

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: DECEMBER 11, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
MONTESI
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BENTLEY
CONOVER
WOOD
PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
KATHY BARRIE, PERSONNEL OFFICER
LLOYD COTE, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
LARRY JEFFORDS, COMMUNICATIONS SUPERVISOR, WARREN COUNTY SHERIFF'S
OFFICE
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
MIKE SWAN, WARREN COUNTY TREASURER
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
BUD YORK, WARREN COUNTY SHERIFF
MATT SIMPSON, TOWN OF HORICON SUPERVISOR-ELECT
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. Sokol, seconded by Mr. Strainer and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the agenda review with the Action Agenda section, Mr. Taylor advised the first item pertained to a request from the Civil Service/Personnel Office for discussion regarding the hiring of a temporary employee that would hold a title and salary not previously used by the County. He noted that this item would be discussed at the end of the meeting because it would require an executive session.

Moving on to Item 2, Mr. Taylor outlined a referral from the Health Services Committee, *Westmount Health Facility*, requesting to reclassify the position of Senior Account Clerk #2, *Grade 7, Annual Base Salary of \$29,031*, to an Administrative Assistant, *Grade 8, Annual Base Salary of \$30,230*, effective December 27, 2013 and amend the Departmental Table of Organization accordingly.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request, thereby authorizing the necessary resolution for the December 20th Board meeting.

Mr. Taylor announced Item 3 consisted of a referral from the Social Services Committee, *Department of Social Services*, requesting to fill the vacant position of Caseworker #26, *Grade 14, Base Annual Salary of \$35,385*, due to resignation, as well as any vacancies resulting from promotion. He noted this was a mandated, Union position that received 50% Federal and 23% State reimbursements; Mr. Taylor added that the filling of this position would result in a budgetary savings of \$8,647 due to a decrease in longevity pay.

Motion was made by Mr. Strainer, seconded by Mr. Montesi and carried unanimously to approve the

request and the necessary resolution was authorized for the December 20th Board meeting.

Mr. Taylor advised Agenda Item 4 consisted of an item to be discussed by the County Administrator, which he asked Paul Dusek, County Administrator, to address. Mr. Dusek noted this item pertained to an update on the Human Resources Manager position and introduction of the local law necessary to create the associated Department. He advised that an executive session would be necessary to provide the Human Resources Manager update as the discussion would relate to matters leading to the appointment of a particular person. Mr. Dusek reminded the Committee members of Mr. Taylor's previous notation that an executive session would be required to discuss the potential creation of a temporary employee for the Civil Service/Personnel Office as this topic would relate to the employment history of a particular person, as well as matters leading to the appointment of a particular person. Additionally, Mr. Dusek also requested discussion be held during the executive session relating to the employment history of a particular person working within the Public Health Division; he suggested that all of these matters be combined into one executive session to be held at the close of the meeting.

As for the local law necessary to create the Human Resources Department, Mr. Dusek advised the draft local law was distributed to the Committee members at a prior meeting and had since received minor revisions by Martin Auffredou, County Attorney. He concluded that he believed the local law was ready to be approved, if the Committee was in favor of doing so. At Mr. Dusek's prompting, Mr. Auffredou spoke on the revisions he had made to the local law, which would be introduced as Local Law No. 2 of 2014, noting that nothing of substance had been changed other than to include the repealing of Local Law No. 5 of 2012, *A Local Law Amending Local Law No. 3 of 1971 Entitled a Local Law Establishing the Department of Personnel and Personnel Officer of County of Warren*. He advised that if approved, the local law would establish the Department of Human Resources and Civil Service Administration, incorporating a Human Resources Manager with powers set forth in the local law to oversee the Personnel Officer and Civil Service Division, as indicated in the version previously presented to the Committee members. Mr. Auffredou reiterated that his revisions had included only minor changes and reorganization and he confirmed that the local law was ready for approval.

Motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to authorize the introduction of proposed Local Law No. 2 of 2014 and the necessary resolution was authorized for the December 20th Board meeting.

Concluding the agenda review, Mr. Taylor asked Mr. Dusek to address the one Pending Item listed, pertaining to the Committee's prior approval of the preparation and release of an RFP (*request for proposals*) for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies. Copies of a handout detailing the two submissions received in response to the RFP were distributed to the Committee members and a copy is also on file with the meeting minutes. Mr. Dusek advised the codification work would include gathering, organizing and consolidating all of the County's current laws, rules and policies into one book which would then be provided to County Department Heads and staff as a reference material. He noted that although many other counties had previously completed this work, Warren County had not done so and he highly recommended that they undertake this process.

Referring to the handout provided, Mr. Dusek noted that two bids had been received, one from American Legal Publishing, based in Ohio, and the other from General Code, based in Rochester, NY. He apprised that both companies would provide the same type of services, although at different costs. Mr. Dusek pointed out that American Legal Publishing had proposed the lowest rate, when the per page cost was considered, and he advised their quote included an estimate of 750 pages for the codified document; however, he noted, it would be very difficult to estimate the number of pages the final document would entail because the policies developed over the years had been generated in varying formats and sizes. Mr. Dusek continued that even if the document exceeded the 750 page estimate, he believed it was still a good project for the County to undertake. He pointed out that the American Legal Publishing quote included travel costs of \$695 per day which led him to estimate the total

contract cost would likely be in the range of \$13,000 to \$14,000; he added that although he did not anticipate they would be higher than this amount, there was a possibility that they could be. He stated that if the Committee were to approve the contract, the funds could be encumbered in 2013 allowing any additional funding needed to be taken from the approximately \$11,000 remaining in the 2013 Contingent Fund. In conclusion, Mr. Dusek recommended that the Personnel Committee approve the contract with American Legal Publishing for codification of all County laws/rules/policies at a base cost of \$12,995 plus \$695 per day for travel expenses, and refer same to the Finance Committee to determine a source of funding.

Mr. Montesi noted that they were considering the establishment of a new Human Resources Manager position and he questioned whether it would be better to wait until this person was in place before beginning the process since he or she would dictate many of the personnel related policies included in the document. Additionally, he suggested that the document be produced in a loose leaf fashion, held by a binder, so that pages could be easily updated. Mr. Dusek responded that American Legal Publishing would produce the type of document suggested by Mr. Montesi, allowing for easy updates in the event of a revision. He continued that if the Committee approved the contract with American Legal Publishing, they would not begin the work right away and would instead wait to work with the Human Resources Manager on this project. Mr. Dusek advised the authorization was being requested at the current meeting in order to encumber the funds in the 2103 Budget and he said he felt the timing was perfect for the project in light of the County's intentions to introduce the new Human Resources Department.

Mr. Strainer noted the quotation indicated that 25 copies of the codified document would be provided and he questioned whether this number was necessary; Mr. Dusek responded he had requested 25 copies as he felt it was an appropriate figure based on the number of Departments within the County. Mr. Strainer then asked if all of the other surrounding counties had already undertaken this process, as well as whether it could be completed in-house by County staff rather than entering into a contract with an outside agency. Mr. Dusek responded that some, but not all, surrounding counties had already codified their policies and he advised this would be a very large and extensive project; he added that he had some experience with the codification work through his prior employment with the Town of Queensbury where a similar process had been undertaken with positive results. In response to additional questions posed by Mr. Strainer, Mr. Dusek reiterated that the final codified document would be presented in a loose leaf format in a binder, allowing for pages to be easily updated, as necessary, and he confirmed that a master copy would be kept in a designated location, likely in the Clerk of the Board's Office. Finally, Mr. Strainer asked if the quotes included a maintenance fee and Mr. Dusek responded affirmatively, pointing out that the American Legal Publishing proposal listed a per page maintenance fee, while the General Code quote included an annual maintenance fee of \$1,195; he added that while there might be years where changes in legislation required significant revisions to the codified document, he did not believe there would be enough to justify the flat annual maintenance fee charged by General Code.

Calling on Mr. Dusek's prior experience with codification work at the Town of Queensbury, Mr. Girard questioned whether consistent formatting was used by both companies to ensure that one company would not have more pages for the same work than another and Mr. Dusek replied he believed the formatting practices of both companies were comparable.

Mr. Taylor asked Mr. Dusek if he had seen the documents produced for another county and Mr. Dusek replied affirmatively, noting that he had received a copy from Saratoga County which he would share with any Committee member wishing to see it.

Motion was made by Mr. Montesi, seconded by Mr. Kenny and carried unanimously to authorize an agreement with American Legal Publishing for codification of the County's laws/rules/policies at a base cost of \$12,995 plus \$695 per day for travel expenses, as well as to refer same to the Finance

Committee to determine a source of funding.

There being no further agenda items to discuss, Mr. Taylor called for a motion to enter into an executive session to: discuss the employment history of a particular person, relating to an employee within the Public Health Division; discuss the employment history of a particular person and matters relating to the appointment of a particular person, regarding the potential hiring of a temporary employee within the Civil Service/Personnel Office at a title and salary not previously used by the County; and to discuss matters relating to the appointment of a particular person, concerning the status of the proposed Human Resources Manager position.

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

Executive session was held from 9:20 a.m. until 10:18 a.m.

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

Motion was made by Mr. Sokol, seconded by Mr. Merlino and carried unanimously to authorize payment to Employee #6760 for 32 hours of vacation time the employee was unable to use due to illness during 2013 as per provisions specified in the Warren County Vacation Policy, and the necessary resolution was authorized for the December 20th Board meeting.

Mr. Dusek said he had one other item to discuss which was not included on the agenda. He noted that in previous contract negotiations with the CSEA they had authorized provisions for voluntary flex time for employees that worked more than 8 but less than 10 hours in one day, allowing them to take the amount of additional time worked off later in the week, contingent upon agreement between the employee and Department Head. Mr. Dusek advised this trial provision had included a sunset clause of December 31, 2013 and he noted that since they had not encountered any negative issues with the process, he would suggest extending the provision through the entire term of the current CSEA contract which would expire on December 31, 2016.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to authorize extension of the stipulation in the CSEA agreement allowing employees to use flex time for hours worked in excess of 8 per day through December 31, 2016, and the necessary resolution was authorized for the December 20th Board meeting.

With respect to proposed Local Law No. 2 of 2014, Mr. Dusek informed that they intended to introduce the local law at the December 20th Board Meeting and hold the necessary public hearing at the January 3rd Organization Board Meeting in order to expedite the process due to the work load currently placed on various departments which would be alleviated by the creation of the Human Resources Department.

There being no further business to come before the Personnel Committee, on motion made by Mr. Montesi and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:21 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board