

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: SEPTEMBER 9, 2015

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
DICKINSON
VANSELOW
WOOD
SIMPSON

COMMITTEE MEMBER ABSENT:

SUPERVISOR GIRARD

OTHERS PRESENT:

REPRESENTING THE HUMAN RESOURCES & CIVIL SERVICE ADMINISTRATION:
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BROCK
CONOVER
MCDEVITT
MONROE
SEEBER
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
ROBERT IUSI, DIRECTOR, PROBATION
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
MIKE SWAN, COUNTY TREASURER
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS
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. Vanselow, 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, Mr. Taylor announced Items 1A-C consisted of a requests/items to be discussed by the Human Resources Director/Personnel Officer. Privilege of the floor was extended to Jackie Figueroa, *County Human Resources Director*, to address Item 1A, pertaining to the report on tracking of salary implications for positions filled. Ms. Figueroa advised the Report provided in the Agenda packet included a few new positions which had been added since the last Committee meeting, most of which were still vacant. As there were no immediate inquiries from the Committee, Ms. Figueroa asked anyone with questions to contact her Office.

Moving on to Item 1B, Mr. Taylor outlined a request from the Personnel Officer to increase the hours worked by the Personnel Aide (*Part Time*) to an amount not to exceed 29 hours per week, as well as to clarify the hourly rate of pay as \$12.11, effective September 21, 2015, and to amend the Table of Organization and Salary Schedule accordingly.

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

Privilege of the floor was extended to Patricia Nenninger, *Personnel Officer*, who explained her staff currently included a Grade 3 Personnel Aide who worked up to 20 hours per week. She further explained that in order to meet the needs of her Office in regards to test administration and records processing, she was seeking to increase the hours worked for this position to an amount not to exceed

29 per week. Ms. Nenninger noted there was funding available within the existing budget to support the costs associated with this change.

There being no inquiries from the Committee, Mr. Taylor called the question and the aforementioned motion was carried by unanimous vote to approve the request and the necessary resolution was authorized for the September 18th Board Meeting.

Mr. Taylor announced Agenda Item 1C pertained to a review of Civil Service Division Budget, which he asked Ms. Nenninger to address. Ms. Nenninger pointed out that copies of the Civil Service Budget were included in the Agenda packet for the Committee's review and she noted that she was presenting her budget early because she would be away for the next Committee meeting. She explained the single most important component of her budget request for 2016 was for additional staffing at the clerical level in the form of a Grade 6 Personnel Clerk. Ms. Nenninger acknowledged this was a difficult budget year and understood that any additional staffing requests should come with very specific reasoning and undertakings; therefore, she stated, she would like to take a moment to explain why her Office required this additional clerical staff. Ms. Nenninger noted that although the Civil Service Division had now separated from the Human Resources Division, both offices continued to work in concert with one another. She indicated that the Civil Service Division was currently in the process of undergoing a complete rebuild from the foundation up, and they were working on a myriad of backlogs in all program areas, current requests for responses to various Departments and towns, as well as updates to policies and procedures and the implementation of same, the education for all agencies and modernization of systems. She said her Office handled transactions for all 31 County Departments, which included 2,250 County employees under the administration of the Civil Service merit system, as well as all of the towns, the school districts, the City of Glens Falls, the Village of Lake George, Crandall Library, SUNY Adirondack and all special districts. Ms. Nenninger apprised that the paperwork for all new or exiting employees for the aforementioned entities was processed by her Office, as well as the required permanent retention of these documents; she noted that the accuracy of these records necessitated handling by good clerical staff. She reiterated they were in the process of rebuilding the Office and additional clerical staff was essential to make this successful.

Ms. Nenninger continued that some may question why additional staff was needed in light of her previous request to increase the hours of her part-time Personnel Aide and she explained this would give them an opportunity to better implement a more aggressive testing system. She further explained Civil Service testing was offered on Saturdays and they needed to have sufficient staffing available to shuffle people around to cover the testing while still completing their regular duties. Additionally, Ms. Nenninger apprised 2016 would bring about the retirement of the Office's long-time Personnel Technician; she added that although this person had not yet announced their official retirement date, there was an indication that it would happen in 2016 and this situation presented an opportunity to get a staff member in place to fill the vacancy when it occurred. Ms. Nenninger pointed out that she was requesting the addition of a Grade 6 Personnel Clerk which was high enough to act in concert with everyone else in the Office, to take on a lot of the transactional documentation and maintenance; she advised that if the position were to be authorized in January, they could potentially hire someone for a permanent position in June, following Civil Service testing which was likely to occur in April. Ms. Nenninger further advised that for one week in each of the months of September, October and November the State's Civil Service Agency offered training courses which the new staff could be sent to at no cost to the County except for those related with transportation and meals. She said she felt in 2016 it was very important to put staff in place for their rebuild, which was a required. Ms. Nenninger advised that as per the documentation provided, the 2016 Budget request, inclusive of the addition of the new clerical staff, represented an increase of \$14,127 over the 2015 Budget for the Civil Service Division. She pointed out that the Agenda packet also included a draft job description for the Personnel Clerk position so that the Committee would have a better understanding of the myriad of clerical level processes her Office engaged in. She mentioned that over the last 16 months she had

served as the Personnel Officer, she had learned the key to success was based in accurate processing of records.

Ms. Nenninger said that while the addition of a staff was the largest new item in her 2016 Budget proposal, she would also point out the increase in Budget Code A.1430 439, *Civil Service, Misc Fees & Expenses*, which was attributed to an increase in testing to address a backlog in provisional appointments and the movement to implement a more aggressive testing program to be proactive in providing listings of tested individuals in advance of vacancies to reduce the number of provisional appointments. She indicated that the State was becoming more proactive in their testing and she believed the County had an opportunity for more success in this area, as well. In conclusion, Ms. Nenninger acknowledged that the Personnel Committee had many other items to review today and she stated her appreciation for their early review of her budget request.

Ms. Seeber questioned whether Ms. Nenninger had already exhausted all other possibilities, including the possibility of an internship, before asking for this position, and she also questioned the current staffing level in the Civil Service Office. Ms. Nenninger responded an intern had been used last year, when the Civil Service and Human Resources Offices were combined, and that intern had worked primarily in assistance with Human Resources functions. She noted that the two Offices were now separate and the position she was putting forth was essential for the processing of Civil Service records and getting the Office on track for the necessary rebuild. Ms. Nenninger advised the Human Resources Budget, which would be reviewed at the next Personnel Committee meeting, would not include any requests for additional staffing and would only maintain the current two-person staffing level that included the Human Resources Director and the Executive Secretary to the Human Resources Director. She noted that the Civil Service and Human Resources Divisions were located in a shared space, with the Personnel Aide for the Civil Service Division being the person who greeted, directed and answered questions of visitors to either Office. Ms. Nenninger reiterated that the Civil Service and Human Resources Offices worked in concert, covering for each other as necessary; however, she stated, the new Personnel Clerk position requested would be identified solely for the essential component of processing Civil Service records. With regards to the idea of using intern assistance, Ms. Nenninger said she had never pursued an intern because having permanent employees on staff was imperative at this time. She added that in the future, when the Office was through its rebuild process, she may consider the idea of an intern. Ms. Nenninger pointed out that the Civil Service Division employed a very unique structure in terms of rules and processes, and while having intern assistance for some paper processing was a good idea, the work required to maintain and progress policies and procedures in compliance with Civil Service requirements necessitated the use of permanent employees.

Mr. McDevitt commented the use of interns was a good idea in terms of enabling students to obtain necessary work experience; however, he questioned whether it made sense not to pay interns for the time they spent working at the County. He opined that interns should receive some benefit for the work they did, at least in accordance with minimum wage rates exclusive of any health insurance benefits.

Mr. Taylor congratulated both Ms. Nenninger and Ms. Figueroa on the work they had done in their collaborations.

There being no further discussion, motion was made by Mr. Simpson, seconded by Mr. Kenny and carried unanimously to approve the 2016 Budget submission provided by Ms. Nenninger for the Civil Service Division and refer same to the Budget Officer.

Resuming the Agenda review with Agenda Item 2, Mr. Taylor outlined a referral from the Criminal Justice Committee, *Probation*, requesting to reclassify the position of Probation Officer #2 to the position of Probation Officer Trainee #1, *Grade 18, Annual Base Salary \$39,004*, effective September

21, 2015, thereby amending the Table of Organization and Salary Schedule accordingly, as well as to authorize the Director of Probation to fill the new Probation Officer Trainee #1 position due to creation.

Robert Iusi, *Probation Director*, explained the Probation Officer #2 position had been vacated due to retirement and he wished to reclassify it to create a Probation Officer Trainee position to hire staff at a lower level, and a lower salary, in order to expand the pool of candidates hired from. He noted that a Probation Officer Trainee would be hired at a salary savings of \$3,000, allowing this person to be trained appropriately before being promoted to a Probation Officer position after one year.

Motion was made by Ms. Wood, seconded by Mr. Simpson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 18th Board Meeting. *Note: Subsequent to the meeting Mr. Iusi chose to withdraw the request, advising that he wished to revisit this matter with the Criminal Justice Committee to proceed in an alternate manner.*

Mr. Taylor announced Agenda Items 3A-B, pertained to the following referrals from the Health Services Committee, *Westmount Health Facility*:

- A) Request to amend Resolution No. 328 of 2015, and the Table of Organization and Salary Schedule, to correct the salary of the MDS Coordinator position to include two years of annual 2% salary increases, retroactive to June 21, 2015. This will increase the annual salary from \$65,000 to \$67,626; and
- B) Request to amend Resolution No. 307 of 2013 to include all full-time, part-time and per diem positions with RN, LPN, CNA and Rehab Aide designations so that all will be assigned the appropriate salary grade step based upon experience.

Motion was made by Mr. Kenny, seconded by Mr. Simpson and carried unanimously to approve the requests as presented and the necessary resolutions were authorized for the September 18th Board Meeting.

Mr. Taylor reported that Agenda Items 4A-B pertained to the following referrals from the Social Services Committee, *Department of Social Services*:

- 4A) Request to change the vacant position of Part-Time Assistant Social Services Attorney, *Annual Salary \$35,000, not to exceed 20 hours per week*, to Full-Time Assistant Social Services Attorney, *Annual Salary \$62,500*, effective September 21, 2015.

Paul Dusek, *County Administrator*, advised the Department of Social Services had not been successful in finding a candidate to fill the Part-Time Assistant Social Services Attorney position and for this reason, and because of their current workload, they had decided to request that this position be made full-time. He commented he would defer to Mr. Simpson, *Chairman of the Social Services Committee*, for additional comments on this request, but noted he believed this change would result in the best outcome for the Department of Social Services; Mr. Dusek also pointed out that this position would be partially reimbursable.

Motion was made by Ms. Wood, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the September 18th Board Meeting.

- 4B) Request to authorize Linda Morgan, *Social Welfare Examiner*, to enroll in job related courses at SUNY Adirondack (*Sociology 101; Psychology 101 - 3 credits each*).

Motion was made by Ms. Wood, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the September 18th Board Meeting.

Continuing to Agenda Items 5A-B, Mr. Taylor outlined the following referrals from the Support Services

Committee, *Information Technology* :

- 5A) Request to reclassify the position of Analyst/Programmer (*Annual Salary \$62,220.08*) to Senior Computer Systems Analyst/Programmer (*Annual Salary \$68,220.08*) effective September 21, 2015 and to amend the Table of Organization and Salary Schedule accordingly.

Mike Colvin, *Director, Information Technology*, stated the County had previously authorized and partially funded continuing education for the person filling the Analyst/Programmer position; however, he stated, they had not recognized this increase in knowledge or capability through a change of title. Mr. Colvin advised that by making this change they would be allowing a senior position for new employees to aspire to while being trained and they would also be protecting the investment the County had made in funding the continuing education of the Analyst/Programmer. Ms. Seeber pointed out this may set a precedent for other Departments, indicating that staff who furthered their education would receive salary adjustments. Mr. Colvin conceded this may be the case, but suggested that they review each of these matters on a case by case basis. Ms. Nenninger asserted that Mr. Colvin had gone to great lengths to research his request before making it, considering qualifications, workload and duties performed to ensure the position was properly classified in association with Civil Service standards and not solely based on education.

Motion was made by Ms. Wood, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the September 18th Board Meeting.

- 5B) Request to compensate an employee who was underpaid for work performed in 2014. This request relates to a part-time position for which the salary was set by Resolution No. 732 of 2013 according to 2013 salary rates; the part-time employee was hired in 2014, but was paid according to the 2013 rate. The total compensation due amounts to \$78.67.

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 September 18th Board Meeting.

Mr. Taylor remarked that Agenda Item 6 referred to the County Auditor position which would be addressed by Mr. Dusek. Mr. Dusek noted that because this discussion would include matters relating to the appointment of a particular person, an executive session should be called.

Motion was made by Mr. Kenny, seconded by Mr. Simpson 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 9:34 a.m.

Messrs. Dickinson and Merlino entered the meeting during the executive session.

Upon reconvening, Mr. Taylor announced no action had been taken during the executive session.

Note: The Committee refrained from reviewing the list of vacancies filled since the last meeting, however, that information was included on the Agenda under Item IV.

There being no further business to come before the Personnel Committee, on motion made by Mr. Dickinson and seconded by Mr. Merlino, Mr. Taylor adjourned the meeting at 9:35 a.m.

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