

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: MARCH 11, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
DICKINSON
GIRARD
VANSELOW
WOOD
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
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
FRASIER
MONROE
SEEBER
MIKE SWAN, WARREN COUNTY TREASURER
JIM CAMPINELL, CITY OF GLENS FALLS FIRST WARD COUNCILMAN
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 Ms. Wood, seconded by Mr. Dickinson 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, Mr. Taylor announced Item 1 pertained to the report on tracking of salary implications for positions filled; privilege of the floor was extended to Gretchen Steffan, *County Human Resources Director*, to address this item. Ms. Steffan advised there were only four positions reported this month, only one of which had actually been filled so far; she added that the report would be updated to include information for the remaining three positions when they were filled, as would be reflected in future reports. On another note, Ms. Steffan apprised that she had recently submitted some new policies for review which she planned to present at the next Committee meeting. She said that if possible, she intended to circulate the proposed policies amongst the Committee members prior to their next meeting to allow time for review and feedback.

Moving on to Item 2, Mr. Taylor outlined the referrals from the Criminal Justice Committee, *District Attorney*, as follows:

- 2A) Request to retain the services of Kevin Donlon, *former Second Assistant District Attorney*, on a consultant basis subsequent to resignation for a term not to exceed six months. There will be no cost to the County for these consultant services as Asset Forfeiture monies will be used.
- 2B) Request to decrease the salary of the Second Assistant District Attorney position, from \$81,633.92 to \$78,477.04 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
- 2C) Request to increase the salary of the Third Assistant District Attorney position, from \$70,300.05 to \$77,456.93 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.
- 2D) Request to decrease the salary of the Fourth Assistant District Attorney position, from \$69,279.94 to \$65,279.94 effective March 23, 2015, prior to promotion, and amend the Table of Organization and Salary Schedule accordingly.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve Agenda Items 2A-D, as presented, and the necessary resolutions were authorized for the March 20th Board Meeting.

Mr. Taylor announced Agenda Item 3 included a referral from the Economic Growth & Development Committee, *Planning & Community Development*, requesting to amend the Table of Organization and Salary Schedule to increase the hours for the part-time GIS Coordinator from not to exceed 20 hours to 28 hours per week, as well as to authorize the temporary position of GIS Technician for a sixteen month project occurring over the term of April 1, 2015 to June 1, 2016 as the result of a grant award. He noted that the grant was essentially intended to perform updates to the E-911 addressing system.

Motion was made by Ms. Wood, seconded by Mr. Girard and carried unanimously to approve the request and the necessary resolution was authorized for the March 20th Board Meeting.

Continuing to Agenda Item 4, Mr. Taylor addressed a referral from the Public Works Committee, *DPW*, to amend the Table of Organization and Salary Schedule to set the salary of the DPW Fiscal Manager position at \$56,966. He noted approval was previously provided to fill this position with a salary to be determined based upon review by the Human Resources Director, who subsequently recommended a salary range of up to \$61,750. Mr. Taylor apprised the Superintendent of Public Works had completed the selection and hiring process and was recommending the 2015 salary for the DPW Fiscal Manager position be set at \$56,966, effective March 16, 2015.

Motion was made by Mr. Girard, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the March 20th Board Meeting.

Mr. Taylor advised Agenda Item 5 included a referral from the Support Services Committee, *Clerk of the Board*, to create and fill the new position of Legislative Office Specialist, *Annual Salary \$34,000*, effective March 23, 2015. He noted that this would begin the reorganization of the Office of the Clerk of the Board due to the upcoming retirement of Joan Sady, *Clerk of the Board*, and would allow the department to hire and begin training a new employee.

Motion was made by Ms. Wood, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the March 20th Board Meeting.

Concluding the Agenda review, Mr. Taylor pointed out Item IV, which consisted of the listing of vacancies filled since the last Personnel Committee meeting, as follows:

District Attorney's Office -

1. Second Assistant District Attorney, *Annual Salary \$81,633.92*, due to resignation, as well as any vacancies created by promotion. This is a non-Union position which is not mandated and receives no reimbursement.

Public Health Division -

1. Public Health Nurse, *Grade 21, Annual Base Salary \$45,679*, due to retirement. This is a non-mandated, Union position which receives 100% insurance reimbursements.

Department of Social Services -

1. Keyboard Specialist #7, *Annual Salary \$25,193*, due to resignation. This is a non-mandated, Union position which receives 50% Federal and 25% State reimbursements.

There being no further business to come before the Personnel Committee, on motion made by Mr. Dickinson and seconded by Mr. Vanselow, Mr. Taylor adjourned the meeting at 9:07 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board