriff York cautioned that the State may determine that the staffing level at the Correctional Facility was too low and could negotiate an increase in the mandated staffing level. He concluded that the Facility was due to undergo the next staffing analysis in 2014.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3A 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. Conover added Item 3B was a request to reclassify the position of Data Entry Keyboard Operator, base salary of \$30,191, Employee No. 10890, to the position of Senior Clerk, base salary of \$30,191 (proposed SEA Grade level 120; plus longevity would be \$34,648); thereby amending the Department's Table of Organization.

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

Mr. VanNess explained this employee had been working out of title while covering the duties of another position, as well as her own, and following discussions with the Personnel Officer, this title was designed in order to avoid crossing the level of Principal Account Clerk pay scale. He added that Sheriff York had agreed not to fill a vacant part-time position that had previously been approved; thereby realizing a savings in the budget. Mr. Kenny asked if the aforementioned part-time position would be deleted from the Table of Organization and Sheriff York responded the position would remain in the Department's Table of Organization unfunded. Mr. Kenny opined the position should be deleted. Discussion ensued.

Following discussions, Mr. Conover called the question and the motion was carried by majority vote, with Mr. Kenny voting in opposition, to approve Item 3B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover said Item 3C was referred from the Office of Emergency Services, requesting to fill the vacant part-time position of Account Clerk, base salary of \$24,480, Grade 4, pro-rated to \$11,628 at 19 hours per week, Employee No. 11418, due to termination.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 3C 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. Conover remarked Items 4A and B were referrals from the Public Works Committee, Airport. Item 4A, he said, was a request to fill the vacant position of Sr. Airport Facility Maintenance Mechanic, base salary of \$37,489, Grade 16, Employee No. 513, due to retirement. He noted this position was not mandated or reimbursed.

Motion was made by Mr. Belden and seconded by Mr. Taylor to approve Items 4A and B as listed. Mr. Conover said Item 4B was a request to backfill the vacant positions resultant from the expected promotion to the position of Sr. Airport Facility Maintenance Mechanic.

Mr. Dusek apprised he had satisfied any questions he previously had regarding these requests and recommended approval of the aforementioned items.

Mr. Conover called the question and the motion was carried unanimously to approve Items 4A and B as outlined above, and 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. Loeb recalled discussions in the Public Works Committee meeting relative to the sharing of staff between divisions and he questioned if there was any redundancy that could be resolved in order to maintain more efficient operations within the Department. Jeff Tennyson, DPW Superintendent, replied that the divisions within his Department did cross level work on a continuous basis. He added that although many positions had been eliminated over the last four years, twenty-six positions or a 19% reduction in staff, they continued to maintain the level of performance expected of the Department. In connection with the sharing of staff across divisions, Chairman Stec referred to the recent NYSAC (New York State Association of Counties) Conference and this topic was discussed extensively. He wondered if there would be an opportunity to improve efficiency by implementing a County-wide Memorandum of Understanding (MOU) with the Towns for snow and ice removal services and a consolidation of service routes. Mr. Tennyson said it would be worth exploring the idea and opening discussions with the Town Highway Superintendents. Brief discussion ensued with regard to snow and ice removal.

Mr. Conover apprised Items 5A through C were referrals from the Social Services Committee, Social Services. He stated Item 5A was a request to fill the vacant position of Social Services Investigator #2, base salary of \$33,026, Grade 11, Employee No. 10164, due to retirement. He noted this position was mandated and was 67% reimbursed. He expounded Item 5B was a request to fill the vacant position of Caseworker #19, base salary of \$35,385, Grade 14, Employee No. 11109, due to resignation and added this position was mandated and was 98% reimbursed. He informed Item 5C was a request to fill the vacant position of Keyboard Specialist #1, base salary of \$24,215, Grade 3, Employee No. 11763, due to resignation. He noted this position was mandated and was 98% reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried unanimously to approve Items 5A through C as outlined above, and 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.

Concluding the Action Agenda review, Mr. Conover announced Item 6 was a request to amend Resolution No. 567 of 2010; Approving Standard Workday and Time Reporting Resolution for All Elected and Appointed Officials for Retirement Purposes to include additional information requested by the NYS Comptroller's Office.

Joan Sady, Clerk of the Board, apprised the additions were to include the standard workday hours, as well as the inclusion of term expirations for appointed officials.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 6 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover referred to the Addendum to the Personnel Agenda, which was a referral from the Health Services Committee, Westmount Health Facility, requesting a waiver to allow the Administrator of Westmount Health Facility to fill vacant CNA, LPN and RN positions in order to maintain staffing levels as required by law and as budgeted upon approval of the Chairman of the Health Services Committee and the County Administrator with the following requirements: an exit interview be conducted for each employee to determine their reason for vacating the position; the supervisory Committee be provided with a monthly report listing which positions were filled and the reason the previous employee vacated the position; and with the understanding that the staffing levels for the Facility will be re-evaluated on a yearly basis during the budget process.

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

Prior to adjourning, Mr. Dusek requested an executive session to discuss the medical, financial, credit or employment history of three particular people. Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:55 a.m. to 10:45 a.m.

Committee reconvened and Mr. Conover announced no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Strainer, Mr. Conover adjourned the meeting at 10:46 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk