

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **DECEMBER 7, 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 Administrator  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor Thomas  
Supervisor Wood  
Kathy Barrie, Personnel Officer  
Todd Lunt, Director, Human Resources  
Mike Swan, Director, Real Property Tax  
Services  
Lexi Delurey, Deputy Director, Real  
Property Tax Services  
Jeff Tennyson, Superintendent,  
Department of Public Works  
Barbara Taggart, Administrator,  
Westmount Health Facility  
Deanna Park, Director, Countryside Adult  
Home  
Bud York, Sheriff  
Brian LaFlure, Fire Coordinator/Director,  
Office of Emergency Services  
Don Lehman, *The Post Star*  
Nicole Livingston, Deputy Clerk

---

---

Mr. Conover called the Personnel Committee meeting to order at 9:02 a.m.

Motion was made by Mr. Belden, seconded by Mr. Taylor and carried unanimously to approve the minutes of the November 9, 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 Health Services Committee, Westmount Health Facility, requesting to fill the vacant position of Dietary Supervisor, annual salary of \$45,946, Employee No. 11886, due to resignation. He noted this position was mandated and 57% reimbursed.

Motion was made by Mr. Sokol, seconded by Mr. Goodspeed 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. Conover stated Item 2 was a referral from the Human Services Committee, Employment & Training Administration, requesting to fill the vacant position of Employment & Training Counselor, annual salary of \$31,289, Grade 9, Employee No. 9444, due to retirement. He added this position was not mandated but was 100% reimbursed.

Motion was made by Mr. Strainer, seconded by Mr. Taylor 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 remarked Items 3A through D were referrals from the Public Safety Committee, Sheriff & Communications. Item 3A, he said, was a request to fill the vacant position of Correction Sergeant #3, annual base salary of \$37,990 (plus appropriate service year credit \$50,245), Employee No. 8381, due to resignation. He stated this position was mandated but was not reimbursed.

Motion was made by Mr. VanNess and seconded by Mr. Sokol to approve Items 3A and B as presented.

Mr. Conover noted Item 3B was a request to fill the vacant position of Correction Officer (position number to be determined), annual salary of \$33,534, Employee No. to be determined, due to promotion. He added this position was mandated but not reimbursed.

Mr. Belden referenced the salary listed in Item 3A and requested additional information. Sheriff York explained there were three potential candidates on the Civil Service list and each of them had less service time than the outgoing Correction Sergeant, who had more than twenty years service credit; thereby providing a savings.

Mr. Conover called the question and the motion was carried unanimously to approve Items 3A and B as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Conover advised Item 3C was a request to fill the vacant position of Systems Maintenance Coordinator, annual salary of \$57,311, Employee No. to be determined, due to transfer. He stated this position was not mandated or reimbursed.

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

Mr. VanNess explained this involved the reorganization to make the position of Fire Coordinator a full time position; thereby transferring the employee from the position of Systems Maintenance Coordinator in the Sheriff's Office to full time Fire Coordinator/Director of the Office of Emergency Services. Mr. Belden recalled such reorganization occurred during the budget process. Paul Dusek , County Administrator, interjected that the change did occur during the budget process; however, he continued, the salary for the full time Fire Coordinator/Director of the Office of Emergency Services needed to be formally set by resolution. He informed he would need to retrieve the correct information and requested the Committee to continue the Agenda review and return to Item 3C in a moment.

Mr. VanNess withdrew his motion to approve Item 3C, and Mr. Sokol withdrew his second to the motion.

Mr. Dusek exited the meeting at 9:08 a.m.

Mr. Conover directed the Committee members to Item 3D, requesting permission to allow the Sheriff to fill positions that become vacant in the uniform correctional staff, providing that the staffing levels not exceed the following:

Correction Officers - 64

Correction Sergeants - 8

Correction Lieutenants - 2

Correction Captain - 1

thereby amending the Rules of the Board as relates to Letter D, Number 8.

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

Mr. VanNess expounded that approval of the request would allow for the staffing levels at the Corrections Facility to remain at the State mandated levels, and would include the authorization to backfill, as well. He further stated that this would also reduce the amount of overtime in the Division. He confirmed that this was not a request for an increase in manpower or positions. Mr. Merlino asked if the Sheriff would provide the Public Safety Committee with updates following such actions and Sheriff York replied affirmatively. Mr. Strainer questioned the salaries for these positions and Sheriff York advised that the salaries were set by contract, and there was also a County Policy on lateral transfers, which limited the maximum service year credit to three years.

Following discussions, Mr. Conover called the question and the motion was carried unanimously to approve Item 3D as outlined above, and to amend the Rules of the Board as it related to Letter D, Number 8. The necessary resolutions were authorized for the next board meeting.

Mr. Dusek returned to the meeting at 9:12 a.m.

Mr. Conover referred the Committee back to Item 3C and informed the position of full time Fire Coordinator/Director of the Office of Emergency Services salary would be \$67,000 plus a \$5,000 stipend for the training of the new Systems Maintenance Coordinator, for a total of \$72,000. He stated a motion was needed to approve the set salary, as well as the request to fill the vacant position of Systems Maintenance Coordinator, annual salary of \$57,311, Employee No. to be determined, due to transfer.

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

Mr. Kenny questioned if other counties of similar size were surveyed to determine the appropriate salary for the Fire Coordinator/Director of the Office of Emergency Services and Mr. Dusek replied affirmatively, noting the survey was completed during the budget process. He added that the salary was slightly on the high end of the scale; however, he said, the Budget Team considered the experience that Mr. LaFlure brought to the position of full time Fire Coordinator/Director of the Office of Emergency Services, and felt the salary was in the appropriate range.

Mr. Conover called the question and the motion was carried unanimously to fill the vacant position of Systems Maintenance Coordinator, annual salary of \$57,311, Employee No. to be determined, due to transfer and to set the salary for the full time Fire Coordinator/Director of the Office of Emergency Services at \$67,000 plus a \$5,000 stipend. The necessary resolutions were authorized for the next board meeting. A copy of the Notice of intent to Fill Vacant position is on file with the minutes. *Please note: subsequent to the meeting, it was determined that the salary for the Systems Maintenance Coordinator had been set at \$45,000 for 2012 during the budget process.*

Mr. Conover apprised Items 4A through C were referrals from the Public Works Committee, DPW. Item 4A, he said was a request to create the position of Motor Equipment Operator (MEO) Medium, annual salary of \$29,031, Grade 7 and delete the position of Heavy Equipment Operator (HEO) #7, annual salary of \$30,230 (plus longevity \$39,180), Grade 8, effective November 29, 2011; thereby amending the Department's Table of Organization. He added that Item 4B was a request to fill the vacant position of MEO Medium, annual salary of \$29,031, Grade 7, due to creation and to backfill any positions resulting from promotion to the position of MEO Medium. Mr. Conover noted this position was not mandated or reimbursed. He commented that Item 4C was for the Superintendent of Public Works, Jeff Tennyson, to address the Committee regarding personnel requests and he asked Mr. Tennyson to proceed.

Mr. Tennyson distributed a handout to the Committee members which outlined the proposed personnel changes, a copy of which is on file with the minutes. He reviewed the summary page as follows: deleting the positions of Heavy Equipment Operator (HEO) #7, existing salary of \$39,180 and Cabinet Maker/Grounds Keeper, existing salary of \$34,857; creating the positions of Motor Equipment Operator (MEO) Medium

#22, base salary of \$29,031 and MEO Medium #23, base salary of \$29,031; and reclassifying the positions of Sr. Building Maintenance Worker, existing salary of \$33,476 to the position of Maintenance Mechanic, Grade 8 and Laborer #39, existing salary of \$27,334 to the position of Building Maintenance Helper Grade 4. He added the net savings in salaries if said proposal was accepted, would be a total of approximately \$8,000 to \$12,000.

Mr. Conover asserted that in addition to Items 4A and B, the requests were to create an additional MEO Medium #23 position, annual salary of \$29,031 and to delete the position of Cabinet Maker/Grounds Keeper, annual salary of \$30,230; to reclassify the position of Sr. Building Maintenance Worker, annual salary of \$27,496 to the position of Maintenance Mechanic, annual salary of \$30,230; and to reclassify the position of Laborer #39, annual salary of \$23,706 to the position of Building Maintenance Helper, annual salary of \$25,344. Mr. Tennyson confirmed Mr. Conover's statements. Mr. Dusek added that approval should be included to authorize the backfilling of any positions resulting from promotion.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Items 4A through C as outlined above including authorization to backfill any positions vacated resulting from promotion, and the necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file.

Continuing the Agenda review, Mr. Conover apprised Item 5 was a referral from the Real Property Tax Services Committee, requesting to fill the vacant position of Director of Real Property Tax Services, annual salary of \$63,256, due to resignation. He noted this position was mandated, but was not reimbursed.

Mr. Strainer questioned if the position would be posted and Mr. Dusek advised there had been discussions pertaining to matters leading to the hiring of a particular person for this position and therefore he recommended that the issue be discussed in an executive session. He stated an executive session was scheduled for the end of the meeting, and this item could be included at that time. The Committee agreed to discuss the matter in an executive session and to not take any action at this time.

Mr. Conover apprised Items 6A and B were referrals from the Social Services Committee, Countryside Adult Home. Item 6A, he said, was a request to create two part-time positions of Account Clerk, Grade 4, annual salary of \$25,344, pro-rated not to exceed twenty-four hours per week and to delete the position of full time Account Clerk, annual salary of \$25,344, Grade 4, effective January 16, 2012; thereby amending the Department's Table of Organization. He added Item 6B was a request to fill the two vacant part-time positions of Account Clerk, Grade 4, annual salary of \$25,344, pro-rated not to exceed twenty-four hours per week, due to creation. He noted these positions were not mandated, but were 50% reimbursed.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to approve Items 6A 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. Conover remarked Items 7A and B were referrals from the County Administrator. Item 7A, he continued, was a request for the Assistant to the County Administrator to enroll in a job related course entitled "Citizens Participation in the Political Process" at Empire State College, commencing January 17, 2012 through April 27, 2012, at a cost of \$560 for tuition and books.

Mr. Taylor asked Mr. Dusek to provide a description of the course. Mr. Dusek advised that a part of the course dealt with labor negotiations and collective bargaining issues and he felt that this was a logical progression in the various courses that JoAnn McKinstry, Assistant to the County Administrator, had been taking. He added that it also fit with what Mrs. McKinstry did in the County governmental system and the previous courses she had taken had not only improved her knowledge, but had also instilled a certain enthusiasm for her job and caused her to bring ideas to the table that were beneficial based on her academic learnings; and therefore, he recommended this course.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Dusek commented Item 7B was request for an executive session to discuss Collective Bargaining Negotiation matters, as well as matters leading to the appointment of a particular person for a particular position.

Mr. Merlino requested to discuss the employment history of a particular person and Mr. Dusek confirmed that discussion would be appropriate during the executive session.

Motion was made by Mr. Belden, 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 9:30 a.m. to 10:56 a.m.

The Committee reconvened. Pursuant to the executive session, motion was made by Mr. Goodspeed, seconded by Mr. VanNess and carried unanimously to fill the vacant position of Director of Real Property Tax Services to fill the unexpired term of Mike Swan through September 30, 2013, appointing Lexi Delurey, contingent upon her meeting the minimum requirements of the Office of Real Property Services (ORPS) as set by the State of New York, with an annual salary of \$52,500. 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.

There being no further business to come before the Committee, on motion made by Mr. Strainer and seconded by Mr. Goodspeed, Mr. Conover adjourned the meeting at 10:59 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk