

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JUNE 10, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
DICKINSON
GIRARD
VANSELOW
WOOD

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMY BARTLETT, ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

SUPERVISORS BROCK
CONOVER
FRASIER
MONROE
SEEBER

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMPSON

PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
LLOYD COTÉ, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
MIKE SWAN, COUNTY TREASURER
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST
DAN KANE, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Mr. Taylor called the meeting of the Personnel Committee to order at 9:01 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 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 Items 1A and B consisted of requests/items to be discussed by the Human Resources Department. Due to the lack of Human Resources/Civil Services staff in attendance, Mr. Taylor announced they would bypass the review of Item 1A. Continuing to Agenda Item 1B, Mr. Taylor outlined a request from Patricia Nenninger, *Personnel Officer*, to amend Resolution No. 264 of 2015, *Waiving Section I.B.3 of the Warren County Travel Policy Relating to the GSA Rate for the Warren County Personnel Officer to Attend the 2015 Annual Civil Service Training Seminar*, to change the dates of travel from June 8-10 to June 7-10, 2015.

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

Mr. Taylor advised Agenda Item 2A consisted of a referral from the Health Services Committee, *Public Health*, requesting to amend the Table of Organization and Salary Schedule to delete two Nurse Technician positions and to create and fill the new position of Registered Professional Nurse (RPN), *Grade 19, Annual Base Salary of \$42,719*, effective July 1, 2015, with the actual salary to be determined dependent upon nursing experience.

Pat Auer, *Director of Public Health/Patient Services*, apprised that both of the Nurse Technician positions would be vacated due to retirement. She explained that by taking this action, there would be one less staff member in the Public Health Department, gaining a savings of about \$11,000 plus benefits. Ms. Auer added that the RPN had more qualifications than a Nurse Technician and was able to perform a higher level of work.

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

Item 2B, Mr. Taylor apprised, included a referral from the Health Services Committee, *Westmount Health Facility*, seeking to amend the Table of Organization and Salary Schedule to reflect the following salary adjustments effective June 21, 2015:

- MDS Coordinator - Increase from \$56,182 to \$65,000;
- Staffing/In-Service Coordinator - Increase from \$55,357 to \$65,000;
- Nurse Manager #1 - Increase from \$46,998 to \$60,000 (*Contingent upon Union approval*); and
- Nurse Manager #2 - Increase from \$53,144 to \$60,000 (*Contingent upon Union approval*).

Lloyd Coté, *Administrator of Westmount Health Facility*, apprised that Westmount's Director of Nursing (DON) had resigned and they had elected to promote the person serving as the Staffing/In-Service Coordinator to fill the DON position. With respect to the Nurse Manager positions, he noted that one of these positions had been filled by the same person for about 1½ years, while the other had been vacant for about 4 months, necessitating the use of agency services; Mr. Coté added that because the starting salary for the Nurse Manager position was so low, they were having trouble attracting a viable candidate to fill the vacancy. He said they had proposed to increase the salaries of the Nurse Managers to \$60,000 in order to fill the vacancy and he noted that this salary rate was well within the range that Centers Health Care paid staff of this magnitude. Mr. Coté commented that they were currently paying more for agency services than they would to increase the Nurse Manager salaries. As for the MDS Coordinator and Staffing/In-Service Coordinator positions, he explained that both were on the same level and so he had decided to request similar salary increases for both positions. He further explained that the MDS Coordinator was the position in charge of billing to bring revenues into Westmount and the employee filling this position had done an excellent job in that capacity. Mr. Coté concluded that all four positions were of a senior level and staffed by Registered Nurses.

In relation to the request concerning a salary increase for the Nurse Manager #2 position, Paul Dusek, *County Administrator*, pointed out that although the request was to increase the base salary to \$60,000, it should be noted that the actual total salary paid would be \$62,424 as the existing staff member had accrued longevity pay. He added that the difference in the actual salaries paid for the Nurse Manager #1 and #2 positions was fair because there should be some differentiation from the starting pay level to acknowledge the longevity of the current employee. Mr. Dusek also noted it was his understanding that they intended to pay the new DON staff member at the same salary rate as the previous DON and Mr. Coté confirmed this was correct. Mr. Dusek advised that as part of their approval process, the Committee should acknowledge and approve this action.

Motion was made by Mr. Vanselow, seconded by Mr. Dickinson and carried unanimously to approve the request for salary adjustments for four Westmount positions, as outlined above, as well as to acknowledge and approve the salary rate for the DON position, and the necessary resolution was authorized for the June 19th Board Meeting. *Note: Subsequent to the meeting it was determined that a resolution was not necessary to acknowledge the salary for the DON position as it was already established and the meeting minutes were sufficient to acknowledge its continuation.*

Moving on to Agenda Item 3, privilege of the floor was extended to Mr. Dusek to address the requests/items to be discussed by the County Administrator.

Mr. Dusek advised Item 3A pertained to a request to amend Resolution Nos. 785 of 2012 and 54 of 2013 to reflect a change in the methodology for calculating vacation accruals for employees hired after December 21, 2012 (CSEA) and January 18, 2013 (*non-bargaining*) to improve the process and provide efficiency by eliminating manual adjustments to the timekeeping system. He explained that the current process allowed for the accrual of vacation time in 3-hour increments earned each pay period, with an additional full day being accrued every 6 months; however, he added, this required the Human

Resources Department to make manual entries to adjust the time earned. Mr. Dusek apprised they had determined an alternate procedure to allot employees a 3.08 hour vacation accrual each pay period which would achieve the same annual accrual, but without the need for the Human Resources Department to make manual entries. He assured the Committee that this change would not affect the total amount of vacation time accrued, but would make the process less labor intensive for the Human Resources staff.

Motion was made by Mr. Girard, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Continuing, Mr. Dusek advised Item 3B pertained to PBA collective bargaining negotiations, for which an executive session would be necessary. He noted that Larry Paltrowitz, *Special Counsel*, had worked on the PBA negotiations, along with Martin Auffredou, *County Attorney*, and would address the Committee on this matter; however, he stated, Mr. Paltrowitz was not present. He suggested that they continue the agenda review and address this item when Mr. Paltrowitz arrived.

Returning to the salary adjustments for Westmount's Nurse Manger #1 and #2 positions, Mr. Dusek apprised these changes had required Union review and approval, subsequent to which Mr. Paltrowitz had indicated the changes could be made part of the Memorandum of Agreement (MOA) between the County and the CSEA relating to impact bargaining negotiations, as previously approved by the Board of Supervisors (*Resolution No. 282 of 2015 - adopted May 15, 2015*). He advised that if the Committee was in agreement, a motion would be necessary to approve this amendment to the MOA.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to amend the MOA between Warren County and the CSEA to include the aforementioned salary adjustment for the Nurse #1 and Nurse #2 positions and the necessary resolution was authorized for the June 19th Board Meeting.

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

IV. Vacancies Filled:

Health Services-

- 1) Community Health Nurse, *Grade 20, Annual Base Salary \$41,547*, due to resignation. This is a non-mandated, Union position which receives 100% reimbursements from Federal/State funding and private pay insurance.

Mental Health-

- 1) Deputy Director-Clinical, *Annual Salary \$65,234*, due to resignation. This is a mandated, non-Union position which receives reimbursements of 50% State and 25% from Washington County.

Public Defender-

- 1) 1st Assistant Public Defender, *Annual Salary \$69,544*, due to promotion. This is a non-mandated, non-Union position which receives no reimbursements;
- 2) 2nd Assistant Public Defender, *Annual Salary \$59,538*, due to promotion. This is a non-mandated, non-Union, position which receives no reimbursements;
- 3) 3rd Assistant Public Defender, *Annual Salary \$56,770*, due to promotion. This is a non-mandated, non-Union position which receives no reimbursements;
- 4) 4th Assistant Public Defender, *Annual Salary \$54,934*, due to promotion. This is a non-mandated, non-Union position which receives no reimbursements.

Westmount-

- 1) Director of Nursing, *Annual Salary \$88,434*, due to resignation. This is a non-mandated, non-Union position which receives no reimbursements;
- 2) In-Service Coordinator, *Annual Salary \$55,357*, due to resignation. This is a non-mandated, non-Union position which receives no reimbursements;
- 3) Health Facility Records Specialist, *Grade 14, Annual Base Salary \$36,815*, due to resignation.

- This is a non-mandated, Union position which receives no reimbursement; and
- 4) Health Facility Office Specialist, *Grade 14, Annual Base Salary \$36,815*, due to resignation.
This is a non-mandated, Union position that receives no reimbursement.

As the Agenda review was concluded and Mr. Paltrowitz had yet to arrive, Mr. Taylor suggested that the Committee take a brief recess.

The Committee recessed from 9:12 a.m. until 9:19 a.m.

Mr. Merlino entered the meeting during the recess.

Upon reconvening, Mr. Taylor announced that because Mr. Paltrowitz was still not in attendance, this matter would be referred to the Finance Committee to be addressed when Mr. Paltrowitz arrived.

There being no further business to come before the Personnel Committee, on motion made by Mr. Girard and seconded by Mr. Kenny, Mr. Taylor adjourned the meeting at 9:20 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board
As written by Amanda Allen, Clerk of the Board