

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JULY 8, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
SOKOL
DICKINSON
GIRARD
VANSELOW
SIMPSON

COMMITTEE MEMBERS ABSENT:

SUPERVISORS KENNY
MERLINO
WOOD

OTHERS PRESENT:

REPRESENTING THE HUMAN RESOURCES & CIVIL SERVICE ADMINISTRATION:
JACKIE FIGUEROA, EXECUTIVE ASSISTANT TO THE COUNTY HUMAN
RESOURCES DIRECTOR
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
CONOVER
FRASIER
MONROE
SEEBER
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY
SERVICES
MIKE SWAN, COUNTY TREASURER
PAMELA VOGEL, COUNTY CLERK
BUD YORK, WARREN COUNTY SHERIFF
FRED AUSTIN, WARREN COUNTY 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 9:00 a.m.

Motion was made by Mr. Girard, 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 Items 1A-B consisted of requests/items to be discussed by the Human Resources Department; privilege of the floor was extended to Jackie Figueroa, *Executive Assistant to the County Human Resources Director*, to address Item 1A which pertained to the Report on tracking of salary implications for positions filled. Ms. Figueroa noted that the Agenda included a copy of the Report, reflecting that several positions had been filled. She asked if there were any questions on the Report; however, there were none.

With respect to Agenda Item 1B, Warren County Voluntary Benefits Survey, Paul Dusek, *County Administrator*, advised the Survey had been prepared as a follow-up to past conversations concerning the possibility of offering employees a cafeteria plan allowing them to save money for various medical supplies and etc. that were not covered by their current insurances. Mr. Dusek noted that this plan would be similar to those offered by Aflac and he advised distributing this Survey to County employees would be the first step in assessing whether there was interest in this type of program before moving forward in placing it. He advised a copy of the Survey was included in the Agenda packet for the Committee's review.

Motion was made by Mr. Girard, seconded by Mr. Simpson and carried unanimously to authorize distribution of the aforementioned Survey documents to County employees.

Continuing to Agenda Item 2, Mr. Taylor outlined a referral from the Public Works Committee, requesting ratifying authorization for Maja A. Tiokinska-Scroggins, *DPW Senior Account Clerk*, to enroll in job-related courses, as well as to authorize reimbursement for 50% of the course costs. (*Course Titles: Math of Finance, Office Productivity, Accounting for Not-for-Profit Governmental Organizations, Accounting Micro Applications II; Course Location: SUNY Adirondack; Course Term: January 2015 - May 2015; Total Course Cost: \$2,250.20*).

Martin Auffredou, *County Attorney*, pointed out there were some questions regarding the total amount to be reimbursed to Ms. Tiokinska-Scroggins; therefore, he stated, it was important for it to be noted that, if approved, the reimbursement provided would be up to 50% of the total tuition cost listed.

Mike Swan, *County Treasurer*, indicated that Jeffery Tennyson, *Superintendent of Public Works*, and Rob Lynch, *Deputy County Treasurer*, had been going over the tuition figures to try and determine the appropriate reimbursement amount. He advised the confusion caused was due to the fact that Ms. Tiokinska-Scroggins had been awarded a Pell Grant to cover some of her tuition. He explained that the reimbursement submitted for the past fall semester had not accounted for the Pell Grant, leading the County to over-reimburse Ms. Tiokinska-Scroggins by about \$265; Mr. Swan said he wanted to make sure the same did not occur for her spring semester courses. Additionally, Mr. Swan stated this request concerned him because he had declined a request from one of his own staff to submit for the same authorizations based on the fact that permissions had not been sought prior to commencing the courses undertaken. He continued that the documentation currently under consideration for Ms. Tiokinska-Scroggins was dated June 26th, while the course dates were for January-May, 2015 and authorization was supposed to have been granted before taking the courses. Mr. Auffredou interjected that in this instance, it was his understanding that it was well known that Ms. Tiokinska-Scroggins had been undertaking courses at SUNY Adirondack for quite some time, and this matter was the result of a simple administrative oversight which he was sure Mr. Tennyson would attest to if he were present.

Motion was made by Mr. Sokol, seconded by Mr. Vanselow and carried unanimously to approve the request as presented, authorizing reimbursement to Ms. Tiokinska-Scroggins for up to 50% of the course costs with the exact reimbursement amount to be determined pending further review, and the necessary resolution was authorized for the July 17th Board Meeting.

Mr. Taylor announced Agenda Items 3A-C consisted of requests/items to be discussed by the County Administrator, which he asked Mr. Dusek to address.

Mr. Dusek noted that Item 3A pertained to an update on the status of the County Human Resources Director position. He apprised that the deadline for submission of applications for the vacant position had been July 2nd and he advised that a total of eight applications had been received, all of which he had preliminarily reviewed. Mr. Dusek commented it seemed there were some qualified individuals amongst these applicants; however, he added, the final determination on qualifications would be made by the Civil Service Department. Mr. Dusek indicated that he had turned all of the applications received over to Trish Nenninger, *Personnel Officer*, to confirm qualifications and eligibility, which she was currently in the process of doing. He noted that this process may take some extra time as not all of the submissions received had included a complete job application. Mr. Dusek said he anticipated Mrs. Nenninger would complete her review later this week, returning those who qualified for the position to him. With respect to the interview process for qualified applicants, Mr. Dusek questioned whether the Committee preferred to hold the interviews during a special meeting or wait until their next regular meeting in August.

When asked if there was a need to rush this decision, Mr. Dusek responded that Ms. Figueroa was doing a great job of managing the daily operations of the Human Resources Office in the absence of a County Human Resource Director, but she was unable to progress with other tasks. Mr. Dickinson questioned whether all eight candidates would be interviewed or only a select few; Mr. Dusek responded that while

he would forward the information on all of the qualified candidates to the Committee members, he planned to review each eligible submission and provide his recommendations in order to narrow the number of candidates interviewed.

Following further discussion, it was the consensus of the Committee that Mr. Dusek's Office would canvass the Committee members for their availability to schedule a special Committee meeting for the purpose of interviewing qualified candidates for the County Human Resources Director position once the Civil Service review process was complete.

Continuing to Agenda Item 3B, *Appointment to the Reallocation Committee to replace Gretchen Steffan*, Mr. Dusek apprised that Warren County and CSEA representatives would be meeting soon to discuss prospective reallocation of positions within the CSEA bargaining unit. He reminded the Committee members that the CSEA contract provided this platform as a means for possible changes to salary grade levels and he noted some of the departments with issues to discuss included the County Clerk and the Department of Social Services. Mr. Dusek advised the County's representatives for these discussions included Chairman Geraghty, Supervisor Thomas, himself, and Gretchen Steffan, *former County Human Resources Director*. He continued that as these meetings were to be held in the near term, he would suggest that Ms. Figueroa be temporarily appointed to the Reallocation Committee, pending the selection of a new County Human Resources Director.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to temporarily appoint Jackie Figueroa, *Executive Assistant to the County Human Resources Director*, to the Reallocation Committee pending the selection of a permanent County Human Resources Director, and the necessary resolution was authorized for the July 17th Board Meeting.

Mr. Dusek advised Agenda Item 3C related to the need for extension of the agreement with Capital Financial for administration of the PBA Health Reimbursement Account (*HRA*). He explained the HRA programs had been implemented a number of years ago for all union agreements to provide reimbursements to employees when the co-payments associated with health insurance coverage were increased, at which time the County had contracted with Capital Financial to administer the HRA. Mr. Dusek further explained that the HRA programs had been discontinued when the last contracts were secured for all unions but the PBA; he added that they had only recently reached an agreement with the PBA and as a result, the County was required by law to continue part of the HRA program for them. Mr. Dusek said that Capital Financial had continued to administer the HRA program as they always had, but only for the PBA union, and now that the HRA program for the PBA had been discontinued, they were required to continue this administration through the "run out" period in which PBA employees were allowed to submit any lingering claims. Mr. Dusek pointed out that while the agenda referenced a 90-day run out period, the term was actually for 120 days; he added that a 90-day run out period only applied if an employee terminated health insurance coverage.

Continuing, Mr. Dusek advised the last time the agreement for HRA administration with Capital Financial was addressed was through Resolution No. 570 of 2013 which extended the agreement through 2014, as they had anticipated all of the HRA programs would be concluded by that time; he added that because the PBA contract had not been secured as anticipated, they would need to extend the agreement with Capital Financial for the HRA program administration through July 1, 2015 for the regular administration, as well as for the 120-day run out period. Mr. Dusek advised Capital Financial had agreed to charge \$20 per month as their administrative fee for the 120-day run out period, which was much less than the administrative fee agreed to through this contract, because they did not expect a lot of claims to be made. He concluded that, if the Committee was in agreement, he would recommend a resolution be approved to extend the agreement with Capital Financial for administration of the HRA program, as previously described.

Motion was made by Mr. Vanselow, seconded by Mr. Dickinson and carried unanimously to extend the

agreement with Capital Financial for the HRA program administration through July 1, 2015 at the agreed upon contract rate, as well as for the following 120-day run out period at a rate of \$20 per month, and the necessary resolution was authorized for the July 17th Board Meeting.

Privilege of the floor was extended to Mr. Auffredou to address Agenda Item 4 which pertained to the draft Sick Leave Donation Policy for Out-of-Unit Employees. Mr. Auffredou began by apprising the draft Policy included in the Agenda packet represented an initiative Ms. Steffan had begun during her tenure as the former County Human Resources Director, which he had since worked to finalize with assistance from Ms. Figueroa. He explained the purpose of this Policy was to create the ability for non-Union employees to donate one sick day to another employee when needed; he added that policies of this nature were already in place for Union employees, but this was the first incarnation for staff outside of the collective bargaining units. Mr. Auffredou provided a brief overview of the Policy, as provided in the Agenda packet. At the conclusion of Mr. Auffredou's remarks, Ms. Figueroa noted that during the last two incidents where sick leave donations were allowed, several non-Union employees had volunteered to make donations but were unable to do so because there was not a policy in place allowing for such.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the Sick Leave Donation Policy for Out-of-Unit Employees, as presented, and the necessary resolution was authorized for the July 17th Board Meeting.

Concluding the Agenda review, Mr. Taylor noted Item IV included a listing of vacancies filled since the last Personnel Committee meeting, as follows:

IV. Vacancies Filled:

County Clerk-

- 1) Record Clerk, Grade 7, Annual Salary \$30,204, due to resignation. This is a non-mandated Union position which receives no reimbursement. **Note: The filling of this position was approved by the County Clerk-Motor Vehicles Committee contingent upon the necessary approvals from the County Administrator and Budget Officer being provided.**

Public Works -

- 1) MEO Light #15, Grade 5, Annual Salary of \$27,345, due to resignation. This is a non-mandated Union position and receives no reimbursement.
- 2) MEO Medium #4 Grade 7, Annual Salary of \$30,204, due to retirement. This is a non-mandated, Union position, and receives no reimbursement.
- 3) MEO Light #22, Grade 7, Annual Salary of \$30,204, due to retirement. This is a non-mandated, Union position and receives no reimbursement.

There being no further business to come before the Personnel Committee, on motion made by Mr. Dickinson and seconded by Mr. Sokol, Mr. Taylor adjourned the meeting at 9:19 a.m.

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