

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: SEPTEMBER 11, 2013

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR  
KENNY  
SOKOL  
MERLINO  
MONTESI  
STRAINER  
GIRARD  
MASON

OTHERS PRESENT:

KATHY BARRIE, PERSONNEL OFFICER  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISORS DICKINSON

SUPERVISORS CONOVER  
FRASIER  
LOEB  
WESTCOTT  
WOOD

PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
MIKE SWAN, COUNTY TREASURER  
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
BUD YORK, WARREN COUNTY SHERIFF  
DEAN BOECHER, TOWN OF QUEENSBURY RESIDENT  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
DON LEHMAN, *THE POST STAR*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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

Motion was made by Mr. Strainer, seconded by Mr. Kenny and carried unanimously to approve the minutes from the prior Committee meeting, subject to approval by the Clerk of the Board.

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

Commencing the agenda review with Section III Action Agenda, Mr. Taylor announced Item 2 consisted of a referral from the Clerk of the Board requesting to amend Resolution No. 97 of 2013 to update retirement reporting information for certain individuals, as per the request of the State Comptroller's Office. In response to an inquiry as to what changes were required, Joan Sady, Clerk of the Board, explained changes had been requested to adjust the time reported for Gary Scidmore, in his former capacity as EMS Coordinator, as well as to update the listing of appointed individuals in various departments of the County.

Motion was made by Mr. Girard, seconded by Mr. Strainer and carried unanimously to approve the request and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the proposed resolution and retirement reporting schedule are on file with the meeting minutes.*

Moving on to Item 3, Referrals from the Health Services Committee, Mr. Taylor advised both Items 3A and 3B pertained to the Public Health Division. He said that Item 3A included a request to amend the Departmental Table of Organization to delete the positions of WIC Nutrition Aide #1 (*Grade 6, Annual Base Salary of \$27,496*) and WIC Program Aide #1 (*Grade 3, Annual Base Salary of \$24,215*) and create and fill the position of WIC Assistant #2 (*Grade 5, Annual Base Salary of \$26,370*) effective October 1, 2013. Mr. Taylor noted that the WIC Assistant #2 position was a non-mandated, Union position that would receive 100% reimbursement through the NYSDOH WIC contract grant. He further noted that the WIC Program Coordinator planned to fill the WIC

Assistant #2 position through the promotion of an existing staff member and to refrain from filling the lower level position in order to effectively reduce the Departmental budget without a reduction in the number of current employees.

Motion was made by Mr. Strainer, seconded by Mr. Sokol and carried unanimously to approve Item 3A, as outlined above, and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Mr. Taylor apprised that Item 3B consisted of a request to amend the Departmental Table of Organization to increase the salary of the WIC Program Coordinator to an amount to be determined following a salary study. He explained that a salary increase was being requested because the Program Coordinator was paid significantly less than the Coordinators in other Counties, and approximately \$3,500 less than other Nutritionists within the Public Health Division. Mr. Taylor pointed out that the current salary was \$44,406 and he questioned what the results of the salary study had been. Paul Dusek, County Administrator, advised that he had reviewed this situation thoroughly with Pat Auer, Director of the Public Health Division, and said he was fully supportive of Mrs. Auer's request to increase the WIC Program Coordinator salary. He continued that Mrs. Auer had suggested an increase to \$46,400 and, subsequent to a salary study, he found this figure to be reasonable, although somewhat low in comparison to similar positions. Mr. Dusek concluded that this would provide a good starting point for the salary increase which could be reviewed again in the future.

Motion was made by Mr. Sokol, seconded by Mr. Mason and carried unanimously to approve the request to increase the salary for the WIC Program Coordinator position to \$46,400 and amend the Departmental Table of Organization accordingly, and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Continuing to Agenda Item 4, Referrals from the Human Services Committee, Mr. Taylor outlined three requests pertaining to the Office for the Aging, as follows:

- 4A) Request to fill the vacant position of Meal Site Manager #1 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to retirement. This is a non-mandated, Union position which receives 20% Federal reimbursements. The filling of this position will result in a budgetary savings of \$3,096 due to a decrease in longevity pay;
- 4B) Request to fill the vacant position of Meal Site Manager #2 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to resignation. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay; and
- 4C) Request to fill the vacant position of Meal Site Cook #3 (*Grade 2, Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for a 30-hour work week*) due to promotion. This is a non-mandated, Union position which receives 20% Federal reimbursement. The filling of this position will result in a budgetary savings of \$628 due to a decrease in longevity pay.

Motion was made by Mr. Strainer, seconded by Mr. Kenny and carried unanimously to approve Items 4A-C, as outlined above and the necessary resolutions were approved for the September 21<sup>st</sup> Board meeting. *Copies of the Notice of Intent to Fill Vacant Position Forms are on file with the meeting minutes.*

Mr. Taylor announced Agenda Item 5 consisted of a referral from the Public Safety Committee, *Sheriff & Communications*, requesting to fill the vacant position of Patrol Officer #45 (*Annual Base Salary of \$34,996*), due to retirement. He noted this was a non-mandated, Union position that would not receive any reimbursement, but advised the filling of the position would result in a budgetary savings of \$23,905, due to a decrease in longevity pay.

Motion was made by Mr. Montesi, seconded by Mr. Merlino and carried unanimously to approve Item 5 and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the meeting minutes.*

Item 6, Referral from the Public Works Committee, *Parks, Recreation & Railroad*, consisted of a request to fill the vacant position of Naturalist #2 at the Up Yonda Farm (*Annual Salary of \$36,908*), due to resignation, Mr. Taylor advised. He said this was a non-mandated, non-Union position which would receive 100% reimbursement from the Up Yonda Trust fund.

Motion was made by Mr. Kenny, seconded by Mr. Girard and carried unanimously to approve Item 6 and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the meeting minutes.*

Mr. Taylor apprised that Agenda Item 7 consisted of referrals from the Social Services Committee, *Department of Social Services*. He said Item 7A included a request to fill the vacant position of Foster Care Caseworker #6 (*Grade 14, Annual Base Salary of \$35,385*), due to resignation, as well as any vacancies created by promotion. Mr. Taylor noted this was a mandated, Union position which received 50% Federal and 23% State reimbursement; he added that the filling of this position would result in a budgetary savings of \$5,915 due to a decrease in longevity pay.

Motion was made by Mr. Sokol, seconded by Mr. Montesi and carried unanimously to approve Item 7A, as outlined above, and the necessary resolution was authorized for the September 20<sup>th</sup> Board Meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the meeting minutes.*

Continuing to Item 7B, Mr. Taylor outlined a request to amend the Departmental Table of Organization to delete the position of Resource Recovery Coordinator (*Grade 14, Current Salary of \$44,031.94 including longevity*) in the Resource/Recovery Unit and create and fill the new position of Resource Assistant #2 (*Grade 12, Annual Base Salary of \$33,540*) effective November 1, 2013, as well as any vacancies created by promotion. He advised the Resource Assistant position was a mandated, Union position that received 50% Federal and 23% State reimbursement; he added this action would result in a budgetary savings of \$10,491 due to the change in position grade and salary levels.

Motion was made by Mr. Mason and seconded by Mr. Montesi to approve Item 7B, as presented.

Mr. Girard requested clarification as to the reason for the position change and Suzanne Wheeler, Commissioner of the Department of Social Services (*DSS*), responded that the Resource Coordinator position required a candidate with certain legal knowledge that was no longer necessary since the DSS acquired its own Attorney staff. She further advised that the person currently filling the Resource Coordinator position was retiring, providing the catalyst for the reorganization.

There being no further discussion on the issue, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for

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the September 20<sup>th</sup> Board meeting. *Copies of the resolution request and Notice of Intent to Fill Vacant Position Forms are on file with the meeting minutes.*

Mr. Taylor announced that Item 7C included a request to authorize the Commissioner of the Department of Social Services to fill any vacant positions in the Medicaid Unit as needed, and to backfill any vacancies resulting from promotion or lateral transfer to the Medicaid Unit. He explained this procedure was necessary in response to the State of New York assuming control of the Medicaid program, leading the State to rapidly recruit County employees from the Medicaid Unit.

Mr. Mason noted that approving this policy would allow for hiring to take place without the direction of the Social Services or Personnel Committees and he questioned whether an alternate reporting measure should be put in place to provide notification to one of these Committees. Mr. Dusek responded affirmatively, noting that Ms. Wheeler could provide periodic updates to the Social Services Committee.

Motion was made by Mr. Kenny, seconded by Mr. Montesi and carried unanimously to approve the request to authorize the Commissioner of the Department of Social Services to fill vacancies within the Medicaid Unit on an as needed basis and require that she provide periodic reportings of the positions filled to the Social Services Committee, and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting. *A copy of the resolution request form is on file with the meeting minutes.*

Mr. Taylor advised Agenda Item 8 consisted of Items to be Discussed by the County Administrator, which he asked Mr. Dusek to address.

Mr. Dusek advised Item 8(1) referred to a request to amend Resolution No. 502 of 2012 regarding less than part-time employees and per diem nurses in the Public Health Division. He explained the purpose of Resolution No. 502 of 2012 had been to address a number of matters, including clarifying salary schedules for less than part-time, per diem and temporary employees, by indicating that the salaries for these positions would be set in accordance with the starting salaries in effect for comparable positions upon the date of hire. Mr. Dusek further explained the resolution stated that per diem and temporary positions would remain at the entry level pay grade, regardless of the duration of employment; however, less than part-time positions were allowed step increases and/or longevity pay, based on the length of service with the County. He noted that subsequent Resolution No. 307 of 2013 allowed the salaries for Nursing positions to be set at higher levels, based on qualifications, because the County had found it difficult to attract experienced nurses at the base salary levels.

Mr. Dusek apprised that the general guidelines set by Resolution No. 502 of 2012 for per diem and temporary positions which prevented either position type from earning salary increases based on longevity was working well. However, he added, in assuming some of the duties previously performed by the former Human Resources Generalist position, his staff had identified problems with a prior resolution adopted in 2008, *Resolution No. 29 of 2008, Amending Table of Organization and Warren County Salary and Compensation Plan for 2008*, which set a fixed base hourly rate for per diem nursing positions for the years 2008-2011, because the rates assigned for 2011 were actually higher than those assigned by the CSEA contract for 2013. In order to fix this problem, Mr. Dusek recommended a new resolution be approved, amending Resolution No. 502 of 2012 to state that it would supercede all prior resolutions, with the exception of Resolution No. 307 of 2013, to ultimately enforce the provision that all per diem and temporary positions would remain at the base

starting salary assigned regardless of length of service to the County, except for in the case of nursing positions that qualified for higher salary levels based on experience, as provided for by Resolution No. 307 of 2013.

Mr. Dusek apprised a second issue had been identified with respect to Resolution No. 502 of 2012 regarding the provision that allowed less than part-time employees to accrue step increases and/or longevity pay. He noted that this provision had been included to remain in keeping with the history of the County which allowed such salary increases. He said his staff had found that while this allowance had been fair to the staff employed by the County at the time the resolution was adopted, they were now finding that conflicts would be created for future employees under the CSEA contract. Mr. Dusek explained because of these conflicts, they could encounter situations where employees working less than part-time could incur a reduction in hourly pay in order to assume a full-time position which would cause havoc as the hourly rate should typically increase when moving to a full-time position. To fix this issue, he suggested Resolution No. 502 of 2012 be amended, once again, to include the same provisions regarding retention of base salary levels that had been applied for per diem and temporary positions, requiring that the positions be filled at the base salary levels which would remain in place regardless of the length of service with the County. Mr. Dusek added that in order to be fair to those employees who had already earned step increases and/or longevity pay, he would recommend this new rule be enforced only for those less than part-time employees hired after December 21, 2012. He concluded that the aforementioned amendments to Resolution No. 502 of 2012 would clarify all of the issues identified, bring consistency to the payroll system and would save the County money.

A brief discussion ensued, following which a motion was made by Mr. Girard, seconded by Mr. Montesi and carried unanimously to amend Resolution No. 502 of 2012 to indicate it would supercede all prior resolutions, with the exception of Resolution No. 307 of 2013, as well as to state that any less than part-time positions filled after December 21, 2012 would assume the base salary level and would not qualify for step increases and/or longevity pay, regardless of length of service with the County, and the necessary resolution was authorized for the September 20<sup>th</sup> Board meeting.

Continuing to Agenda Item 8(2), Human Resources Manager update, Mr. Dusek said he was pleased to report he had received 25 resumes for the position, which he would begin to review and narrow down over the next month to provide a synopsis of the top contenders for the position at the next Personnel Committee meeting. He continued that while the Committee was welcome to review any and all of the resumes received, in the past it had been helpful for him to narrow down the selection to the best candidates which were then provided to the Committee for review before choosing which applicants would be interviewed. No objections to the proposed procedure were cited by the Committee.

The agenda review continued with an outline of the Pending Items section, as follows:

- 1) With respect to the Committee's prior authorization for preparation of RFP's (*request for proposals*) for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies, Mr. Dusek advised that he had no new information to provide and would address the issue at the next Committee meeting.
- 2) Regarding the Committee's prior approval for the filling of the vacant Administrator of Fire Prevention & Building Code Enforcement position, due to retirement, with the annual salary to be determined based on a salary study to be performed by the County Administrator's Office, Mrs. Sady announced this item would be addressed in Agenda Addendum #1.

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Proceeding with the review of Agenda Addendum #1, which included a referral from the Public Safety Committee, *Fire Prevention & Building Code Enforcement*, Mr. Taylor presented a request to appoint Charles Wallace as Administrator of Fire Prevention & Building Code Enforcement, as well as to amend the Departmental Table of Organization to set the Annual Salary at \$59,500. Additionally, he noted that the Administrator position was being filled by promotion, and therefore authorization was also sought to fill any vacancies resulting from promotion.

Motion was made by Mr. Merlino, seconded by Mr. Strainer and carried unanimously to appoint Charles Wallace as Administrator of Fire Prevention & Building Code Enforcement at an annual salary of \$59,500, thereby amending the Departmental Table of Organization accordingly, as well as to fill any vacancies resulting from Mr. Wallace's promotion, and the necessary resolutions were authorized for the September 20<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the meeting minutes.*

Mr. Taylor drew the Committee's attention to Agenda Addendum #2, which consisted of referrals from the Support Services Committee, *Clerk of the Board*, requesting to amend the Departmental Table of Organization to delete the position of 2<sup>nd</sup> Deputy Clerk of the Board (*Annual Salary of \$41,300*) and create and fill the position of Secretary to the Clerk of the Board of Supervisors (*Annual Salary of \$36,000*), effective September 23, 2013, as well as to fill the vacant position of Legislative Office Specialist #3, due to promotion, and amend the Departmental Table of Organization to decrease the associated salary from \$36,000 to \$34,000.

Motion was made by Mr. Kenny, seconded by Mr. Montesi and carried unanimously to approve the aforementioned requests and authorize the necessary resolutions for the September 20<sup>th</sup> Board meeting. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

With respect to Item Nos. 5 and 6 on the main agenda, pertaining to the filling of a Sheriff's Patrol Officer and a Naturalist position at Up Yonda Farm, Mr. Merlino pointed out that the salary for the Patrol Officer was \$34,996 while the salary for the Naturalist was \$36,908. Mr. Dusek responded that although the Patrol Officer salary would start low, it would increase rapidly with tenure, and Bud York, Warren County Sheriff, agreed this was a correct assertion.

Mr. Taylor asked if there was any additional business to come before the Committee and Mr. Dusek advised an executive session was necessary to discuss collective bargaining negotiations.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to enter into executive session pursuant to section 105(e) of the Public Officer's Law.

Executive session ensued from 9:26 a.m. until 9:46 a.m.

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

There being no further business to come before the Personnel Committee, on motion made by Mr. Merlino and seconded by Mr. Strainer, Mr. Taylor adjourned the meeting at 9:47 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board