

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **JUNE 8, 2011**

**Committee Members Present:**

Supervisors  
Conover  
Kenny  
VanNess  
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 Bentley  
Supervisor Champagne  
Supervisor McCoy  
Supervisor Thomas  
Supervisor Wood  
Kathy Barrie, Personnel Officer  
Todd Lunt, Director, Human Resources  
Frank O'Keefe, Treasurer  
Rob Lynch, Deputy Treasurer  
Pat Auer, Director, Public Health  
Chris Hunsinger, Director, Employment &  
Training Administration  
Sheila Weaver, Commissioner, Department  
of Social Services  
Bud York, Sheriff  
Don Lehman, *The Post Star*  
Nicole Livingston, Deputy Clerk

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

Motion was made by Mr. Belden, seconded by Mr. Taylor and carried unanimously to approve the minutes of the May 11, 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 Item 1 was a referral from the County Treasurer, requesting to amend Resolution No. 257 of 2011 to set the salary for the Junior Accountant at \$52,000; thereby amending the Department's Table of Organization.

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

Rob Lynch, Deputy Treasurer, explained that the salary was determined based on the individuals experience, which far exceeded the minimum qualifications. He added that

the selected individual was also a CPA (Certified Public Accountant).

Mr. Conover called the question and the motion was carried unanimously to approve Item 1 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover stated Items 2A through C were referrals from the Health Services Committee, Health Services. Item 2A, he said, was a request to create and fill the part-time position of WIC Clerk, 20 hours per week, Grade 4, base salary of \$24,480 pro-rated to \$12,240 and deleting the part-time position of WIC Program Aide, 20 hours per week, Grade 3, base salary of \$23,390 pro-rated to \$11,695; thereby amending the Department's Table of Organization.

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

Mr. Conover stated that this request was the result of a retirement and a subsequent review of positions. Pat Auer, Director of Public Health, noted the positions listed in Items 2A and B were 100% grant funded. Mr. Sokol added that this was a part-time position and therefore there were no associated benefits.

Mr. Geraghty opined that the review of job descriptions and reclassifications of positions seemed to be resulting in pay increases and he cautioned the Committee members that many County employees had not received pay increases in quite some time. Mrs. Auer responded that this was the result of a review of the job descriptions and a comparison of salaries to other counties.

Mr. Conover called the question and the motion was carried unanimously to approve Item 2A 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 2B was a request to reallocate the grade for the WIC Assistant, Employee No. 9800, from a Grade 4, former base salary of \$25,344 (plus longevity \$26,698) to a Grade 5, base salary of \$26,370 (plus longevity \$27,779) effective July 18, 2011; thereby amending the Salary Schedule.

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

Mr. Conover apprised Item 2C was a request for a Public Health Nurse to enroll in a job related course entitled "Zoonoses" at SUNY Albany, commencing May 23, 2011 and ending August 12, 2011 and requesting reimbursement for the cost of books and associated course fees totaling \$150.

Mrs. Auer explained that "Zoonoses" was a course that dealt with rabies and was a required course for this employee to obtain their Masters Degree.

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

Mr. Conover advised Items 3A through C were referrals from the Human Services Committee. Item 3A, he said, was referred from the Office for the Aging, requesting to fill the vacant part-time position of Meal Site Manager #1 (Luzerne), Grade 2, base salary of \$23,706 pro-rated to \$17,779 (30 hours per week), Employee No. 9005, due to retirement. He noted this position was not mandated and was 25% reimbursed.

Motion was made by Mr. Strainer, seconded by Mr. Belden and 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 stated Items 3B and C were referred from the Employment & Training Administration. He added that Item 3B was a request recommending Julie Montero receive the Employee Suggestion Award of \$100 for her initiative in securing a bulk licensing price, resulting in a savings of \$2,000 to Warren County.

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

Paul Dusek, County Attorney/Administrator, explained that the Employee Suggestion Program was created as an incentive for employees to think of ways to save the County money on any type of operation. Mr. Bentley mentioned that this initiative also saved \$2,000 for both Washington and Saratoga Counties, totaling a savings of \$6,000 for all three Counties.

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

Mr. Conover remarked Item 3C was a request to request to fill the vacant position of Employment & Training Account Manager, Grade 13, base salary of \$34,564, Employee No. 11168, due to resignation. He noted this position was not mandated but was 100% funded.

Motion was made by Mr. Sokol, seconded by Mr. Strainer 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 asserted Items 4A and B were referrals from the Public Safety Committee, Sheriff & Communications. He apprised Item 4A was a request to fill the vacant position of Correction Sergeant #7, base salary of \$37,990 first year plus appropriate service year credit (\$44,674), Employee No. 9621, due to retirement. He stated this position was mandated but not reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Merlino and carried unanimously to approve Item 4A 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 that Item 4B was a request to fill the vacant position of Correction Officer, base salary of \$33,534, due to promotion. He noted that this position was mandated but not reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Taylor 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. VanNess announced the Sheriff had an additional item to present to the Committee. Bud York, Sheriff, explained that the Senior Custodian had resigned on Monday. He requested to create a position of Cleaner and to delete the position of Senior Custodian; thereby amending the Department's Table of Organization. He stated that this would result in a savings of approximately \$15,000.

Mr. Dusek interjected that the Rules of the Board required a 2/3 majority vote for requests concerning filling positions by the respective Standing Committee, the Personnel and Finance Committees and the full Board of Supervisors; however, he said, the order in which the approval was obtained was not specified. He reported that the Personnel and Finance Committees could act on this item today and a special Public Safety Committee meeting could be called prior to the Board meeting.

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

Mr. Strainer questioned what the base salary would be for the Cleaner position and Sheriff York replied he was not sure yet. Kathy Barrie, Personnel officer, interjected that there was no Cleaner position in the PBA (Police Benevolent Association) contract and therefore, the salary would be based on the CSEA (Civil Service Employees Association) contract which listed the position of a Cleaner at a Grade 2, base salary of \$23,706.

Mr. Conover called the question and the motion was carried unanimously to create the position of Cleaner, base salary of \$23,706 and delete the position of Senior Custodian,

annual salary of \$39,104; thereby amending the Department's Table of Organization. The necessary resolution was authorized for the next board meeting. *Please note: subsequent to the meeting, it was determined the correct title for the position being deleted was Custodian, first year annual salary of \$29,077.*

Mr. Conover expounded Item 5 was a referral from the Support Services Committee, County Administrator, requesting to fill the vacant position of Fiscal Assistant to the County Administrator, annual salary of \$5,655, Employee No. 1628, due to retirement. He said this position was not mandated or reimbursed.

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

Mr. Dusek explained that the additional work of this position was performed by Mr. Rick Murphy who retired at the end of May and he noted that this position was critical to the operations of the County, specifically in relation to the budget process. He stated that this was an annual stipend for the additional work.

Mr. Conover called the question and the motion was carried unanimously to approve Item 5 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 referred to Agenda IV. Topics to be reported on/discussions/updates and noted Items 1A through C were requested by Mr. Dusek. Item 1A, he said, was discussion on amending procedures with regard to the establishment and filling of vacant positions, and increasing/decreasing salaries.

Mr. Dusek apprised there had been considerable confusion regarding the procedure for filling of vacant positions particularly as they related to the budget. He acknowledged that Joan Sady, Clerk of the Board and JoAnn McKinstry, Assistant to the Administrator, had re-written the policy to clarify it and to address the past problems. In particular, he said, on page 2 it stated that new positions created during the annual budget process and subsequently filled during the first six months of the year would not require additional approvals. Mrs. Sady further noted the amended policy also clarified the procedure for creating and filling positions to require one document to achieve both actions.

Motion was made by Mr. VanNess, seconded by Mr. Merlino and carried unanimously to approve the request to amend procedures with regard to the establishment and filling of vacant positions, and increasing/decreasing salaries, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek informed Item 1B, County Attorney search review, and Item 1C, executive session to discuss the Sheriff's Lieutenant Collective Bargaining Agreement, should both be discussed in an executive session because Item 1B involved a matter leading to the appointment of a particular person and Item 1C involved collective bargaining negotiations.

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

Executive session was declared from 9:28 a.m. to 10:22 a.m.

The Committee reconvened. Pursuant to the executive session, motion was made by Mr. VanNess and seconded by Mr. Sokol to approve the agreement with the Warren County Police Supervisors' Benevolent Association for the term January 1, 2010 through December 31, 2012.

Mr. Dusek remarked this would approve the proposed contract with the Union membership and most critical in this contract was that the raises were in the range of 1% to 1.3% in an attempt to bring together the salaries and when negotiations commenced at the end of 2012 the same approach would be utilized. The other aspect, he continued, was that the health insurance provisions allowed for change based on decisions made with the other Unions.

Mr. Conover called the question and the motion was carried unanimously to approve the agreement with the Warren County Police Supervisors' Benevolent Association as outlined above and 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. Belden and seconded by Mr. Strainer, Mr. Conover adjourned the meeting at 10:28 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk