

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES (INCLUDING HISTORIAN)

DATE: AUGUST 12, 2009

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	KENNY	PAMELA VOGEL, COUNTY CLERK
	BELDEN	JODY ROSS, DEPUTY COUNTY CLERK
	SHEEHAN	FREDERICK MONROE, CHAIRMAN
	STRAINER	HAL PAYNE, COMMISSIONER, ADMINISTRATIVE & FISCAL
	PITKIN	SERVICES
		JOAN SADY, CLERK OF THE BOARD
		SUPERVISOR THOMAS
		SUPERVISOR MERLINO
		SUPERVISOR VANNESS
		JOANNE COLLINS, LEGISLATIVE OFFICE SPECIALIST

Mr. Kenny called the meeting of the County Clerk-Motor Vehicles (Including Historian) Committee to order at 8:35 a.m.

Privilege of the floor was extended to Pamela Vogel, Warren County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. Vogel stated that there had been three unanticipated resignations in the Department as follows:

- Motor Vehicle License Registration Clerk, base salary of \$26,558, Employee No. 11173, due to resignation effective September 18, 2009. Mrs. Vogel stated the employee's reason for leaving was related to personal and family issues.
- Legal Recording Clerk, base salary of \$28,041, Employee No. 11561, due to resignation. Mrs. Vogel noted that this position serviced the front counter, and the current employee had accepted a position with the Department of Social Services (DSS) effective September 14, 2009. Mrs. Vogel noted that there was a Civil Service eligibility list of candidates for the position.
- Public Records Recording Clerk, Base Salary of 28,041, Employee No. 10875, due to resignation. The employee, she stated, had identified an employment opportunity in the private sector which offered a shorter commute. Mrs. Vogel stated that an eligibility list was not available for this position.

Mrs. Vogel stated that the services provided by the County Clerk - Motor Vehicles Office were statutory, mandated services, and she said the County Clerk's Office had a responsibility to provide services to Warren County residents as well as to the public at-large.

Mrs. Vogel apprised that none of the positions were eligible for the Reduction in Workforce Initiative Program and that all three positions were essential to the Department. She forecast an \$8,000 decrease in the overall budget due to the differential in salaries.

Mr. Kenny conveyed that today's Committee meeting was the result of the rescheduling of the August 10th meeting due to the lack of the necessary quorum for a two thirds majority vote; therefore, he said, the Committee was not able to approve items for referral to the Personnel Committee on Monday.

Further, Mr. Kenny noted that Hal Payne, Commissioner of Administrative & Fiscal Services, had approved the requests to fill the Legal Recording Clerk and the Motor Vehicle Clerk positions, and objected to the request to fill the vacant position of Recording Clerk.

Mr. Payne stated that the reason he withheld approval on the Public Records Recording Clerk position was due to the likelihood of future layoffs. Attrition, he said, was the most favorable method by which to reduce staff and hiring must be done in a cautious manner.

Mr. Kenny stated that if the third position was not filled, increased wait lines would result causing some individuals to seek service elsewhere. Mrs. Vogel stated her concerns were not limited to wait time and she felt the entire process of recording and filing must be addressed. She explained that over 20 steps were required to process each document and that 50,000 documents had been processed over the past seven months. The processing of each document, she stated, required compliancy to legal and mandated statutes which included indexing and imaging. She further stated that all documents processed by her Office must be recorded and all the tasks therein must be completed daily in order to proceed to the next day's business. She said the Recording Office used a special chart designed to track the 14 categories, 150 various documents, and the 20 or more steps required for the recording and filing of each transaction.

Mrs. Vogel commended her dedicated staff for their hard work. She stated that, unfortunately, the current staff were reluctant to utilize time out of the Office and they understood what was required to keep the Office functioning optimally.

Responding to a question from Mr. Pitkin, Mrs. Vogel stated that the County Clerk's Office was fully staffed at present. Mr. Belden asked if the Recording Clerk position were approved, and an exam were ordered, how long the process might take. Mrs. Vogel stated that the resignation for that position was effective August 28, 2009, the position would be posted for fifteen days, and the process to establish a list could take a minimum of two months.

Chairman Monroe noted that the Budget Committee would meet today and that Mr. Payne had looked at a list for possible lay offs, along with the voluntary retirement incentive. He stated that he favored attrition as a method by which to reduce staff; however, he said, the budget figures would not be available for a couple of months and it would not be judicious to approve hiring at present with the possibility of additional layoffs in the future. Chairman Monroe recommended that two positions be approved today and he acknowledged that both options presented challenges for the County.

Mr. Kenny stated that although he was in agreement with attrition as a means to reduce staff and costs, the County Clerk's Office should not lose any further positions due to the revenue potential, and the possible reduction in business caused by increased wait times.

Motion was made by Mr. Belden and seconded by Mr. Strainer to approve the three requests to fill vacant positions as outlined above. The motion failed due to the lack of a majority vote, with Messrs. Pitkin and Sheehan voting in opposition.

Motion was made by Mr. Belden, seconded by Mr. Strainer and carried unanimously to approve the requests to fill the vacant positions of Motor Vehicle License Registration Clerk and Legal Recording Clerk as outlined above and to refer same to the Personnel Committee. *Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.*

As there was no further business to come before the County Clerk - Motor Vehicles Committee, on motion made by Mr. Belden and seconded by Mr. Strainer, Mr. Kenny adjourned the meeting at 8:45 a.m.

Respectfully Submitted,

Joanne Collins, Legislative Office Specialist