

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JUNE 11, 2014

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR  
KENNY  
SOKOL  
MERLINO  
DICKINSON  
GIRARD  
VANSELOW  
WOOD  
SIMPSON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
PAUL DUSEK, COUNTY ADMINISTRATOR  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
BROCK  
CONOVER  
FRASIER  
SEEBER  
STROUGH  
WESTCOTT  
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR  
JACKIE FIGUEROA, EXECUTIVE ASSISTANT TO THE COUNTY HUMAN RESOURCES DIRECTOR  
KATE HOGAN, DISTRICT ATTORNEY  
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
MAUREEN SCHMIDT, DEPUTY COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
MIKE SWAN, TREASURER  
BUD YORK, SHERIFF  
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES  
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 Ms. Wood, seconded by Mr. Kenny 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 Section III, Action Agenda, Mr. Taylor advised Item 1 consisted of a request from Gretchen Steffan, County Human Resources Director, to ratify authorization for her attendance at the Personnel & Civil Service Officers Annual Training Conference in Corning, NY which had been held on June 8-11, 2014.

Motion was made by Dickinson, seconded by Kenny and carried unanimously to approve the request. *A copy of the Authorization to Attend Meeting or Convention form is on file with the meeting minutes.*

Mr. Taylor advised Agenda Item 2 referred to a request from the County Treasurer to reclassify the existing Payroll Clerk position (*Grade 7, Annual Base Salary \$29,612 - Current Annual Salary \$34,656 with longevity*) to a Payroll Technician (*Grade 10/Step 7, Annual Base Salary \$38,754*), effective June 23, 2014 and amend the Table of Organization accordingly. He noted that the employee currently filling the Payroll Clerk position had submitted a letter of resignation; therefore, he added, effective July 1, 2014 the base salary would revert to \$33,166. Mr. Taylor advised this item was also included on the Finance Committee Agenda as Item 2 and he apprised the Reallocation Committee had met to discuss this request and recommended the change.

Mr. Dusek advised the Reallocation Committee, which had been established as part of the CSEA contract, served to review situations such as this and determine when reclassification changes were necessary. He noted that himself, Mr. Taylor, the County Human Resources Director, and certain CSEA representatives served on the Reallocation Committee, and in considering this request, all members had agreed the change was appropriate as the Payroll Clerk was performing duties outside of those specified for the title. Mr. Dusek advised that if the Committee was not in favor of the reclassification they had the option of denying the request and advising that the employee should only perform those duties within the realm of the Payroll Clerk position; however, he stated, he presumed that the Treasurer might indicate this would hinder the workflow in his Department. Mr. Dusek acknowledged that the reclassification would present an additional cost to the County through a salary increase, but said that in some cases it was better to pay a little more to maintain productivity.

Mike Swan, Treasurer, pointed out that the person currently filling this position had submitted a resignation that would become effective July 1<sup>st</sup>. He advised that when the resignation became effective, the salary for the Payroll Technician would be reduced to the Grade 10 base salary of \$33,166, which was less than what the County was paying the current employee for the Grade 7 Payroll Clerk position with longevity pay (\$34,656). Mr. Dickinson asked if a candidate for the position had been identified and Mr. Swan replied in the negative, advising that the impending vacancy had not been advertised because he had not been sure whether authority would be provided to proceed with the requested reclassification.

Motion was made by Mr. Girard, seconded by Mr. Simpson and carried unanimously to approve the aforementioned request and refer same to the Finance Committee.

Moving on to Agenda Item 3, Mr. Taylor presented a request from the Criminal Justice Committee, *District Attorney*, to amend the Table of Organization to reflect salary increases for the District Attorney from \$140,300 to \$146,400 effective retroactive to April 1, 2013 and from \$146,400 to \$152,500 effective April 1, 2014 to comply with statutory requirements mandated by the State of New York. He noted that the State had provided \$6,100 in funding for these increases through the revenues received for the District Attorney salary and he advised the Finance Committee would be asked to determine a source of funding for the remaining \$12,578.97. Mr. Taylor apprised that this item was included on the Finance Agenda as Item 3C.

Mr. Kenny pointed out that the State had mandated salary increases for two years, but had only provided \$6,100 in funding. Mr. Thomas said it was his understanding that the State would provide funding for all of the salary increases; Mr. Dusek said he had thought this was the case, as well, but it appeared that the State would not be providing all of the funding. Mr. Thomas asked whether the salary increase could be delayed until the State funding was received and Mr. Dusek replied in the negative, advising the increase was mandatory and set by State statute.

Mr. Dickinson pointed out that the salary increase was \$6,100 for each year and that a payment of \$6,100 had been received for the 2013 increase and he questioned whether an additional payment of \$6,100 from the State was anticipated for 2014. Joan Sady, Clerk of the Board, confirmed that \$6,100 had been received in 2013 but the County Budget was not amended properly to account for the funding in the District Attorney's Budget and she said she believed that an additional \$6,100 was anticipated for 2014. Mr. Dusek advised he would check on this to determine whether additional payments were anticipated and email his findings to the Committee members prior to the June 20<sup>th</sup> Board meeting.

Mike Swan, Treasurer, advised that every year that there was a salary increase the District Attorney was required to forward documentation to the Treasurer's Office so that the salary was increased appropriately. He noted that this was not done in 2013, so the salary was not adjusted, nor the budget amended appropriately. Mr. Swan said that \$6,100 had been received for 2013 and he anticipated an additional \$6,100 would be received for the 2014 increase.

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Motion was made by Mr. Dickinson, seconded by Mr. Vanselow and carried unanimously to approve the aforementioned request and refer same to the Finance Committee.

Mr. Taylor pointed out that Agenda Item 4 included a request from the Economic Growth & Development Committee, *Planning & Community Development Department*, to create and fill a new temporary GIS Technician position (\$15/hour, 200 hours - total estimated cost of \$3,554) to assist with quality control of check point data received from the State for use in E911 operations, and to amend the Departmental Table of Organization accordingly. He advised funding for this position was not available within the existing budget and, if approved, the matter would be referred to the Finance Committee to determine a source of funding. Mr. Taylor noted that this item had been tentatively included on the Finance Agenda as Item 4B.

Mr. Dickinson questioned whether this would be a new position to the Planning & Community Development Department and Mr. Taylor advised that it would be a new, temporary position used only to address the E911 work. Mr. Dusek stated that Mr. Taylor's comments were correct; he added that the E911 work represented a new workload to the department which was too much work for the current part-time GIS personnel to handle. He continued that the Planning Department was very thinly staffed and Wayne LaMothe, County Planner, had done a good job of developing this fiscally responsible approach to completing the work. Mr. Dusek noted that they could have chosen to complete the work utilizing only the current staff, but that would have meant the use of overtime which would have cost the County more than the scenario proposed.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the aforementioned request and refer same to the Finance Committee.

Agenda Item 5, Mr. Taylor advised, pertained to a referral from the Health Services Committee, *Westmount Health Facility*, requesting to create and fill the new position of LPN F/T #13 (*floating*), *Grade 10-00, Annual Base Salary of \$33,166*; delete the positions of LPN P/T #13, *Grade 10-00, Annual Base Salary of \$19,900*, and LPN P/T #14, *Grade 10-001, Annual Base Salary of \$19,900*; and amend the Departmental Table of Organization accordingly.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and authorize the necessary resolution for the June 20<sup>th</sup> Board Meeting.

Mr. Taylor advised Item 6 consisted of requests/items to be discussed by the County Administrator which he asked Mr. Dusek to address.

Mr. Dusek explained Item 6A referred to a request to make a technical amendment to Resolution No. 273 of 2014 to reflect the reclassification of a Westmount Health Facility position, rather than a deletion/creation of positions.

Motion was made by Mr. Dickinson, seconded by Ms. Wood and carried unanimously to approve the request and authorize the necessary resolution for the June 20<sup>th</sup> Board Meeting.

Mr. Dusek advised Item 6B called for discussion regarding an Ergonomics Review Program. He noted that at the last Committee meeting questions has been raised relative to the ergonomics review process employed by the County, following a funding request for an employee to purchase new, more ergonomic office furniture, and he noted that Amy Clute, Self-Insurance Administrator, was in attendance to speak on the practices currently used.

Mrs. Clute advised that while the County did not have a formalized ergonomics policy in place, they did offer annual training courses aimed at increasing employee awareness and providing guidance on proper set up of work spaces. She said that she received periodic requests for review of employee work

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spaces, similar to the instance Mr. Dusek had eluded to, which were subsequently conducted by either Self-Insurance staff or representatives of Needham Risk Management. Mrs. Clute apprised that following this review, a report with recommendations was completed and forwarded to both the employee who had requested the review and the appropriate department head. She commented that widespread evaluations were not currently conducted for several reasons, including limitations in time and budgetary resources, the fact that not all employees required or requested changes to their current work station, and that training efforts seemed to be a more efficient way of providing knowledge to a large number of employees. Mrs. Clute concluded that ergonomic evaluations were a risk management tool used for prevention of future injuries and the associated costs. *Mrs. Clute distributed a document outlining the comments she had made, a copy of which is on file with the meeting minutes.*

Mr. Girard questioned whether there was any concern that a precedent might be set by allowing ergonomics review that might lead to large expenses for new office furniture purchases. Mr. Dusek responded that they were attempting to address these issues using the practical prospective that the County was providing educational opportunities and that they were responsive to requests for ergonomic reviews. He said that if it was preferred, a more elaborate program could be implemented to perform a widespread review of all personnel work stations, but this would likely incur a great expense; he added that the current procedure was intended to address these issues in a manner that was as cost prohibitive as possible for the County. Mr. Dusek stated that while the County could not be sued for ergonomic-related injuries, they could lead to workers' compensation claims. He concluded that the current procedure provided education and allowed employees to arrange their work stations in the manner that best suited them, instead of imposing a County-wide standard arrangement approach.

Kate Hogan, District Attorney, entered the meeting at 9:15 a.m.

A brief discussion ensued.

Resuming the Agenda review with Section IV, Vacancies Filled, Mr. Taylor pointed out that a Patrol Sergeant and a Patrol Officer position had been filled since the last Personnel Committee meeting and he noted that the Agenda packet included copies of the executed Notice of Intent to Fill Vacant Position forms.

Mr. Kenny questioned why requests to fill vacant positions were not being brought before the Personnel Committee and Mrs. Sady responded that the new procedure approved by the Committee at a prior meeting, aimed at streamlining the process to fill vacant positions, only required that the Personnel Committee be notified of the vacancies filled. Mr. Dusek explained that these requests were presented to the appropriate Standing Committee for approval, but were only reported upon to the Personnel Committee. Mr. Kenny then questioned how they would address the ability to eliminate positions by attrition and Mr. Dusek replied that the Board of Supervisors maintained the ability to override this personnel procedure.

Mr. Taylor addressed Agenda Section V, Pending Items, noting that the County Attorney was not prepared to address proposed revisions to the Warren County Ethics Law, but would do so at a future meeting. Martin Auffredou, County Attorney, requested that this item remain pending as he intended to discuss it at the next Committee meeting.

Moving on to the Agenda Addendum, Mr. Taylor referenced a referral from the Social Services Committee, *Department of Social Services*, requesting to amend the Table of Organization to set the salary of the First Social Services Attorney at \$73,000, based on the results of a salary study.

Mr. Kenny questioned what the salary for this position was currently, and Mr. Auffredou responded it was \$66,940.

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Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the June 20<sup>th</sup> Board Meeting.

Concluding the review of the Agenda Addendum, Mr. Taylor announced that the Social Services Committee had authorized the filling of the Second Social Services Attorney position, *Annual Salary \$64,134*, due to promotion.

Mr. Auffredou advised an executive session was necessary to discuss the employment history of a particular person within the Department of Social Services and matters leading to the possible appointment of a particular person.

Motion was made by Mr. Kenny, 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 9:24 a.m. until 9:53 a.m.

Upon reconvening, Mr. Taylor announced that no action had been taken during the executive session. He noted that the Committee had discussed and settled upon a proposed resolution, which he asked Mr. Auffredou to recite. Mr. Auffredou advised his understanding was that the resolution to be entertained would seek to create and fill the temporary position of Social Welfare Examiner Trainee, *Grade 8, Annual Base Salary \$30,835*, which will remain in effect until such time that a list of eligible candidates is established and a candidate chose to permanently fill the vacant Social Welfare Examiner position.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to approve a resolution as outlined by Mr. Auffredou to be presented at the June 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 Ms. Wood, Mr. Taylor adjourned the meeting at 9:54 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board