

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **JULY 8, 2009**

Committee Members Present:

Supervisors Thomas
Kenny
Belden
Stec
Tessier

Committee Members Absent:

Supervisors VanNess
Sokol

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 Merlino
Supervisor O'Connor
Supervisor Pitkin
Supervisor Sheehan
Supervisor Simmes
Supervisor Strainer
Supervisor Taylor
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Public Health
Rob Lynch, Deputy Treasurer
Wayne LaMothe, Assistant Director,
Planning & Community Development
Barbara Taggart, Administrator,
Westmount Health Facility
Sheila Weaver, Commissioner, Department
of Social Services
Bud York, Sheriff
Thom Randall, *The Adirondack Journal*
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 10:00 a.m.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve the minutes of the June 10, 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 Item 1 was a referral from the Health Services Committee, Health Services, requesting to fill the vacant position of WIC Program Coordinator, base salary of \$43,606, Employee No. 5551, due to retirement.

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

Mr. Kenny requested an explanation for the request.

Pat Auer, Director of Public Health, explained that the WIC Coordinator was retiring and this individual held the position for the past twenty-nine years. She asserted that Warren County had recently signed on to be a program sponsor for the WIC Program, which could not run without a Coordinator. She added that all of the positions associated with the WIC Program were 100% grant funded.

Mr. Belden questioned if the grant funds were terminated, would the position be eliminated and Mrs. Auer replied affirmatively. Mr. Belden requested that the motion be amended to include that if the grant funds were terminated, the position would be eliminated and Mr. Kenny agreed to second the amended motion.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 1 as outlined above, with the inclusion that when the grant funds were terminated the position would be eliminated. 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 advised Item 2 was a referral from the Planning & Community Development Committee, requesting to fill the vacant position of GIS Coordinator which was created at the June 19, 2009 Board of Supervisors Meeting with a base salary to be determined by the Planning & Community Development Committee. He noted that following the meeting of the Planning & Community Development Committee on June 29, 2009, the base salary for the position of GIS Coordinator was set at \$42,500.

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

Mr. Belden asked how much of the salary was being funded by the Towns and what amount the County was responsible for. Mr. Thomas remarked that some funding had been secured from the District Attorney, the Lake George Park Commission and the Snowmobile Clubs.

Hal Payne, Commissioner of Administrative & Fiscal Services, stated that Wayne LaMothe, Assistant Director of the Planning & Community Development Department, was being contacted to attend the meeting. Mr. Thomas suggested that the Agenda review continue until Mr. LaMothe was present.

Mr. Thomas stated Item 3 was a referral from the Social Services Committee, requesting to fill the vacant position of Senior Account Clerk, base salary of \$28,041, Employee No. 11553, due to resignation.

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

Mr. Belden questioned if the position was necessary or if it could be abolished. Sheila Weaver, Commissioner of the Department of Social Services (DSS), responded in the negative. She added that over the past three months, she had shown the Social Services Committee savings in a number of different areas, especially in overtime costs and she had abolished three positions. She noted that this position was 59% funded.

Following discussion, Mr. Thomas called the question and the motion was carried unanimously to approve Item 3 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 acknowledged that Mr. LaMothe was present and directed the Committee members back to Item 2 of the Agenda. Mr. Thomas asked Mr. LaMothe to explain the funding sources of the GIS Coordinator position and asked if there was enough to fund the full salary of the position. Mr. LaMothe said the funding that had been secured would not fund the position in its entirety; however, he said, it would fund approximately half the salary. Mr. Belden questioned if there was enough money to cover the position for the remainder of the year and Mr. LaMothe replied that the funds for the rest of 2009 were already within the Department's budget.

Mr. Belden recalled that discussions were held concerning an hourly rate being utilized to charge the Towns and he wondered what that hourly rate would be. Mr. Taylor, as Chairman of the Planning & Community Development Committee, asserted that those discussions were held; however, he noted, it was decided that the Towns would be charged on an as-used basis. Mr. LaMothe agreed and added that a three year rolling average was developed for each Town to be used for their budget processes. Chairman Monroe restated that the Towns received the services of the GIS Program, as did many other outside agencies and he felt those agencies should be pursued for funding as well. He stated his opinion that it was a critically important position for the County and that the County had invested \$3 million into the GIS system and it would not make sense to not continue to operate it.

Discussion ensued.

Paul Dusek, County Attorney, requested clarification on the discussions. He questioned if the Towns would be billed in the beginning of the year for their anticipated usage or would they be billed quarterly for hours of actual usage. The Committee responded that the Towns would be billed quarterly for actual usage. Mr. LaMothe concurred and added that it was a modification of Resolution No. 165 of 2000 which established the fees for the GIS Program for the general public and for the municipalities, which at that time was based on \$.10 per parcel and twenty hours worth of use and anything over twenty hours was to be billed back to the Towns. Mr. Dusek asked if this would become effective January 1, 2010 and Mr. LaMothe replied in the negative and said it was effective July 1, 2009. Chairman Monroe interjected that some Towns had already committed \$1,250 each for the remainder of 2009.

Mr. Belden questioned if an intermunicipal agreement was necessary for the Planning & Community Development Department to contract with the Towns for the GIS services and Mr. Dusek replied affirmatively. Mrs. Simmes asked how the hours of services provided to each Town would be recorded and Mr. LaMothe explained that all staff members in the Department accounted for their time in fifteen minute increments through detailed time sheets. Mrs. Simmes requested an accounting of how much the Town of Bolton had spent to date through the GIS program and Mr. LaMothe agreed to provide Mrs. Simmes with that information.

Mr. Payne wondered if the individual that held the title of GIS Administrator prior to its abolishment was still on the payroll at the same pay rate and Mr. LaMothe stated a 426 form was issued that changed the title and reduced the salary effective July 1, 2009.

Mr. Dusek recapped the discussion and said the desire of the Committee was to authorize a resolution that would state that the Towns that were interested in using the GIS services for a flat rate, the amount would be \$1,250. He continued and noted those Towns that did not want a flat rate but may in the future want to utilize the services on an hourly basis, would sign an agreement at the time the services were requested. He added that as of January 1, 2010, all Towns would be billed on an hourly basis for use.

Discussion ensued concerning the amount of the hourly rate to be charged. Following discussions, the decision was made that the Planning & Community Development Department would determine the hourly rate that the Towns would be charged for GIS services and would notify the County Attorney for inclusion in the resolution.

Mr. Thomas reminded the Committee that there was a motion on the floor to authorize the filling of the vacant position of GIS Coordinator, base salary of \$42,500. 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 Notice of Intent to Fill Vacant Position is on file with the minutes.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to authorize intermunicipal agreements with the Towns that had agreed to contribute funding for GIS Services in the amount of \$1,250 for the remainder of 2009; and to authorize charging all other Towns an hourly rate based on actual usage of GIS services, said rate to be determined by the Planning & Community Development Department for inclusion in the resolution. The necessary resolution was authorized for the next board meeting.

Mr. Thomas reported that Items 4A and B were referrals from the Support Services Committee. Item 4A, he said, was a request for the Deputy Commissioner of Administrative & Fiscal Services to enroll in a job related course entitled "State and Local Government" at Empire State College, from September 14, 2009 through December 23, 2009, at a cost of \$506.95. He added that Item 4B was a request to ratify the actions and to authorize the Deputy Commissioner of Administrative & Fiscal Services to enroll in a job related course entitled "Legal Environment of Business" at Empire State College, from January 20, 2009 through May 1, 2009, at a cost of \$536.20. Mr. Thomas noted that this request was approved at the January 6, 2009 Support Services Committee meeting and was inadvertently omitted from the February 2009 Personnel Agenda.

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

Mr. Thomas expounded that Item 5 was a request from Paul Dusek, County Attorney, to address the Committee regarding the increase in health insurance premiums as discussed at the June 10, 2009 Personnel Committee meeting.

Mr. Dusek announced that MVP would not be increasing the insurance premiums as was previously discussed. He said that this item was for informational purposes only and no action was necessary.

Mr. Thomas stated Items 6A and B were requests from Todd Lunt, Director of Human Resources, to address the Committee. He noted that Item 6A pertained to the Time Card Policy and Break Policy which were attached to the Agenda.

Mr. Lunt apprised that the Committee had received the draft policies last month for review and since that time, the draft had been modified slightly and he proposed moving forward with the policies. He explained that currently, the County operated multiple different time management systems, such as punch cards, the Kronos System which was utilized by the Westmount Health Facility and the Department of Public Works (DPW) and some departments had no time clocks and would write in their times on time cards. He added that the Policy distributed would address maintaining the status of what the County currently had.

Mr. Lunt remarked that a meeting had been held with the representatives of Kronos relative to the new Human Services Building and he advised that Kronos had provided an estimate for a time keeping system in the new building, which would include a finger identification pad, at a cost of approximately \$60,000. He noted that Kronos also provided a cost estimate to standardize the entire County at approximately \$164,000. He requested direction from the Committee as to how they would like to proceed.

Rob Lynch, Deputy Treasurer, further stated that the results of studies performed on a universal time keeping system showed a 10% savings could be realized. He added that this would standardize procedures, would be more efficient and would reduce errors. He noted that a majority of the associated costs would be financed through the Bond.

Mr. Belden questioned if the system would be maintained in-house or if a contract with a vendor would be required. Mr. Lunt replied that an annual contract would be required which would total \$21,000 per year. Currently, Mr. Lunt noted, Westmount Health Facility and the DPW paid \$6,600 annually for the maintenance contract.

Mr. Kenny referred to the draft Policies distributed and suggested that it be amended further. He recommended that all employees, including Department Heads, be required to record actual hours worked.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to authorize the Director of Human Resources to further amend the Time Card Policy and Break Policy to include that all employees be required to keep an accurate record of hours worked to be submitted on a weekly basis. Mr. Dusek cautioned that there were Safe Harbors under the Fair Labor Standards Act, which meant that there were people that were determined to not be entitled to overtime pay. He suggested that the Safe Harbors under the Fair Labor Standards Act be reviewed further prior to an adoption of the Policy.

The consensus of the Committee was to table action on the Time Card and Break Policy pending further research from the County Attorney.

Returning to the discussion on the Kronos Time Keeping System, Mr. Thomas asked what the Committee would like to do.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to refer the implementation of a universal time keeping system through Kronos at a cost of approximately \$164,000 to the Finance Committee for consideration.

Mr. Thomas concluded the Agenda review with Item 6B, a request for authorization to attend the New York State Public Employer Labor Relations Association Inc. 35th Annual Training Conference in Saratoga Springs from July 27, 2009 through July 29, 2009.

July 8, 2009

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Item 6B as outlined above, and the necessary resolution was authorized for the next board meeting. A copy of the Authorization to Attend Meeting or Convention is on file with the minutes.

There being no further business to come before the Committee, on motion made by Mr. Stec and seconded by Mr. Belden, Mr. Thomas adjourned the meeting at 10:53 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk