

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: DECEMBER 10, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
DICKINSON
SIMPSON

OTHERS PRESENT:

REPRESENTING THE HUMAN RESOURCES & CIVIL SERVICE ADMINISTRATION:
GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
CONOVER
FRASIER
MCDEVITT
MONROE
SEEBER
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GIRARD
VANSELOW
WOOD

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

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the minutes of the prior 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 of same is on file with the meeting minutes.

Commencing the Agenda review with Section III, Action Agenda, Mr. Taylor outlined Items 1A-C, the requests/items to be discussed by the County Human Resources Director. Item 1A, he advised, consisted of a request to fill the vacant position of Personnel Aide *less than part-time (Grade 3, Annual Base Salary of \$24,699 - pro-rated)* due to resignation; he noted this was a non-Union, non-mandated position for which no reimbursements were received.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

Mr. Taylor advised Item 1B included a request for approval for the Personnel Officer to carry over up to five (5) additional (*total of ten*) vacation days earned in 2014 to be used by June 1, 2015. He explained that the Personnel Officer was unable to utilize accrued vacation time in 2014 due to ongoing duties and responsibilities resulting from her transfer from the Department of Social Services Attorney's Office in March of 2014 and her subsequent appointment to the position of Personnel Officer.

Motion was made by Mr. Simpson, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

Continuing to Item 1C, Mr. Taylor referenced the report provided by Gretchen Steffan, County Human Resources Director, pertaining to the tracking of salary implications for positions filled from January - November 2014. Ms. Steffan proceeded to provide a brief outline of the report, noting that a savings of \$236,032.91 had been incurred by the County in association with positions vacated during the months of January-November 2014. She explained that the majority of these savings related to a

reduction in the amount of longevity pay earned by former employees. Mr. Dickinson questioned whether this report included any information relating to legacy costs for retired employees and Ms. Steffan replied that it did not.

Mr. Taylor apprised that Items 2A-E consisted of requests/items to be discussed by the County Administrator, which were addressed as follows:

2A) Request to authorize a 2% increase in the hourly pay rate for all part-time Security Officers in the Sheriff's Department (*from \$16.65 to \$16.98*) effective January 1, 2015 as approved by the Salary and Compensation Plan for 2015. This will not affect the amount budgeted for part-time help because the increase was already accounted for. These positions are included in the 2015 Budget under the "part-time help" category which does not differentiate between the individual positions; therefore, a resolution is necessary to authorize the Treasurer's Office to increase the hourly pay rate for the part-time Security Officer positions to include the additional 2%.

Motion was made by Mr. Merlino, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

2B) Request to amend the Table of Organization to increase the hourly rate for the Sheriff Investigator-Medicaid position from \$25.00 to \$25.50 effective January 1, 2015. This will not affect the amount budgeted for part-time help as the increase was already accounted for.

Motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

2C) Request to amend the Table of Organization to increase the hours of the Keyboard Specialist in the Veterans' Services Department from 28 hours per week to 40 hours per week at a Base Annual Salary of \$25,193 effective January 1, 2015. The costs associated with this increase in hours have been included in the 2015 Budget.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

2D) Request to amend the Table of Organization to increase the number of hours worked by the Executive Secretary of the Traffic Safety Board by six per week effective January 1, 2015. The cost of the additional hours worked will be funded through the Traffic Safety Board Budget which has already been adjusted in the 2015 Budget.

Motion was made by Mr. Merlino and seconded by Mr. Simpson to approve the request.

With regard to Items 2C and 2D, Mr. Dickinson questioned whether the increase in the number of hours worked would change the benefits status and Mr. Dusek replied affirmatively. He explained that the Veterans' Services Keyboard Specialist would become a full-time position making it eligible for health insurance benefits and full leave and sick time accruals; as for the Executive Secretary of the Traffic Safety Board, Mr. Dusek indicated that the position would change from less than part-time to part-time which would make it eligible for pro-rated leave and sick time accruals.

There being no further discussion, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the December 19th Board Meeting.

2E) Request for a contingent fund transfer in the amount of \$20,699.58 for the Human Resources/Civil Service Division.

Mr. Dusek advised that a shortage in the Human Resources/Civil Service Division budget had occurred

as a result a payout of unused sick leave upon the retirement of the prior Personnel Officer, as well as the costs associated with retention of the former Personnel Officer on a part-time basis for training purposes subsequent to retirement. He noted that they did not typically budget for sick leave payouts because they were usually able to handle them through the existing budget; however, he added, in this case they were dealing with a small department that did not have sufficient funding available to cover the costs. Mr. Dusek concluded that if the Committee was in agreement with the request, the matter would need to be referred to the Finance Committee to authorize the Contingent Fund transfer. He noted there was currently about \$42,000 remaining in the Contingent Fund.

Motion was made by Mr. Merlino, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the December 19th Board Meeting.

2F) Request to amend the Table of Organization to set the salary of the Confidential Secretary to the County Administrator position which was recently vacated due to resignation.

Mr. Taylor apprised that this item had been discussed by the Support Services Committee at their meeting held earlier this morning. He said the Committee had approved a request to amend the Table of Organization to set the salary of the Confidential Secretary to the County Administrator at \$37,500 and to refer same to the Personnel Committee for approval.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request to amend the Table of Organization to set the salary of the Confidential Secretary to the County Administrator at \$37,500 and the necessary resolution was authorized for the December 19th Board Meeting.

Concluding the Agenda review, Mr. Taylor noted that Item IV listed the vacancies filled since the last Personnel Committee meeting, as follows:

Department of Public Works -

1. Auto Mechanic #10, *Grade 9, Annual Base Salary \$31,915*, due to retirement. This is a non-mandated, Union position that receives no reimbursements. *Note: the filling of this position was approved by the Public Works Committee contingent upon approval by the County Human Resources Director, County Administrator and Budget Officer.*
2. Building Maintenance Worker #12, *Grade 6, Annual Base Salary \$28,046*, due to termination. This is a non-mandated, Union position that receives no reimbursements.

There being no further business to come before the Personnel Committee, on motion made by Mr. Kenny and seconded by Mr. Sokol, Mr. Taylor adjourned the meeting at 9:14 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board