

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: MAY 1, 2008

COMMITTEE MEMBERS PRESENT:	OTHERS PRESENT:
SUPERVISORS KENNY	PAM VOGEL, COUNTY CLERK
BELDEN	JODY ROSS, DEPUTY COUNTY CLERK
BENTLEY	HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES
COMMITTEE MEMBERS ABSENT:	JOAN SADY, CLERK, BOARD OF SUPERVISORS
SUPERVISORS SHEEHAN	SUPERVISOR STEC
O'CONNOR	TRISH NENNINGER, SECOND ASSISTANT COUNTY ATTORNEY
	AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Kenny called the meeting of the County Clerk-Motor Vehicles Committee to order at 11:30 a.m.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to approve the minutes from the April 2, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee members. *A copy of the agenda is also on file with the minutes.*

Ms. Vogel apprised that although she was sensitive to the concerns of the Board of Supervisors with regards to finances at the present time, she was forced to present a personnel request for their consideration. She reminded the Committee that, as discussed in prior meetings, one of her staff members, a Legal Recording Clerk, had been out of work on family medical leave since the end of November and she and her staff had been looking forward to the employee's return on April 21st. Ms. Vogel stated that, unfortunately, the employee had been unable to secure affordable care for her infant and toddler children and had therefore submitted her resignation. She said that while saddened by the loss of such a capable and talented employee, the importance of filling the vacancy could not be understated or dismissed as the duties of the position were mandated by statute.

Ms. Vogel explained that the Legal Recording Clerk position was tremendously vital as it ensured equitable distribution of the workload within the Office, as per the Union contract, while providing necessary services to the public. She noted that some of the responsibilities of the Office of the County Clerk, and the position in question, consisted of recording all real property transactions affecting County property, filing and processing of Court documents, filing of judgements brought against real property by businesses, as well as many other duties. Ms. Vogel summarized that the services provided by her Office were for the direct benefit of both Warren County residents and business owners.

Ms. Vogel apprised that the current staffing of her Office was not excessive and consisted of seven employees, three of which were Legal Recording Clerk positions. She added that all three of the Legal Recording Clerks worked at the front counter in the County Clerk's Office to maintain the filing and recording needs of the public, professional and judicial communities.

Because a computerized system was used, Ms. Vogel stated that the position required a person with extensive knowledge and experience to handle the considerable duties required of them. She noted that the agenda

included an activity report which reflected the transactions performed by her staff for 2007 and for the first quarter of 2008. Ms. Vogel noted that although there had been a decline in the number of transactions performed in some areas, there had been increases in the number of judicial and judgement filings received. She stated that although these categories were not the most lucrative for the County, they were necessary nonetheless and staffing was required to provide them.

Ms. Vogel advised that in reviewing the leave time taken by the two remaining Legal Recording Clerk staff, one of which was a senior position, she had found that only four days had been used since November. She noted that it was not possible for the staff to use the time afforded to them by Union contract because there was no other staff available to assume their responsibilities for that time. Ms. Vogel stated that funding for the position's base salary of \$27,559 had been included in the 2008 Budget and some savings would be incurred as the longevity of the previous employee had increased her salary to \$29,000.

Mr. Kenny apprised that he had met with Ms. Vogel to discuss this position and the importance of it in consideration of Budget constraints. He stated that while many vacant positions were unnecessarily presented as vital to the County, this position was critical and could not be neglected. Mr. Kenny then noted that substantiating documentation, such as that provided by Ms. Vogel, was not normally provided when filling positions; however, he said, he felt that it should be.

Mr. Belden asked if the \$27,000 base salary was for a full twelve months or for the balance of 2008 and Ms. Vogel replied that this was the annual salary, which would not be expended as the position would not be occupied for the full year.

Joan Sady, Clerk of the Board of Supervisors, asked if there was a listing of Civil Service tested eligibles available for hiring consideration and Ms. Vogel replied in the negative, noting that the position would have to be advertised. Ms. Vogel added that she felt there would be a delay in filling the position as considerable requirements would be expected of the candidate they sought, such as paralegal skills and experience in a real property, title company or law office. Mrs. Sady apprised that she had received a considerable response to a posting for the vacancy of a Legislative Office Specialist position in her own Office simply through advertising the position on the Warren County website, with Adirondack Community College and the Department of Labor.

Motion was made by Mr. Bentley, seconded by Mr. Belden and carried unanimously to approve the request to fill the vacant position of Legal Recording Clerk, base salary \$27,559, and refer same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.*

Ms. Vogel thanked the Committee for their sensitivity to the needs of the Office and the approval of her request.

As there was no further business to come before the County Clerk-Motor Vehicles Committee, on motion made by Mr. Bentley and seconded by Mr. Belden, Mr. Kenny adjourned the meeting at 11:40 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist