

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **APRIL 6, 2011**

Committee Members Present:

Supervisors Conover
Kenny
Belden
Goodspeed
Sokol
Merlino
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 Champagne
Supervisor McCoy
Supervisor Monroe
Supervisor Thomas
Supervisor Wood
Kathy Barrie, Personnel Officer
Todd Lunt, Director, Human Resources
Frank O'Keefe, County Treasurer
Rob Lynch, Deputy Treasurer
Karen Putney, Administrator, Fire
Prevention & Building Code
Enforcement
Barbara Taggart, Administrator,
Westmount Health Facility
Sheila Weaver, Commissioner, Department
of Social Services
Bud York, Sheriff
Tony Breen, President, Police Benevolent
Association
Don Lehman, *The Post Star*
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor VanNess

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

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to approve the minutes of the March 16, 2011 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 and B were referrals from County Treasurer. Item 1A, he said, was a request to decrease the salary of the Accountant, Employee No. 1628, from the current salary of \$69,548 to the new salary of \$62,000 effective June 1, 2011, due to retirement on May 31, 2011; thereby amending the Department's Table of Organization.

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

Rob Lynch, Deputy Treasurer, informed that after meeting with Paul Dusek, County Attorney/Administrator, a salary of \$58,000 had been agreed upon for the position of Accountant. Mr. Dusek further stated he had concerns with the previously recommended salary of \$62,000 due to it being such a significant increase in pay for the individual that would be promoted to the position. He added that the negotiated amount of \$58,000 put the salary slightly below the range of \$60,000 to \$70,000, as determined by Todd Lunt, Director of Human Resources, to be an average pay level for an Accountant position. He noted that he felt the suggested salary was reasonable and could be reconsidered at some future time.

Mr. Conover called the question and the motion was carried unanimously to approve Item 1A as outlined above with a new salary of \$58,000, and the necessary resolution was authorized for the next board meeting.

Mr. Conover stated Item 1B was a request to increase the salary of the Junior Accountant, Employee No. 11118, from the former base salary of \$48,867 to the current base salary of \$52,000 effective June 1, 2011, to adjust salary to properly reflect level of responsibility and educational requirements of this position; thereby amending the Department's Table of Organization.

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

Mr. Lynch commented that this salary had been discussed, as well and determined to be set with a salary range of \$48,000 to \$52,000 depending on the selected individuals qualifications and level of experience. Mr. Dusek added that Mr. Lunt and the Treasurer's Office both did an extensive amount of research on the salaries which assisted tremendously in determining reasonable salaries in terms of both private and public sector type positions, as well as comparables within the County.

Mr. Conover called the question and the motion was carried unanimously to approve Item 1B as outlined above with a salary range of \$48,000 to \$52,000 depending on the selected individuals qualifications and level of experience, and the necessary resolution was authorized for the next board meeting.

Mr. Conover apprised Items 2A through D were referrals from the Health Services Committee, Westmount Health Facility. He reported Item 2A was a request to re-title the position of Supervising RN #1, Employee No. 6683, base salary of \$43,905 to that of Nurse Manager #1, base salary of \$43,905; thereby amending the Department's Table of Organization. He added Item 2B was a request to re-title the position of Supervising RN #7, Employee No. 11740, base salary of \$43,905 to that of Nurse

Manager #2, base salary of \$43,905; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve Items 2A and B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover stated Item 2C was a request to amend the Department's Table of Organization to move the position of Health Facility Clerk, Employee No. 11849, base salary of \$27,977, from Nursing Administration to Nursing Administration/Clerical & Other.

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

Mr. Conover remarked Item 2D was a request to increase the allowable vacation time for the Director of Nursing to twenty days based on level of experience in the nursing profession.

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

Mr. Belden questioned how many days the Director of Nursing (DON) currently received and Mr. Sokol replied ten days. In response to an inquiry, Barbara Taggart, Administrator of Westmount Health Facility, added that the DON had been employed with the County since November 2010 and had more than fifteen years of experience as a Director of Nursing. Mr. Sokol opined that employees should be reviewed on an individual basis and this employee in particular had done a tremendous job at the Facility thus far. Mr. Dusek asserted that a policy needed to be developed regarding matters such as these; however, he said, in this case he felt it did warrant certain exceptions, similar to the lateral transfers of trained Officers accepted into the Sheriff's Office. Mr. Taylor countered that the individual accepted the job with the ten day vacation time allowance and he opined that this would create a problem among employees. Mr. Kenny stated that he was extremely reluctant to approve this request, especially considering the individual had only been employed with the County for five months. Chairman Stec advised that discussions at the Committee level revealed that at the time of hire, representation had been made that it was feasible and possible to acquire additional vacation time when the question was raised by the employee. During the interview process, Mr. Sokol noted that the base salary had been adjusted and lowered based on the potential of receiving additional vacation time. Mr. Strainer suggested that the vacation allowance be increased to fifteen days, as opposed to twenty days, at this time.

Mr. Goodspeed entered the meeting at 9:17 a.m.

Following discussions, Mr. Conover called the question and the motion was carried by majority vote, with Messrs. Kenny, Belden and Taylor voting in opposition, to approve Item 2D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Kenny requested that any negotiations relative to vacation allowances be considered at the time of hire. Mr. Dusek suggested that he and Mr. Taylor work together to revise the current policy and return to the Committee next month with their recommendations.

Mr. Conover asserted Item 3 was a referral from Human Resources, requesting to renew the agreement with National Employers Council, Inc. to assist in the administration of the employment insurance program, in the amount of \$2,443.40, commencing January 1, 2011 and terminating December 31, 2011.

Motion was made by Mr. Strainer and seconded by Mr. Taylor to approve the request as presented.

Mr. Taylor asked if this was a County-wide program and Mr. Lunt replied affirmatively and noted that the National Employers Council, Inc. assisted with all unemployment claims with the County and an agreement had been in place with them since 1978. In response to an inquiry, Mr. Lunt stated there was a 7% increase in the cost of the agreement this year, which was the first increase since 2008 and the necessary funds were included in his departmental budget.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover expounded Items 4A through F were referrals from the Public Safety Committee, Sheriff & Communications. Item 4A, he said, was a request to increase the salary of the Major from the former base salary of \$80,878 to the current base salary of \$84,500; thereby amending the Department's Table of Organization.

Motion was made by Mr. Strainer and seconded by Mr. Taylor to approve the request as presented.

Sheriff York explained that he had met with Mr. Dusek and it was determined that any steps and increments should be eliminated with regard to non-union position salaries. He said there would be a realized savings of approximately \$1,000 compared to the former salary \$85,578 which did include steps and increments.

Mr. Conover called the question and the motion was carried unanimously to approve Item 4A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover added 4B was a request to fill the vacant position of Major, base salary of \$84,500, Employee No. 7956, due to retirement. He noted this position was not mandated or reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried unanimously to approve Item 4B 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 reported Item 4C was a request to fill the vacant position of Patrol Lieutenant, base salary of \$74,450, Employee No. 7575, due to promotion. He stated this position was not mandated or reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried unanimously to approve Item 4C 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 advised Item 4D was a request to fill the vacant position of Patrol Sergeant, base salary of \$65,786 (\$58,901 10th year Patrol Officer plus \$6,885 differential), due to promotion. He noted this position was not mandated or reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried unanimously to approve Item 4D 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 Item 4E was a request to fill the vacant position of Patrol Officer, base salary of \$34,996 first year plus service credit to be determined, due to promotion. He added this position was not mandated or reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Sokol and carried unanimously to approve Item 4E 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 4F was a request to fill the vacant position of Patrol Officer, base salary of \$34,996 first year plus service credit to be determined, Employee No. 11232, due to resignation. He stated this position was not mandated or reimbursed.

Motion was made by Mr. Taylor and seconded by Mr. Goodspeed to approve the request as presented.

Mr. Kenny questioned the service credit to be determined and Sheriff York advised additional discussions with Mr. Dusek were necessary; however, he said, there was a potential savings of approximately \$9,000 associated with this request.

Mr. Dusek informed that this was a matter that they had been negotiating with the Union as part of the Union contract; therefore, he recommended the Committee enter into an executive session to discuss labor negotiations.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 9:30 a.m. to 9:48 a.m.

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

Mr. Merlino entered the meeting at 9:49 a.m.

Mr. Conover called the question on the motion made prior to the executive session and it was carried unanimously to approve Item 4F 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 said Items 5A and B were referrals from the Social Services Committee, Social Services and Item 5A was a request to fill the vacant position of DSS Fiscal Manager, base salary of \$49,038, Employee No. 4888, due to retirement. He noted this position was mandated and was 75% reimbursed.

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

Mr. Belden asked if an employee within the Department would be promoted to this position and Sheila Weaver, Commissioner of the Department of Social Services, explained that the employee in Accounting did not qualify for this position; however, she said, there may be other employees in the Department that did meet the qualifications. In response to an inquiry, Ms. Weaver apprised that this was a Civil Service tested position.

Mr. Conover called the question and the motion was carried unanimously to approve Item 5A 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 Item 5B was a request to fill the vacant part-time position of Van Driver, base salary of \$22,897, Employee No. 9962. He stated this position was

not mandated and was 100% reimbursed.

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

Ms. Weaver expounded that the employee currently in this position was out on medical leave and it was undetermined at this time if he would be able to return to work; therefore, she said, she was requesting authorization to fill this position only if needed.

Mr. Conover called the question and the motion was carried unanimously to approve Item 5B 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 asked Mr. Dusek if a resolution was necessary to approve the vacation credit and lateral transfer policy and Mr. Dusek responded affirmatively.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the proposed vacation credit and lateral transfer policy as presented by Mr. Dusek, and the necessary resolution was authorized for the next board meeting.

Mr. Conover referred to Agenda IV. Topics to be reported on/discussions/updates and noted Item 1 was a discussion of the Dental Network Card Program. He noted that information from NYSAC (New York State Association of Counties) was attached.

Mr. Kenny explained this program was sponsored by NYSAC and allowed for residents of the County to enroll in reduced fee dental services at no cost to the County. He added that the program did need to be endorsed by the County in order for residents to take advantage of it. Discussion ensued.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to endorse the Dental Network Card Program at no cost to the County, and the necessary resolution was authorized for the next board meeting.

Mr. Conover informed there was an Addendum to the Agenda outlining additional referrals from the County Treasurer and directed the Committee members to Addendum Item 1A, a request to fill the vacant position of Accountant, base salary of \$58,000, Employee No. 1628, due to retirement, effective June 1, 2011. He noted this position was not mandated or reimbursed. He added Addendum Item 1B was a request to fill the vacant position of Junior Accountant, with a salary range of \$48,000 to \$52,000, Employee No. 11118, due to promotion, effective June 1, 2011. He stated this position was not mandated or reimbursed.

Motion was made by Mr. Goodspeed, seconded by Mr. Strainer and carried unanimously to approve Addendum Items 1A and 1B 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. Dusek recalled discussions held at the recent Public Safety Committee meeting pertaining to the need for additional staffing in the Fire Prevention & Building Code Enforcement Department. He added he had met with Karen Putney, Administrator of Fire Prevention & Building Codes, and he agreed the Department was in need of additional staff and he would recommend the same. He opined that the matter should be referred back to the Public Safety Committee for further discussions. Mr. Dusek suggested that a special Public Safety Committee meeting be held next week in order to further discuss the issue and proceed with a resolution to be presented at the April Board meeting; thereby necessitating a special joint Personnel and Finance Committee meeting prior to the Board meeting. Mrs. Putney noted the urgency to secure additional staff due to the necessity to complete fire inspections this spring. Discussion ensued. Mr. Kenny requested statistical information regarding the number of inspections be provided to the Personnel Committee members for review and Mrs. Putney acknowledged the request.

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

Respectfully submitted,

Nicole Livingston, Deputy Clerk