

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: OCTOBER 10, 2012

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER  
KENNY  
SOKOL  
TAYLOR  
STRAINER  
DICKINSON  
GIRARD  
MASON

OTHERS PRESENT:

DANIEL G. STEC, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
JOAN SADY, CLERK OF THE BOARD  
KEVIN GERAGHTY, BUDGET OFFICER  
SUPERVISORS LOEB  
THOMAS  
PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
KATHY BARRIE, PERSONNEL OFFICER  
ROBERT IUSI, DIRECTOR OF PROBATION  
MIKE SWAN, COUNTY TREASURER  
SUZANNE WHEELER, ACTING COMMISSIONER, DEPARTMENT OF SOCIAL  
SERVICES  
BUD YORK, WARREN COUNTY SHERIFF  
DON LEHMAN, *THE POST STAR*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR MERLINO

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

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to approve the minutes from the September 12<sup>th</sup> 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 the Action Agenda section, Mr. Conover apprised of a request from the Civil Service/Personnel Office for a transfer of funds totaling \$4,100 to correct a previous transfer incorrectly applied for the Personnel Aide position, as well as to fund the purchase of four 24" computer monitors necessary for use with the New World and Novatime systems.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the request for a transfer of funds and refer same to the Finance Committee. *A copy of the request is on file with the minutes.*

Mr. Conover advised agenda items 2A and 2B consisted of referrals from the Criminal Justice Committee. He explained Item 2A included a request to amend the Departmental Table of Organization and Salary Schedule to change the Senior Typist position within the Probation Department from full-time to part-time, not to exceed 20 hours per week, while Item 2B was a request to fill the position, which had been vacated due to retirement; he expounded that this was a non-mandated Union position that received 12% State reimbursement.

Motion was made by Mr. Taylor, seconded by Mr. Girard and carried unanimously to approve both Items 2A and 2B, as outlined above, and the necessary resolutions were authorized for the October 19<sup>th</sup> Board meeting. *Copies of both requests are on file with the minutes.*

Continuing to Agenda Item 3, Mr. Conover addressed a referral from the Health Services Committee requesting to fill the vacant position of Community Health Nurse #25, Grade 20, Annual Base Salary of \$42,818, within the Public Health Division, due to resignation. He noted this was a non-mandated Union position that received

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Federal, State and private pay insurance reimbursements depending upon the case type.

Motion was made by Mr. Sokol and seconded by Mr. Kenny to approve the request to fill the vacant position of Community Health Nurse #25.

Mr. Taylor noted that the Notice of Intent to Fill Vacant Position form submitted by the Department Head indicated a positive impact of \$6,556 to the County Budget and he questioned whether this was an increase or a decrease. Joan Sady, Clerk of the Board, replied that the amount indicated reflected a decrease to the County Budget due to the fact that the County would no longer have to fund the longevity pay of the retiring Nurse.

Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the October 19<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 announced that Agenda Items 4A and 4B both consisted of referrals from the Social Services Committee. Item 4A, he said, was a request to fill the vacant position of Keyboard Specialist #1, Grade 3, Annual Base Salary of \$24,215, due to resignation; he noted that this was a non-mandated Union position which received 52% Federal and 23% State reimbursements.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Moving on to Item 4B, Mr. Conover presented a request to fill the vacant position of Caseworker #27, Grade 14, Annual Base Salary of \$35,385, due to resignation, as well as any vacancies created due to promotion. He advised this was a non-mandated Union position that received 52% Federal and 23% State reimbursements.

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

Mr. Girard noted both Items 4A and 4B pertained to the filling of vacant positions within the same Department, and in light of issues with staff turnover under the administration of the prior Commissioner of Social Services, he questioned whether exit interviews were being performed to ensure there were no ongoing problems leading staff to vacate their positions. Paul Dusek, County Administrator, confirmed that exit interviews continued to be performed by the Civil Service/Personnel Office to discuss with the employee their reason for leaving the County's employ. Suzanne Wheeler, Acting Commissioner of the Department of Social Services, apprised that the person resigning from the Keyboard Specialist #1 position was overqualified and had not found the position challenging enough. As for the Caseworker #27 position, Ms. Wheeler advised the person resigning from that position was doing so because she was moving away from the area.

There being no further discussion on the matter, Mr. Conover called the question and the motion to approve the request to fill the vacant position of Caseworker #27 was carried unanimously and the necessary resolution was authorized for the October 19<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 stated that Agenda Item 5 consisted of a referral from the Public Works Committee to amend the Departmental Table of Organization and Salary Schedule to set a salary of \$43,000 for the Assistant Engineer #2 position within the Department of Public Works (DPW). He noted that prior Resolution No. 495 of 2012 authorized the Superintendent of Public Works to fill the position of Assistant Engineer #2 using a salary range of

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\$43,000 - \$48,000, dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator.

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

Mr. Dickinson questioned whether the position had already been filled and Mr. Dusek responded that a candidate had been identified for the position at the low end of the salary range authorized and Committee action was necessary to formally set the salary at \$43,000.

Mr. Conover called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the October 19<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Proceeding to Agenda Item 6A, Mr. Conover referenced a request from the County Administrator to amend Resolution No. 501 of 2012 to add a Federal Search to the list of included background checks at an additional cost of \$10.

Motion was made by Mr. Kenny, seconded by Mr. Taylor and carried unanimously to approve the request to amend Resolution No. 501 of 2012 as outlined above and the necessary resolution was authorized for the October 19<sup>th</sup> Board meeting.

Mr. Conover advised Agenda Item 6B consisted of a request to authorize ten County staff members to attend an Emergency Preparedness Conference in Albany, NY on October 29<sup>th</sup> and 30<sup>th</sup>.

Mr. Kenny questioned whether overnight accommodations would be necessary and Mr. Dusek replied in the negative, advising that they would travel to the conference each day.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the aforementioned travel request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Concluding the agenda review, Mr. Conover noted one Pending Item, referring to the filling of the vacant Director of Nursing position at the Westmount Health Facility and Mr. Dusek advised there was no new information to present on the matter as they were still searching for a qualified candidate to fill the position.

There being no further business to come before the Personnel Committee, on motion made by Mr. Strainer and seconded by Mr. Dickinson, Mr. Conover adjourned the meeting at 9:11 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board