

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: APRIL 11, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER  
SOKOL  
TAYLOR  
DICKINSON  
MASON

OTHERS PRESENT:

PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS BENTLEY  
LOEB  
THOMAS  
KATHY BARRIE, PERSONNEL OFFICER  
ROBERT IUSI, DIRECTOR OF PROBATION  
MIKE SWAN, COUNTY TREASURER  
ROBERT SWAN, UNDERSHERIFF  
BARBARA TAGGART, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY  
JEFF TENNYSON, SUPERINTENDENT OF PUBLIC WORKS  
PAM VOGEL, COUNTY CLERK  
SUZANNE WHEELER, ACTING COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO  
STRAINER

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

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members and a copy is also on file with the minutes.

Commencing the agenda review with item 1A, Mr. Conover detailed a request from the Civil Service Department to extend the agreement with National Employers Council, Inc. (NEC) for unemployment insurance consulting services for the term commencing January 1, 2012 and terminating December 31, 2012 at a cost of \$2,433.40.

Motion was made by Mr. Taylor and seconded by Mr. Mason to approve the previously mentioned request.

Paul Dusek, County Administrator, noted that this contract had been in place for several years and he said it provided an invaluable service in connection with unemployment applications, including screening applications, providing advice and guidance and assistance with opposing applications when necessary.

Mr. Conover called the question and the motion was carried unanimously to extend the agreement with National Employers Council, Inc. and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Agenda Item 1B, Mr. Conover read aloud a request from the Civil Service Department to approve the proposed reorganization of the Civil Service/Personnel Office to include the following:

- i) Request to create and fill the part-time position of Personnel Aide, Grade 3, Annual Base Salary of \$23,390 (pro-rated to \$11,695) and amend the Department's Table of Organization accordingly.
- ii) Request to create and fill the position of Personnel Generalist, Annual Salary of

- \$36,000, (pro-rated to approximately \$18,000 for six months) and delete the position of HR Generalist under Administrative & Fiscal Services, A.1011, thereby amending both Department's Tables of Organization.
- iii) Request to increase the annual salary for Employee No. 5372, Personnel Technician, from \$45,198 to \$46,000. This position was requested to be removed from the bargaining unit, pending CSEA approval. *Note: The current annual salary of \$45,198 is representative of a Grade 15 position with 23 years service.*

Mr. Conover noted that the reorganization requests were resultant of the merging of the Human Resources and Civil Service Offices and he asked Mr. Dusek to elaborate on the matter. Mr. Dusek recalled that as part of the 2012 Budget process, the Human Resources Department had been eliminated with the intention of instituting a Generalist position as recommended by the Budget Officer. He said it had been determined that the Human Services Department, which was comprised of a Director and one Administrative Assistant, was not necessary as the critical functions of the Department, including benefits, health insurance and other such employee issues, as well as assistance to Department Heads for disciplinary matters, could be provided by a lower level Generalist position. Mr. Dusek advised that the Generalist would not be instituting any new programs, but rather maintaining the ones already in existence.

Mr. Dusek apprised that when developing the Budget, the HR Generalist position had initially been included in his budget, indicating that the person filling it would be reporting to him. He continued that in distributing the duties previously handled by the Human Resources Department between himself, the Civil Service and Self-Insurance Departments, and upon the suggestion of Kathy Barrie, Personnel Officer, it had been determined that better placement for the position would be within the Civil Service Department, thus the request to create a Personnel Generalist position and delete the HR Generalist position. Mr. Dusek said he commended Mrs. Barrie for volunteering to accept the position into her Department and applauded the logic she provided which made this a very sensible move for the County. He advised that although the Personnel Generalist would primarily be responsible for the previously mentioned duties formerly assumed by the Human Resources Department, the Generalist would also be present to assist with Civil Service duties as necessary. Mr. Dusek advised Mrs. Barrie was confident that she could attract a suitable candidate for the Generalist position at the salary indicated and had suggested this might be a position that could be appropriately trained to qualify for possible promotion within the Civil Service Department in the future.

Referring to the request to create a Personnel Aide position, Mr. Dusek advised this position would be used to assume the clerical and filing work, allowing remaining staff to focus on the more important functions of the Department. He said he felt the reorganization was being addressed in a sensible manner and would further reduce the costs estimated by the Budget Officer in the 2012 Budget. As for the request to increase the salary of the Personnel Technician position and remove it from the bargaining unit, Mr. Dusek advised that Union negotiations would be necessary due to the position's current standing within the bargaining unit. He added that while there had been some indications that the Personnel Technician was not appropriately included in the bargaining unit, no action could be taken on this item until the agreement of the Union was received.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to table Item 3B(iii), pending Union review and approval.

Following a brief discussion, motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve Agenda Items 3B(i) and 3B(ii) as outlined above, and the necessary resolutions were authorized for the April 20<sup>th</sup> Board meeting. *Copies of both requests are on file with the minutes.*

Messrs. Conover and Taylor commended Mrs. Barrie and Messrs. Dusek and Geraghty for their work in effecting the Civil Service and Human Resource Departmental changes.

Resuming the agenda review, Mr. Conover announced that Agenda Items 2A-D consisted of referrals from the County Clerk-Motor Vehicles Committee, County Clerk, which he outlined as follows:

- 2A) Request to fill the vacant position of Records Manager, Grade 15, Employee No. 9381 Annual Base Salary of \$36,410, due to retirement.
- 2B) Request to create and fill the position of Recording Clerk Part-Time, Grade 7 Annual Base Salary of \$28,041 (pro-rated to \$13,480 based on working nineteen hours per week) and delete the position of Sr. Recording Clerk (A.1665), thereby amending the Department's Table of Organization.
- 2C) Request to reallocate the Sr. Legal Recording Clerk (A.1410) position from a Grade 10, Annual Base Salary of \$32,516, to a Grade 12, Annual Base Salary of \$33,540, thereby amending the Department's Table of Organization. The request for a grade increase was being made to compensate for an increase in duties associated with e-recording requirements imposed by the State of New York. *Note: the incumbent salary for this position will increase from \$40,275 to \$41,437, due to longevity allowances; the actual annual salary differential associated with the Grade change will be \$1,162.*
- 2D) Request to fill the vacant position of Recording Clerk #3, Employee No. 11356 Annual Base Salary of \$28,041, due to resignation

When asked for additional information on the requests, Pam Vogel, County Clerk, apprised that the Items 2A - 2C represented a reorganization of the Records Management portion of her Department, following the recent retirement of the Records Manager. She continued that in conversations with Mr. Dusek, they had determined that rather than filling the vacancy and leaving the remaining positions as they were, the duties required could be performed at a lower cost by restructuring the Records Management Division, as outlined in her requests, to consolidate staff efforts. She estimated an approximate savings of \$26,000, plus benefits costs, to be associated with the reorganization. Mr. Dickinson questioned whether the Records Manager position would be filled by promotion of existing staff and Mrs. Vogel responded affirmatively.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve Item 2A and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to approve Item 2B and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Mr. Dusek commented that the Sr. Legal Recording Clerk position was within the bargaining unit; therefore, he noted, Union consent would be required in order to make the change requested.

Motion was made by Mr. Mason, seconded by Mr. Sokol and carried unanimously to table Agenda Item 2C pending Union review and approval.

Motion was made by Mr. Taylor, seconded by Mr. Dickinson and carried unanimously to approve Item 2D and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Agenda Item 3A, Mr. Conover apprised, consisted of a request from the Health Services Committee, Westmount Health Facility, to fill the vacant position of MDS Coordinator, Employee No. 11740 with a salary range of \$40,000 - \$50,000 depending upon qualifications and experience. He noted that this was a non-Union position which is not mandated, but received 53% State reimbursement.

Motion was made by Mr. Sokol and seconded by Mr. Dickinson to approve the request.

Mr. Sokol noted that the MDS Coordinator was responsible for handling Medicaid billings for patients and he advised that Barbara Taggart, Administrator of Westmount Health Facility, already had a candidate in mind who had one year

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of experience in this field. He added that the salary range indicated for the position was comparable to similar positions in surrounding Counties. Ms. Taggart confirmed that she did have someone in mind for the position, as well as the salary she would like to offer, which fit into the salary range indicated. Mr. Mason questioned the current salary associated with the position and Ms. Taggart responded that it was \$48,701. Mr. Geraghty asked what the acronym MDS stood for and Ms. Taggart replied Minimum Data Set; she explained that this was the reimbursement tool relating to the care of residents and the manner in which the facility was reimbursed by Medicaid. Ms. Taggart stated that the position had to be filled by a person with an RN (Registered Nurse) designation able to deal with the clinical aspects of resident care and complete the lengthy documentation required by the State on a monthly basis.

There being no more discussion on the matter, Mr. Conover called the question and the motion was carried unanimously to approve the request and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Conover advised that Agenda Item 3B consisted of a request to fill the vacant position of Leisure Time Activity Director, Employee No. 1668, Grade 9, Annual Base Salary of \$31,289, due to retirement. He noted that this was a non-mandated Union position which received 53% State reimbursement.

Motion was made by Mr. Sokol and seconded by Mr. Dickinson to approve the request.

Mr. Sokol commented that a salary savings of approximately \$9,000 would be attained through this transaction. Ms. Taggart confirmed Mr. Sokol's statement, adding that the salary of the retiring employee was currently \$43,383 which included 30 years of longevity pay. She expounded that although a starting salary of \$31,289 had been indicated for the position, she might have to seek an increase based on the qualifications of the candidate identified.

Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor noted that there seemed to be two different versions of the Notice of Intent to Fill Vacant Position form being used, one requesting the impact to the Budget while the other did not, and he said he assumed this information was important to the budget process. Mr. Dusek assured Mr. Taylor that the issue would be addressed and the proper forms used in the future.

Moving on to Agenda Item 4A, Mr. Conover announced a request from the Public Works Committee, DPW, to fill the vacant position of Sign Maintenance Worker #2, Employee No. 8642, Grade 9, Annual Base Salary of \$31,289, due to termination and authorize backfilling of any vacancies created due to promotion. He advised that this was a non-mandated Union position which would not receive any reimbursement.

Motion was made by Mr. Dickinson, seconded by Mr. Taylor and carried unanimously to approve the request and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Conover advised that Agenda Items 5A and B included referrals from the Social Services Committee. Beginning with Item 5A, he advised of a request from Countryside Adult Home to create and fill the position of Institutional Aide (part-time), Grade 3 Annual Base Salary of \$24,215 (pro-rated to 32 hours per week), and delete the full-time position of Institutional Aide, due to retirement, thereby amending the Department's Table of Organization, and authorizing the backfilling of any vacancies created by promotion. Mr. Conover said that the Part-Time Institutional Aide position was a mandated Union position and was subject to 50% State reimbursement.

Mr. Dickinson questioned whether the pro-rated work hours would preclude the position from qualifying for benefits and Mrs. Barrie advised that while it would not qualify for health benefits, there was eligibility for leave time credits.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to approve the request and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Agenda Item 5B, Mr. Conover read aloud a request from the Department of Social Services to fill the vacant position of Social Welfare Examiner #24, Employee No. 11446, Grade 8, Annual Base Salary of \$30,230, due to resignation. He advised this was a mandated Union position which received 50% Federal and 25% State reimbursement. Mr. Conover added that the request should be amended to include authorization to backfill any vacancies created due to promotion.

Motion was made by Mr. Taylor, seconded by Mr. Mason and carried unanimously to approve the request to fill the vacant position of Social Welfare Examiner #24, as well as to fill any vacancies created due to promotion, and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

The agenda review was concluded with a review of the Pending Items section, as follows:

- 1) No update was provided relative to requested research on the vacation policy, as possible flexibility for Department Heads; and
- 2) Relative to the Salary Study presented by Mr. Dusek at the prior Committee meeting, copies of additional documentation were provided outlining additional salary adjustments suggested for per diem positions; *a copy of this documentation is on file with the minutes.* Mr. Dusek advised the information provided supplemented the Salary Study documents previously distributed to reflect increases for per diem positions with Union equivalents to bring them up to the 2011 wage rates. He continued that the impact to the Budget for the supplemental adjustments would be minimal as the per diem positions were only used as necessary to fill in for existing Union positions. Mr. Dusek said an exact dollar amount could not be provided for the total cost of these increases because the rate of use for these positions was unknown. He noted that historically, per diem salaries had been increased along with their union counterparts; however, he added, when the salaries for non-union positions were frozen, these had been, as well. Mr. Dusek concluded that in many instances, the per diem position salaries should be at least equal to the Union positions, if not higher, because they were attempting to draft people to work on an as-needed basis, similar to the way in which substitute school teachers were utilized.

Mr. Dusek advised that a second document had been distributed citing a correction to the Salary Study, as identified by an email provided by Paul Butler, Director of Parks, Recreation & Railroad. He noted that Mr. Butler's email supplied the correct information pertaining to the Parks and Recreation Director position for Madison County which had not been included in the Salary Study. Mr. Dusek stated that this new information had no impact on the wage adjustments previously suggested and had been distributed in order to maintain the open review policy taken with regards to this matter.

Mr. Conover asked the committee members to review the materials provided, along with the previously distributed Salary Study, and contact Mr. Dusek with any questions they might have. He said he anticipated that the Committee would take action on the matter at a future meeting. Mr. Mason questioned if the Committee would address the Salary Study and wage adjustment recommendations at the next Committee meeting and Mr. Conover advised that the matter could be addressed whenever the Committee was prepared to do so.

Speaking on behalf of the non-bargaining unit employees who had gone without any type of salary adjustment for the

past three years, Mr. Geraghty stated that the Board of Supervisors had voted in favor of the 2012 Budget which had included provisions in the amount of \$129,000 earmarked for employee wage adjustments to be distributed in accordance with the Salary Study results. He said that delaying discussion on the matter for yet another month would only further delay the implementation of the wage adjustments, which he felt was disingenuous to the employees, and he implored the Committee to act on the issue so that it could be forwarded to the full Board for their review and approval.

Motion was made by Mr. Dickinson and seconded by Mr. Taylor to approve the Salary Study and recommended wage adjustments as presented by Mr. Dusek at the prior Committee meeting, including the per diem wage adjustments presented at the current meeting.

Mr. Mason noted that he was new to the Committee, and the Board of Supervisors, and was unaware of the procedure for accepting proposals such as this. He said the only reason he could see for further delay on the matter was the lack of Committee discussion and he said he assumed the wage adjustment recommendations would need to be reviewed, considered and possibly adjusted, before approval.

Mr. Bentley stated his agreement with Mr. Geraghty's prior comments, suggesting that the Personnel Committee approve the Salary Study and wage adjustments recommended, allowing for the matter to be discussed by the full Board at their upcoming meeting.

Mr. Dusek apprised that the Salary Study and wage adjustment recommendations were the collaborative effort of himself, Mr. Geraghty and his Assistant, JoAnn McKinstry; he added that the information provided represented their best effort to establish a starting point for the County to begin examining each position and analyzing salary costs comparative to similar positions in the public sector to maintain competitive pay rates, rather than providing flat increases annually, as had been done in the past. Mr. Dusek said that he had received complaints from various employees that the suggested increase amounts were insufficient and those comments had been passed on to Mr. Geraghty, spurring a review of the position and the amount suggested. He advised that although he could sympathize with some of the complaints, and in certain cases agreed, a change in the increase for one position would require a raise in several other positions, as well. Mr. Dusek stated there were several cases in which a maximum wage adjustment of \$2,500 had been suggested when the amount should have been much higher, but they had done the best they were able to assign adjustments within the amount of money allotted. He advised that moving forward, they would be able to review positions and make additional salary adjustments at the Committee level, as necessary. Mr. Dusek said that this study would provide the frame work to continue the salary review and adjustment process. He concluded that not all employees would be happy with the amounts given, but Warren County was blessed with smart, valuable employees who were passionate and dedicated to their jobs, some of whom were forced to work a second job to meet their expenses; he added that while many of the wage adjustments suggested were insufficient, he hoped that they could continue to refine the salaries as they moved forward so that in the end, Warren County employees would feel that they had been treated fairly.

Mr. Conover noted that the total amount cited for salary adjustments did not exceed the \$129,000 included in the 2012 Budget and Mr. Dusek confirmed this was correct.

Mr. Taylor stated that he was in favor of forwarding this issue on to the full Board for review. He said he was confident that Messrs. Dusek and Geraghty and Mrs. McKinstry had provided a thorough and fair review and he commended them for their efforts. Mr. Taylor added that although he too had received some complaints regarding the wage adjustments suggested, he felt this was the proper direction for the County to proceed in. Mr. Conover agreed and noted that the Salary Study was now more complete because the per diem positions had been added. Mr. Mason stated that following Mr. Dusek's explanation he was more comfortable with the Study and was in favor of its approval.

There being no further discussion on the matter, Mr. Conover called the question and the motion was carried unanimously to approve the Salary Study and the recommended wage adjustments, to include per diem positions, and the necessary resolution was authorized for the April 20<sup>th</sup> Board meeting.

There being no further business to come before the Personnel Committee, on motion made by Mr. Dickinson and seconded by Mr. Taylor, Mr. Conover adjourned the meeting at 9:45 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board