

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **JUNE 10, 2009**

Committee Members Present:

Supervisors Thomas
Kenny
VanNess
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
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Champagne
Supervisor Girard
Supervisor Merlino
Supervisor O'Connor
Supervisor Pitkin
Supervisor Simmes
Supervisor Strainer
Supervisor Taylor
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Nicole Livingston, Deputy Clerk
*Please see attached sign-in sheet for all
others present*

Mr. Thomas called the Personnel Committee meeting to order at 10:41 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the May 13, 2009 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 Items 1A and B were referrals from the County Clerk-Motor Vehicles Committee. Item 1A, he said, was a request to fill the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558, Employee No. 11560, due to termination. He added that Item 1B was a request to abolish the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve Items 1A and B 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. Thomas stated Item 2 was a referral from the County Treasurer, requesting to abolish the position of Senior Account Clerk #2, base salary of \$28,041; thereby amending the Department's Table of Organization.

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

Mr. Thomas advised Items 3A through D were referrals from the Criminal Justice Committee. He noted that Items 3A and B were referred from the District Attorney, and Item 3A was a request to decrease the base salary of the 5th Assistant District Attorney, from the former base salary of \$47,163 to the current base salary of \$43,150 (plus \$350 longevity); thereby amending the Department's Table of Organization. He added that Item 3B was a request to increase the base salary of the 4th Assistant District Attorney, from the former base salary of \$48,403 (plus \$1,050 longevity) to the current base salary of \$52,416 (plus \$1,050 longevity); thereby amending the Department's Table of Organization.

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

Continuing, Mr. Thomas asserted Items 3C and D were referred from the Probation Department, and Item 3C was a request to abolish the position of part-time Probation Officer, base salary of \$20,530, Employee No. 11394; thereby amending the Department's Table of Organization.

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

Mr. Thomas said Item 3D was a request to abolish the position of part-time Probation Assistant, base salary of \$14,266, Employee No. 11425; thereby amending the Department's Table of Organization.

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

Mr. Thomas expounded that Items 4A through H were referrals from the Health Services Committee. He apprised that Items 4A through D were referred from the Countryside Adult Home and he listed them as follows:

- A) Abolishing the position of Recreation Aide, base salary of \$25,470, Employee No. 8280; thereby amending the Department's Table of Organization;
- B) Abolishing the position of the full time Laundry Worker, base salary of \$22,897, Employee No. 7715; thereby amending the Department's Table of Organization;
- C) Abolishing the position of Activity Director, base salary of \$30,222; thereby amending the Department's Table of Organization; and
- D) Abolishing the position of Case Manager, base salary of \$34,178; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Items 4A through D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Geraghty stated for the record, that the abolishment of the four positions was resultant of an effort to downsize the Countryside Adult Home. Brenda Hayes, Director of the Countryside Adult Home, added that the capacity for the Facility was sixty beds; however, she said, as a cost savings measure, the Facility would be downsized to forty-eight beds and they had not had more than forty-seven beds filled in over one and a half years.

Mr. Thomas noted Items 4E through G were referred from Health Services and he listed them as follows:

- E) Abolishing the position of Word Processing Operator, base salary of \$24,480; thereby amending the Department's Table of Organization;
- F) Abolishing the position of Account Clerk, base salary of \$24,480; thereby amending the Department's Table of Organization; and
- G) Abolishing the vacant position of Community Health Nurse, base salary of \$41,358; thereby amending the Department's Table of Organization.

Motion was made by Mr. VanNess, seconded by Mr. Stec and carried unanimously to approve Items 4E through G as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 4H was referred from the Westmount Health Facility, requesting to abolish the position of Cleaner, base salary of \$22,897; thereby amending the Department's Table of Organization.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 4H as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas commented that Item 5 was a referral from the Planning & Community Development Committee, requesting to abolish the position of GIS Administrator, base salary of \$58,527; thereby amending the Department's Table of Organization.

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

Mr. Belden reported that he had spoken with Pat Tatich, Director of the Planning & Community Development Department, who was pursuing assistance from the Towns to absorb a portion of the cost for the salary to continue GIS services. He further noted that the Town of Hague had passed a resolution to contribute funding for such services. He suggested that the Committee table action on the request until additional information was received.

Chairman Monroe commented that he felt that abolishing the position of the GIS Administrator was a short-sited move due to the fact that over \$1 million had been invested in creating the GIS system and it was a tremendous benefit to the County. He added that the system required an individual to administer it. He agreed that the Towns had benefitted from the program to a great degree and noted that the Town of Chester had also adopted a resolution in support of contributing to the funding of the position. He requested the Personnel Committee refer the item back to the Planning & Community Development Committee to review the possibilities of having the Towns and local governments that benefitted from the program fund half of the position and the County could fund the remaining half.

Mr. Stec suggested that the Planning & Community Development Department be requested to abolish a different position in order to maintain the GIS position. He asserted that the Town of Queensbury would not contribute funding for this position due to the fact that the Town had its' own GIS Department and an investment in its' own Planning Department.

Joan Sady, Clerk of the Board, explained that Ms. Tatich would like to reclassify this position to a lower level position of GIS Technician because the system was completed and now required basic maintenance of such; therefore, she said, the salary could be lowered with the position continuing to function.

Mr. Tessier apprised that the Town of Lake George would be willing to contribute funding in order to keep the position viable.

Motion was made by Mr. Sokol and seconded by Mr. VanNess to table action on the request and to refer the matter back to the Planning & Community Development Committee.

Mr. Belden confirmed that the position would only be funded by the County until July 1, 2009 and a new plan would need to be in place by that date. Mr. VanNess expressed his concern with the timeline presented in order for the changes to be implemented and therefore he withdrew his second to the motion to table the request.

Discussion ensued and Wayne LaMothe, Assistant Director of the Planning & Community Development Department, entered the meeting at 11:05 a.m.

Mr. LaMothe stated that the Department had been reviewing different alternatives to abolishing the position of GIS Administrator. He explained that there were a number of services conducted in-house to maintain the GIS system for County use, and there were a number of services in which materials were provided to the communities and installed on their assessors and zoning enforcement computers, as well as the undertaking of the E911 addressing. He further stated the request was for the Towns to contribute to those local services in an amount equal to the amount of time spent performing those services. Mr. LaMothe advised that the Department averaged approximately sixty hours for the communities per year, which equated to \$2,500 per Town, per year. He added that he had been in contact with the majority of Towns in the County, as well as the City of Glens Falls, all of whom had agreed to contribute half of the funding for this year and possibly next year to continue the GIS services.

Chairman Monroe reiterated that the Towns should pay a portion of the salary in order to continue receiving these services and the County should continue to contribute a portion of funding as well for the services that benefitted the County.

As discussions ensued, Rich Kelly, Personnel Officer, announced that the appropriate action would be to abolish the position of GIS Administrator and to create the position of GIS Coordinator with the salary to be determined by the Board of Supervisors at their next meeting.

Motion was made by Mr. Belden and seconded by Mr. VanNess to abolish the position of GIS Administrator and to create the position of GIS Coordinator.

Mr. Belden questioned who would absorb the costs of the benefits for this position and Mr. LaMothe replied that the cost to the communities was based on salary and fringe benefits, totaling \$2,500 per Town.

Kate Hogan, District Attorney, remarked that for every trial the County was involved in there were exhibits and those exhibits were created by the Planning & Community Development Department. She announced that she had Asset Forfeiture Funds available that could be allotted for services rendered and she would commit \$5,000 from the Asset Forfeiture Fund, which was separate from the County budget, to support a position for GIS services.

Brian LaFlure, Fire Coordinator/Director of the Office of Emergency Services, reported that the 911 CAD (Computer Aided Dispatch) system ran solely off the information provided by the GIS program.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to abolish the position of GIS Administrator and to create the position of GIS Coordinator, with the salary to be determined by the Planning & Community Development Committee. The necessary resolutions were authorized for the next board meeting.

Returning to the Agenda review, Mr. Thomas advised Items 6A and B were referrals from the Public Safety Committee. Item 6A, he said, was referred from Fire Prevention & Building Codes, requesting to abolish the vacant position of Fire Prevention & Building Code Inspector, base salary of \$37,934; thereby amending the Department's Table of Organization.

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

Mr. Thomas reported that Item 6B was referred from the Sheriff & Communications, requesting authorization of payment in the amount of \$100 to Michael Gates, Captain of the Corrections Division, under the Employee Suggestion Program, for revenue generated from the boarding of female inmates.

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

Bud York, Sheriff, requested that this item be removed from the Agenda and added that both he and Captain Gates agreed that it was part of their jobs to develop cost savings measures for the County. Mr. Girard countered that he felt Captain Gates deserved the award given the amount of revenue he had generated for the County. Mr. Kenny interjected that a suggestion had to be submitted through the Employee Suggestion Program in order to be eligible for the \$100 award, which would be issued in the form of a savings bond. Mr. VanNess clarified that the recommendation had been made at the Public Safety Committee meeting that Captain Gates be awarded the \$100 under the Employee Suggestion Program; however, he said, if Captain Gates was not interested in the award it should be removed from the Agenda. Mr. Kenny questioned if the plan had been submitted on an Employee Suggestion form and Sheriff York replied in the negative.

Motion was made by Mr. VanNess, seconded by Mr. Tessier and carried unanimously to withdraw the request for the award under the Employee Suggestion Program.

Mr. Thomas stated Items 7A and B were referrals from the Social Services Committee. Item 7A, he said, was a request to abolish the position of Social Welfare Examiner #29 in the Day Care Unit, base salary of \$29,199; thereby amending the Department's Table of Organization and Item 7B was a request to abolish the position of Caseworker #8 in the Preventive Unit, base salary of \$34,178; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 7A & B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas expounded Items 8A through D were referrals from the Public Works Committee, DPW and he listed them as follows:

- A) Abolishing the vacant position of Airport Maintenance Worker, base salary of \$29,199; thereby amending the Department's Table of Organization;
- B) Abolishing the vacant position of Motor Equipment Operator (MEO) Light, base salary of \$28,384; thereby amending the Department's Table of Organization;
- C) Abolishing the vacant position of Laborer #34, base salary of \$22,897; thereby amending the Department's Table of Organization; and
- D) Abolishing the vacant position of Laborer #18, base salary of \$22,897; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve Items 8A through D as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas reported Item 9 was a referral from the Support Services Committee, Information Technology, requesting to abolish the vacant position of Information Technology Business Analyst, base salary of \$33,000; thereby amending the Department's Table of Organization.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to approve Item 9 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas said Item 10 was a request to amend Resolution No. 343 of 2009 to correct wording to "Total Positions" from "Total Employees" and to accurately reflect the number of positions for each department listed, as per the attached.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to approve Item 10 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas asserted that according to the aforementioned resolution, twenty-four positions were to be abolished by July 1, 2009; however, he noted, only twenty-one were included on the Agenda today. He added that DPW was listed to abolish five positions and there were only four that had been presented. Hal Payne, Commissioner of Administrative & Fiscal Services, responded that the one position in DPW left to be abolished was pending a retirement within the next two to three months and would be addressed at that time. Mr. Thomas asked about the three positions slated for the Department of Social Services (DSS) because only two had been presented today. Sheila Weaver, Commissioner of DSS, remarked that she had requested approval from the Social Services Committee to delay abolishing another position pending the results of a recent Civil Service Exam in order for her to fill a position followed by abolishing a vacant position. She added she would return to the Social Services Committee in July with her recommendation. Mr. Payne stated the other two positions that were not

addressed today were from within the Sheriff's & Communications Office. Sheriff York announced that he would be able to identify two positions to be abolished; however, he said, pending an early retirement incentive being offered, there could be up to six employees that would take advantage of such incentive. Mr. VanNess concurred that Sheriff York had discussed the matter with the Public Safety Committee. Mr. Thomas apprised the other position lacking from the list was from the Youth Bureau. Mr. Belden remarked that Margaret Smith, Director of the Youth Bureau, had addressed the issue with the Budget Committee prior to this meeting and had requested to decrease the hours of the staff members rather than abolishing a position; however, the County Attorney needed to review the request. Mr. VanNess interjected that his understanding was that a position within the Youth Bureau would be abolished January 1, 2010 due to retirement.

Discussion ensued. Mr. Thomas listed the additional aforementioned changes to Resolution No. 343 of 2009 as follows: under number of positions to be abolished, Health Services should list three positions as opposed to two; DPW should list four as opposed to five; Social Services should be listed as two instead of three; and the Sheriff and Youth Bureau should be removed from the list at this time.

Motion was made by Mr. Stec, seconded by Mr. VanNess and carried unanimously to further amend resolution No. 343 of 2009 as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas apprised Item 11 was for discussion pertaining to time and reporting for Supervisors for a thirty day period.

Chairman Monroe commented that the matter had originated following the audit that had been performed regarding the cash flow. He said it was pointed out at that time that there was no record of the Supervisors reporting time worked and it was required under the New York State Retirement System. He added that all County elected officials were required to report their time and a form would be available for Supervisors in the near future. Mrs. Sady clarified that the time reporting would be effective for the Supervisors next term, beginning January 1, 2010 for a ninety day period each year, and such report would be filed with the Clerk of the Board.

Mr. Thomas stated Item 12 was concerning a discussion regarding a policy relative to employees punching time cards. Todd Lunt, Director of Human Resources, distributed a draft Policy to the Committee members, a copy of which is on file with the minutes. Mr. Lunt reviewed the Policy in detail with the Committee.

Mr. Kenny interjected that he had requested this policy be presented; however, he recommended that the Committee review the draft and discuss it further next month, due to the length of the meeting.

Motion was made by Mr. Belden, seconded by Mr. VanNess and carried unanimously to table discussions on Item 12 until the next Personnel Committee meeting.

Mr. Thomas reported that Item 13 was a request for discussion regarding the renewal of the MH Net policy. Mr. Lunt advised that the cost for the County Employee Assistance Program provided by MH Net would be increasing from \$1.30 per employee, per month to \$1.31 per employee, per month. He noted that the cost of the contract was based on the number of employees and last year the County paid for 1,035 employees, which included full time, part-time, less than part-time, per diem and substitutes. Mr. Lunt recommended that the County only pay for full time and part-time employees; thereby reducing the cost of the contract and the number of employees to be paid for would be 866 at a cost of \$1.31 per employee, per month.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the request to amend the contract with MH Net to increase the cost from \$1.30 per employee, per month to \$1.31 per employee, per month.

Concluding the Agenda review, Mr. Thomas announced Item 14 was a request from Paul Dusek, County Attorney, to address the Committee regarding health insurance and the MVP surcharge due to State tax.

Mr. Dusek explained that he had received notification from the Capital Financial Group who managed the County's health care insurance plans, that one of the carriers offered by the County, MVP, was raising their rates due to New York State increasing the employers sponsored health insurance plans surcharges and assessments earlier this year. He noted that the MVP contract with Warren County provided that they reserved the right to increase rates when there was an enactment or promulgation of State Law or regulation that had an impact on costs of providing coverage. He summarized that effective July 1, 2009, MVP would increase the coverage cost by 4%. Mr. Thomas questioned if this would be a law or a regulation and Mr. Dusek replied this would be a New York State Law.

Prior to adjournment, Mr. Dusek requested an executive session to discuss collective negotiations.

Motion was made by Mr. VanNess, 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 11:38 a.m. to 12:24 p.m.

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

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Tessier, Mr. Thomas adjourned the meeting at 12:25 p.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk