

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **AUGUST 12, 2009**

Committee Members Present:

Supervisors Thomas
Kenny
VanNess
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
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
Frank O'Keefe, Treasurer
Rob Lynch, Deputy Treasurer
Bud York, Sheriff
Michael Gates, Captain, Corrections Facility
Sheila Weaver, Commissioner, Department
of Social Services
Pat Auer, Director, Public Health
Pam Vogel, County Clerk
Jody Ross, Deputy County Clerk
Don Lehman, *The Post Star*
Gordon Woodworth, *The Chronicle*
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 10:12 a.m.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously to approve the minutes of the July 8, 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 advised Item 1 was discussion

concerning the Hiring Freeze which expired on July 1, 2009. He noted that Resolution No. 799 of 2008 was attached.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to continue the Hiring Freeze until July 1, 2010. The necessary resolution was authorized for the next board meeting.

Mr. Thomas stated Items 2A and B were referrals from the County Clerk-Motor Vehicles Committee. He said Item 2A was a request to fill the vacant position of Motor Vehicle Registration Clerk, base salary of \$26,558, Grade 6, Employee No. 11173, due to resignation. He added that Item 2B was a request to fill the vacant position of Legal Recording Clerk, base salary of \$28,041, Grade 7, Employee No. 11561, due to resignation.

Motion was made by Mr. Kenny, seconded by Mr. Belden and carried unanimously to approve Items 2A and B as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes. The necessary resolutions were authorized for the next board meeting.

Mr. Thomas apprised Item 3 was a referral from the County Treasurer, requesting to fill the vacant position of Senior Account Clerk #6, base salary of \$28,041, Grade 7, Employee No. 11424, due to resignation.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried by majority vote to approve Item 3 as outlined above, with Mr. Thomas voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes. The necessary resolution was authorized for the next board meeting.

Mr. Thomas expounded Items 4A through D were referrals from the Health Services Committee. He asserted that Item 4A was referred from the Countryside Adult Home, requesting to reclassify the position of Laborer, base salary of \$25,517, Grade 2, to the position of Building Maintenance Worker, base salary of \$29,597, Grade 6, Employee No. 10221, effective July 15, 2009; thereby amending the Department's Table of Organization.

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

Mr. Belden questioned if the funds were in the Countryside Adult Home budget to cover the cost of the salary increase and Mr. Sokol responded affirmatively. Mr. Sokol further explained that the employee had been performing a number of duties out-of-title and that there was no pay grade level for a maintenance worker between the grades 2 and 6. Mr. Belden asked if the Laborer position would be deleted from the Department's Table of Organization and Mr. Sokol said that it could be.

Following discussions, Mr. Thomas called the question and the motion was carried unanimously to approve Item 4A as outlined above and to include the deletion of the Laborer position from the Table of Organization. The necessary resolution was authorized for the next board meeting. *Please note: The position of Laborer will be deleted from the Department's Table of Organization due to the reclassification of the position.*

Mr. Thomas reported that Items 4B through D were referred from Health Services. He said Item 4B was a request to create the part-time position (not more than 20 hours per week) of Infant Feeding Advocate, base salary of \$23,390, Grade 3; thereby amending the Department's Table of Organization. He noted that this position was 100% funded by the WIC Program grant and added that the request included a request to fill the vacant position.

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

Mr. Belden suggested that it be included in the motion that when the grant funds were terminated, the position would be eliminated.

Mr. Sokol amended his motion to include the stipulation that when the grant funds were terminated, the position would be eliminated and Mr. Tessier seconded the amended motion. Mr. Thomas called the question and the motion was carried unanimously to approve Item 4B as outlined above, including the stipulation that when the grant funds were terminated, the position would be eliminated and to authorize the filling of the vacant position. 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 remarked that Item 4C was a request to fill the vacant position of WIC Nutrition Facilitator, base salary of \$36,210, Grade 16, Employee No. 10861, due to promotion.

Motion was made by Mr. Sokol, seconded by Mr. VanNess and carried unanimously to approve Item 4C as outlined above, including the stipulation that when the grant funds were terminated, the position would be eliminated. 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 apprised Item 4D was a request to fill the vacant position of Community Health Nurse, base salary of \$41,358, Grade 20, Employee No. 9617, due to resignation.

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

Mr. Belden questioned if this position received any funding or reimbursements and Pat Auer, Director of Public Health, explained the position was 100% revenue generating. Mrs. Auer added that the Department was currently down three full time Nurses.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4D as outlined above. 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.

Continuing the Agenda review, Mr. Thomas apprised Items 5A through E were referrals from the Public Safety Committee. He stated Items 5A through C were referred from the Sheriff & Communications and he listed the requests as follows:

- A) Request to fill the vacant position of Correction Officer #29, base salary of \$32,400, Employee No. 10022, due to retirement;
- B) Request to fill the vacant position of Correction Officer #41, base salary of \$32,400, Employee No. 11224, due to retirement; and
- C) Request to fill the vacant position of Correction Officer #37, base salary of \$32,400, Employee No. 11075, due to resignation.

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

Mr. Stec said that he believed that these positions were necessary to maintain the mandated staffing levels at the Corrections Facility. Mr. Belden questioned if the Facility could continue to operate efficiently if only two of the three positions were filled. Bud York, Sheriff, replied that it could; however, he noted, the minimum staffing had caused the overtime to increase significantly.

Mr. Kenny reported that he had requested information from surrounding counties on jail staffing and he had just received that information. He further stated that after he compiled and reviewed the data, he would share the information with the Committee members.

Following discussions, Mr. Thomas called the question and the motion was carried by majority vote to approve Items 5A through C as outlined above, with Mr. VanNess abstaining from the vote. The necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas advised Items 5D and E were referred from the Office of Emergency Services and he listed the requests as follows:

- D) Request to fill vacant position of 2nd Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10499, due to termination; and
- E) Request to fill vacant position of 3rd Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10500, due to promotion.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Items 5D and E as outlined above. The necessary resolutions were authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Thomas said Item 6 was a referral from the Social Services Committee, requesting to fill the vacant position of Case Supervisor Grade B #3, base salary of \$37,934, Grade 17, Employee No. 7958, due to resignation.

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

Mr. Thomas questioned if this position was absolutely necessary and Sheila Weaver, Commissioner of the Department of Social Services responded it was. Ms. Weaver added that the Department could not continue to operate efficiently without this position. She noted that this position was 80% reimbursable.

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. The necessary resolution was authorized for the next board meeting.

Mr. Thomas commented that Item 7 was a request from Mr. Kenny for the Committee to re-visit the position of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary.

Mr. Kenny expounded that at the last Traffic Safety Board meeting, the newly hired Stop DWI Coordinator/Traffic Safety Board Executive Secretary was introduced as a temporary that was keeping the minutes of the meetings from now until December, and at that time would assume the position and full duties of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary. He expressed his opinion that it would be very generous if the individual was allowed to train for the months of June, July and August and on September 1, 2009, the position and full duties were assumed, rather than January 1, 2010. Mr. O'Connor remarked that he had contacted John Farrell, the former Stop DWI Coordinator, and questioned how much training he had received when he took the position and Mr. Farrell had advised that no training was received. Mr. Kenny opined that three months was sufficient training for the new employee. He added that a Traffic Safety Board meeting was scheduled for next week and he planned to discuss it at that time, as well.

Motion was made by Mr. Kenny and seconded by Mr. Belden that the new employee assume the position and full duties of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary effective September 1, 2009.

Mr. VanNess asserted that he did not feel enough background information on this matter was available to take action at this time.

Following discussions, Mr. Belden removed his second to the motion.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to table action on the position of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary and to discuss it again next month pending the receipt of additional information.

Concluding the Agenda review, Mr. Thomas apprised Item 8 was a request from Todd Lunt, Director of Human Resources, to address the Committee regarding the review of the draft of the Time Card Policy and Break Policy.

Mr. Lunt requested that discussions be held next month because he was trying to determine what the best recommendation to the Committee would be and he needed additional time.

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 10:47 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk