

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: APRIL 10, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
MONTESI
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BENTLEY
CONOVER
FRASIER
MONROE
VANSELOW
WOOD
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
KATHY BARRIE, PERSONNEL OFFICER
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
MIKE SWAN, COUNTY TREASURER
JEFF TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
BUD YORK, WARREN COUNTY SHERIFF
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

Mr. Taylor 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 of the prior meeting, subject to correction by the Clerk of the Board.

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

Commencing the agenda review with the Action Agenda section, Mr. Taylor outlined a request from the Clerk of the Board to increase the salary of the vacant Legislative Office Specialist #1 position from \$34,000 to \$36,000 effective April 22, 2013, in order to re-hire a previous employee whose position was eliminated due to budget cuts in 2009. He noted that the desired candidate had earned a degree in Business Administration and would be able to assume the position with no training; because the position has been vacant for nearly a month, he added, the additional funds for the salary increase were available within the Departmental budget.

Joan Sady, Clerk of the Board, reminded the Committee members that during their last meeting they had provided approval to fill the vacant position at a salary of \$34,000. She continued that since that time, she had interviewed several candidates, one of which was a prior employee whose position had been eliminated due to budget cuts in 2009. Mrs. Sady advised that, had the candidate maintained continuous employment with the County, her salary would likely have been in the \$37,500 range. She further advised that she had discussed this issue with Paul Dusek, County Administrator, who recommended that the position be filled at a salary of \$36,000 in consideration of the candidate's prior experience.

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

Mr. Mason questioned whether the candidate had earned her Business Administration degree since her employment with the County had ended and Mrs. Sady replied affirmatively. Mr. Strainer asked what the salary of the person who recently vacated the position had been and Mrs. Sady advised that she believed it was in the \$36,000 range. Mr. Strainer then inquired as to whether the candidate would return to a different retirement tier upon resuming employment with the County and Mrs. Sady advised she would return to the same tier and receive credit for her previous service with the County.

There being no further discussion on the matter, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the April 19th Board meeting. *A copy of the resolution request form is on file with the minutes.*

Mr. Taylor announced that Item 2 consisted of requests from the County Administrator, the first of which, 2A, was a request to establish and appoint members to the Reallocation Committee, pursuant to the terms of the CSEA Agreement. He noted that the Reallocation Committee would be made up of himself, Mr. Dusek and Kathy Barrie, Personnel Officer.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve the request to establish and appoint members to the Reallocation Committee and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

Item 2B, he said, was a request to amend Resolution No. 162 of 2013, which approved the Salary Study and recommended wage adjustments for non-bargaining unit positions, to include the Corrections Inspector position with a salary adjustment from \$50,000 to \$50,800. He explained that the Corrections Inspector title was removed from the bargaining unit with the approval of the SEA Contract on March 15, 2013, therefore, this title should be included with the non-bargaining salary adjustments.

Motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor stated that Item 2C included a request to change the health insurance contribution for one non-union hire prior to December 21, 2012. He commented that the non-union position in question was the Board of Elections Deputy Commissioner, who had documentation indicating that she was hired prior to the December 21st start date for the increase in health benefit contributions for new employees and therefore should be allowed to maintain health insurance benefits at the lower employee contribution rate. Mr. Girard questioned why a resolution was necessary if the employee was hired prior to the deadline and JoAnn McKinstry, Assistant to the County Administrator, responded that this was a unique situation where the person was hired prior to the policy change being approved, but did not start employment until after. Upon request for further clarification, Mary Beth Casey, Commissioner of the Board of Elections, explained that because of the elections cycle, she required 30-days notice from her staff before ending employment, and when she had received this notice from her prior Deputy, she had started looking for a replacement. She continued that a candidate had been identified and formally offered the position on December 5th, with a start date of January 4th. Ms. Casey advised that the person had not started until January 4th because the former Deputy was not leaving the position until that date. She pointed out that on December 5th, when the person had been offered and accepted the position, the lower employee health insurance contribution rate had been in place and was offered in the comprehensive benefits package provided.

Motion was made by Mr. Dickinson, seconded by Mr. Montesi and carried unanimously to approve the previously outlined request and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor apprised that items 2D, request to abolish the position of Personnel Generalist in the Personnel/Civil Service Office, and 2E, request for executive session to discuss union negotiations, would be addressed at the end of the meeting.

Moving on to Item 3, referral from the Health Services Committee, Public Health, Mr. Taylor presented a request to fill the vacant position of Community Health Nurse #15, Grade 20, Annual Base Salary of \$42,818 due to resignation. He noted this was a Union position that was not mandated and received varying levels of reimbursement based on the billable nursing services provided.

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

Mr. Taylor stated that agenda items 4A-C consisted of referrals from the Public Safety Committee, Office of Emergency Services, and he outlined them as follows:

- A) Request to fill the vacant position of EMS Coordinator, Annual Salary of \$8,868, due to resignation. This was a mandated, non-Union position which received no reimbursement. There would be no budgetary impact through the filling of this position as it was already budgeted for 2013.
- B) Request to fill the vacant position of First Deputy EMS Coordinator, Annual Salary of \$4,832, due to resignation. This was a non-mandated, non-Union position which received no reimbursement. There would be no budgetary impact through the filling of this position as it was already budgeted for 2013.
- C) Request to fill the vacant position of Second Deputy EMS Coordinator, Annual Salary of \$3059, due to promotion. This was a non-mandated, non-Union position which received no reimbursement. There would be no budgetary impact through the filling of this position as it was already budgeted for 2013.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve items 4A-C, as outlined above, and the necessary resolutions were authorized for the April 19th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Items 4D-G consisted of referrals from the Public Safety Committee, Sheriff & Communications, Mr. Taylor noted. He said Item 4D included a request to create and fill the new position of Senior Communications Officer #3, Annual Base Salary of \$37,395, and delete the position of Communications Officer #2, Annual Salary of \$35,064.75, effective April 22, 2013, thereby amending the Departmental Table of Organization accordingly.

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

In response to a request for clarification, Bud York, Warren County Sheriff, advised that the Communications Officer #2 position had been vacant for a couple of months and he believed operations could be sustained without it. He noted that there were Senior Communications Officer positions in place for each work shift in the 911 Communications Center, with the exception of the night shift, and he would like to add it. Sheriff York stated that he would promote an existing staff member to the new position.

There being no further discussion on the matter, Mr. Taylor called the question and the motion was carried unanimously to approve the request, as outlined above, and the necessary resolutions were authorized for the April 19th Board meeting. *A copy of the request form is on file with the minutes.*

Mr. Taylor advised Item 4E consisted of a request to create and fill the new position of Building Maintenance Mechanic/Automotive Mechanic #1, Annual Salary of \$47,637, effective April 22, 2013, and delete a Building Maintenance Mechanic position, as well as a vacant Auto Mechanic Helper

position, thereby amending the Departmental Table of Organization accordingly.

Motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to approve the aforementioned request and the necessary resolutions were authorized for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

Agenda Item 4F, Mr. Taylor announced, included a request to fill the vacant position of Patrol Officer #3, Annual Base Salary of \$34,996, due to termination. He advised this was a non-mandated, Union position which received no reimbursement and he noted that the filling of this position would result in a budget savings of \$23,905.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request, as outlined above, and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor said Item 4G represented a request to fill the vacant position of Patrol Officer #14, Annual Base Salary of \$34,996, due to resignation. He advised this was a non-mandated, Union position which received no reimbursement; he added that the filling of this position would result in a budget savings of \$8,956.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the request, thereby authorizing the necessary resolution for the April 19th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing to Item 5, Mr. Taylor outlined a request from the Support Services Committee, County Attorney, to authorize a temporary intern for the County Attorney's Office for 10-15 hours per week at a rate of \$10 per hour. Martin Auffredou, County Attorney, advised Morgan Muller had done a wonderful job interning in his office during the prior year and they would be pleased to welcome her back this year. He said Ms. Muller was currently in her Junior year at Boston College and had expressed an interest in continuing on to Law School. Mr. Auffredou concluded that the County Attorney's Office was in need of an energetic and enthusiastic person to assist with their operations and he felt Ms. Muller would do the job nicely.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the request, authorizing the necessary resolution for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor stated that Agenda Item 6A pertained to a referral from the Social Services Committee, Countryside Adult Home, to fill the vacant position of Institutional Aide #4, Grade 3, Annual Base Salary of \$24,215 (*pro-rated to 32 hours per week*), due to retirement. He said this was a mandated, Union position which received 50% State reimbursement and he noted the Director of the Countryside Adult Home had estimated a budgetary savings of approximately \$1,639 through the filling of this position.

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

Agenda Items 6B-D consisted of referrals from the Social Services Committee, Social Services, Mr. Taylor advised, and he proceeded to outline them as follows:

- B) Request to fill the vacant position of Medicaid Clerk #1, Grade 5, Annual Base Salary of \$26,370, due to the death of an employee, as well as to backfill any vacancies created by

- promotion. This was a mandated, Union position which received 100% State and Federal reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- C) Request to fill the vacant position of Caseworker #2, Grade 14, Annual Base Salary of \$35,385, due to retirement, as well as to backfill any vacancies created due to promotion. This was a mandated, Union position which received 50% Federal and 23% State reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.
- D) Request to fill the vacant position of Social Welfare Examiner #1, Grade 8, Annual Base Salary of \$30,230, due to resignation, as well as to backfill any vacancies created by promotion. This was a mandated, Union position that received 50% Federal and 27% State reimbursements. A copy of the Notice of Intent to Fill Vacant Position form is attached.

Motion was made by Mr. Kenny, seconded by Mr. Mason and carried unanimously to approve Items 6B-D, as outlined above, and the necessary resolutions were authorized for the April 19th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

With respect to the Pending Items section of the agenda, Mr. Taylor noted there was only one item listed, pertaining to setting a final salary for the Public Health Nurse #3 position in the Public Health Division, and he advised the item would remain pending until the position was filled and a firm salary figure was identified.

Mrs. Barrie requested to address the Committee to provide an update on the status of the Commuter Bus Surveys she had distributed to all County employees. She said that so far she had received approximately 70 completed surveys, 28 of which indicated that they would use the public transit buses if the bus schedules were adjusted to accommodate the County's typical 8 a.m.- 4:00 p.m. and 9:00 a.m. - 5:00 p.m. work schedules. Mrs. Barrie noted Scott Sopczyk, Transportation Director for Greater Glens Falls Transit, had previously advised that if they were able to identify 10 people who would regularly utilize the bus service it would be worthwhile to introduce another scheduled stop at the Municipal Center Campus to accommodate the County's traditional work schedules. She commented that many employees from the northern portions of Warren County had refrained from completing the survey because there was no current bus service in their area; however, she said, she intended to discuss the matter with Mr. Sopczyk to determine whether there might be enough interested people to warrant the introduction of new bus routes to other areas of Warren County. Mrs. Barrie concluded that once she had received and accounted for all of the employee surveys she would contact Mr. Sopczyk to provide this information.

Returning to Agenda Item 2E, Mr. Taylor advised an executive session was necessary to discuss union negotiations. Mr. Auffredou advised that another matter, not included on the agenda, had arisen, necessitating an executive session to discuss the employment history of a particular person employed within the Public Works Division.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to declare an executive session pursuant to Sections 105(e) and (f) of the Public Officer's Law.

Executive session was held from 9:19 a.m. to 10:38 a.m.

Upon reconvening, Mr. Taylor announced that no action had been taken during the executive session.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the proposed terms of the Warren County Police Supervisors Benevolent Association Collective Bargaining Agreement, as outlined in the documentation distributed during the executive session, and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the proposal is on file*

with the minutes.

Returning to Agenda Item 2D, motion was made by Mr. Kenny, seconded by Mr. Girard and carried by majority vote to abolish the position of Personnel Generalist within the Personnel/Civil Service Office, with Messrs. Dickinson, Sokol and Strainer voting in opposition, and the necessary resolution was authorized for the April 19th Board meeting. *A copy of the request is on file with the minutes.*

There being no further business to come before the Personnel Committee, on motion made by Mr. Strainer and seconded by Mr. Montesi, Mr. Taylor adjourned the meeting at 10:39 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board