

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **FEBRUARY 6, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Haskell
Belden
Stec
Sokol
Tessier

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk
Paul Dusek, County Attorney
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Supervisor Bentley
Supervisor Champagne
Supervisor Geraghty
Supervisor Merlino
Supervisor O'Connor
Todd Lunt, Director, Human Resources
Candace Kelly, Director, Office for the
Aging
Robert Phelps, Commissioner, Department
of Social Services
William Lamy, Superintendent, DPW
Pat Auer, Director, Health Services
Frank Morehouse, Superintendent of
Buildings
Barbara Taggart, Administrator,
Westmount Health Facility
Marv Lemery, Director, Office of
Emergency Services
Karen Putney, Administrator, Fire
Prevention & Building Codes
Michael Swan, Director, Real Property Tax
Services
Joanne Collins, Legislative Office Specialist
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Prior to commencing the Agenda review, Mr. Haskell requested an executive session to discuss the employment history of a particular person.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:01 a.m. to 9:38 a.m.

Committee reconvened. Mr. Thomas noted that no action was necessary pursuant to the executive session.

Mr. Thomas apprised Items 1A through D on the Agenda were referrals from the Criminal Justice Committee. Items 1A and B, he said, were referred from the District Attorney and 1A was a request to decrease the salary of Investigator, Employee No. 7502, from the former base salary of \$30,965 to the current base salary of \$25,802 and to decrease the work hours from 24 per week to 20 per week; thereby amending the Department's Table of Organization. He stated Item 1B was a request to increase the salary of Investigator, Employee No. 10493, from the former base salary of \$30,965 to the current base salary of \$36,123 and to increase the work hours from 20 per week to 28 per week; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Items 1A and B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas added Items 1C and D were referred from the Probation Department. He noted Item 1C was a request to fill the vacant position of part-time Word Processor Operator, base salary of \$12,240, Employee No. 11300, due to resignation and Item 1D was a request to fill the vacant position of part-time Probation Assistant, base salary of \$14,516, Employee No. 10917, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Items 1C and D as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas expounded Items 2A through L were referrals from the Health Services Committee. He stated Items 2A through D were referred from the Health Services Department and he listed the requests as follows:

- A) Request to fill the vacant position of WIC Program Aide, base salary of \$22,988, Grade 3, Employee No. 11186, due to resignation;
- B) Request to fill the vacant position of Word Processing Operator, base salary of \$24,059, Grade 4, Employee No. 8830, due to resignation;
- C) Request to fill the vacant position of Senior Account Clerk, base salary of \$27,559, Grade 7, Employee No. 9992, due to resignation; and
- D) Request to fill the vacant position of Clinical and Fiscal Information Coordinator, base salary of \$57,975.

Motion was made by Mr. Sokol, seconded Stec and carried unanimously to approve Items 2A through D as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Tessier exited the meeting at 9:39 a.m.

Mr. Thomas advised Items 2E through L were referred from the Westmount Health Facility. He stated Item 2E was a request to reclassify the position of Maintenance Worker, Employee No. 562, to a Building Maintenance Mechanic, base salary of \$38,474 and to delete the position of Maintenance Worker, base salary of \$31,234; thereby amending the Department's Table of Organization. He added Item 2F was a request to reclassify the position of Maintenance Worker, Employee No. 9033, to a Building Maintenance Mechanic, base salary of \$38,474 and to delete the position of Maintenance Worker, base salary of \$31,234; thereby amending the Department's Table of Organization.

Motion was made by Mr. Haskell and seconded by Mr. Stec to approve the requests as presented.

Mr. Kenny questioned if all of the requests for reclassifications were due to budget errors because he believed the Committee had a policy of addressing reclassifications only during the budget process. Mr. Haskell replied these requests were presented during the budget process; however, he said the requests were denied and the Department Heads were advised to bring the requests back to Committee after the first of the year. Mr Belden asked if the funds to cover the reclassifications were included in the 2008 budget, and Barbara Taggart, Administrator of the Westmount Health Facility, responded there were HCRA (Health Care Reform Act) Recruitment and Retention grant funds available to cover such.

Mr. Thomas questioned why the increases in the reclassifications were so significant and Ms. Taggart explained she was attempting to streamline the positions at Countryside Adult Home and the Westmount Health Facility. She further stated that the employees involved in Items 2E and F had been employed with the County for quite some time and their responsibilities had increased significantly.

Hal Payne, Commissioner of Administrative and Fiscal Services, clarified that these requests had not been presented during the budget process. He added that Ms. Taggart had removed the requests while she was waiting for the job classification questionnaire. Rich Kelly, Personnel Officer, stated that this was an example of how the civil service system was supposed to work and in this particular case, it did. He further explained that these employees were originally hired as Building Maintenance Workers, and as such, those employees would perform a light-type of maintenance activity independently. However, Mr. Kelly added, as the employees became more versed in the skilled trades, their level of responsibilities increased. He noted that

fortunately, for the County, these individuals were not aware that they were performing work of a journeyman level and that classification was more representative of a Building Maintenance Mechanic. He reminded the Committee members that these employees had been with the County for a number of years. Mr. Kelly added that they became aware of the situation when they looked at the position of Building Maintenance Mechanic at the Countryside Adult Home and that individual was involved in doing the journeyman related crafts; therefore, he concluded, that the reclassifications were necessary to rectify the situation.

Following the discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 2E and F as outlined above. The necessary resolution was authorized for the next board meeting.

Continuing, Mr. Thomas apprised Item 2G was a request to create the position of a Registered Nurse 2, base salary of \$40,647, Grade 20, effective March 1, 2008; thereby amending the Department's Table of Organization.

Joan Sady, Clerk of the Board, explained the original request that was submitted was incorrect and the request before the Committee members today was accurate.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Item 2G as outlined above. *(Subsequent to the meeting, it was determined that the creation of the position was not necessary; however, a reclassification of the position was needed. The position of RN will be reclassified to a RN 2 for those RN's that have either two years experience at Westmount Health Facility or three years of nursing experience. The RN 2 position will have a base salary of \$40,647, Grade 20. The corrected resolution request form is on file with the minutes).* The necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 2H through L were as follows:

- H) Reclassifying the positions of RN Supervisors at a Grade 20 to RN Supervisors at a Grade 21, base salaries of \$41,679, Employee Nos. 6683, 11388, 10368, and 11043 and deleting the positions of RN Supervisors at a Grade 20, base salaries of \$40,647; thereby amending the Department's Table of Organization;
- I) Amending the Table of Organization to reclassify one Personal Care Provider part-time position, base salary of \$9,360, currently under Code EH6020 10-Nursing Aides to Code EH6020 12-Activities;
- J) Increasing the salary of the Director of Nursing, Employee No. 6837 from the former base salary of \$61,904 to the current base salary of \$62,936; thereby amending the Department's Table of Organization;
- K) Increasing the salary of the Assistant Director of Nursing, Employee No. 1356 from the former base salary of \$55,684 to the current base salary of \$56,716; thereby amending the Department's Table of Organization; and
- L) Increasing the salary of the Nursing Supervisor, Employee No. 10656 from the

former base salary of \$48,250 to the current base salary of \$49,282; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Items 2H through L as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Thomas said Item 3 was a referral from the Human Services Committee, Office for the Aging, requesting to fill the vacant position of Food Service Helper, base salary of \$19,690, Employee No. 8899, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Item 3 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas advised Items 4A through D were referrals from the Public Safety Committee. Items 4A and B, he said, were referred from the Fire Prevention & Building Code Enforcement Department and he listed them as follows:

- A) Amending the Department's Table of Organization and 2008 Salary Schedule to correct the title of Code Enforcement Officer to the correct title of Fire Prevention & Building Code Officer; and
- B) Request to fill vacant position of Fire Prevention & Building Code Officer, base salary of \$37,282, Grade 17.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 4A and B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 4C was referred from the Office of Emergency Services, requesting to create the position of part-time Account Clerk, base salary of \$24,059 (\$12,029), Grade 4, effective February 25, 2008; thereby amending the Department's Table of Organization.

Motion was made by Mr. Kenny and seconded by Mr. Haskell to approve the request as presented.

Mr. Kenny questioned why this position was needed and Mr. Belden asked if the funds to cover the cost of the position were included in the 2008 budget. Mrs. Sady said she believed the funds would be used that were received through a Homeland Security Grant. Marv Lemery, Director of the Office of Emergency Services, corrected Mrs. Sady and advised the funds were received through SEMO (State Emergency Management Office) grant funds that were included in the 2008 budget to pay rent. He further clarified it was a part-time position, for 19 hours per week, with an annual salary of \$12,029.

Following discussions, Mr. Thomas called the question and the motion was carried by majority vote, with Mr. Kenny voting in opposition.

Mr. Thomas stated Item 4D was referred from the Sheriff & Communications Office, requesting to fill the vacant position of Civil Law Enforcement Officer, base salary of \$31,100, due to resignation.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 4D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas expounded Items 5A through H were referrals from the Public Works Committee, and he listed them as follows:

Airport:

- A) Request to fill the vacant position of Airport Manager, base salary of \$60,649, Employee No. 10010, due to resignation.

DPW:

- B) Request to fill the vacant position of Heavy Equipment Operator #6, base salary of \$28,697, Grade 8, Employee No. 293, due to retirement;
- C) Request to fill the vacant position of Motor Equipment Operator (MEO) Medium, base salary of \$27,559, Grade 7, due to promotion. Employee No. to be determined;
- D) Request to fill the vacant position of MEO Light, base salary of \$25,032, Grade 5, due to promotion. Employee No. to be determined;
- E) Request to fill the vacant position of MEO Light, base salary of \$25,032, Grade 5, Employee No. 11379, due to resignation;
- F) Request to fill the vacant position of Senior Custodian, base salary of \$30,867, Grade 10, Employee No. 7060, due to a transfer;
- G) Request to fill the vacant position of Janitor #3, base salary of \$24,059, Grade 4, Employee No. 10654, due to promotion; and
- H) Amending the Department's Table of Organization and 2008 Salary Schedule to correct the title of Assistant Shop Supervisor to the correct civil service title of Assistant Auto Mechanic Supervisor.

Motion was made by Mr. Stec and seconded by Mr. Belden to approve the items as presented.

Mr. Belden advised that the Public Works Committee had reviewed these requests and were well aware of the pending retirements. He noted that most of these positions were being filled from within by promotions.

William Lamy added that the position of Airport Manager had been advertised with the salary to be negotiable based on experience and qualifications. Mr. Belden suggested that after Mr. Lamy conducted interviews and narrowed the field down to three potential candidates, that he return to the Committee to determine the proposed salary. Mrs. Sady said the base salary of \$60,649 was the amount budgeted for 2008

for the Airport Manager position.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 5A through H as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas stated Item 6 was a referral from the Real Property Tax Services Committee, requesting to fill the vacant position of Real Property Clerk, base salary of \$24,059, Grade 4, Employee No. 10997, due to resignation.

Motion was made by Mr. Haskell and seconded by Mr. Belden to approve the request as presented.

Mr. Belden asked Michael Swan, Director of Real Property Tax Services, if the position would be advertised and interviews held and Mr. Swan replied affirmatively.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 6 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas apprised Items 7A through N were referrals from the Social Services Committee. Item 7A, he said, was a request to amend the Department's Table of Organization and 2008 Salary Schedule to increase the salaries for both Assistant Attorney's in the Department of Social Services from the former base salary of \$53,552 to the current base salary of \$56,741.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as presented.

Mr. Belden questioned if the funds were included in the 2008 budget to cover the salary increases. Mr. Payne explained one of the positions was included in the 2008 budget; however, he added, the other increase was inadvertently missed. He further stated that this was necessary in order for both Assistant Attorney's to have equal salaries. Mr. Geraghty noted that the positions did generate revenue.

Following the discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 7A as outlined above, and the necessary resolution was authorized for the next board meeting.

Continuing, Mr. Thomas said Item 7B was a request to create two positions of temporary full-time Clerks, one in the Medicaid Unit using Medicaid Administrative funding (100% reimbursable) and one in the Food Stamp Program using Food Stamp Bonus money, for an amount not to exceed \$25,000; thereby amending the Department's Table of Organization.

Motion was made by Mr. Haskell, seconded by Mr. Sokol and carried unanimously to approve Item 7B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Item 7C was a request to reclassify the position of Account Clerk, Employee No. 11278, to a Senior Account Clerk, base salary of \$28,041 and to delete the position of Account Clerk, base salary of \$24,480; thereby amending the Department's Table of Organization.

Robert Phelps stated he did not believe action was needed on Items C, D and F because the reclassifications had been included in the 2008 budget. Mrs. Sady said the positions had been included in the budget; however, she added, the individuals needed to complete their probationary periods; therefore action was necessary to approve such.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Item 7C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas noted Item 7D was a request to reclassify the position of Account Clerk, Employee No. 11282, to a Senior Account Clerk, base salary of \$28,041 and to delete the position of Account Clerk, base salary of \$24,480; thereby amending the Department's Table of Organization.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 7D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 7E was a request to reclassify the position of Intake and Data Coordinator, Employee No. 1058, to a Senior Welfare Examiner, base salary of \$34,564, Grade 11 and to delete the position of Intake and Data Coordinator, base salary of \$41,864, Grade 15, due to retirement; thereby amending the Department's Table of Organization.

Mr. Thomas added this reclassification appeared to have a net savings to the County of approximately \$7,300.

Motion was made by Mr. Kenny and seconded by Mr. Sokol to approve the request as presented.

Mr. Kenny asked Mr. Phelps to explain the justification for this request. Mr. Phelps said the individual currently in the Intake and Data Coordinator position had been with the Department for thirty-eight years and would be retiring at the end of the month. He further explained after reviewing the need to fill the position, he had determined that the duties and responsibilities could be reassigned through a reclassification.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 7E as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Item 7F was a request to reclassify the position of Senior Social Welfare Examiner, Employee No. 9807, to a Principal Social Welfare Examiner, base salary of 34,564, Grade 15 and to delete the position of Senior Social Welfare Examiner, base salary of \$31,351, Grade 11; thereby amending the Department's table of Organization.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as presented.

Mr. Stec questioned if there was a clause making this approval contingent upon the withdrawal of the pending grievance that was being filed. Paul Dusek, County Attorney, replied it could be contingent on the advancement of the grievance and that could be included in the resolution that approval be based upon the pending outcome of the grievance.

Mr. Kenny amended his motion to included that approval be contingent upon the withdrawal of the grievance and Mr. Belden amended his second to the motion. Mr. Thomas called the question and the motion was carried unanimously to approve Item 7F as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 7G was a request to reclassify the position of Social Welfare Examiner, Employee No. 10207, to a Senior Social Welfare Examiner, base salary of \$35,678, Grade 11 and to delete the position of Social Welfare Examiner, base salary of \$32,814, Grade 8; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden queried if all of these increases were included in the 2008 budget and Mr. Payne responded that after review of all the reclassifications, the total impact on the 2008 budget would be \$1,081. Mr. Phelps added that the actual net savings that resulted from all of these changes would be \$1,271, factoring in longevities.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 7G as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas listed Items 7H through N as follows:

- H) Reclassifying the position of Resource Assistant, Employee No. 7750, to a Resource Recovery Coordinator, base salary of \$39,313, Grade 14 and deleting

- the position of Resource Assistant, base salary of \$37,423, Grade 12; thereby amending the Department's Table of Organization;
- I) Reclassifying the position of Senior Typist, Employee No. 11010, to a Senior Resource Clerk, base salary of \$26,370, Grade 5 and deleting the position of Senior Typist, base salary of \$25,344, Grade 4; thereby amending the Department's Table of Organization;
 - J) Reclassifying the position of Typist, Employee No. 10847, to a Resource Clerk, base salary of \$26,358, Grade 4 and deleting the position of Typist, base salary of \$25,186, Grade 3; thereby amending the Department's Table of Organization;
 - K) Reclassifying the position of Typist, Employee No. 10923, to a Resource Clerk, base salary of \$25,344, Grade 4 and deleting the position of Typist, base salary of \$24,215, Grade 3; thereby amending the Department's Table of Organization;
 - L) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 8486, due to retirement;
 - M) Request to fill the vacant position Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 9399, due to resignation; and
 - N) Request to fill the vacant position of Senior Social Welfare Examiner, base salary of \$31,351, Grade 11, Employee No. 1058, due to retirement.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Items 7H through N as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas apprised Item 8 was a referral from the Tourism Committee, requesting to fill the vacant position of Principal Account Clerk, base salary of \$30,867, Grade 10, Employee No. 7521, due to retirement.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 8 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 9 was a request to amend Resolution No. 316 of 2006, to state that the entire salary for the Building Projects Coordinator shall be from Capital Project No. H263.9550 280-Design and Construction of Health and Human Services Building and not from Capital Project No. H262.9550 280-Municipal Center Renovations/Addition.

Motion was made by Mr. Haskell and seconded by Mr. Belden to approve the request as presented.

Mrs. Sady explained that the salary was set at \$30,000 and was included in the 2008 budget so that \$15,000 would be appropriated from each Capital Project to cover the

salary; however, she said, the funds were no longer available under Capital Project No. H262.9550 280-Municipal Center Renovations/Addition and were available under Capital Project No. H263.9550 280-Design and Construction of Health and Human Services Building to cover the full salary.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 9 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas expounded Items 10A and B were requests from Paul Dusek, County Attorney, to address the Committee regarding the following:

- A) PBA (Police Benevolent Association) negotiations; and
- B) A proposed Local Law regarding sick leave for employees in and outside of the bargaining unit (Resolution No. 820 of 2004 amended the current policy).

Mr. Dusek suggested addressing Item 10B first because Item 10A would require an executive session.

Privilege of the floor was extended to Trish Nenninger, Second Assistant County Attorney. Mrs. Nenninger explained this issue had come to light because Larry Cleveland, former Warren County Sheriff, had requested his accumulated sick leave be paid in a cash pay-out under the policies that provided for such for non-bargaining employees. She further stated that upon receipt of that request, the Treasurer's Office had contacted the County Attorney's Office and asked that the policy be reviewed. Following review of the laws and related opinions, she said, it was determined that there were three resolutions that authorized the bargaining unit agreements to be extended to non-bargaining unit employees; however, she noted, there were two areas that did not have statutory authority and a local law would be needed in order to extend those benefits, one being for the cash pay-out for accumulated sick leave time and the other would be for tuition and course reimbursement.

Mr. Stec asked if this was accrued sick time from before Mr. Cleveland was an elected official and Mrs. Nenninger replied affirmatively. Mr. Belden questioned how much of a cash pay-out this would be and Mrs. Nenninger responded that she did not have the exact figure; however, she added, Mr. Cleveland had reached the maximum sick leave time allotted prior to assuming the position of Sheriff.

Mr. Dusek clarified that previous resolutions had authorized that an accumulation of up to one hundred and forty days could be reached, with a pay-out for half of that (seventy days) upon retirement and that had been in effect for all non-union employees. He stated that after researching the matter, it was determined that a local law was necessary and it could not be done by resolution alone, for that particular benefit. Mr. Dusek said it was up to the Committee if they wanted to continue to offer that benefit to retirees as they had in the past.

Motion was made by Mr. Belden and seconded by Mr. Stec to authorize the County

Attorney to prepare a proposed local law regarding the cash pay-out for accumulated sick leave time for union and non-union employees.

Mrs. Nenninger advised another issue that related to this matter were the resolutions which authorized extending the collective bargaining agreements to non-union employees and needed to be amended to extend the recent collective bargaining agreements that had been approved as well. She noted the resolution to be amended would be Resolution No. 308 of 1996, which most recently was amended by Resolution No. 820 of 2004. Mr. Dusek reminded the Committee members that some of the terms that were reached through recent negotiation agreements included the newly implemented two floating holidays, as well as sick leave prior to and following a holiday or vacation day and should be extended throughout the County to all employees.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to authorize a proposed local law regarding the cash pay-out for accumulated sick leave time for union and non-union employees upon retirement.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to amend Resolution No. 308 of 1996 to indicate the changes approved in the bargaining contract.

Concluding the Agenda review, Mr. Thomas returned to Item 10A and Mr. Dusek's request to address the Committee regarding the PBA negotiations. Mr. Dusek requested an executive session to discuss collective negotiations.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 10:14 a.m. to 10:45 a.m.

Committee reconvened. Mr. Thomas noted no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Haskell and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 10:46 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **MARCH 12, 2008**

Committee Members Present:

Supervisors Thomas
 Kenny
 Haskell
 Belden
 Stec
 Sokol
 Tessier

Others Present:

Frederick Monroe, Chairman
Hal Payne, Commissioner of Administrative
 and Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
JoAnn McKinstry, Deputy Commissioner of
 Administrative and Fiscal Services
Supervisor Bentley
Supervisor Champagne
Supervisor Geraghty
Supervisor Goodspeed
Supervisor Merlino
Supervisor O'Connor
Supervisor Strainer
Supervisor Taylor
Supervisor VanNess
Patricia Auer, Director, Public Health
Robert Iusi, Director, Probation
Richard Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
William Lamy, Superintendent, DPW
Julie Pacyna, Purchasing Agent
Robert Phelps, Commissioner, Dept. Of
 Social Services
John Wappett, Public Defender
Michael Swan, Director, Real Property Tax
 Services
Sheriff York
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 10:01 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the February 6, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Thomas commenced the Agenda review and stated Items 1A through F were referrals from the Criminal Justice Committee. Items 1A and B, he said, were referred by the Probation Department. Item 1A, Mr. Thomas advised, was a request to fill the

vacant position of Probation Officer, base salary of \$38,978, Employee No. 11244, due to resignation.

Motion was made by Mr. Haskell and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden asked Robert Iusi, Direction of Probation, if the Department could continue to function efficiently without this position being filled. Mr. Iusi replied in the negative and explained that without this position, there would be a direct affect on public safety because the individuals that they dealt with now were far more dangerous and explosive than in previous years. He noted that this position was included in the 2008 budget and also pointed out that the Department's Probation Officers did pre-sentencing investigations for the Courts and if this position was not filled, they would not be able to respond to the Courts in a timely fashion.

Mr. Belden questioned if Probation Officers were paid by the State and Mr. Iusi responded that the positions were 18% reimbursable by the State.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 1A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 1B was a request to fill the vacant position of part-time Probation Officer, base salary of \$19,489, Employee No. 11394, due to a promotional transfer.

Mr. Iusi apprised this part-time position would handle the PINS (Person in Need of Supervision) program which included individuals ages sixteen to eighteen that were under the jurisdiction of Family Court. He noted that the main purpose of the juvenile work that his Department did was to prevent placement which had become very costly. He added that the Department of Social Services (DSS) had shared their preventive services funding with the Probation Department, allowing for the position to be funded through DSS, thereby allowing the County to be reimbursed 65% by the State.

Motion was made by Mr. Kenny, seconded by Mr. Haskell and carried unanimously to approve Item 1B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas expounded Items 1C through F were referred by the Public Defender. Item 1C, he said, was a request to reclassify the position of 4th Assistant Public Defender, Employee No. 11254, from part-time (35 hours/week) to full-time (40 hours/week); and to increase the salary from the former base salary of \$39,296 to the current base salary of \$44,910, thereby amending the Department's Table of Organization. He added that a source of funding was to be determined by the Finance Committee.

Motion was made by Mr. Belden and seconded by Mr. Haskell to approve the request as presented.

Mr. Kenny commended the job that John Wappett, Public Defender, did under very difficult circumstances; however, he said, there was a process in Warren County in which each Department Head was requested in late summer or early fall to forecast their needs for the following year in order to assist in the budget process. He noted that the only issue Mr. Wappett brought up at budget time was this increase in hours for the 4th Assistant Public Defender; however, he stated, that request was removed by the Budget Officer. Mr. Kenny concluded that was the only request that should be entertained at this time because Items 1D through F were never discussed.

Mr. Wappett clarified that in fact the Criminal Justice Committee had recommended the increase in hours for the 4th Assistant Public Defender during the budget process. He further explained that he did report last September to the Criminal Justice Committee and to the Budget Officer that he could not in good conscience participate in the mandatory cuts to the .4's (contractual expenses) and that it could not be determined whether the increase in caseloads that he was seeing were a 'bubble' or a consistent factor. From September 2006 to September 2007, Mr. Wappett noted a 20% increase in the caseloads. He added that he was under a legal mandate to provide representation; however, he said, he was also under a legal and ethical obligation to stop taking cases if they could not provide adequate legal service due to the number of cases handled by each Assistant in his Office.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 1C as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Thomas stated Item 1D was a request to create a new position of 5th Assistant Public Defender, full-time, base salary of \$46,000, thereby amending the Department's Table of Organization. He noted a source of funding was to be determined.

Motion was made by Mr. Tessier and seconded by Mr. Haskell to approve the request as presented.

Mr. Tessier advised that this had been discussed at great length during the Criminal Justice Committee meeting and it was determined that the creation of a new position was unavoidable, whether it happened now or in the future. Mr. Haskell questioned if it would be possible for this to be a part-time position, rather than a full-time position. Mr. Wappett explained that the problem with a part-time position was that in order for him to gain individuals with the appropriate expertise he needed to be able to offer benefit packages, which would draw individuals from private practices. Mr. Wappett advised if the Committee approved Items 1C and D, he would be willing to withdraw his next requests listed as Items 1E and F.

Mr. Belden asked if Mr. Wappett could find the funds within his budget to cover this position, as well as the increase outlined in Item 1C and Mr. Wappett replied he could fund the positions by transferring monies from other codes; however, he said, he could only cover it for a period of time and ultimately he would run out of funds before the end of the year, probably around October.

Mr. Stec suggested the possibility of approving the request to create the position with the stipulation that the position not be filled until mid-year if Mr. Wappett could get through the next few months with this position remaining vacant.

Mr. Belden stated that the salary for this position did not include the cost of fringe benefits which would increase the overall cost by approximately 40%.

Mr. Tessier amended his motion to approve the creation of the position of 5th Assistant Public Defender as outlined and to include the stipulation that the position be filled after July 1, 2008, with the source of funding to come from the Public Defenders' Budget. Mr. Haskell seconded the amended motion.

Mr. Thomas called the question and the motion was carried by majority vote to approve the creation of the position of 5th Assistant Public Defender as outlined and to include the stipulation that the position be filled after July 1, 2008, with the source of funding to come from the Public Defenders' Budget, with Messrs. Belden and Kenny voting in opposition. A copy of the request is on file with the minutes, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas outlined Items 1E and F as follows:

- E) Reclassifying the position of Investigator, Employee No. 1482, to increase the hours from 16 hours per week to 24 hours; and increasing the salary from the former base salary of \$20,028 to the current base salary of \$30,042, with the source of funding to be determined; thereby amending the Department's Table of Organization;
- F) Creating a new position of Confidential Secretary, part-time (19 hours/week), base salary of \$15,647, with the source of funding to be determined; thereby amending the Department's Table of Organization;

and he expounded both Items had been withdrawn at the request of Mr. Wappett.

Continuing the Agenda review, Mr. Thomas said Item 2 was a referral from the Public Safety Committee, Sheriff & Communications, requesting to fill the vacant position of Communication Officer, base salary of \$30,100, Employee No. 11063, due to resignation.

Mr. Belden questioned if the funds were included in the 2008 budget for this position and Sheriff York replied affirmatively.

Motion was made by Mr. Haskell, seconded by Mr. Sokol and carried unanimously to approve Item 2 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas apprised Item 3 was a referral from the Real Property Tax Services Committee, requesting to create the position of Real Property System Coordinator, base salary of \$25 per hour, for a maximum amount not to exceed \$2,000, effective March 19, 2008; thereby amending the Department's Table of Organization.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to approve Item 3 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Thomas stated Items 4A through G were referrals from the Social Services Committee. Item 4A, he said, was a request to fill the newly created position of Caseworker, base salary of \$33,590, Grade 14.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Robert Phelps, Commissioner of DSS, informed the Committee that this position was a Medicaid position in the Coordinated Care Unit and was 100% reimbursable by the State. He noted this position helped with the aging population and the placement in nursing homes, as well as alternatives to placement in nursing homes. Mr. Taylor asked if the reimbursement included benefits and Mr. Phelps replied affirmatively.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas listed Items 4B through G as follows:

- B) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 6478, due to promotion;
- C) Request to fill the vacant position of Senior Account Clerk, base salary of \$27,559, Grade 7, Employee No. 10764, due to promotion;
- D) Request to fill the vacant position of Typist, base salary of \$22,988, Grade 3, Employee No. 10551, due to promotion;
- E) Request to fill the vacant position of Resource Clerk, base salary of \$24,059, Grade 4, Employee No. 10847, due to promotion;
- F) Request to fill the vacant position of Supervising Support Investigator, base salary of \$34,564, Grade 15, Employee No. 6736, due to a transfer; and
- G) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 10571, due to retirement.

Motion was made by Mr. Kenny and seconded by Mr. Tessier to approve the requests as presented.

Mr. Haskell referred to Item 4D and questioned the title of the position of Typist. He noted that he thought all Typist positions had been reclassified to Keyboard Specialist positions throughout departments. Mr. Phelps replied the two titles represented the same position and Grade level; however, he said, he had not requested to reclassify the title of Typist to Keyboard Specialist. He added he could change the title to a Keyboard Specialist rather than a Typist.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Items 4B through G as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas advised Item 5 was a referral from the Support Services Committee, Purchasing Department, requesting to increase the base salary of the Deputy Purchasing Agent, Employee No. 11361, from the former base salary of \$34,070 to the current base salary of \$37,500, effective March 2, 2008. He noted that the increase was previously approved by the Committee and included in the 2008 Budget and the individual had now been employed with the Department for six months.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 5 as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the request is on file with the minutes.

Mr. Thomas said Items 6A through D were referred from Todd Lunt, Human Resources Director. He listed Items 6A through C as follows:

- A) Ratifying the actions of the Director of Human Resources and authorizing the Director of Human Resources to attend the Annual NYSAC Winter Conference in Colonie, New York on January 28th and 29th, 2008, using a County vehicle;
- B) Authorizing the Director of Human Resources to attend the Capital Region Human Resource Association Annual Conference in Albany, New York on March 26, 2008, using a County vehicle; and
- C) Authorizing the Director of Human Resources to attend the Worksite Wellness Level 1 Certification Course in Albany, New York on March 19th and 20th, 2008, using a County vehicle.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously to approve Items 6A through C as outlined above. Authorization to Attend Meeting or Convention forms are on file with the minutes.

Mr. Thomas added Item 6D was a request from Mr. Lunt for an executive session to discuss the employment history of a particular person. Mr. Lunt noted that Item 7, a request from Paul Dusek, County Attorney, to address the Committee regarding the PBA (Police Benevolent Association) and Alliance Union negotiations should be included in discussions during the executive session and Mr. Dusek agreed.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously that executive session be declared pursuant to Sections 105 (f) and (e) of the Public Officers Law.

Executive session was declared from 10:36 a.m. to 11:09 a.m.

Committee reconvened and Mr. Thomas noted that no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion by Mr. Kenny and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 11:10 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **APRIL 9, 2008**

Committee Members Present:

Supervisors Thomas
 Kenny
 Haskell
 Belden
 Stec
 Sokol
 Tessier

Others Present:

Frederick Monroe, Chairman
Hal Payne, Commissioner of Administrative
 and Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Merlino
Supervisor Strainer
Supervisor Taylor
Supervisor VanNess
Patricia Auer, Director, Public Health
Richard Kelly, Personnel Officer
William Lamy, DPW Superintendent
Todd Lunt, Director, Human Resources
Robert Phelps, Commissioner of
 Department of Social Services
Barbara Taggart, Administrator,
 Westmount Health Facility
Patricia Tatich, Director, Planning &
 Community Development
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to approve the minutes of the March 12, 2008 Committee meeting, subject to correction by the Clerk.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Thomas commenced the Agenda review with Item 1, and advised that Todd Lunt, Director of Human Resources, had requested permission to address the Committee.

Mr. Lunt stated the first item he would like to discuss was the Department of Human Resources budget and he distributed a Budget Performance Report to the Committee members, a copy of which is on file with the minutes. He reviewed the report in detail and noted that 80% of the Human Resources budget was comprised of salaries for himself and his staff member. He referred to Code 427 Membership & Dues, and pointed out that the funds allocated in that code in the amount of \$260 were to cover the costs associated with his professional re-certification with the Human Resources Certification Institute, which was required every three years and cost \$100. Mr. Lunt

apprised the remaining \$160 was to cover the annual membership to the Society of Human Resource Management which he had been a member of for a number of years. Mr. Lunt expounded the next item he wished to discuss was regarding the ice storm in the Town of Hague. He said that about a month ago, a State of Emergency had been declared in the Town of Hague and four County employees volunteered their services to the Town during the storm. He noted that the question had arisen as to whether or not these employees should be paid their regular County salary while they assisted during the emergency. Mr. Lunt added he had done research in an effort to determine if there was a County policy or resolution that authorized such action; however, he said, no such documents existed.

Mr. Stec entered the meeting at 9:07 a.m.

Mr. Lunt advised he felt the employees should be paid their regular County salary while they volunteered their services to the Town. He recommended that a County policy be developed that outlined when there was a declared State of Emergency in the County or in a Town, that employees that worked in a volunteer capacity during a regular work day, should be paid.

Mr. Belden stated that the aforementioned four employees were members of the EMS (Emergency Medical Services) or the Fire Company and he further noted that in a small town like Hague, there were not many volunteers to assist during a time of disaster; therefore, he said, he agreed that the employees should receive their regular salary.

Mr. Lunt explained that at this time they had required the employees to use leave time, such as personal or vacation time and it may be possible to credit them back this time as if they were working at the County that day.

Patricia Auer, Director of Public Health, said that one of the employees was from her Department, and she expressed her concern that if during a County emergency, would an employee be able to choose whether they wanted to volunteer their services or come to work that day. Mr. Kenny stated their first obligation was to their position with the County.

Mr. Thomas suggested that these individuals be credited for a days pay and that a policy be established for future reference.

Motion was made by Mr. Belden and seconded by Mr. Tessier to credit the four individuals for the days salary as discussed and that a County policy be developed that outlined when there was a declared State of Emergency in the County or in a Town, that employees who worked in a volunteer capacity during a regular work day be paid for the day.

Richard Kelly, Personnel Officer, apprised the problem with a situation like this was who would make the decision and determination. He provided a similar situation from twenty-years ago, in which the Town of Queensbury experienced a series of brush fires and a State of Emergency was declared. He further explained that a number of County employees that volunteered for the Fire Companies would respond to the fire calls, which caused a ripple effect on the other towns in that the Town Supervisors were concerned that these people worked for the County and were being allowed to leave their positions to respond to an emergency; however, he said, town employees were not authorized to do the same. Mr. Kelly expounded at that time it was suggested that instances like that be handled on an individual basis, and that a Department Head could discuss the situation with their Committee Chairman in order to make a determination as to whether or not an employee that served as a volunteer should be authorized to leave their County position to respond to an emergency. Mr. Kelly recommended a policy not be developed and that instances continue to be handled on an individual basis.

Paul Dusek, County Attorney, said that as a matter of law, if there was not a policy on record, it could not be authorized to credit an employees time in the future. He further explained that Mr. Lunt encountered the problem because there was no legal authority to allow these individuals to take time off from work for any kind of emergency. He stated that in order to legally allow such action, a policy needed to be developed and it could be outlined in the policy that the determination may be made by the Department Head.

Messrs. Haskell and VanNess entered the meeting at 9:14 a.m.

Following the discussions, Mr. Thomas called the question and the motion to credit the four individuals for the work day as discussed and that a County policy be developed that outlined when there was a declared State of Emergency in the County or in a Town, that employees that worked in a volunteer capacity during a regular work day be paid their daily County pay was carried unanimously. The necessary resolution was authorized for the next board meeting.

Returning to the Agenda review, Mr. Thomas apprised Item 2 was a referral from the County Facilities Committee, Buildings & Grounds, requesting to fill the vacant position of Laborer #34, base salary \$22,503, Grade 2, Employee No. 11221, due to resignation.

William Lamy, DPW Superintendent, explained this position was part of the night cleaning shift which was already short staffed.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 2 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Items 3A through D were referrals from the Health Services Committee. Items 3A and B were referred by the Health Services Department, he said, and were as follows:

- A) Request to fill the vacant position of Community Health Nurse, base salary of \$40,647, Grade 20, Employee No. 10384, due to resignation. Mr. Thomas noted that as per previous discussions, the new employee would be placed in a grade level according to education and experience level and the Table of Organization would be amended accordingly; and
- B) Request to fill the vacant position of Account Clerk, base salary of \$24,059, Grade 4, Employee No. 11216, due to resignation.

Motion was made by Mr. Sokol and seconded by Mr. Tessier to approve the requests as presented.

Mr. Kenny referred to Item 3A and the notation of the floating grade level and questioned how a salary would be set for that position. Mr. Dusek replied the salaries were already set for each grade level and this was a matter of three different possible grade levels for the position, pending the candidates education and experience. Mrs. Auer added that if she were lucky, she would be able to recruit an individual with the necessary experience to qualify at a grade 21; however, she said, realistically it would probably be an individual with limited experience, thereby lowering the salary to a grade level 19 or 20.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Items 3A and B as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas advised Items 3C and D were referred by the Westmount Health Facility and he listed them as follows:

- C) Request to fill the vacant position of Senior Account Clerk, base salary of \$27,559, Grade 7, Employee No. 7810, due to promotion; and
- D) Request to fill the vacant position of Health Facility Office Records Specialist, base salary of \$33,590, Grade 14, Employee No. 6807, due to retirement.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously to approve Items 3C and D as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Continuing, Mr. Thomas expounded Items 4A through I were referrals from the Public Works Committee. Item 4A, he said, was referred from DPW, requesting to create the position of Senior Civil Engineer, base salary of \$68,000 and to delete the position of Assistant Engineer, base salary of \$41,832; thereby amending the Department's Table of Organization. He listed Items 4B through G as follows:

- B) Request to fill the vacant position of Senior Civil Engineer, base salary of \$68,000;

- C) Request to fill the vacant position of Heavy Equipment Operator #4, base salary of \$28,697, Grade 8, Employee No. 11227, due to resignation;
- D) Request to fill the vacant position of Motor Equipment Operator (MEO)-Medium, base salary of \$27,559, Grade 7, due to promotion;
- E) Request to fill the vacant position of MEO-Light, base salary of \$25,032, Grade 5, due to promotion;
- F) Request to fill the vacant position of Auto Mechanic #9, base salary of \$29,702, Grade 9, Employee No. 7850, due to resignation; and
- G) Request to fill the vacant position of Auto Mechanic Helper, base salary of \$27,559, Grade 7, due to promotion.

Motion was made by Mr. Belden and seconded by Mr. Haskell to approve Items 4A through G as presented.

Chairman Monroe entered the meeting at 9:23 a.m.

Referring to Item 4A, the creation of the position of a Senior Civil Engineer, Mr. Belden explained this position was extremely important to continue the efficiency within the Department. He further stated that Mr. Lamy had agreed to leave a position vacant in order to create this position, as well as to delete the position of Assistant Engineer.

Mr. Lamy advised he had discussed this at great length with Hal Payne, Commissioner of Administrative & Fiscal Services and Supervisor Belden, Chairman of the Public Works Committee, to determine a position he could leave vacant in order to make this possible. He said that he had a vacant Laborer position, which he would not fill, with a base salary of \$22,503, and combined with the salary of the deleted Assistant Engineer position (\$41,832) the new position of Senior Civil Engineer would essentially be budget neutral.

Mr. Kenny questioned if the Assistant Engineer position was currently filled and Mr. Lamy replied in the negative, stating it was a budgeted vacant position. Mr. Kenny asked if the vacant position of Laborer that Mr. Lamy referred to would be eliminated from the Table of Organization. Mr. Lamy said if that was what the Committee wanted, he would do that in order to create this new position.

Discussion ensued. Mr. Thomas noted that when Mr. Lamy said this would be budget neutral by combining the salaries of the Assistant Engineer and the Laborer, there was actually a shortage of \$3,665. Mr. Lamy explained that there would be additional savings from the increments of upcoming retirements which would offset that shortage. Mr. Thomas questioned if it would be possible to contract an engineer for approximately one year, as opposed to creating a new position. Mr. Lamy stated he would not be in favor of that due to the need for continuity in the Department. He added that over the next year he would be losing the majority of his senior staff due to retirements.

Mr. Kenny said he would be supportive of this as long as the Laborer position was deleted from the Table of Organization. Mr. Lamy requested to delete the salary from the budget and to leave the position within the Table of Organization. Mr. Kenny advised he would not be comfortable with that and therefore Mr. Lamy agreed to Mr. Kenny's request.

Following the discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 4A through G as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes, and the necessary resolution to create the position of Senior Civil Engineer with the stipulation that the Assistant Engineer and a Laborer position be deleted, was authorized for the next board meeting.

Mr. Thomas stated Item 4H was referred by the Department of Parks, Recreation & Railroad, requesting to fill the vacant position of Building Maintenance Worker #11, base salary of \$26,101, Grade 6, Employee No. 10898, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 4H as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 4I was referred from the Airport, requesting to increase the base salary of the Airport Manager, Employee No. 11428, from the former base salary of \$60,649 to the current base salary of \$68,000, effective March 24, 2008; thereby amending the Department's Table of Organization. He noted that the salary was determined in the negotiation process with the new Airport Manager prior to his accepting the position and was approved by the Chairman of the Public Works Committee.

Motion was made by Mr. Sokol and seconded by Mr. Tessier to approve the request as presented.

Mr. Belden questioned if there were funds available in the Airport budget to cover the increase and Mr. Lamy responded he would need to research that before giving a definitive answer. Mr. Lamy further advised that when the position was advertised, it was determined that a salary range would not be listed, in order to negotiate a salary based on experience.

Mr. Sokol asked what the former Airport Manager's salary was and Mr. Payne replied it was \$63,449 which included longevity; the base was \$60,649 for the position. Mr. Lamy added the individual that was hired to fill the position had eight years of experience as an Airport Manager at the Burlington Airport in Vermont and was an Assistant Airport Manager prior to that for seven years, providing fifteen years of experience in the field of aviation and airport operations. He mentioned other candidates that applied were requesting salaries between \$85,000 and \$100,000.

Mr. Thomas said his only concern was that this type of action seemed to be a trend in that each time a person was hired they were offered a higher base salary than the former employee in that position and he felt it should be an opportunity to decrease the base salary prior to hiring a new employee.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 4I as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Item 5 A through D were referrals from the Social Services Committee. Item 5A, he said, was a request to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 11360, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 5A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas advised Item 5B was a request to fill the vacant position of Support Investigator, base salary of \$28,697, Grade 8, Employee No. 6736, due to promotion.

Motion was made by Mr. Kenny, seconded by Mr. Haskell and carried unanimously to approve Item 5B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Item 5C, Mr. Thomas noted, was a request to fill the vacant position of Head Social Welfare Examiner, base salary of \$44,363, Employee No. 1269, due to retirement, effective May 30, 2008.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Merlino entered the meeting at 9:42 a.m.

Mr. Haskell stated that although he did not serve on the Social Services Committee, he had sat in on the interviews for the position of Commissioner, and one of the candidates had suggested that this position not be filled until the new Commissioner was in place and he added that he agreed with that recommendation. Mr. Thomas said his concern with that recommendation was that it took two to three months to fill a position under the County's process of hiring. Mr. Kenny agreed with Mr. Thomas and noted that the Department already had a number of vacant positions and if the Committee continued to delay the filling of positions it could cause additional problems and the back-up of the workloads.

Robert Phelps, Commissioner of the Department of Social Services (DSS) apprised that currently there were five Supervisors that oversaw the work of seventeen individuals

in the Medicaid Unit, three of which were working Supervisors which performed intake evaluations for the Medicaid program. He distributed two graphs that depicted the salary and fringe costs compared to the mandated programs and services offered by DSS to the Committee members, copies of which are on file with the minutes.

Mr. Phelps stated he wanted to have as much stability in the Department prior to his retirement as possible and there was already a serious concern about the lack of adequate staffing throughout the Department. He reminded the Committee members that Medicaid positions were 100% reimbursable and no cost to the County; however, he said, there was a tremendous cost to the community if his Department was unable to process Medicaid applications in a timely fashion. He noted he would be providing the DSS Annual Report prior to his departure.

Mr. Payne distributed the overtime report for the DSS to the Committee members, a copy of which is on file with the minutes. He said to date, DSS had spent 84% of their overtime budget, averaging \$11,000 a month in overtime costs and added if it continued this way, the County would be approximately \$88,000 short in overtime funds.

Following discussions, Mr. Thomas called the question and the motion was carried by majority vote to approve Item 5C as outlined above, with Messrs. Haskell and Belden voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 5D was a request to fill the vacant position of Senior Social Welfare Examiner, base salary of \$31,351, Grade 11, Employee No. 8897, due to resignation.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 5D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Kelly advised he had brought his Department's Budget Performance Report and overtime expenditures to date, as requested by the Committee and distributed copies to the Committee members, copies of which are on file with the minutes. He noted he was already at 45% of his overtime budget and there were a large number of examinations to be held throughout the year. He reviewed the upcoming examinations and said that the examinations for uniformed services alone, would increase that expense by at least 33%.

Mr. Strainer entered the meeting at 9:57 a.m.

Mr. VanNess questioned if it would be possible to implement a staggered work week for his Office staff, thereby allowing the staff to administer the exams on Saturdays without having to use overtime. Mr. Kelly replied in the negative, explaining that when his staff was hired it was a term and condition outlined for their employment that they worked forty-hour workweeks, Monday through Friday. He added it would need to be

negotiated to adjust those terms and conditions for new hires. Mr. Dusek reminded the Committee members they had reviewed a similar item recently regarding flex time in the DSS. He further stated it sounded as if Mr. VanNess was interested in flex time being available to all departments and noted that this type of action would require negotiations with the Union in order to be implemented.

The consensus of the Committee was for Mr. Dusek to pursue negotiations with the Union with regard to flex time for all departments. Mr. Dusek reminded the Committee members that the Negotiating Team was comprised of himself, Mr. Payne, Mr. Kelly and Mr. Lunt and he would set up a meeting for them to meet with the Union and he would report back to the Committee next month.

Mr. Dusek said there was an item on the Pending List provided by the Clerk of the Board's Office that he wished to address. He stated that he and Mr. Kelly were asked at one time to establish a list of positions that were not currently covered by residency requirements under Civil Service Law or Municipal Law. He further explained that it was established under the Civil Service exam criteria that nearly all positions were under resident requirements, except when waived by the Personnel Officer as a matter of Civil Service rules. He added that Department Heads were required by law to be residents of the County. He noted that a position such as the Airport Manager, did not have a residency requirement because that position fell under the authority of the Superintendent of DPW. Mr. Haskell questioned if the position of Director of Information Technology had a residency requirement and Mr. Dusek said he did not believe there was a local law that established that position; therefore, he said, he did not think the criteria applied to that position. Mr. Kelly clarified that he could waive the requirement based on recruitment for non-officers. He added that the residency requirement was established generally as a safeguard to protect the taxpayer in a particular district.

The consensus of the Committee was that the item be removed from the Pending Items list.

Prior to adjournment, Mr. Payne requested an executive session to discuss matters leading to the employment of a particular person.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 10:06 a.m. to 10:20 a.m.

Committee reconvened.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried by majority vote to authorize the hiring of Wendy Bourgeois as Commissioner of DSS, at a base salary of \$85,000, with Mr. Thomas voting in opposition. The necessary resolution was

April 9, 2008

authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Haskell and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 10:22 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **MAY 7, 2008**

Committee Members Present:

Supervisors Thomas
 Kenny
 Belden
 Stec
 Sokol
 Tessier

Committee Member Absent:

Supervisor Haskell

Others Present:

Frederick Monroe, Chairman
Hal Payne, Commissioner of Administrative
 and Fiscal Services
Joan Sady, Clerk of the Board
JoAnn McKinstry, Deputy Commissioner of
 Administrative and Fiscal Services
Trish Nenninger, Second Assistant County
 Attorney
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor O'Connor
Supervisor VanNess
Candace Kelly, Director, Office for the
 Aging
Richard Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
William Lamy, Superintendent, DPW
Pam Vogel, County Clerk
Bud York, Sheriff
Shane Ross, Chief Deputy
Robert Swan, Undersheriff
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the April 9, 2008 Committee meeting, subject to correction by the Clerk.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised Item 1 was a referral from the County Clerk-Motor Vehicles Committee, requesting to fill the vacant position of Legal Recording Clerk, base salary of \$27,559, Grade 7, Employee No. 9607, due to resignation.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 1 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 2 was a referral from the Human Services Committee, Office for the Aging, requesting to fill the vacant position of Supervisor of Volunteers, base salary of \$22,503, Grade 2, Employee No. 10867, due to resignation.

Candace Kelly, Director of the Office for the Aging, explained that this position was responsible for coordinating the meals that were delivered out of the Cedars and also provided the back-up for the New World System.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 2 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mrs. Kelly exited the meeting at 9:02 a.m.

Mr. Thomas expounded Items 3A through D were referrals from the Public Works Committee, DPW, and he listed them as follows:

- A) Request to fill the vacant position of Highway Construction Supervisor II #3, base salary of \$35,587, Grade 16, Employee No. 280, due to retirement;
- B) Request to fill the vacant position of Heavy Equipment Operator, base salary of \$28,697, Grade 8, Employee No. to be determined, due to promotion;
- C) Request to fill the vacant position of Motor Equipment Operator (MEO)-Medium, base salary of \$27,559, Grade 7, Employee No. to be determined, due to promotion; and
- D) Request to fill the vacant position of MEO-Light, base salary of \$25,032, Grade 5, Employee No. to be determined, due to promotion or new hire.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Items 3A through D as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Chairman Monroe entered the meeting at 9:04 a.m.

Mr. Thomas advised Items 4A through C were referrals from the Social Services Committee. He listed the requests as follows:

- A) Increasing the base salary of the Deputy Commissioner of Social Services from the former base salary of \$60,000 to the current base salary of \$76,539, effective May 27, 2008 through June 1, 2008; thereby amending the Department's Table of Organization. He noted that the request was presented in order to hire the new Commissioner of Social Services as a Deputy Commissioner of Social Services until the retirement of the current Commissioner and that the Salary would return to \$60,000 when the new Commissioner was appointed on June 1, 2008;
- B) Request to fill the vacant position of Deputy Commissioner of Social Services, base salary of \$76,539, effective May 27, 2008 through June 1, 2008; and
- C) Appointing Sheila Weaver as Commissioner of Social Services, base salary of \$76,539, effective June 1, 2008 through May 31, 2013.

Hal Payne, Commissioner of Administrative and Fiscal Services, explained that the newly hired Commissioner of Social Services would temporarily be filling the position of Deputy Commissioner from May 27th through June 1st, until the retirement of the current Commissioner which would take place on May 31st.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to approve Items 4A through C as outlined above, and the necessary resolutions were authorized for the next board meeting. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Bentley entered the meeting at 9:06 a.m.

Mr. O'Connor mentioned that there had been discussions about the current Commissioner, Robert Phelps, returning after his retirement to assist the new Commissioner with the transition and he questioned if that scenario would take place. Mr. Payne replied that Mr. Phelps did agree to that and he would be paid at his current hourly rate, which was \$39.29, with a maximum amount to be paid set at \$5,000, which translated to one hundred twenty-seven hours.

Mr. O'Connor further questioned if the current Confidential Secretary had agreed to offer the same service following her retirement and Mr. Payne responded in the negative.

Discussion ensued as to the title Mr. Phelps would assume after his retirement. Rich Kelly, Personnel Officer, suggested that Mr. Phelps assume the position of Deputy Commissioner at an hourly rate and a dollar amount determined not to be exceeded.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to authorize Mr. Phelps to assume the position of Deputy Commissioner following his retirement.

Mr. Thomas informed the Committee that there was an Addendum to the Personnel Agenda which related to the Department of Social Services and should be addressed at this time. He advised Items 1A and B of the Addendum were referrals from the Social Services Committee, and he listed the requests as follows:

- A) Decreasing the base salary of the Confidential Secretary from the former base salary of \$35,627 to the current base salary of \$33,000, effective June 1, 2008; thereby amending the Department's Table of Organization; and
- B) Request to fill the vacant position of Confidential Secretary, base salary of \$33,000, Employee No. 6340, due to retirement, effective June 1, 2008.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Addendum Items 1A and B as outlined above. The necessary resolution was authorized for the next board meeting and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Payne referred to the previous motion in which it was authorized for Mr. Phelps to assume the title of Deputy Commissioner following his retirement. He noted that the salary was set in the budget at \$60,000, whereas Mr. Phelps would be paid at his current hourly rate of \$39.29; therefore, he said, the salary schedule would need to be amended to reflect an hourly wage as opposed to an annual salary.

Mr. Tessier amended his motion which authorized Mr. Phelps to assume the position of Deputy Commissioner to include amending the salary schedule from the former base salary of \$60,000 to an hourly rate of pay set at \$39.29 and for a maximum amount not to exceed \$5,000, effective June 1, 2008. Mr. Kenny seconded the amended motion. Mr. Thomas called the question and the amended motion carried unanimously. The necessary resolution was authorized for the next board meeting.

Returning to the Agenda review, Mr. Thomas advised Item 5 was a request from Sheriff York to address the Committee regarding the filling of vacant positions.

Sheriff York stated he would have five patrol positions vacated due to retirements in the near future and he questioned if the Committee was considering removing those positions from his budget. Chairman Monroe clarified this topic had not been discussed at Committee level; however, he said, the Budget Officer had requested that Supervisors provide ideas on how to control the 2009 Budget. He added that a reduction in patrol positions was suggested as a means to reduce the 2009 Budget; although, he reiterated, that it had not been discussed by the Personnel Committee.

Mr. VanNess entered the meeting at 9:15 a.m.

Sheriff York apprised he was willing to work with the Committee to discuss ideas for reducing the Budget; however, he said, he did not feel reducing the patrol positions would be the answer. Mr. Stec noted that half of the Budget consisted of personnel costs and stated that the Supervisors were just looking for ideas to assist in reducing the Budget.

Discussion ensued.

Mr. Champagne entered the meeting at 9:23 a.m.

Following discussions, Mr. Belden thanked Sheriff York for coming to the Committee with his concerns.

Continuing the Agenda review, Mr. Thomas said Item 6 was a request from Richard Kelly, Personnel Officer, to attend the New York State Public Employees Labor Relations Association Conference on July 21-23, 2008 in Saratoga Springs.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 6 as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Mr. Thomas advised Items 7A through C were requests from Todd Lunt, Director of Human Resources, to address the Committee. He noted Item 7A was regarding the Policy concerning paid leave of absence for employees during a declared State of Emergency.

Mr. Lunt stated that the aforementioned policy had been prepared and finalized, and was attached for the Committee's review. He added that the four employees that assisted during the emergency in the Town of Hague had been credited their leave time as previously agreed upon by the Committee.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to adopt the County Policy concerning paid leave of absence for employees during a declared State of Emergency as presented and the necessary resolution was authorized for the next board meeting.

Mr. Lunt said Item 7B was regarding the filling of the Keyboard Specialist position or reclassification of the position. He provided a history of the position of Keyboard Specialist and noted it was an entry level position, Grade 3, with a base salary of \$22,988. He added that it was a civil service tested position and there was a list of eligible candidates to choose from. Mr. Lunt expounded that the problem with an entry level position was that it was a starting point for an individual to obtain experience in the County, and the trend had been for an employee to transfer to a higher grade level position when they became available. He informed the Committee that he had researched different options on how he could proceed with this vacancy. One option, he advised, would be to reclassify the position to a Human Resource Assistant; however, he said, a problem with that was there was not an eligibility list to choose from. Therefore, he added, after he interviewed and hired an individual, the employee would be subject to an open competitive test. Mr. Lunt said the problem would be that if the employee did not score in the top three on the exam, he would have to let the individual go and start the hiring process all over again. The other option that was presented, he apprised, was the reclassification of the position to an Administrative Assistant, Grade 8, with a base salary of \$28,697, and required qualifications and secretarial experience. Mr. Lunt reported that the position in his Office was a resource to the entire County and needed more experience than a Keyboard Specialist.

Mr. Champagne agreed that the position of a Keyboard Specialist was an entry level position and that Mr. Lunt needed an individual that had experience and would remain on his staff due to the vital nature of the Human Resources Department to the County.

Motion was made by Mr. Tessier, seconded by Mr. Sokol and carried unanimously to reclassify the position of Keyboard Specialist to an Administrative Assistant with a base salary of \$28,697. The necessary resolution was authorized for the next board meeting, and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas noted Item 7C was a request for Mr. Lunt to attend the New York State Public Employees Labor Relations Association Conference on July 21-23, 2008 in Saratoga Springs.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 7C as outlined above. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

Mr. Stec announced that the Town of Queensbury was in the process of developing a policy to perform background checks on new hires. He offered assistance to the County if it was determined that the County would be interested in implementing a similar policy. He also stated that the Town had initiated a "Whistle Blower Policy" which consisted of a confidential box that the public could anonymously report any theft or inappropriate use of County resources. Mr. Stec advised he would forward Mr. Payne the information regarding the topics he presented.

Prior to adjournment, Mr. Thomas announced an executive session was necessary to discuss the employment history of a particular individual.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declared from 9:35 a.m. to 10:02 a.m.

Committee reconvened. Mr. Thomas stated no action was necessary pursuant to the executive session.

Mr. Thomas apprised it was necessary to return to the discussion of Mr. Phelps assuming the position of Deputy Commissioner following his retirement. He said a new position was needed in order to avoid future problems with the salary of the position for the Deputy Commissioner. He added that it was recommended to amend the previous motion and to authorize retaining the services of Mr. Phelps as Social Services Consultant, at the hourly rate and maximum amount as outlined in the previous motion.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to authorize retaining the services of Mr. Phelps as Social Services Consultant, at an hourly rate of pay of \$39.29, for a maximum amount not to exceed \$5,000. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 10:05 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **JUNE 11, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Haskell
Stec
Sokol
Tessier

Committee Member Absent:

Supervisor Belden

Others Present:

Frederick Monroe, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor O'Connor
Supervisor Strainer
Supervisor Taylor
Supervisor VanNess
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Patricia Auer, Director, Public Health
Paul Butler, Director, Parks, Recreation &
Railroad
Don DeGraw, Airport Manager
William Lamy, DPW Superintendent
Doug Herschleb, Director of Services,
Department of Social Services (DSS)
Sheila Weaver, Commissioner, DSS
Bud York, Sheriff
Sarah McLenithan, Legislative Office
Specialist
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried unanimously to approve the minutes of the May 7, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised Item 1 was a referral from the Human Services Committee, Employment & Training, requesting to hire a temporary Employment & Training Counselor from June 23, 2008 through no later than September 12, 2008, to have staff coverage for the summer youth program and other general counselor duties due to an announced staff departure. He noted that the

funding for this position was provided through federal Workforce Investment Act (WIA) grant funds.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Item 1 as outlined above and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 2A and B were referrals from the Civil Service Department. Item 2A, he said, was a request to transfer funds in the amount of \$62 for the purchase of a new printer, and to refer the same to the Finance Committee.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Item 2A as outlined above.

Mr. Thomas noted Item 2B was a request to reappoint Richard F. Kelly as Personnel Officer for an additional six year term commencing July 1, 2008 through June 30, 2014. He added that Resolution No. 433 of 2002 was attached.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to approve Item 2B as outlined above and the necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Items 3A and B were referrals from the Health Services Committee, Health Services Department. He said Item 3A was a request to fill the vacant position of WIC Dietician, base salary of \$35,587, Grade 16, Employee No. 10475, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Sokol and carried unanimously to approve Item 3A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas noted Item 3B was a request for a Registered Nurse to enroll in two job-related courses at Plattsburgh State University, entitled "Introduction to Information and Technology Literacy" from June 9, 2008 to July 11, 2008, at a cost of \$181 plus fees and books; and "Anthropological Global Studies" from June 9, 2008 to August 15, 2008, at a cost of \$543 plus fees and books.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 3B as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Strainer entered the meeting at 9:20 a.m.

Continuing, Mr. Thomas expounded Items 4A and B were referrals from the Public Safety Committee, Sheriff & Communications. The first, he said, was a request to fill

the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7529, due to retirement. Item 4B, Mr. Thomas added, was a request to fill the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7775, due to retirement.

Motion was made by Mr. Stec and seconded by Mr. Kenny to approve Items 4A and B as presented.

Mr. VanNess interjected that Sheriff York had advised that another retirement had been presented to him two days ago and he would like to include the request to fill that vacant position as well. He added that the request was to fill the vacant position of Patrol Officer, base salary of \$29,500, Employee No. 7241, due to retirement.

Mr. Stec amended his motion to include the aforementioned request and Mr. Kenny seconded the amended motion. Mr. Thomas called the question and the motion was carried unanimously to approve Items 4A and B, as well as the additional request, as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas apprised Items 5A and B were referrals from the Public Works Committee, Parks, Recreation & Railroad. Item 5A, he stated was a request to fill the vacant position of Fish Management Specialist, base salary of \$34,016, Employee No. 10909, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 5A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 5B was a request to fill the vacant position of Hatchery Aide, base salary of \$22,988, Employee No. 10915, due to resignation.

Motion was made by Mr. Haskell and seconded by Mr. Sokol to approve Item 5A as presented.

Mr. Kenny questioned if this position was necessary for the Hatchery to continue its operations. William Lamy, DPW Superintendent, explained that the Fish Management Specialist and the Hatchery Aide positions were unique to the operation of raising and stocking of the fish. He added that the Hatchery was a seven-day a week, eight-hour a day operation. He noted that currently, employees at a higher pay grade were covering the Hatchery on the weekends and being paid overtime to do such.

Following discussions, Mr. Thomas called the question and the motion was carried by majority vote to approve Item 5B as outlined above, with Mr. Kenny voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas said that Item 6 was a referral from the Real Property Tax Services Committee, requesting the Human Resources Director to establish a Countywide policy for salaried employees accounting for time worked. He noted that Todd Lunt, Human Resources Director, was present to provide a status report on the policy.

Mr. Lunt explained he would be presenting a draft policy at the Department Head meeting on June 24, 2008 to receive feedback from the Department Heads concerning this matter. He stated he would hopefully present a finalized policy at the July Committee meeting.

Mr. Thomas expounded Items 7A through E were referrals from the Social Services Committee, and he listed the requests as follows:

- A) Request to fill the vacant position of Senior Caseworker, base salary of \$34,564, Grade 15, Employee No. 8191, due to retirement;
- B) Request to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. to be determined, due to promotion;
- C) Request to fill the vacant position of Typist/Keyboard Specialist, base salary of \$22,988, Grade 3, Employee No. 9132, due to promotion;
- D) Request to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, Employee No. 11052, due to resignation; and
- E) Request to temporarily fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 9972, due to Maternity Leave.

Prior to voting on the listed items, Mr. Thomas noted he had been advised by the Commissioner of the Department of Social Services that Item 7C was no longer necessary and the request had been withdrawn.

Motion was made by Mr. Stec and seconded by Mr. Tessier to approve Items 7A, B, D and E as presented.

Rich Kelly, Personnel Officer, referred to Item 7E and explained that when an employee was out on a medical leave of absence, the temporary positions sometimes opened up without going to Committee. He cautioned that maternity leave was a short-term absence, and this was a temporary filling of that position. Hal Payne, Commissioner of Administrative and Fiscal Services, added that he had requested that this matter be referred to the Committee, in order for the Committee to be aware of the financial condition in each department. Mr. Payne acknowledged Sheila Weaver, Commissioner of DSS, was present and introduced her again to the Committee members.

Following the discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Items 7A, B, D and E as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Returning to the Agenda review, Mr. Thomas said Item 8 was a request from Todd Lunt, Director of Human Resources, to address the Committee regarding an amendment to the policy concerning paid leave of absence for employees during a

declared State of Emergency. He noted that the amended policy was attached.

Mr. Lunt referred to the attached policy and advised that under number four, there were references to three separate State laws which did not need to be included in the County's policy; therefore, he said, he amended the policy to remove those references and a resolution to adopt such was necessary.

Brief discussion ensued.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve the amended policy as outlined above and the necessary resolution was authorized for the next board meeting.

Concluding the Agenda review, Mr. Thomas expounded Item 9 was a request from Paul Dusek, County Attorney, to address the Committee regarding the title of the Typist/Keyboard Specialist position.

Mr. Dusek explained that a request had been made for the title of Typist to be changed in the Table of Organization due to the fact that County business was conducted through computers; thereby justifying the title of a Keyboard Specialist. He further stated that he had discussed the matter with Mr. Kelly who had pointed out that the compensation plans would soon be completed for next year. He said Mr. Kelly had suggested that the title be amended on the compensation forms as opposed to taking specific action now; therefore, it would be automatically approved as part of the budget process.

Mr. Sokol apprised Jeff Farley of the Adirondack Regional Business Incubator (ARBI) was at the meeting today at his request to discuss a program regarding leadership skills and accountability for Supervisors and Department Heads.

Mr. Farley distributed a handout to the Committee members, a copy of which is on file with the minutes. He noted that the Board of Supervisors was a significant supporter of the ARBI, specifically a financial supporter. He added that the primary purpose of the ARBI was to promote entrepreneurial development in Warren County. In addition, he said, they also offered services and programs throughout the community and the programs usually lasted eleven weeks in duration. However, Mr. Farley indicated he would be willing to present a program on Supervisory leadership to the County, at no cost, in a four week time period if the board members were interested in such a program.

Chairman Monroe entered the meeting at 9:32 a.m.

Mr. Farley reviewed the topics that he would cover during the aforementioned program to the Committee. He thanked Mr. Sokol for his dedicated assistance and support of the ARBI.

Mr. Payne recommended bringing this information to the Department Head meeting to try and recruit employees from each department to participate in the program. Mr. Payne added he would contact Mr. Farley subsequent to meeting with Department Heads to determine which areas of the program would best benefit the County and its employees.

Mr. Merlino entered the meeting at 9:36 a.m.

Prior to adjourning, Mr. Payne said he would like to discuss the recent abolishment of the Senior Account Clerk position in the Auditor's Office. Mr. Kelly advised that following the notification of the layoff, he had reviewed the Civil Service records and determined that there was a provisional Senior Account Clerk currently serving in an out-of-title capacity in the Public Health Department. Therefore, he stated, the employee that previously held the title in the Auditor's Office would assume the title of the Senior Account Clerk in the Public Health Department and the individual that was working out-of-title would resume their regular position. He added that the situation had been resolved, as far as the Civil Service requirements were concerned.

Patricia Auer, Director of Public Health, reported that this matter would have extreme ramifications in her Department. She noted that the individual that would be filling the Senior Account Clerk position had previously worked in her Department and unfortunately, it was not a pleasant situation. However, she said, she would do her best to make it work this time. She asked the Committee members to keep in mind that every employee was not created totally equal and interchangeable.

Mr. Dusek apprised that if the Committee wished to discuss the employment history of a particular person, an executive session should be declared. Mr. Thomas said he did not believe an executive session was necessary at this time. Mr. Kenny added this transfer was being done in accordance with the Civil Service law.

Mr. Kelly expounded that in 2009 the County would be absorbing responsibility for the City of Glens Falls Civil Service, and included in that would be the requirements of physical and medical agility tests for police and patrol officers and anticipated firefighters. He proposed that in the future, prior to administering the physical agility portion of the exams, a pre-medical screening of candidates be required. He noted that such a requirement would necessitate additional funding and he asked the Committee to consider that when reviewing the 2009 budget.

Mr. O'Connor entered the meeting at 9:49 a.m.

Discussion ensued regarding the physical and medical agility tests for police and patrol officers and anticipated firefighters and the costs of performing such exams. In response to various inquiries, Mr. Dusek recommended that he and Mr. Kelly further

explore the legality of requiring pre-medical screening of candidates prior to administering the physical agility tests and report back to the Committee with their findings in the future.

There being no further business to come before the Committee, on motion made by Mr. Sokol and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 9:52 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL (INCLUDING CIVIL SERVICE AND HUMAN RESOURCES)

DATE: JULY 9, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
STEC
SOKOL
TESSIER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS KENNY
HASKELL
BELDEN

OTHERS PRESENT:

FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
SHEEHAN
VANNESS
RICHARD KELLY, PERSONNEL OFFICER
TODD LUNT, DIRECTOR, HUMAN RESOURCES
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH
SHEILA WEAVER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
ROBERT SWAN, UNDERSHERIFF
MARY BETH CASEY, COMMISSIONER, BOARD OF ELECTIONS
WILLIAM MONTFORT, COMMISSIONER, BOARD OF ELECTIONS
ROBERT IUSI, DIRECTOR, PROBATION
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the Personnel Committee to order at 9:28 a.m.

Note: Until Mr. Tessier entered the meeting at 9:38 a.m., Chairman Monroe served as a Committee member to meet the necessary quorum.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve the minutes of the June 11, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised that Item 1A was a referral from the Support Services Committee, Board of Elections, requesting the creation of two new positions entitled Voting Systems Support Specialist, at a rate of \$17.50 per hour; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 1A as outlined above.

Mr. Thomas advised that Items 1A and 1B consisted of referrals from the Support Services Committee, Clerk of the Board, which he listed as follows:

- 1A) Request to fill the vacant position of Senior Legislative Office Specialist, base salary of \$33,000, Employee No. 10980, due to resignation;

-
- 1B) Request to fill the vacant position of Legislative Office Specialist, base salary of \$30,667, Employee No. 11263, due to promotion.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Items 2A and 2B, as outlined above.

Mr. Thomas noted that Item 1D was a referral from the Support Services Committee, Weights & Measures, requesting permission to recognize Herb Levin, Director of Weights and Measures, with the Employee Suggestion Award in the amount of \$100, based on his suggestion to switch from high octane fuel to regular fuel, as a cost savings measure for the County.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 1D as outlined above.

Mr. Thomas advised that Items 2A, B and C consisted of referrals from the Criminal Justice Committee, District Attorney, which he listed as follows:

- 2A) Request for Justine Cording, Legal Assistant, to enroll in two job related courses at SUNY Plattsburgh entitled "Spanish 101" from January 2008 through May 2008 at a cost of \$562.13; and "Sociology of Law" from January 21, 2008 through May 9, 2008 at a cost of \$543.75;
- 2B) Request for Nancy Harrison, Senior Typist, to enroll in a job related course at Empire State College entitled "Constitutional Criminal Procedure" from March 10, 2008 through May 18, 2008 at a cost of \$362;
- 2C) Request for Paulette Hayes, Typist, to enroll in a job related course at Adirondack Community College entitled "Juvenile Crime and Delinquency" from September 3, 2008 through December 12, 2008 at a cost of \$393.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Items 2A, B and C as outlined above.

Mr. Thomas stated that Item 2D was also a referral from the Criminal Justice Committee, District Attorney, and requested reclassification of the position of part-time Word Processing Operator, base salary of \$19,769 to full-time Word Processing Operator, base salary of \$26,358, Employee No. 9263; thereby amending the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 2D as outlined above.

Mr. Thomas noted that Items 2E and 2F were referrals from the Criminal Justice Committee, Probation, which he outlined as follows:

- 2E) Request to fill the part-time position of Probation Assistant, base salary of \$14,516, Employee No. 11458, due to resignation;
- 2F) Request to fill the position of Probation Officer, base salary of \$38,978, Grade 19, Employee No. 10307,

due to resignation.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Items 2E and 2F as outlined above.

Item 3, Mr. Thomas apprised, was a referral from the Public Safety Committee, Sheriff & Communications, requesting an increase in the base salary of the Undersheriff, Employee No. 1921, from the former base salary of \$78,143 to the current base salary of \$84,143; thereby amending the Department's Table of Organization.

Mr. VanNess advised the Committee that the increase had been requested in order to legally compensate the employee for the longevity pay lost when taking this position. Mr. Monroe noted that a \$6,000 increase had been requested when the maximum longevity pay per employee was actually \$5,700. He said that taking this limit into consideration, the increased base salary should actually be \$83,843.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to increase the base salary of the Undersheriff, Employee No. 1921, from \$78,143 to \$83,843 as outlined above.

Mr. Thomas stated that Items 4A, 4B and 4C consisted of referrals from the Social Services Committee, which he outlined as follows:

- 4A) Request to fill the vacant position of Typist/Keyboard Specialist, base salary of \$22,988, Grade 3, Employee No. 9132, due to promotion;
- 4B) Request to reclassify the position of Senior Support Investigator, base salary of \$31,351, Grade 11 and deleting the position of Supervising Support Investigator, base salary of \$34,564, Grade 15, Employee No. 6736, effective June 26, 2008; thereby amending the Department's Table of Organization;
- 4C) Request to reclassify the position of Senior Social Welfare Examiner, base salary of \$32,812, Grade 13 and deleting the position of Head Social Welfare Examiner, base salary of \$45,763, Employee No. 1269, effective June 26, 2008; thereby amending the Department's Table of Organization.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 4A as outlined above.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Items 4B and 4C as outlined above.

Items 5A and 5B, Mr. Thomas announced, consisted of referrals from the Tourism Committee, which he outlined as follows:

- 5A) Request to reclassify the position of Tourism Specialist, base salary of \$24,059, Grade 4 and deleting the position of Senior Tourism Specialist, base salary of \$32,234, Employee No. 5460, effective July 21, 2008; thereby amending the Department's Table of Organization;
- 5B) Request to fill the vacant position of Tourism Specialist, base salary of \$24,059.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 5A as outlined above.

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to approve Item 5B as outlined above.

Mr. Tessier entered the meeting at 9:38 a.m.

Mr. Thomas advised that Items 6A and 6B consisted of referrals from the Health Services Committee, Health Services. He explained that Item 6A included a request to authorize Patricia Belden, Public Health Nurse, to enroll in job related courses at Albany School of Public Health. Mr. Thomas added that Ms. Belden had received a full scholarship for the courses and was only requesting reimbursement for the necessary books.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 6A as outlined above.

Item 6B, Mr. Thomas noted, included a request to fill the vacant position of Early Intervention Services Coordinator, base salary of \$38,133, Grade 18, prorated to part-time salary of \$30,128, 30 hours per week, Employee No. 9067, due to retirement.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Item 6B as outlined above.

Mr. Thomas stated that Item 6C included a referral from the Health Services Committee, Countryside Adult Home, in the form of a request to fill the vacant position of Building Maintenance Mechanic, base salary of \$32,812, Grade 13, Employee No. 10544, due to resignation.

Motion was made by Mr. Sokol, seconded by Mr. Stec and carried unanimously to approve Item 6C as outlined above.

Agenda Item 7, Mr. Thomas advised, consisted of a referral from the County Clerk-DMV Committee which requested permission for Ann Corkins, Senior Account Clerk, to enroll in a job related course at Adirondack Community College entitled "Financial Accounting" from January 22, 2008 through May 9, 2008 at a cost of \$427.75.

Hal Payne, Commissioner of Administrative & Fiscal Services, noted that although Committee approval was supposed to be sought prior to enrolling in job related courses, it had become an increasingly prevalent practice for Department Heads to seek permission subsequent to the completion of the courses. He noted, this particular request might have been of some interest to the Committee as the schooling had been attended by a provisional County employee whose position was subject to Civil Service testing. Mr. Payne stated that the Committee may not have approved the request if it had been presented prior to the course as the employee was not considered permanent.

Mr. Stec said that although he agreed that it should be made very clear to all Department Heads that permissions

were to be sought prior to attending work related courses, the present request should be approved. Mr. Payne advised that he intended to address this issue at the next Department Head meeting.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve Item 7 as outlined above.

Concluding the Agenda review, Mr. Thomas apprised that Todd Lunt, Director of Human Resources, had requested permission to address the Committee regarding the amendment of Resolution No. 744 of 2007 to correct verbiage therein.

Mr. Lunt stated that Section 2 of Resolution No. 744 of 2007, which pertained to the eligibility of employees and retired employees to participate in the Warren County insurance plan, listed conditions that must be met in order to qualify for coverage. He said that the verbiage included in this section stated that "if *any* of the following conditions apply", which it should have read "if *all* of the following conditions apply". Mr. Lunt said that in speaking with Paul Dusek, County Attorney, regarding the matter, he had been advised that a request to amend the resolution should be pursued in order to correct this verbiage.

Motion was made by Mr. Stec, seconded by Mr. Tessier and carried unanimously to approve the request to amend Resolution No. 744 of 2007 as outlined above and the necessary resolution was authorized for the July 18th Board meeting. *A copy of the request is on file with the minutes.*

There being no further business to come before the Committee, on motion made by Mr. Sokol and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 9:43 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **AUGUST 6, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Haskell
Belden
Stec
Tessier

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk of the Board
Paul Dusek, County Attorney
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor O'Connor
Supervisor Strainer
Supervisor VanNess
Rich Kelly, Personnel Officer
William Lamy, DPW Superintendent
Mark Murray, CSEA President
Jon Premo, Labor Relations Specialist, CSEA
Barbara Taggart, Administrator, Westmount
Health Facility
Sheila Weaver, Commissioner, Dept. Of Social
Services
Bud York, Sheriff
Shane Ross, Chief Deputy
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Supervisor Sokol

Mr. Thomas called the Personnel Committee meeting to order at 9:03 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the July 9, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas advised Items 1A through D were referrals from the Criminal Justice Committee. Items 1A and B, he said, were referred by the District Attorney and he listed the requests as follows:

- A) Request to fill the vacant position of 5th Assistant District Attorney, base salary of \$45,568, Employee No. 11377, due to resignation; and
- B) Request to fill the vacant position of 6th Assistant District Attorney, base salary of \$42,275, Employee No. 11387, due to promotion.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve Items 1A and B as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas added Items 1C and D were referred by the Public Defender. He stated Item 1C was a request to decrease the salary of the 5th Assistant Public Defender, Employee No. 11517, from the former base salary of \$46,000 to the current base salary of \$44,910 to more accurately align salary commensurate with experience and longevity; thereby amending the Department's Table of Organization. He noted Item 1D was a request to increase the salary of the 4th Assistant Public Defender, Employee No. 11480, from the former base salary of \$44,910 to the current base salary of \$46,000 to more accurately align salary commensurate with experience and longevity; thereby amending the Department's Table of Organization.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to approve Items 1C and D as outlined above and the necessary resolution was authorized for the next board meeting. Copies of the resolution request forms are on file with the minutes.

Mr. Thomas apprised Item 2 was a referral from the Health Services Committee, Westmount Health Facility, requesting to reclassify the position of LPN from the former grade level of Grade 8, base salary of \$28,697 to the current grade level of Grade 10, base salary of \$30,867 retroactive to March 1, 2008 with the funds to come from HCRA RR (Health Care Reform Act - Recruitment and Retention) grant funds; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve the request as presented.

Mr. Belden questioned why this request had not been presented during the budget process and Joan Sady, Clerk of the Board, replied that the request had been submitted and approved by the Westmount Health Facility Committee in August of 2007; however, she said, the reclassification was inadvertently left out of the budget last year.

Barbara Taggart, Administrator of Westmount Health Facility, clarified that this would be a reallocation, as opposed to a reclassification, in order to change the grade level associated with the position.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 2 as outlined above and the necessary resolution was authorized for the next board meeting. A copy of the resolution request form is on file with the minutes.

Messrs. Champagne, Haskell and Strainer entered the meeting at 9:08 a.m.

Mr. Thomas expounded Items 3A through E were referrals from the Public Safety Committee, Sheriff & Communications. Item 3A, he said, was a request to fill the vacant position of Building Maintenance Mechanic, base salary of \$35,100, Employee No. 10779, due to resignation.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden asked if the Sheriff's Office could continue to run efficiently without filling this position. Shane Ross, Chief Deputy, responded in the negative and stated the position was necessary for the Office. He further explained that the Sheriff's Office had already agreed to eliminate a different position within their maintenance staff. Hal Payne, Commissioner of Administrative and Fiscal Services, questioned what position the Sheriff's Office had agreed to eliminate and Chief Deputy Ross replied the position of Building Maintenance Worker would remain in the Table of Organization, although it would be unfunded for 2009.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 3A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas listed the requests for Items 3B through E as follows:

- B) Request to fill the vacant position of Corrections Officer #15, base salary of \$30,100, Employee No. 10489, due to resignation;
- C) Request to fill the vacant position of Communications Officer, base salary of \$30,100, Employee No. 10829, due to resignation;
- D) Request to fill the vacant position of Corrections Officer, base salary of \$30,100, Employee No. 9750, due to resignation; and
- E) Request to fill the vacant position of Corrections Officer, base salary of \$30,100, due to promotion.

Motion was made by Mr. Haskell and seconded by Mr. Tessier to approve Items 3B through E as presented.

Mr. Belden referred to Items 3B, D and E which were all requests to fill positions of Correction Officers, and he questioned if it would be possible to fill only one of the positions. Chief Deputy Ross stated that the Corrections Facility was mandated by the State Commission of Corrections to maintain a specific staff number; therefore, he said, each of these positions were necessary.

Mr. Stec mentioned there had been discussions regarding the population of inmates versus the number of beds in the facility and the possibility of shifting individuals

around to close a pod as a cost savings measure. Discussion ensued concerning the concept. Chairman Monroe suggested that the idea be referred to the Legislative Committee to request a change in the statute that prohibits the County from closing a pod when the population of inmates decreases.

Following discussions, Mr. Thomas called the question and motion was carried unanimously to approve Items 3B through E as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Continuing the Agenda review, Mr. Thomas advised Items 4A through D were referrals from the Social Services Committee. Item 4A, he said, was a request to fill the vacant position of Intake Clerk, base salary of \$24,059, Grade 4, Employee No. 11210, due to promotion.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 4A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas noted Item 4B was a request to fill the vacant position of Assistant Social Services Attorney, base salary of \$56,741, Employee No. 10457, due to resignation.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 4B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 4C was a request to fill the vacant position of Senior Social Welfare Examiner, base salary of \$31,351, Grade 11, Employee No. 6498, due to retirement.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 4C as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Payne interjected that discussions had been held at the Social Services Committee meeting regarding the back filling of the position of Social Welfare Examiner due to the promotion of that individual into the position of Senior Social Welfare Examiner. He requested that the filling of the vacant position of Social Welfare Examiner be approved, as well.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to fill the vacant position of Social Welfare Examiner, base salary of \$28,697, Grade 8, due to promotion. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 4D was a request to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 5268, due to resignation.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 4D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Concluding the Agenda review, Mr. Thomas apprised Item 5 was a referral from the Office of Administrative & Fiscal Services, requesting discussion regarding a study of the possibility of a four day workweek. Mr. Payne distributed a report concerning the matter, a copy of which is on file with the minutes.

Mr. Payne said suggestion boxes had been placed throughout the County Center building and 50% of the suggestions submitted concerned implementing a four day workweek. He reminded the Committee members of the study that had been conducted some time ago requesting the Department Heads to provide their thoughts on the idea of a four day workweek and 53% were in favor of it. Mark Murray, President of the CSEA, added he had been receiving that suggestion for quite some time and the union was in favor of it as well.

Discussion ensued.

Mr. VanNess entered the meeting at 9:28 a.m.

Chairman Monroe noted some Offices in the County needed to be staffed five days a week; therefore, he said, staggered work weeks would need to be configured.

William Lamy, DPW Superintendent, entered the meeting at 9:33 a.m.

Paul Dusek, County Attorney, recommended that the Committee consider not only ten hour days, but also when the ten hour days would be. He explained that instead of working 8:00 a.m. to 6:00 p.m. maybe some departments would benefit by having evening hours, such as 10:00 a.m. to 8:00 p.m. and that would need to be negotiated as well. He also suggested looking at the idea of including weekend days, which could benefit DPW.

Bud York, Sheriff, entered the meeting at 9:39 a.m.

Mr. Payne announced that a new survey would need to be completed in order to determine what departments were truly interested in implementing a four day workweek. Discussion continued.

Mr. O'Connor entered the meeting at 9:43 a.m.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously that

an additional study be conducted amongst Department Heads regarding the implementation of a four day workweek.

Jon Premo, Labor Relations Specialist, CSEA, commented that if the County could implement a four day workweek without incurring any additional costs and services continued to be met, he felt it was a wise decision for the County to pursue.

Prior to adjournment, Mr. Dusek reported that he had been requested to research whether or not a medical exam could be required for police officers prior to the agility exam being administered. Following his research, he determined that the County could not require a medical exam; however, he said, an applicant could be asked to provide a medical certification from a doctor stating they were able to perform a physical agility exam. He added that an applicant could also be asked to assume the liability for any possible injuries sustained as a result of performing the agility tests. Mr. Dusek recommended that the County request both, a medical certification and a waiver of liability, prior to an applicant performing an agility exam.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously authorizing the County to require a waiver and a medical certification be provided prior to an applicant performing a physical agility exam. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Haskell and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 9:57 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL (INCLUDING CIVIL SERVICE AND HUMAN RESOURCES)

DATE: SEPTEMBER 10, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
KENNY
HASKELL
BELDEN
STEC
SOKOL
TESSIER

OTHERS PRESENT:

FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY
AMY BARTLETT, FIRST ASSISTANT COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS BENTLEY
CHAMPAGNE
GIRARD
GOODSPEED
O'CONNOR
SIMMES
STRAINER
VANNESS
RICHARD KELLY, PERSONNEL OFFICER
TODD LUNT, DIRECTOR, HUMAN RESOURCES
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH
KATE JOHNSON, DIRECTOR, TOURISM
WILLIAM LAMY, SUPERINTENDENT OF PUBLIC WORKS
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS
MARV LEMERY, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
JULIE PACYNA, PURCHASING AGENT
WILLIAM RESSE, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
BARBARA TAGGART, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
PAM VOGEL, COUNTY CLERK
SHEILA WEAVER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
BUD YORK, SHERIFF
SHANE ROSS, CHIEF DEPUTY
ALYSON MARTIN, *THE POST STAR*
TOM RANDALL, *THE ADIRONDACK JOURNAL*
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes from the August 6, 2008 Personnel Committee, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members and a copy of same is on file with the minutes.

Commencing the agenda review, Mr. Thomas apprised that Item IA consisted of a referral from the Health Services Committee, Public Health, requesting a reallocation of grades for Nurse Technicians from Grade 9, base salary of

\$29,708, to Grade 11, base salary of \$31,351, effective March 10, 2008, in order to align with the recent reallocation of the LPN's (Licensed Practical Nurse) at the Westmount Health Facility; thereby amending the Department's Table of Organization.

Mr. Kenny questioned why the reallocation was necessary and Mr. Haskell apprised that this was for retention purposes and to draw interested employees to the positions. He said that at the current salary they were unable to maintain the nursing staff. Hal Payne, Commissioner of Administrative & Fiscal Services, apprised that the reallocation had been approved during the 2008 Budget process but had inadvertently been left out; he added that these efforts were being made to correct the situation.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve Item 1A as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Agenda Item 1B, Mr. Thomas advised, included a referral from the Health Services Committee, Westmount Health Facility, which requested authorization for Renee L. Bazan, Social Worker, to enroll in a Principles of Biology course being held at Adirondack Community College (ACC) from September 3, 2008 through December 12, 2008 at a cost of \$690.73. He noted that the course would contribute to an associates degree in Nursing.

Motion was made by Mr. Sokol, seconded by Mr. Haskell and carried unanimously to approve Item 1B as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Thomas noted that Agenda Items 2A and 2B pertained to referrals from the Human Services Committee, Employment & Training. He said that Item 2A requested the deletion of the Employment and Training Coordinator position, Grade 13, base salary of \$35,949, effective September 19, 2008; thereby amending the Salary Schedule and the Department's Table of Organization.

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried unanimously to approve Item 2A as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Item 2B, Mr. Thomas continued, consisted of a request to fill the vacant position of Employment and Training Counselor, Grade 9, base salary of \$29,702, due to retirement and he noted that the position was 100% Federally funded.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 2B as outlined above. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Thomas stated that Agenda Items 3A and 3B were referrals from the Public Safety Committee, Office of Emergency Services. He said that Item 3A referred to a request to fill the vacant position of Fire Coordinator/Director of the Office of Emergency Services, base salary of \$20,000, due to resignation.

Mr. VanNess, speaking as Chairman of the Public Safety Committee, stated that there had been considerable discussion regarding the request prior to being approved by the Public Safety Committee, specifically regarding the salary and leased vehicle associated with the position. Mr. VanNess stated that although they were willing to forego the use of the leased vehicle, he felt it was less costly to retain it than to authorize the use of a personal vehicle for the position, which would require compensation for mileage costs. He said that in speaking with the person they intended to appoint to the position, Brian LaFlure, Systems Maintenance Coordinator and First Deputy Fire Coordinator, he had expressed the trying budget times the County faced and Mr. LaFlure had agreed to accept the part-time position at a reduced salary of \$15,000, regardless of the fact that a considerable amount of work was associated with the position. Mr. VanNess stated his recommendation that they maintain the lease of the vehicle used by the current Fire Coordinator as a considerable amount of money had been invested in the vehicle for use as a mobile command center.

When Mr. Belden questioned the costs of the leased vehicle, Mr. VanNess responded that the lease fee was in the neighborhood of \$4,800 annually. Marv Lemery, Fire Coordinator/Director of the Office of Emergency Services, interjected that a three-year lease was carried on the vehicle and had already been renewed for a term ending in 2009. He added that the lease buyout for the vehicle was approximately \$23,000. Mr. VanNess added that due to the cost of the vehicle, he felt that it was better to continue the lease and consider purchasing it at the end of the extended term when budget conditions had improved and the expense was feasible.

Mr. Stec stated that he had been involved in conversations regarding the position and was now more at ease with the situation. He thanked Mr. VanNess for his involvement in clarifying the matter and Mr. LaFlure for his efforts in assisting the County by agreeing to reduce the salary of the position. Mr. Stec said he felt the lowered salary and the retention of the leased vehicle were very reasonable compromises.

Chairman Monroe stated that because Mr. LaFlure held a full time position with the Sheriff's Office, it was not legal to pay him separate salaries according to the Fair Labor Standards Act and they would have to pay overtime for hours worked as Fire Coordinator. Mr. Haskell stated it was his understanding that Mr. LaFlure's position was outside of the bargaining unit which gave the County the ability to pay separate salaries for the different positions. Mr. VanNess apprised that he had contacted the County Attorney's Office to discuss this matter but had yet to receive the appropriate information.

Mr. Tessier entered the meeting at 9:16 a.m.

Mr. Kenny questioned Mr. LaFlure's ability to appropriately fulfill the obligations of the part-time Fire Coordinator/Director of the Office of Emergency Services position while maintaining his full-time duties to the Sheriff's Office, as well as whether his position with the Sheriff's Office was actually outside of the bargaining unit. Mr. VanNess explained that the Deputy Fire Coordinator positions had been instituted for this reason, allowing for coverage when Mr. LaFlure was not available. Mr. VanNess added that it was highly unlikely that they would find another person as qualified as Mr. LaFlure to fill the position based on the salary being offered.

Mr. Lemery interjected that he had held a full-time position in addition to the Fire Coordinator designation for the past 24 years without issue. He said that in instances when he was not able to oversee an emergency situation he

made decisions as to which Deputy would cover his absence. Since there had never been any issues with respect to the matter in the past, Mr. Lemery said he failed to see why there would be any now.

Mr. Geraghty pointed out that Mr. LaFlure currently held two positions, his full-time employment with the Sheriff's Office as well as his designation as First Deputy Fire Coordinator and he questioned why there was any opposition. Mr. VanNess noted that the Board had recently approved a policy regarding this matter which allowed emergency personnel to leave work without consequence in the event of an emergency with the approval of their supervisor.

Bud York, Sheriff, apprised that he had no issue with Mr. LaFlure accepting the Fire Coordinator position as he was confident in Mr. LaFlure's strong work ethic and was sure he would maintain his obligations to the Sheriff's Office as his first priority. He expounded that although Mr. LaFlure was a salaried employee and did not receive overtime pay, he had continuously worked over and above his scheduled hours whenever needed with no compensation. Sheriff York stated that he would approve any time necessary to fulfill the obligations of the Fire Coordinator position as per the policies approved by the Board of Supervisors.

Paul Dusek, County Attorney, and Todd Lunt, Director of Human Resources, entered the meeting at 9:19 a.m.

When questioned whether or not overtime pay would be necessary to support the position of Fire Coordinator/Director of the Office of Emergency Services, Mr. Dusek replied affirmatively. He explained that although the Fire Coordinator/Director position was considered managerial and was not eligible for overtime benefits, it was his understanding that Mr. LaFlure's full-time position with the Sheriff's Office should incur compensation for overtime worked. He said that since Mr. LaFlure's full-time position was eligible for overtime pay, the part-time position would be also. Citing Mr. Lemery's positions, Mr. Dusek explained that overtime concerns had not been necessary in that instance because Mr. Lemery held two positions that were both ineligible for overtime pay.

Mr. Stec questioned if Mr. LaFlure's position with the Sheriff's Office could be reclassified to make it ineligible for overtime costs and Mr. Dusek replied in the negative, explaining that the only way the title could be reclassified was if the duties were changed to meet the title desired, which would have to be of a more executive or managerial nature.

Extensive discussion ensued.

Chairman Monroe suggested that an hourly rate of pay be established to meet the desired annual salary for the position and a limit to the number of hours worked per week be determined so as not to exceed the desired salary. Mr. Stec agreed with this idea and noted that an hourly wage of \$10 coupled with a per week maximum of 20 hours would meet the desired budget. He said that because the position would actually be paid at overtime rates of \$15 per hour, the annual budget would be \$15,600 if the 20 hour per week limit was maintained. Mr. Stec added that Committee approval could be given to work over this limit when necessary and Mr. LaFlure could alert the Public Safety Committee when he was nearing the limits set.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to fill the vacant position of Fire Coordinator/Director of the Office of Emergency Services at an hourly wage of \$10 for 20 hours per week, not to

exceed \$15,600 annually. *A copy of the request is on file with the minutes.*

Mr. VanNess thanked Sheriff York for his efforts in connection with the issue.

Regarding the retention of the leased vehicle used by the Fire Coordinator, it was the consensus of the Committee that this issue should be referred back to the Public Safety Committee for further discussion.

Chairman Monroe stated that while it was sensible to retain the leased vehicle for use as a mobile command vehicle, it might be less costly for the Fire Coordinator to use his personal vehicle for travel to conferences and gain mileage reimbursement from the County. Sheriff York interjected that in these cases he would be agreeable to loaning a Sheriff's fleet vehicle for travel such as this.

William Lamy, Superintendent of Public Works, pointed out that when arriving on the scene of an accident it was very helpful to have an official County seal on a vehicle to reinstate the Fire Coordinators authority and this was another reason to consider retaining the Fire Coordinator's vehicle.

Resuming the agenda review, Mr. Thomas apprised that Item 3B consisted of a request to appoint Brian A. LaFlure as Fire Coordinator/Director of the Office of Emergency Services effective September 20, 2008.

Mr. Belden noted that prior to approving the request to appoint Mr. LaFlure, they should contact him to be sure that he would accept the position since the terms of payment had been changed. Mr. Stec countered that the total salary amount had actually been increased to a figure \$600 more than what Mr. LaFlure agreed to. Mr. Haskell noted that if Mr. LaFlure was not agreeable, the request could be re-introduced at the next Personnel Committee meeting.

Motion was made by Mr. Belden, seconded by Mr. Haskell and carried unanimously to approve Agenda Item 3B as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Thomas stated that Agenda Item 4A included a referral from the Public Works Committee, Buildings & Grounds, requesting authorization to fill the vacant position of Laborer #36, Grade 2, base salary of \$22,503, due to resignation.

Mr. Belden cited the ongoing budget issues facing the County and he asked if the position was absolutely necessary. Mr. Lamy explained that the night cleaning crew was comprised of twelve positions which were assigned to twelve different sections of the Municipal Center and Annex Buildings. He said that the resignation had been submitted earlier in the year and he and Frank Morehouse, Superintendent of Buildings, had agreed not to fill this position until the onset of the snow and ice season, which was upcoming, and the position had subsequently been deleted during the 2009 Budget process. Coupled with the two staff members currently out of work on disability, he said that they were now understaffed by three positions, requiring that the supervisory cleaning staff member be assigned to a section of the Municipal Center in order to get the work done. He advised that if the Laborer #36 position was not filled, their only option to cope with the short staffing would be to institute a rotating cleaning schedule that would not allow for every portion of the Buildings to be cleaned on a daily basis. Mr. Lamy noted that the lack of

staff was causing other issues, such as the overtime recently incurred to buff the floors in the Municipal Center Building and the washing of the upper level windows, which they typically rented a lift for but had not been done due to a lack of staff.

Mr. Haskell stated that although the floors looked very nice since they had been buffed, they had been looking very shabby before it was done. He said that the Municipal Center was the central building for the County and should be cleaned five days per week to maintain a pristine appearance. Mr. Haskell further noted that he felt there would be some opposition from the Court staff if their quarters were not cleaned daily.

Mr. Morehouse interjected that his cleaning staff was actually short by four positions as there were two employees on disability leave, one position was deleted and one was now vacant, leaving eight staff members to perform the work of twelve. He noted that absences for sick and vacation time had to be considered also and he apprised that there had been instances where there were only three people on staff to perform all of the cleaning work, which was nearly impossible. Mr. Morehouse stated that it was also important to keep in mind that the new Health and Human Services Building was almost thrice the size of the Municipal Center Annex Building it was replacing; therefore, he said, additional cleaning staff would have to be considered.

Mr. Tessier stated that it had taken many years to get the Municipal Center Building and grounds into a condition that one could be proud of and by reducing the cleaning and maintenance staff they risked the possibility of deteriorating conditions. He said that he agreed with Mr. Haskell and supported the filling of the vacant position.

Mr. Kenny stated his view that the out-of-work employees would eventually return to work at which point they would be nearly fully staffed. He said that due to the current budget issues, they needed to get by with the resources available and save funds wherever possible. Mr. Kenny said that he did not feel that the position should be filled and Mr. Stec agreed.

Subsequent to further discussion on the matter, motion was made by Mr. Haskell and seconded by Mr. Tessier to approve the request to fill the vacant position of Laborer #36, and the motion failed with Messrs. Thomas, Kenny, Belden, Stec and Sokol voting in opposition.

Resuming the agenda review, Mr. Thomas announced that Item 5A and 5B consisted of referrals from the Social Services Committee. Item 5A, he said, was a request to create the position of Intake Clerk, base salary of \$24,059, Grade 4, and delete the position of Senior Intake Clerk, base salary of \$31,581, Grade 5; thereby amending the Salary Schedule and the Department's Table of Organization.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 5A as outlined above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Mr. Thomas stated that Item 5B was a request to fill the vacant position of Intake Clerk, base salary of \$24,059, Grade 4, due to promotion.

Motion was made by Mr. Tessier, seconded by Mr. Haskell and carried unanimously to approve Item 5B, as outlined above. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Agenda Item 6, Mr. Thomas announced, was a referral from the Tourism Committee requesting permission to fill the vacant position of Creative Director, base salary of \$65,205, due to retirement.

Mr. Belden stated his feeling that the position of Creative Director was very important to the County and should be filled. Mr. Kenny interjected that while the salary figure might seem excessive, there had been considerable discussions at the previous Tourism Committee meeting where he had learned that the person retiring from the position had previously been employed in the same line of work for a salary in the range of \$120,000. During these discussions the Committee had been informed that it was impossible to hire a person with the qualifications required for the position for less than the salary attached. Mr. Kenny added that the position was funded by the Occupancy Tax Fund and that no portion was attributed to the County Budget.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to approve Item 6 as outlined above. *A copy of the Notice of Intent to Fill Vacant Position Form is on file with the minutes.*

Mr. Thomas stated that Agenda Item 7A included a referral from the Criminal Justice Committee, District Attorney, requesting a decrease in the salary of the 6th Assistant District Attorney position from \$42,275 to \$40,988 effective September 1, 2008, due to the level of experience of the newly hired attorney.

Motion was made by Mr. Sokol, seconded by Mr. Tessier and carried unanimously to approve Item 7A and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Privilege of the floor was extended to Julie Pacyna, Purchasing Agent, to address Agenda Item 8, which consisted of an informational update. Mrs. Pacyna apprised that she had recently spoken with Mr. Payne with respect to the possibility of an unpaid intern working in her office. She said that she had received contact from an ACC representative who advised that they may have someone to place in her Office. Mrs. Pacyna cited that the intern would assist with the workload in her Office and there would be no cost to the County as interns were unpaid. She said that no Committee action was necessary in connection with this matter, she simply wanted the Committee to be aware of the situation. The Committee consented to Mrs. Pacyna taking advantage of the services available through internship work within her Office.

Mr. Thomas apprised that Agenda Item 9 included a request to amend Resolution No. 574 of 2008 to delete the employee numbers so that all L.P.N positions would be reallocated to pay Grade 10.

Joan Sady, Clerk of the Legislative Board, explained that because specific employee numbers had been included in Resolution No. 574 of 2008, an amendment was necessary to remove the specifying numbers in order to encompass all LPN positions.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to approve Item 9 as outlined

above and the necessary resolution was authorized for the September 19th Board meeting. *A copy of the request is on file with the minutes.*

Continuing the agenda review, Mr. Thomas stated that Item 10 consisted of a request to amend the Table of Organization to delete the position of Crime Victim Specialist and establish position of Victim Assistance Program Director as outlined in Resolution No. 612 of 2008.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 10 as outlined above and the necessary resolution was authorized for the September 19th Board meeting.

Mr. Thomas announced that Items 11 and 12 were requests for executive sessions. He said that Item 11 consisted of a request from Mr. Payne for an executive session to discuss the employment history of a particular person and Item 12 was for an executive session to discuss PBA (Police Benevolence Association) negotiations made by the County Attorney.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to enter into executive session to discuss both the employment history of a particular person and to discuss PBA negotiations subject to Sections 105(e) and (f) of the Public Officers Law.

Executive session was held from 10:03 a.m. to 10:39 a.m.

Upon reconvening, Mr. Thomas noted that no action had been taken during the executive session.

As there was no further business to come before the Personnel Committee, on motion made by Mr. Stec and seconded by Mr. Kenny, Mr. Thomas adjourned the meeting at 10:39 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **OCTOBER 8, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Belden
Stec
Sokol
Tessier

Committee Member Absent:

Supervisor Haskell

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk of the Board
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Paul Dusek, County Attorney
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor Strainer
Supervisor VanNess
Rich Kelly, Personnel Officer
Todd Lunt, Human Resources Director
William Lamy, DPW Superintendent
Julie Pacyna, Purchasing Agent
Karen Putney, Administrator, Building
Codes
Brenda Hayes, Director, Countryside Adult
Home
Barbara Taggart, Administrator,
Westmount Health Facility
Shane Ross, Chief Deputy
Bud York, Sheriff
Sheila Weaver, Commissioner of
Department of Social Services
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the September 10, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Commencing the Agenda review, Mr. Thomas apprised that Hal Payne, Commissioner of Administrative & Fiscal Services, had requested permission to address the Committee regarding County Vehicle Use Regulations. He noted that Resolution No. 459 of 2007 was attached for review.

Mr. Payne explained he had been asked to research County vehicles that were being driven home by employees. After reviewing the Travel Policy, he said, he determined there were employees in four departments that were authorized to take County vehicles to their residence overnight. He further stated he had received several complaints regarding County vehicles being driven home that were not authorized by Resolution No. 459 of 2007. Mr. Payne said an employee in the Planning & Community Development Department had permission to drive a County vehicle; however, he noted, there was no authorization for that employee to take the vehicle home, which was occurring. He detailed the departments and the positions that were authorized by the aforementioned resolution to take vehicles home.

Mr. Strainer entered the meeting at 9:04 a.m.

With regard to the employee in the Planning Department, Mr. Payne said the individual was assigned a County vehicle; however, he added, the vehicle was to be housed at the Hague Town Hall for use on an as needed basis.

Mr. Kenny commented that too many County vehicles were being used for personal use, increasing costs to the County. Mr. Stec said that the resolution needed to be enforced and employees needed to follow it. He added that he believed this was a disciplinary issue.

Mr. Bentley entered the meeting at 9:07 a.m.

Mr. Sokol stated that his understanding was that the problem with the employee in the Planning Department was that stops were being made to check on construction projects between the County Center and the Town of Hague that were not being reported. He suggested that a log on all stops made be kept by all employees that were authorized to drive County vehicles.

Mr. Geraghty expounded he had requested Mr. Payne to review the policy due to complaints that he had been receiving. He added that authorization should be made on a case-by-case basis, depending on the position within the department and what the responsibilities of the position entailed.

Mr. Thomas apprised the list of employees that were authorized to take vehicles home was included in the resolution. He said that if there was a problem with the list, the resolution should be amended or reinforced more strictly. Mr. Geraghty added that he believed there was also an IRS issue involved with employees taking County vehicles home which would be considered part of their income and needed to be declared on their income tax.

Karen Putney, Administrator of Building Codes, noted that the employees in her Department that took vehicles home were charged \$3 per day, which was deducted from their salary. She added that they also did quarterly reports listing how many days the vehicle was used, as well as a log of mileage and inspections that were conducted

on a day to day basis.

The consensus of the Committee was to hold a special Personnel Committee meeting dedicated solely to discussions on the Travel Policy and County Vehicle Use Regulations. Mr. Stec recommended that until that meeting was held, departments needed to be reminded of the current policy. Chairman Monroe suggested that all affected departments be notified of the meeting in order for them to be present for discussions. Joan Sady, Clerk of the Board, announced the special Personnel Committee meeting would be Tuesday, October 21, 2008 at 9:30 a.m. and added that she would send out a formal notification.

Mr. VanNess entered the meeting at 9:15 a.m.

Returning to the Agenda review, Mr. Thomas advised Items 2A through D were referrals from the Health Services Committee. Item 2A, he said, was a referral from the Countryside Adult Home, requesting to fill the vacant position of Institutional Aide, base salary of \$22,988, Grade 3, Employee No. 7082, due to retirement.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 2A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Items 2B through D were referrals from the Westmount Health Facility, and he listed the requests as follows:

- B) Request to fill the vacant position of Leisure Time Activities Aide Part-time, base salary of \$13,556, Employee No. 10827, due to resignation, contingent upon the elimination of the PCP (Personal Care Provider) position;
- C) Deleting the position of Personal Care Provider Part-time Activities, base salary of \$9,360, Employee No. 11477, due to promotion; thereby amending the Department's Table of Organization; and
- D) Request to fill the vacant position of Senior Account Clerk, base salary of \$27,559, Grade 7, Employee No. 11216, due to termination.

Motion was made by Mr. Sokol, seconded by Mr. Tessier and carried unanimously to approve Items 2B through D as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Position are on file with the minutes.

Mr. Sokol commended the Westmount Health Facility for their willingness to delete a position in an effort to reduce expenses.

Mr. Thomas expounded Items 3A through C were referrals from the Public Safety Committee. He stated that Item 3A was a referral from the Sheriff & Communications, requesting authorization for Cynthia Ross, Senior Account Clerk, to enroll in a job-

related course entitled "Advanced Bookkeeping" at Adirondack Community College from September 3, 2008 to December 12, 2008 at a cost of \$427.75.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Item 3A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas added that Items 3B and C were referrals from the Office of Emergency Services. Item 3B, he said, was a request to fill the vacant position of First Deputy Fire Coordinator, base salary of \$4,879, Employee No. 4423, due to promotion. He noted Item 3C was a request to fill the vacant position of Second Deputy Fire Coordinator, base salary of \$3,728, Employee No. 9412, due to promotion.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried unanimously to approve Items 3B and C as outlined above. Copies of the Notices of Intent to Fill Vacant Position are on file with the minutes.

Mr. Thomas advised Item 4 was a referral from the Public Works Committee, DPW, requesting to fill the vacant position of Working Supervisor #3, base salary of \$26,101, Grade 6, Employee No. 207, due to retirement.

Motion was made by Mr. Belden and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden questioned if the salary listed was the base salary for the position. William Lamy, DPW Superintendent, responded that it was the base salary; however, he noted, the employee that would be assuming that position would carry their increments with them.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 4 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas stated Item 5 was a referral from the Social Services Committee, requesting to fill the vacant position of Caseworker, base salary of \$33,590, Grade 14, Employee No. 6479, due to retirement.

Motion was made by Mr. Tessier, seconded by Mr. Kenny and carried unanimously to approve Item 5 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas apprised Items 6A through C were referrals from the Support Services Committee. Item 6A, he said, was a referral from the Self-Insurance for Safety Committee, requesting authorization for three employees to attend the National Safety Council DDC4 Driver Training Course in Springfield, Massachusetts from November 11, 2008 through November 13, 2008.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Item 6A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 6B and C were referrals from the Purchasing Department. Item 6B, he said, was a request for authorization for an ongoing internship program within the Purchasing Department. He added Item 6C was a request for authorization for an agreement with Adirondack Community College for an internship within the Purchasing Department.

Motion was made by Mr. Tessier, seconded by Mr. Sokol and carried unanimously to approve Items 6B and C as outlined above, and the necessary resolutions were authorized for the next board meeting.

Mr. Champagne entered the meeting at 9:22 a.m.

Mr. Thomas apprised Item 7 was the list of Pending Items for the Personnel Committee to review. He said Item 1 was the continuation of review of non-bargaining unit job description/responsibilities - status. Mr. Payne reported that approximately six positions had been covered and the review was continuing. He added that Todd Lunt, Director of Human Resources, would be in attendance shortly to assist with the status of the pending items.

Mr. Thomas noted Item 2 was the Human Resources Director working on Master Employee Handbook - status (10.05.05). Mr. Payne said that was ongoing as well.

Mr. Thomas added Item 3 was a request from the Committee for the Negotiating Committee to review the current vacation policy (06.06.06). Mrs. Sady said the concern was that a new employee could work thirty days and acquire five vacation days; however, she noted, it was part of the union contract. Mr. Payne stated that meetings with the union were held on a quarterly basis and this issue had yet to be discussed.

Paul Dusek, County Attorney, and Mr. Lunt entered the meeting at 9:25 a.m.

Mr. Dusek explained this became an issue after the union structured the vacation policy to provide vacation time up front in order to entice individuals to employment with the County. He further stated that the issue was brought up again during last years' negotiation process; however, he said, the issue was not resolved. He added that he did not believe there was still an issue with employees acquiring vacation time and leaving employment with the County shortly thereafter. Mr. Dusek reminded the Committee members that the system was built on a January 1st calendar year, not the date of hire.

Mr. Lunt advised that the issue was the terminations within the first year, in which an

employee could receive five vacation days payout prior to their probationary period being completed. He noted he did not have the numbers at this time; however, he said, he could provide the figures at the next Committee meeting. Mr. Thomas requested Mr. Lunt to determine the number of terminations this year and the amount that was paid out for vacation time and to report back to the Committee.

Discussion ensued.

Following discussions regarding the vacation policy, Mr. Thomas suggested that a list be created of issues that the Committee would like to see resolved during the next round of union negotiations.

Sheriff York and Chief Deputy Ross entered the meeting at 9:38 a.m.

Mr. Lunt referred back to Item 2 regarding the Master Employee Handbook and advised a draft would be completed at the end of the month, with the final version in circulation by January of 2009.

Continuing, Mr. Thomas said Item 4 was regarding the Program on Workplace Violence Prevention in or on County Buildings, Worksites or Vehicles to be reevaluated over the next six months by the Human Resources Director (02.07.07).

Mr. Lunt reported the plan had been in place for nearly two years. He added that he had contacted the New York State Department of Labor inquiring about the regulations that were going to be provided. He said he was advised that the regulations were not completed yet; however, he noted, they would be available in March of 2009, which would outline what the County had to do. He reiterated that the County had a plan in place, although the States regulations would determine what was needed in the plan.

Mr. Thomas expounded Item 5 was a matter of adopting a County Policy mandating defensive driving courses for all County employees maintained in the County's drivers' data base delayed for one month to obtain additional information (09.12.07).

Mr. Lunt explained that this policy had been put on hold pending whether or not Cool Insuring Agency, the County's Insurance Agent, could provide that service. He said that Cool Insuring Agency did not have a dedicated trainer on staff and therefore could not provide the service. He further reported that the County had continued moving forward with County employee trainers and there were currently two employees in the County that were trained and could provide courses for employees. He added that earlier in the meeting, the Committee had authorized three more employees to obtain the necessary certification to become trainers. In response to an inquiry, Mr. Lunt noted that the County did not pay the trainers to provide the courses. He stated if the Committee would like the policy to be mandated, a resolution adopting such would be needed. Mr. Dusek interjected that in order to mandate a policy, negotiations with the union were necessary and he suggested that this be discussed further in an executive session.

Discussion ensued.

Following discussions, Mr. Thomas recommended that the training continue on a voluntary basis, as opposed to a mandatory policy.

Concerning Item 6, Negotiating Team (comprised of Paul Dusek, Hal Payne, Rich Kelly and Todd Lunt) to meet with the union to pursue negotiations regarding flex time for all Departments (04.09.08), Mr. Dusek requested that this be discussed in an executive session.

Mr. Thomas said Item 7 was a referral from Real Property Tax Services, requesting the Human Resources Director to establish a Countywide policy for salaried employees to account for time worked, to be presented at the July Personnel Committee meeting (06.11.08).

Mr. Lunt apprised he had developed a proposed policy; however, he said, he would like to present his proposal to Department Heads prior to a final policy being adopted. He outlined the policy for the Committee members and noted that it included the exemption of Department Heads from punching a time card; hourly employees would continue to punch a time card upon arrival to work, punch in and out for lunch, and a final punch at the end of the day; and exempt, non-Department Heads would be required to punch in at the beginning of the work day and out at the end of the day.

Mr. Dusek requested an executive session to discuss CSEA negotiations and PBA negotiations. Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 9:49 a.m. to 10:24 a.m.

Committee reconvened. Mr. Thomas said no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Sokol, Mr. Thomas adjourned the meeting at 10:25 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL (INCLUDING CIVIL SERVICE AND HUMAN RESOURCES)

DATE: OCTOBER 21, 2008

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
KENNY
HASKELL
STEC
SOKOL
TESSIER

OTHERS PRESENT:

FREDERICK MONROE, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ATTORNEY
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE AND FISCAL SERVICES
JOAN SADY, CLERK OF THE BOARD
KEVIN GERAGHTY, BUDGET OFFICER
SUPERVISORS GIRARD
STRAINER

COMMITTEE MEMBER ABSENT:

SUPERVISOR BELDEN

WILLIAM LAMY, SUPERINTENDENT OF PUBLIC WORKS
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH
ROBERT SWAN, UNDERSHERIFF
SHANE ROSS, CHIEF DEPUTY
KAREN PUTNEY, ADMINISTRATOR - FIRE PREVENTION & BUILDING CODE
ENFORCEMENT
PATRICIA TATICH, DIRECTOR - PLANNING & COMMUNITY DEVELOPMENT
TODD LUNT, DIRECTOR, HUMAN RESOURCES
AMANDA ALLEN, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. Thomas called the meeting of the Personnel Committee to order at 9:00 a.m.

Motion was made by Mr. Haskell, seconded by Mr. Sokol and carried unanimously to approve the minutes from the October 8, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Mr. Thomas noted that the meeting had been called to continue discussions that had begun in the prior Committee meeting regarding revisions to the County's Travel Policy. He added that the initial discussion had stemmed from allegations of misuse of County vehicles by staff allowed to take them home at the end of their scheduled shift.

Copies of Resolution No. 672 of 2008, Amending the Warren County Travel Policy and County Vehicle Use Regulations, were distributed to the Committee members and a copy of same is on file with the minutes.

Since the issue at hand pertained solely to those vehicles being taken home on a daily basis by County employees authorized to do so, Mr. Haskell proposed that the Committee begin with a review of Section II-D of the Travel Policy, which addressed this matter. Mr. Thomas agreed with this suggestion and he noted that this section was broken down into four categories, the first of which pertained to the Department of Public Works (DPW) and reflected that nine County vehicles were being driven home by the following staff: the DPW Superintendent; the five Highway Construction Supervisors; the Deputy DPW Superintendent; the DPW General Highway Foreman and the Superintendent of Buildings and Grounds.

Mr. Kenny stated that the County could no longer afford to do business as it had in the past and in light of increasing gas and liability expenses, they had no choice but to change the vehicle use practices to reduce costs wherever possible. Mr. Kenny advised that he would vote in favor of retaining permissions to take vehicles home only for those employees who consistently had County business to attend to between work and home.

Mr. Thomas asked Mr. Lamy to explain why the permission to take vehicles home was necessary for the five

Highway Construction Supervisors listed in the current Travel Policy. Mr. Lamy stated that the Department of Public Works was a 24-hour per day, seven day a week operation and staff had to be available to address emergency situations affecting County roads as they occurred, which were not limited to the winter season. Mr. Lamy explained that the Highway Construction Supervisors were called upon to respond to severe storms, fallen trees, flooding and other such issues in warmer weather, as well as to inclement winter weather issues.

Mr. Lamy advised that during winter storms, the five Construction Supervisors were called upon to inspect the County's roads to determine where plowing and salting was necessary and which employees should be called in to care for the roads in the interest of public safety. He said that they also depended upon the Sheriff's Office to advise of adverse road conditions in response to which the five Construction Supervisors directed and coordinated storm related activities as necessary. Mr. Lamy noted that these employees were strategically located throughout the County and had vehicles that were equipped with gauges to reflect air and pavement temperatures to assist in the road care operation. He stated that all of the information gathered by the five Construction Supervisors through driving and checking the roads, as well as gauging temperatures, was factored into their decisions as to which roads required attention and what crews should be called in to address the situation. Mr. Lamy then apprised that the DPW Superintendent, Deputy DPW Superintendent and DPW General Highway Foreman provided oversight for the Construction Supervisors and Highway Crews, leading to the need for fleet vehicles to travel around the County for work-site visits.

Mr. Lamy pointed out that revisions to the DPW section of the Travel Policy made in 2004 had eliminated all permissions for taking County vehicles home, except for the Construction Supervisor positions. He said that when he assumed the Superintendent position in 2006 he had determined that the Construction Supervisors required supervisory oversight in order to maintain overtime costs. Therefore, he said, allowances had been included for himself and his division managers to have access to fleet vehicles for construction site visits as necessary to ensure that the appropriate number of staff were working on each project and that there was no over-staffing; these measures had been effective in reducing overtime costs thus far, he added. Furthermore, Mr. Lamy noted that when the 2006 revisions were made he had not requested access to commuter vehicles for the other Division Managers, such as the Deputy Superintendent of Engineering, Airport Manager, Director of Parks, Recreation & Railroad, Recreation Facilities Manager, Auto Mechanic Shop Supervisor or the Sign Shop Foreman, as he felt this access was unnecessary.

Because he said he understood the County's desire to reduce costs while maintaining the services provided, Mr. Lamy said that he had attempted to reduce costs in all possible areas of the Public Works operation. He advised that by calculating the miles traveled by each of the fleet vehicles, as well as the gasoline used, he had determined that the costs incurred through the use of the commuter vehicles was approximately \$5,700 annually. Mr. Lamy stated that although this was an additional cost to the County, he felt it was minimal in comparison to the public safety services provided. He added that the Committee would have to decide whether this cost was commensurate with the benefits received through the ability of DPW staff to immediately respond to any issue with road usage, as well as to maintain supervisory oversight to be sure that the correct course of action was being taken.

Mr. Kenny expressed his opinion that commuter vehicles were not necessary for the Highway Construction Supervisors for the seven months out of the year when snow emergencies were not an issue. To the contrary, Mr.

Haskell stated that he did feel they were necessary as they allowed the Construction Supervisors to address smaller issues without having to call in a full crew. For example, he cited that in the Town of Thurman there had been several instances where small trees had fallen during windstorms occurring in summer months. He explained that a Highway Construction Supervisor, who had the use of a fleet vehicle after normal working hours, had been called to address the issue, traveling to the site and removing the obstruction without having to call for the assistance of additional staff which would have incurred overtime costs.

Mr. Tessier entered the meeting at 9:14 a.m.

Subsequent to further discussion on the matter, Mr. Sokol stated that he felt the costs related by Mr. Lamy seemed reasonable for the services provided and Mr. Thomas agreed.

Mr. Thomas thanked Mr. Lamy for his explanation and noted that while he had no issue with most of the positions retaining the use of fleet vehicles, he did question the need for a vehicle for the Superintendent of Buildings and Grounds. Mr. Lamy replied that in anticipation of this question he had asked Frank Morehouse, Superintendent of Buildings, to provide a memo detailing the instances in which he was called to County Buildings after normal business hours, copies of which were provided to the Committee members and a copy of same is on file with the minutes. He said that Mr. Morehouse's memo explained that although he did not have specific dates when the County vehicle assigned to him was used, it was essential to his position that he have the ability to respond to a variety of situations and to be equipped to handle them with the proper tools, safety materials and communication equipment. He further explained that Mr. Morehouse had responded to instances such as power outages; smoke and fire conditions; burglar/intrusion alarms; employee issues and flooding situations. In addition, Mr. Lamy noted that Mr. Morehouse used the fleet vehicle to transfer mail between the Municipal Center to the Warrensburg DPW Shop. He advised that if access to the fleet vehicle was taken away, they would find alternate means to provide these services.

Mr. Thomas asked if it would be possible to park the vehicle assigned to Mr. Morehouse at the Warrensburg DPW Shop rather than allowing him to drive it to his home each evening and Mr. Lamy replied affirmatively. Mr. Lamy advised that in the past Mr. Morehouse had been required to park the commuter vehicle at the Town of Johnsburg's highway garage, which was approximately one-half mile from his home. Because of the closeness of the designated parking place to his home, he noted that the Board of Supervisors had previously authorized Mr. Morehouse to drive the vehicle to and from his home.

Motion was made by Mr. Kenny and seconded by Mr. Sokol to eliminate the use of a fleet vehicle for the Superintendent of Buildings and Grounds from the Warren County Travel Policy.

Following further discussion, Mr. Thomas called the question and the motion failed with Messrs. Thomas, Haskell and Tessier voting in opposition.

Motion was made by Mr. Haskell, seconded by Mr. Tessier and carried by majority vote to retain the use of a fleet vehicle for the Superintendent of Buildings and Grounds, but to mandate that the vehicle be parked at the Warrensburg DPW Shop, rather than driven to the home of the Superintendent, with Messrs. Kenny and Sokol voting in opposition.

Moving on, Mr. Thomas directed the Committee members to the second category contained in Section II-D of the Travel Policy, Health Services.

Pat Auer, Director of Public Health, addressed the Committee and advised that currently there were no vehicles being driven home by Health Services employees. She advised that there were four vehicles being parked overnight at Town owned properties in the Towns of Hague, North Creek and Chester. She added that early morning and late afternoon home visits were scheduled in these areas to make the vehicle use as economical as possible for the County. Mrs. Auer noted that accountability measures which required that the person receiving the home visit sign and time stamp the arrival and departure of the visiting nurses were in place to ensure that the vehicles were being used as allowed by the Travel Policy and to avoid any misuse.

Mr. Thomas pointed out that Section II-F, Subsection 4 of the Travel Policy specified that two vehicles were assigned to the Health Services Department for use by the nurses in the northern part of the County, to be housed in the Towns of Hague and North Creek and he questioned why four vehicles were being used instead of the two listed in the Travel Policy. Mrs. Auer replied that she had contacted Chairman Monroe with respect to the need for a vehicle in the Town of Chester to address the needs of the community and those discussions had led to a fleet vehicle being parked in that area. She added that two vehicles were being parked in the Town of Hague as it was more cost effective to operate the second vehicle from that location than it was to return it to the Municipal Center each night.

Mr. Thomas stated that the practices and procedures in use by the Health Services Department with respect to the use of fleet vehicles seemed appropriate and the Committee agreed; thereby authorizing an amendment to the Travel Policy that would allow four Health Services fleet vehicles to be parked at satellite locations as follows: two in the Town of Hague, one in the Town of Chester and one in the Town of North Creek.

The third category listed under Section II-D of the Travel Policy referred to vehicle usage by the Sheriff's Office, Mr. Thomas stated. He noted that the Travel Policy reflected fleet vehicles were being driven home by the Sheriff, Undersheriff, Major, Patrol Lieutenant, Investigative Sergeant and Investigators. Mr. Thomas then asked Robert Swan, Undersheriff, to address the Committee on the matter.

Undersheriff Swan began by noting that Bud York, Sheriff, was unable to attend the meeting and had asked him to speak in his absence. He stated that the number of vehicles actually being driven home by employees of the Sheriff's Office was higher than what was included in the Travel Policy. Undersheriff Swan explained that the number of vehicles being driven home by employees of the Sheriff's Office had increased from 12 to 23, most of which were permitted due to the fact that the employees were constantly on-call and required to respond to emergency calls 24-hours a day. As per the request of Sheriff York, Undersheriff Swan mentioned that the number of Officers per patrol car had been doubled, meaning that two officers now traveled in each car, thereby reducing the number of patrol cars being used. He said that through these efforts approximately 3,000 less gallons of gasoline had been used as of September 2008 than had been expended in 2007, which led to reduced costs for the County in both gasoline usage and vehicle maintenance costs.

Mr. Kenny questioned what employees of the Sheriff's Office were permitted to drive County vehicles to their home and Undersheriff Swan read aloud the following list, a copy of which was distributed to the Committee members and is on file with the minutes:

Sheriff	Lieutenant - Law Enforcement
Undersheriff	Lieutenant - Professional Standards
Chief Deputy	K-9 Officer
Major	Criminal Investigators (6)
Corrections Captain	Narcotics Officers (5)
Lieutenant - Criminal Investigations	Civil Officers (3)

Undersheriff Swan pointed out that although there were more cars being driven home, there was less personnel overall. He added that some of these positions were previously driving marked patrol cars, which were stored at the Sheriff's Office, but had now switched to driving more inconspicuous unmarked cars that were parked at their homes when off duty. Undersheriff Swan apprised that the Chief Deputy position was added at the beginning of 2008 and a vehicle had been added for that position, while the Corrections Captain was a long standing position that had recently been allotted a vehicle due to the frequency of call-ins for the employee as per State mandates which required that he come to the Corrections Facility each time an incident occurred. With respect to the three Lieutenant positions, Undersheriff Swan advised that the Criminal Investigation and Law Enforcement Lieutenants were called in very often, while the Professional Standards Lieutenant had the least frequent call-ins and was expected to respond to any incident involving a member of the Sheriff's Office staff in which there was a possibility of wrong-doing which he would investigate. Undersheriff Swan stated that the K-9 Officer position had been reinstated earlier in the year and the Officer chosen for the position had recently completed the training necessary for the position. He noted that this Officer would require the use of a special vehicle to transport the dog involved with the position to and from his home where the dog would be cared for. Undersheriff Swan added that the K-9 vehicle consisted of an existing fleet vehicle that had been outfitted with special equipment donated by the State of New York.

There were now six Criminal Investigator positions, Undersheriff Swan apprised, and he noted that the largest increase in fleet car use was attributed to the Narcotics Officer positions, for whom five used compact vehicles had been purchased. He concluded that the three Civil Officer positions had been added by Sheriff York in February of 2008 and he had allowed them to take their vehicles home because at least two of them lived in the northern parts of the County and could serve the paperwork associated with their positions in those locations prior to traveling to the Public Safety Building, thereby saving mileage and gasoline costs that would be incurred by traveling to the Public Safety Building to pick up the fleet vehicle, then traveling back to the areas in which they lived to serve paperwork.

Mr. VanNess pointed out that the costs associated with the cars used by the Narcotics Officers were funded solely by drug asset seizure monies, leaving no costs to the County. Undersheriff Swan confirmed Mr. VanNess' statement and added that a certain amount of the costs incurred through the Civil Officer positions were reimbursable based on the nature of the papers being served.

Chairman Monroe entered the meeting at 9:31 a.m.

Mr. Kenny said that he could understand the need for certain positions to have the use of a fleet vehicle to drive to their home, such as the Criminal Investigators and Narcotics Investigators; however, he added, he did not feel that it was necessary for the Corrections Captain, the Civil Officers, the Major or the Lieutenant of Professional Standards to drive fleet vehicles to their home at the end of each shift. Mr. VanNess agreed that, prior to conferring

with Sheriff York for further explanation on the matter, he too had some issues with the positions cited by Mr. Kenny taking fleet vehicles home.

Discussion ensued with respect to the matter.

Mr. Sokol questioned if the County was bound by the PBA (Police Benevolence Association) contract to provide the Officers listed with vehicles to drive to their homes and Mr. Thomas replied in the negative.

Mr. Stec entered the meeting at 9:37 a.m.

Motion was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to amend the Travel Policy to exclude permissions for the Major, Corrections Captain, Lieutenant for Professional Standards and two of the Civil Officers to take County vehicles home at the end of their shifts. *Note: Since the existing Travel Policy did not include the same listing of permissions as were being allowed by the Sheriff's Office, the Travel Policy would actually be amended to include permissions for the following positions to drive County vehicles to their homes: Sheriff, Undersheriff, Chief Deputy, Lieutenant - Criminal Investigations, Lieutenant - Law Enforcement, K-9 Officer, Narcotics Officers (5) and Civil Officer (1).*

Proceeding to the fourth, and final, category listed under Section II-D of the Travel Policy, entitled Fire Prevention & Building Code Enforcement, Mr. Thomas advised that this category pertained to the permissions given to the Fire Coordinator and Building Inspectors.

Mr. Thomas stated that the need for the Fire Coordinator to have a County vehicle available to him was rather obvious as he would be required to respond to emergencies as they occurred. Mr. VanNess interjected that the new Fire Coordinator, Brian LaFlure, had stated that he was not in favor of retaining the current fleet vehicle assigned to his position and the Public Safety Committee was currently discussing whether it was less costly to retain the leased vehicle or give Mr. LaFlure mileage reimbursement when using his personal vehicle to respond to emergencies. He noted that since assuming the position of Fire Coordinator, it was his understanding that Mr. LaFlure had not used the leased vehicle and had yet to seek any form of mileage reimbursement. In light of this issue, Mr. VanNess suggested that the Committee leave the Travel Policy as it was for the Fire Coordinator position pending further discussion by the Public Safety Committee. As the Personnel Committee was in agreement with Mr. VanNess' suggestion, Mr. Thomas asked Karen Putney, Administrator of Fire Prevention and Building Code Enforcement, to speak on the fleet vehicles used by the Building Inspectors in that Department.

Ms. Putney apprised that there were currently four fleet vehicles used by the Building Inspectors, three of which were used mainly for providing building inspections while the fourth provided fire safety reports throughout the County. She said that she did not have detailed information available regarding the costs incurred by allowing the Building Inspectors to drive fleet vehicles to their homes, but noted that the allowances had been made because the employees worked in the Office from 8 a.m. to 10 a.m. for public visits, thereafter leaving the Office to provide inspection services, eventually going home from the field. Ms. Putney stated that if this allowance was taken away, they would lose approximately 30 to 60 minutes of work time per Inspector each workday as the Inspector would be leaving the field in time to return to the Office to drop off their fleet vehicle before going home. She added that

losing work time would lead to a decrease in the number of inspections they were able to provide which was not favorable due to the ever increasing number of permit applications received and resulting need for inspections. Ms. Putney stated that daily logs were kept to account for the number of miles traveled by each Building Inspector and a chart was comprised from these logs to reflect pertinent travel information for each.

When questioned as to whether she had the use of a County fleet vehicle to commute to and from work, Ms. Putney replied in the negative.

Mr. VanNess noted that the newest of the four Building Inspectors resided in the City of Glens Falls, where the County had no jurisdiction, and therefore he felt that there was no need for this person to have the use of a fleet vehicle to travel to and from work. Ms. Putney agreed that this was correct, but noted that the new employee was still within the probationary period and if it became necessary to hire another employee this issue might need to be revisited depending on residency and the need for building inspection services in that area.

Mr. Girard entered the meeting at 9:47 a.m.

Mr. Kenny questioned if there would still be a necessity to drive fleet vehicles home if the time that the Building Inspectors worked in the Office was changed to the afternoon hours of 2 p.m. to 4 p.m. and Ms. Putney replied that she did not feel this change would be convenient to the many contractors and residents seeking meetings with the Building Inspectors and would only lead to further issues. Mr. VanNess stated that he continued to receive complaints from residents and contractors regarding the backlog of inspections and he said that he felt changing the hours in the Office would only serve to increase the number of complaints received. Ms. Putney added that even if the Office hours were changed, they would still lose valuable work time in the morning when the Inspectors were traveling to the Office to pick up the County fleet vehicles before moving on to the inspection sites.

Subsequent to further discussion on the matter, motion was made by Mr. Haskell, seconded by Mr. Tessier and carried unanimously to amend the Travel Policy to allow three of the four Building Inspectors employed by the Fire Prevention and Building Code Enforcement Office to continue to drive their fleet vehicles home at the end of their shift. *Note: Subsequent to the meeting, Ms. Putney advised that two, not one, of the Building Inspectors vehicles would be kept at the Fire Prevention and Building Code Enforcement Office and would not be driven back and forth to the employees' residences.*

Mr. Thomas advised that the final issue for review pertained to the vehicle assigned for use by the Planning & Community Development Department, as outlined in Section II-F of the Travel Policy. He read that the Travel Policy specifically stated that one vehicle would be assigned to the Planning Department for use by the Construction Cost Coordinator and shall be housed at the Hague Town Hall for use on an as-needed basis.

Patricia Tatich, Director of Planning & Community Development, distributed copies of a map outlining the locations of the ongoing housing grant projects which the Construction Cost Coordinator, Martin Fitzgerald, was required to provide inspections for; *a copy of the map is also on file with the minutes.* She advised that the vehicle in question was a 2003 Chevrolet Impala that had been acquired from the Sheriff's Office and was driven solely by Mr. Fitzgerald. Ms. Tatich explained that although Mr. Fitzgerald resided in the Town of Hague, he did not drive the vehicle home each night and that it was parked at the Hague Town Hall. She said that by allowing Mr. Fitzgerald

to pick up the car in Hague, rather than driving to the Municipal Center to get the car, the County benefitted from an additional 60 to 90 minutes of work time which would not be received otherwise. Ms. Tatich added that by having closer access to the vehicle Mr. Fitzgerald was able to begin the construction inspections early in the day allowing for the majority of the paperwork associated with his position to be completed in the afternoon when he arrived at the Planning Office.

In addition to providing the construction inspections necessary for the 132 ongoing housing grant projects, Ms. Tatich apprised that Mr. Fitzgerald was involved in facilitating public improvement projects in the Town of North Creek (Train Station complex), the Town of Lake Luzerne (Community Center) and the City of Glens Falls/Town of Queensbury (improvements to the recreation projects adjacent to the Feeder Canal).

Ms. Tatich concluded that in order to accommodate the extensive travel required by the position and to meet the Counties obligations to homeowners and governmental granting agencies in a timely and professional fashion, it was necessary to dedicate a vehicle for the program and specifically to conduct site visits. She said she respectfully requested that the Planning Department be allowed to continue to park their vehicle at the Hague Town Hall so that Mr. Fitzgerald could access the vehicle and start making inspections early in the morning and continuing until the end of each work day. Ms. Tatich stated that the costs to operate the vehicle were being provided through grant funding received in connection with the housing grant projects, a portion of which also funded Mr. Fitzgerald's salary. She added that the Planning Department had been keeping detailed travel logs for the past 15 years in order to appease State inspections in connection with grant funding as necessary.

Referring to the map provided by Ms. Tatich, Mr. Kenny pointed out that the majority of the ongoing housing projects were taking place in the Towns of Chester and Horicon, rather than in the Town of Hague where the Planning vehicle was based. He said that if the Travel Policy was changed to read that the car would be parked where the majority of the housing project activity was taking place, it would eliminate any talk of inappropriate vehicle use. Mr. Kenny stated that where an employee lived was immaterial to the process and that the car should be parked where it was needed, rather than close to an employee's home. Chairman Monroe interjected that there was room at the Chester Town Hall to park the vehicle if the Travel Policy was altered as per Mr. Kenny's suggestion.

Mr. Haskell stated that because the issue of revising the Travel Policy had arisen primarily based on allegations that the Planning vehicle was being used for private use, he felt that the allegations should be investigated more thoroughly rather than revising the Policy. Ms. Tatich agreed, adding that someone needed to come forward and give specific references as to when the vehicle was being improperly used rather than making anonymous and vague references which seemed to be based on hearsay.

Discussion ensued with respect to the matter.

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to amend the Travel Policy to state that the Planning vehicle should be parked wherever the majority of the housing grant activity was taking place, beginning with the Town of Chester where the activity was currently at the highest level.

Returning to the issue of access to a County vehicle by the Superintendent of Buildings, Mr. Lamy asked if mileage was being paid to employees for use of their private vehicles in responding to after-hours call-ins and Mr. Kenny replied in the negative, noting that mileage was not paid to salaried employees. He then asked the Committee to

reconsider allowing the vehicle used by the Superintendent of Buildings to be parked at the County facility located in the Town of Johnsborg, rather than at the Warrensburg DPW Shop.

Mr. Kenny replied that the reason the Committee had determined that the vehicle would be kept at the Warrensburg DPW Shop was because County business was conducted between that location and the Municipal Center, while almost no County business would be conducted between the Warrensburg Shop and the Town of Johnsborg, thereby negating the need for a fleet vehicle in that area.

Upon further discussion, it was the consensus of the Committee that the vehicle should be parked at the Warrensburg DPW Shop as per the previous motion.

As there was no further business to come before the Personnel Committee, on motion made by Mr. Haskell and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 10:19 a.m.

Respectfully submitted,
Amanda Allen, Sr. Legislative Office Specialist

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **NOVEMBER 12, 2008**

Committee Members Present:

Supervisors Kenny
 Belden
 Stec
 Sokol
 Tessier

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of Administrative
 and Fiscal Services
Joan Sady, Clerk of the Board
JoAnn McKinstry, Deputy Commissioner of
 Administrative Services

Committee Member Absent:

Supervisor Thomas

Paul Dusek, County Attorney
Amy Bartlett, First Assistant County
 Attorney

Vacant: Town of Thurman

Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor Merlino
Supervisor O'Connor
Supervisor Strainer
Supervisor Taylor
Supervisor VanNess
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Nicole Livingston, Deputy Clerk
Please see sign-in sheet attached

In the absence of the Committee Chairman, Vice-Chairman Kenny called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve the minutes of the October 8, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Prior to commencing the Agenda review, Mr. Kenny apprised he would like to discuss the original resolution which imposed a hiring freeze for the County. He referred to Resolution No. 155 of 2003 and read the full resolution to the Committee members. He suggested that Supervisor Thomas, Chairman of the Personnel Committee, as well as the Budget Officer, the Commissioner of Administrative & Fiscal Services and the Chairman of the Board meet and re-write the hiring freeze policy. He further commented that the resolution required stronger language; however, he noted, it would be the decision of the Committee.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to authorize Supervisor Thomas, the Budget Officer, the Commissioner of Administrative & Fiscal Services and the Chairman of the Board of Supervisors to re-write the hiring freeze policy to include stronger language as determined.

Mr. Stec entered the meeting at 9:06 a.m.

Chairman Monroe interjected that it would be helpful to know what it was that the Committee would like to see changed in the hiring freeze policy. Mr. Kenny replied he would like to see stronger language to close some of the holes in the policy. Mr. Champagne questioned what the stronger language would consist of that Mr. Kenny was referring to. Mr. Kenny recommended that if the filling of vacant positions was approved by the majority vote of the Supervising Committee every position would get approved just as it had been for the last five years. He said that statement should be stronger, whether it be 3/4 majority or a unanimous vote. He also recommended that requests be reviewed by a higher level, either the Finance Chairman, Personnel Chairman, Budget Officer, Chairman of the Board and Hal Payne, Commissioner of Administrative & Fiscal Services; or that all the aforementioned individuals review requests together and make a recommendation to the Personnel Committee prior to the request going before the Board of Supervisors.

Mr. Geraghty stated he thought that a similar procedure was already in place that required review by the Commissioner of Administrative & Fiscal Services and he would make the recommendation to the Personnel Committee.

Mr. Kenny asked if the projected number of vacancies due to retirements for this year was known. Todd Lunt, Director of Human Resources, responded to date there were approximately sixty-five positions that had been vacated due to retirements, resignation or terminations. Mr. Kenny noted he would like the County to absorb at least 10% of the vacancies that arose this year and expressed his belief that the County could save a significant amount of money in doing so.

Paul Dusek, County Attorney, entered the meeting at 9:11 a.m.

Mr. Champagne wondered if a requirement could be implemented that advised the board members of upcoming retirement dates, whether it be six months, eight months or even a year in advance in order for the Supervisors to review the positions and begin cross training prior to the employees departure date. Mr. Kenny questioned how much advanced notice was given when someone planned on retiring and Mr. Lunt replied typically notice was given approximately thirty to sixty days in advance; however, he said, that was a personal choice that varied amongst employees.

Discussion ensued.

Mr. Kenny commenced the Agenda review and stated Items 1A and B were referrals from the Health Services Committee, Health Services. He stated Item 1A was a request to fill the vacant position of Supervising Public Health Nurse, base salary of \$54,251, Employee No. 9034, due to retirement.

Motion was made by Mr. Sokol and seconded by Mr. Tessier to approve the request as presented.

Mr. Belden questioned if this position was necessary to continue efficient operations in the Department. Pat Auer, Director of Public Health, invited the Committee members to visit her Department and talk with the Supervising Nurse to learn what she and the Nurses did. She added that she did not believe that this position could go unfilled and noted that the Supervising Nurse was responsible for supervising nine Nurses, managing caseloads and making sure quality of care was being provided.

Mr. Kenny asked if Item 1B was the result of Item 1A and Mrs. Auer responded affirmatively, if the position was filled in-house.

Mr. Kenny called the question and the motion failed due to Messrs. Kenny, Stec and Belden voting in opposition.

Mr. Tessier asked if this would effect reimbursements from the State and Mr. Kenny said that was a good question. Mr. Belden interjected that the only options before the County, given the status of the economy, were to either not fill positions or to cut positions and he added nobody wanted to cut jobs.

Mr. Champagne expounded, as a member of the Health Services Committee, the issue now was health and safety. He said that the position that had just been denied was critical for the type of care given to the public.

Mr. Sokol asked if the Committee would entertain filling Item 1A and not Item 1B and Mr. Kenny responded the motion had already failed. Mrs. Auer again requested the Committee members to visit her Department to see what goes on there prior to voting down important items such as this.

Mr. Stec recommended that the funding for the Supervising Nurse position, and associated benefits, be removed from the 2009 budget. Mr. Lunt advised that the employee would not be retiring until after January 1, 2009; therefore, he said, the position could not be removed at the time that the 2009 budget was adopted.

Mr. O'Connor entered the meeting at 9:25 a.m.

Due to the failure of Item 1A, review of Item 1B, which was a request to fill the vacant position of Public Health Nurse or Community Health Nurse, dependent upon education and experience level of new Nurse recruited, base salary in the range of a Grade 19 through Grade 21, due to promotion, was no longer necessary.

Discussion ensued regarding the legality of removing positions, as well as the funding for such positions from the Table of Organization and from the budget when knowledge was received of upcoming retirements.

Continuing the Agenda review, Mr. Kenny apprised Item 2 was a referral from the Support Services Committee, Insurance, requesting to reclassify a position to Self-Insurance Assistant, base salary of \$31,250, Grade 7, Employee No. 11016 and to delete the position of Account Clerk, base salary of \$27,281, Grade 4, Employee No. 11016, effective January 1, 2009; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve the request as presented.

Mr. Belden questioned if the additional \$4,000 for the salary increase was included in the 2009 budget. Amy Clute, Self-Insurance Administrator, explained this position was funded through the Self- Insurance Plan and had no effect on the County budget.

Ms. Clute further advised that the former employee that held the position had retired two years ago and at that time the position was a Grade 12 Self-Insurance Specialist. She added when the current employee assumed the position in her Department, she did not feel that a new person should start at a Grade 12 salary until experience had been obtained. She noted at that point the position was reclassified from a Self-Insurance Specialist to an Account Clerk. Ms. Clute stated her concern was that the employee was now performing duties that were considered out-of-title. She apprised after working together with the Civil Service Office, it was determined that the appropriate title for the position should be a Self-Insurance Assistant at a pay level of Grade 7. She added that in her opinion, the employee was worth and well deserving of the upgrade.

Mr. Kenny called the question and the motion failed with Messrs. Kenny and Sokol voting in opposition.

Mr. Kenny said Item 3 was a request from Sheriff York to address the Committee regarding amendments to the Travel Policy and Vehicle Use that were approved at the October 21st meeting of the Personnel Committee. Sheriff York announced he no longer wished to address the Committee.

Mr. Kenny expounded Items 4A and B were requests from Todd Lunt, Human Resources Director, to address the Committee regarding the following:

- A) Follow up to the October 8th Personnel Committee and report on vacation payout to employees terminated in the first year of employment; and
- B) Request for Transfer of Funds from A.1990 469-Contingent Fund to A.1435 110-Salaries and A.1435 410-Supplies, in the amount of \$3,200 to cover a shortfall due to an upgrade in position from a Grade 3 to a Grade 8.

In reference to Item 4A, Mr. Lunt reported that in 2008, ten employees had left the employ of the County in less than one year of service, costing the County over \$7,800 in vacation payouts. He noted that the average for vacation payouts was approximately six days per person.

Mr. Dusek suggested that if the Committee wished to discuss this further which could lead to union negotiations, an executive session should be declared.

The consensus of the Committee was to complete the review of the Agenda prior to entering an executive session.

Concerning Item 4B, Mr. Lunt explained originally he would have been able to cover the increase in salary for the position within his Office; however, he said, due to the leadership training recently held, his Office had paid for ten supervisory level employees to attend such training.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 4B as outlined above and to forward the same to the Finance Committee.

Mr. Kenny suggested that the Committee review Item 6 of the Agenda before Item 5 due to the pending executive session that would be resultant from Item 5. He stated Item 6 was a request from Hal Payne, Commissioner of Administrative & Fiscal Services, to address the Committee regarding Leadership Training conducted by Jeff Farley of the Adirondack Regional Business Incubator (ARBI).

Mr. Payne apprised he had met with Mr. Farley and reviewed the program critique forms that had been completed by those that had attended the training. He added that the program had been very well received and Mr. Farley was offering to conduct another training class at the Municipal Center, consisting again of eight individuals for eleven weeks, at two and one half hours per week. Mr. Payne said the cost for materials for the course was \$2,900; however, he stated, the funds were not included in the 2009 budget to do so.

Mr. Geraghty apprised if the course would be held in 2009, it could be included in the 2009 County budget.

Motion was made by Mr. Tessier, seconded by Mr. Stec and carried unanimously to include \$2,900 in the 2009 County budget to cover the cost of the leadership training courses offered through the ARBI and to refer the same to the Budget Committee.

Prior to entering into an executive session, Mr. Stec requested the legal opinion of Mr. Dusek with regard to previous discussions concerning anticipation of an employee retiring and removing the funds and/or position from the Table of Organization and County budget. Mr. Dusek advised the whole idea behind the budget was using reasonable assumptions concerning incoming revenues and expenses. He further stated if there was good reason to believe that an employee would be retiring on a specific date, it could be calculated into the budget. He cautioned that if the employee decided not to retire on the anticipated date, the County would have to locate additional funds and the County would also have made the commitment that the positions would not be filled. Mr. Stec questioned if the status of being in the bargaining unit or not mattered and Mr. Dusek replied in the negative.

Motion was made by Mr. Stec requesting Mr. Lunt and Rich Kelly, Personnel Officer, to compile a reasonable, conservative estimate of employees that would be retiring in 2009 and when, as well as a dollar amount associated with such that could be removed from the budget prior to the adoption.

Referring specifically to the Supervising Nurse position in Health Services that would be vacated after January 1, 2009 due to retirement, Mr. Payne asked if the position could be removed from the 2009 budget at this time when the employee would probably continue to be paid through March due to the vacation payout. Mr. Kelly reported that the position needed to remain in the Table of Organization and the budget in order to pay the individual from the correct code and in this case, it would be necessary for reimbursement purposes. He further stated that past practice had been to leave a position in the budget and the Table of Organization unfunded.

Mr. Merlino entered the meeting at 9:55 a.m.

Discussion ensued with respect to the matter. Following discussions, the motion made by Mr. Stec failed due to the lack of a second to the motion.

Mr. Dusek reminded the Committee members that the budget could be amended until the adoption occurred without a resolution.

Mr. Dusek requested an executive session to discuss matters pertaining to collective bargaining PBA Agreement and also CSEA collective bargaining.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously that executive session be declared pursuant to Section 105 (e) of the Public Officers Law.

Executive session was declared from 10:04 a.m. to 10:38 a.m.

Committee reconvened. Pursuant to the executive session, motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to accept and approve the PBA Agreement as presented. The necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Belden, Mr. Kenny adjourned the meeting at 10:40 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **JOINT-PERSONNEL & BUDGET**

DATE: **NOVEMBER 17, 2008**

Committee Members Present:

Personnel Committee:

Supervisors Thomas
Kenny
Stec
Sokol
Tessier

Budget Committee:

Supervisors Geraghty
O'Connor
Champagne
Sheehan
Merlino

Committee Member Absent:

Personnel Committee:

Supervisor Belden

Vacant: Town of Thurman

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of
Administrative and Fiscal Services
Joan Sady, Clerk of the Board
JoAnn Mckinstry, Deputy Commissioner of
Administrative & Fiscal Services
Paul Dusek, County Attorney
Supervisor Simmes
Supervisor Strainer
Supervisor Taylor
Frank O'Keefe, County Treasurer
Rick Murphy, Deputy Commissioner of
Fiscal Services
Rich Kelly, Personnel Officer
Todd Lunt, Human Resources Director
Pat Auer, Director, Public Health
Amy Clute, Administrator, Self-Insurance
William Lamy, DPW Superintendent
Shane Ross, Chief Deputy
Nicole Livingston, Deputy Clerk

Mr. Thomas called the joint meeting of the Personnel and Budget Committees to order at 9:00 a.m.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the previous minutes, subject to correction by the Clerk of the Board.

The joint Personnel and Budget Committee Agenda was distributed to the Committee members, a copy of which is on file with the minutes.

Mr. Thomas apprised Item 1 on the Agenda was the request to reclassify the position of Account Clerk to Self-Insurance Assistant, which was defeated at the November 12, 2008 Personnel Committee meeting.

Mr. Sokol questioned what the ramifications were for this employee to continue working out-of-title. Mr. Thomas stated one ramification was that the employee was limited to what duties could be performed.

Amy Clute, Administrator of Self-Insurance, agreed with Mr. Thomas and added that was her concern as well. She advised that she had emailed the Committee members a copy of the justification she had prepared, as well as the job description created by

the Civil Service Department, copies of which are on file with the minutes. She further explained that the employee had been auditing medical bills to determine whether or not the treatment was appropriate, consistent with the Workers' Compensation Law, and assuring the fee was within the Workers' Compensation fee schedule, all of which was clearly beyond the duties of an Account Clerk. She added that to date this year, over \$75,000 had been saved by auditing medical bills.

Ms. Clute reminded the Committee members that this position was not funded through the County budget, it was covered by the Self-Insurance Plan and therefore had no effect on the County budget.

Mr. Geraghty questioned why the position was structured at such a low level pay grade knowing that the employee would eventually take on duties above and beyond that of the title. He asked if this position was allowed under Civil Service Law to be increased in steps, in order to avoid returning to Committee requesting an increase in salary. He also pointed out that although the salary did not directly effect the County budget, it was taxpayer dollars that covered the salary.

Ms. Clute responded that the rationale behind the original reclassification from Self-Insurance Specialist to an Account Clerk was because the employee that was hired to replace the retiring Specialist came from a different department and had no knowledge or previous experience with Workers' Compensation. She noted that at that time the Support Services Committee was well aware that eventually the position would be reclassified once the experience and knowledge had been achieved.

Messrs. Tessier and Stec entered the meeting at 9:09 a.m.

Mr. Kenny asked how many years Ms. Clute had been in the Self-Insurance Department and she replied approximately twenty years. Mr. Kenny said about eleven years ago the Insurance Department processed Property & Casualty claims through the County's carriers; however, he said, the Department no longer handled those claims. Ms. Clute replied that was correct, the claims were handled by the County Attorney's Office. Mr. Kenny stated it appeared that the Department had lost half the work it once performed yet still had the same number of employees. He added that the Insurance Department was supposed to develop a Safety Program; however, he noted, the County would be spending \$30,000 to hire a consultant to develop the plan.

Ms. Clute countered that the Department had taken on a large portion of the Property & Casualty Insurance, they were responsible for the tracking of vehicles and properties, the Workers' Compensation had become much more involved since the reforms that had taken place over the past few years and they were much more aggressive on claims. She reminded the Committee members she was not requesting new help for her Department, she was simply asking that the employee be paid for the duties she was performing. Mr. Kenny suggested that the employee return to working within the title of Account Clerk and Ms. Clute take on the additional duties.

Mr. Sokol wondered if the Department could continue to run efficiently maintaining things the way they currently were and Ms. Clute responded they could if the Civil Service Department would allow for the employee to continue working out-of-title.

Rich Kelly, Personnel Officer, illustrated that a classification was based upon what an employee did, and the Civil Service Department could only compare the employees words of what their activities were, as signed and confirmed by their Supervisor. He added that if those activities were consistent with the title of Assistant, that would be the classification. He apprised that Ms. Clute had approached this procedurally the way that the Board of Supervisors had encouraged it. Mr. Kelly noted that to have an Account Clerk serve for two years in a training process and to now be recommended to assume the position of Assistant in the Self-Insurance field boded well for the way that the proposal was originally introduced a few years ago to show the development and proficiency in a career field.

Mr. Taylor questioned if the employee was being paid for working out-of-title and Ms. Clute replied in the negative, adding the employee was being paid the Account Clerk salary. Mr. Taylor further asked what percentage of the total work performed would be considered out-of-title. Ms. Clute explained 93% of the work consisted of Workers' Compensation duties, which was more in line with the new title of Self-Insurance Assistant; 4% of the work was spent on Disability Insurance and the remaining 3% consisted of other duties, such as accounting on the Logos system.

Mr. O'Connor asked if the salary increase could be done in steps and Ms. Clute responded that was exactly what she was trying to do. She apprised that the employee that retired two years ago was at a pay level of Grade 12 and title of Self-Insurance Specialist and she hoped the current employee would reach that level in a few more years.

Motion was made by Mr. Sokol to approve the reclassification as outlined above; however, the motion failed due to the lack of a second to the motion.

Mr. Thomas resumed the Agenda review, and stated Item 2 was the request to fill the vacant position of Supervising Public Health Nurse, which was defeated at the November 12, 2008 Personnel Committee meeting.

Pat Auer, Director of Public Health, distributed a comparison of proposals to the Committee members, a copy of which is on file with the minutes. Mrs. Auer expressed how critical this position was for the operations of the Public Health Department and noted that a specific listing of the duties of the Supervising Public Health Nurse was included in the handout. She explained the Public Health Department consisted of five Supervising Nurses and forty-four full-time Nurses, which included three Nurse Technicians, eleven part-time Nurses and eighteen per diem Nurses.

Mrs. Auer said her understanding after last weeks Committee meeting was that the members wanted the position to be taken out of the 2009 Budget, which would be a salary savings of \$61,815, including the benefit package. She proposed to delete a thirty-hour per week Educator of Health position and according to the State, it would be allowable to absorb that employee in a twenty-hour, part-time educator position that would be 100% funded by the Emergency Preparedness Grant. Mrs. Auer added that would be a savings of \$30,128. She also proposed deleting a full-time Public Health Nurse position, generating a savings of \$43,150 plus a full benefit package. She apprised that the overall savings from deleting the positions and the retiring Nurse's longevity would be \$76,978. She asked the Committee members to consider this proposal.

Mr. Stec expressed his appreciation to Mrs. Auer for re-working the proposal and finding the funds to support the request.

Motion was made by Mr. Sokol and seconded by Mr. Stec to approve the request as presented.

Mr. Champagne questioned if the proposal was to lay-off a Public Health Nurse and Mrs. Auer replied she hoped not and the plan would be to promote from within.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to authorize the filling of the vacant position of Supervising Public Health Nurse, base salary of \$54,251, due to retirement. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas apprised Item 3 on the Agenda was a request to revisit adding positions to the 2009 Budget. He referred to Hal Payne, Commissioner of Administrative & Fiscal Services, for the discussion. Mr. Payne noted there were three positions in the 2009 Budget proposal that were highlighted for review. Mr. Geraghty explained the position of a Supervising Health Nurse had been added, which was a different position than the one previously discussed, and had been approved on September 23, 2008. He noted that \$19,000 for that position was funded by the State. The other two positions, Mr. Geraghty said, were in the Department of Social Services, one being a Keyboard Specialist, base salary of \$23,390 which was 100% reimbursed by Medicaid and the other being another Keyboard Specialist in the Food Stamp Unit, which was 75% funded by the State. He added that both the Keyboard Specialist positions were approved on September 10, 2008.

Item 4, Mr. Thomas stated, concerned the Budget overview. Mr. Geraghty advised the Budget had decreased slightly since the Committee last met. Mr. Payne reported that \$250,000 in Health Insurance expenses would be removed from the Budget and \$40,000 had been re-instated for the Tobacco Education Program. He added that the 3% salary increase for Department Heads versus the tiered system was included in the Budget as well, for an increase of 3.5% over the 2008 Adopted Budget. However, he

noted, that percentage did not include the deletions presented by Mrs. Auer which would reduce the final figure even more. Chairman Monroe questioned how many retirees had signed up for the extra advantage offered through the health insurance plans. Mr. Payne replied those numbers were still being worked out, although it could be three times as many as last year.

Mr. Geraghty expounded Item 5 of the Agenda related to an occupancy tax budget adjustment in the amount of \$142,000. He said it had been suggested that \$142,000 be taken from occupancy tax revenues to pay for fringe benefits for Tourism Department employees, which was an appropriate use of occupancy tax funds, as approved by the County Attorney. Mr. Stec asked if Mr. Geraghty, as the Budget Officer, recommended doing this and Mr. Geraghty replied affirmatively. Mr. Kenny interjected that he felt the request should have been presented to the Occupancy Tax Committee first and added that he was opposed to it. Mr. Stec countered that he thought it would be appropriate because it was allowable by law to utilize 10% of occupancy tax revenues and this could reduce the amount to be raised by tax. Mr. Kenny responded that the law allowed for 10% of occupancy tax funds to be used for administrative expenses of the Treasurer's Office, which was not the intent of this request.

Discussion ensued regarding the use of occupancy tax revenues.

Mr. Champagne questioned the current percentage of the increase to the 2009 Budget, including all the discussions held so far. JoAnn McKinstry, Deputy Commissioner of Administrative & Fiscal Services, answered 3.3% not including the aforementioned \$142,000 from the occupancy tax revenues. If that proposal was included, she said, the percentage of the overall increase to the 2009 Budget would be 2.9% over the 2008 Adopted Budget.

Motion was made by Mr. Champagne, seconded by Mr. Merlino and carried by majority vote to appropriate \$142,000 of occupancy tax revenues to cover the cost of fringe benefits for Tourism Department employees, with Messrs. Kenny and O'Connor voting in opposition.

The next Item on the Agenda, Mr. Thomas apprised, was discussion regarding pending retirements. Todd Lunt, Human Resources Director, distributed a handout concerning pending retirements, a copy of which is on file with the minutes. Mr. Payne said he had requested Department Heads to provide input in order to assist with preparing an estimate of retirees for 2009. He noted he had received responses from ten departments, and from those responses, there was a total of ten anticipated retirements; however, he said, that prediction could change at any time.

Mr. Geraghty advised he was not in favor of factoring in anticipated retirements into the 2009 Budget. He stated that retirements should be handled on a case-by-case basis. Mr. Thomas added that at best, this would be fund balance material because it

could not really be predicted when someone would retire.

Mr. Geraghty expounded it was important for Committee members to receive and review organization charts for each department. He noted the charts reflected every employee within each department, as well as the title and duties of their positions, and provided assistance when determining what positions to fill.

Mr. Geraghty announced that Department Heads had provided great assistance to him throughout the budget process and had been extremely cooperative when it came to making cuts within their budgets.

Mr. Thomas reported the last Item on the Agenda was a request for Leadership Training conducted by Jeff Farley. Mr. Payne said the cost for the training was \$2,900 and it needed to be determined how to budget for that cost. He stated that this year the cost for the training had been paid out of the Human Resources budget. He noted the options were to either have each department budget for an employee in the program or the funds could be appropriated into the Human Resources budget for 2009 for the entire cost of \$2,900. Mr. Geraghty recommended that the \$2,900 be budgeted in the Human Resources budget and that way, Mr. Lunt could keep track of the employees that participated in the training. Mr. Payne added it was an intensive eleven week program that was proving to be beneficial. Mr. Thomas added he was currently involved in the training program and was very pleased with the sessions. Mr. Geraghty recommended that the funds be included in the 2009 Human Resources budget.

Motion was made by Mr. O'Connor, seconded by Mr. Champagne and carried unanimously to appropriate \$2,900 in the 2009 Human Resources budget to cover the cost of the Leadership Training as outlined above.

Mr. Payne announced that the State Legislature had been called back into session and one of the proposals was to cut approximately \$225,000 for Medicaid for the remainder of 2008 and all of 2009. He said that could have a significant effect on the County budget as well.

Mr. Stec questioned if all the board members would receive the list of changes to the Tentative Budget prior to the adoption on Friday, November 21, 2008. Mr. Geraghty responded the changes would be made to the 2009 Budget by resolution which would be adopted at the meeting on Friday.

Chairman Monroe apprised, in connection with the State Legislature reconvening to make additional cuts, it proved that the County was doing the right thing in trying to preserve the existing surplus and working towards rebuilding it. Mr. Stec added it was a marvel that the County was able to get to the figures previously discussed without having to utilize the General Fund Balance.

General discussion ensued.

Chairman Monroe made note that the newly elected Supreme Court Judge, Robert Muller, would need office space and the County was responsible for providing that. He said that the CNA Building was being considered, at a cost of approximately \$35,000, which was not included in the 2009 Budget. Mr. Payne advised the requirements were to provide "Class A" office space and totaled an estimated 2,000 square feet.

There being no further business to come before the Committees, on motion made by Mr. Kenny and seconded by Mr. Stec, Mr. Thomas adjourned the meeting at 10:10 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **DECEMBER 11, 2008**

Committee Members Present:

Supervisors Thomas
Kenny
Belden
Stec
Sokol
Tessier

Others Present:

Fred Monroe, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk of the Board
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Kevin Geraghty, Budget Officer
Supervisor Champagne
Supervisor Strainer
Supervisor Taylor
Supervisor VanNess
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Public Health
Brian LaFlure, Director, Office of
Emergency Services/Fire Coordinator
Mike Swan, Director, Real Property Tax
Services
Shane Ross, Chief Deputy
Bud York, Sheriff
William Lamy, DPW Superintendent
Sheila Weaver, Commissioner, Department
of Social Services
Alyson Martin, *The Post Star*
Nicole Livingston, Deputy Clerk

Committee Member Absent:

Vacant Town of Thurman

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the November 12, 2008 Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with the minutes.

Mr. Thomas commenced the Agenda review, and stated Items 1A and B were referrals from the Health Services Committee. Item 1A, he said, was referred from the Health Services Department, requesting to create the position of a Per Diem Health Educator, base salary of \$34,178 prorated to the hourly rate of \$16.15, Grade 14, effective January 1, 2009, and to delete the position of Health Educator, 30 hours per week; thereby amending the Department's Table of Organization. He noted that this position

was 100% funded by the Emergency Preparedness grant.

Motion was made by Mr. Sokol and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden questioned if this position received benefits and Pat Auer, Director of Public Health, replied in the negative noting that the position was a Per Diem and for less than forty hours per week. Mr. Kenny confirmed that once the grant funding ended, this position would be eliminated and Mrs. Auer agreed. Mr. Belden added that during the budget process, two positions within the Health Services Department had been eliminated, which contributed to the creation of this position.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 1A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas added Item 1B was referred by the Westmount Health Facility, requesting for an employee to enroll in a job related course entitled "Principles of Chemistry" at Adirondack Community College from January 26, 2009 through May 8, 2009, at a cost of \$579.50.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 1B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas advised Items 2A through C were referrals from the Public Safety Committee. He reported that Item 2A was referred from the Office of Emergency Services, requesting to fill the vacant position of Third Deputy Fire Coordinator, base salary of \$3,089, Employee No. 7011, due to promotion.

Motion was made by Mr. Belden and seconded by Mr. Kenny to approve the request as presented.

Mr. Belden asked if the funds were included in the budget to cover this position and Brian LaFlure, Director of the Office of Emergency Services and Fire Coordinator, replied affirmatively. Mr. Geraghty questioned if the Deputies received mileage reimbursements and Mr. LaFlure explained mileage reimbursement was only granted when the Deputies responded to a call or attended a County meeting. Mr. Geraghty wondered if Mr. LaFlure had an estimate as to what that mileage reimbursement equated to and Mr. LaFlure said approximately \$500 per year. He further stated that he reported to more calls and County meetings than his Deputies did and currently his mileage reimbursement totaled approximately \$900. Mr. Geraghty requested a report of the mileage reimbursement logs and Mr. LaFlure responded he would provide that information to Mr. Geraghty.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 2A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas expounded Items 2B and C were referred from the Sheriff & Communications Office and 2B was a request to fill the vacant position of Correction Officer, base salary of \$32,400, Employee No. 9075, due to retirement.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Kenny advised that staffing levels within the Corrections Division were mandated by the State.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 2B as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added that Item 2C was a request to increase the salary of a Communication Officer, Employee No. 11531, from the 1st year salary step to the 5th year salary step of \$41,011 as per the Schedule A, Salary and Compensation Plan of the 2008 to 2011 Warren County Sheriff's Employees' Alliance agreement, effective January 1, 2009.

Motion was made by Mr. Kenny and seconded by Mr. Tessier to approve the request as presented.

Joan Sady, Clerk of the Board, stated this individual had come to the County with several years of prior experience related to this position. Todd Lunt, Director of Human Resources, further expounded that the individual had a misconception that he was being hired at a pay level equivalent to his experience; however, he noted, that was not the case. The level of experience, Mr. Lunt continued, only exempted the individual from having to take a Civil Service exam and be placed on an eligibility list. He added that Sheriff York brought this matter to his Committee and the Sheriff had expressed his opinion that the individual was worthy of the increase due to his experience.

Mr. Strainer entered the meeting at 9:11 a.m.

Discussion ensued regarding any departments that had provisions to pay employees based on experience. Following discussions, it was determined that this request was not precedent setting and any similar requests would be handled on a case by case basis.

Mr. VanNess and Shane Ross, Chief Deputy, entered the meeting at 9:13 a.m.

Chief Deputy Ross clarified that this individual came to the County with nine years experience as a Dispatcher with the Hudson Falls Police Department. He added that the employee required no additional training due to his experience. Mr. Thomas questioned how long the individual had been employed with Warren County and Chief Deputy Ross replied since August of 2008.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 2C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas apprised Items 3A and B were referrals from the Real Property Tax Services Committee. He said Item 3A was a request to fill the vacant position of Real Property Information Specialist, base salary of \$31,351, Grade 11, Employee No. 11420, due to termination.

Motion was made by Mr. Kenny and seconded by Mr. Belden to approve the request as presented.

Mr. Belden questioned why this position was vacant and Mike Swan, Director of Real Property Tax Services, responded that the individual that was in the position was on a six month probationary period and it was determined, based on the work performed, that the employee was not qualified. He explained that he was requesting to promote the employee currently in the position of Real Property Clerk to the Real Property Information Specialist and to hire a new employee to fill the vacated Clerk position. Hal Payne, Commissioner of Administrative & Fiscal Services, remarked that there had been two positions within the Real Property Tax Services Department that were eliminated over the past two years, thereby decreasing the staffing levels from five to three.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 3A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added that Item 3B was a request to fill the vacant position of Real Property Clerk, base salary of \$24,059, Grade 4, Employee No. 11437, due to promotion.

Motion was made by Mr. Tessier, seconded by Mr. Belden and carried unanimously to approve Item 3B as outlined above. A copy of the Notice of Intent to Fill vacant Position is on file with the minutes.

Concluding the Agenda review, Mr. Thomas said Item 4 was a referral from the Department of Civil Service, requesting a Transfer of Funds in the amount of \$2,691 to cover the over-budget salary codes.

Motion was made by Mr. Belden, seconded by Mr. Tessier and carried unanimously to approve Item 4 as outlined above and to refer same to the Finance Committee.

Sheriff York entered the meeting at 9:21 a.m.

Prior to adjournment, Mr. Thomas said an additional matter needed to be discussed. He reminded the Committee members of previous discussions regarding a hiring freeze for 2009. Mr. Lunt distributed a proposed policy concerning the hiring freeze policy. The Committee members reviewed the policy.

Mr. Stec entered the meeting at 9:23 a.m.

Mr. Belden commented that the proposed policy only outlined a hiring freeze for six months and thought the Committee members were in agreement that it should be for an entire year. Mr. Thomas remarked it was explained to him that the Committee would review the policy in six months to determine the effectiveness and could extend the implementation for an entire year at that time.

Mr. Thomas asked what constituted a 'supermajority' as outlined in the proposed policy. It was the opinion of the Committee that a 'supermajority' would require a 2/3 vote. Mr. Kenny related his concern with all the exemptions listed in the proposed policy.

Discussion ensued with regard to the proposed hiring freeze policy. Mr. Geraghty said the County would not do anything that would jeopardize health care or public safety. Mr. Taylor recommended that a hiring freeze be implemented for all positions except for those mandated by the State and any other request would require the aforementioned 'supermajority' vote of the Committee.

Following discussions, a motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to amend the proposed policy to remove all exemptions listed, except for those mandated by law; thereby deleting paragraph numbers two and three of the proposed policy and that the policy shall be implemented from January 1, 2009 through July 1, 2009 and reviewed again after the six month time period.

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Kenny, Mr. Thomas adjourned the meeting at 9:35 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk