

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **SEPTEMBER 9, 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
JoAnn McKinstry, Deputy Commissioner of
Administrative and Fiscal Services
Amy Bartlett, First Assistant County
Attorney
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Merlino
Supervisor O'Connor
Supervisor Pitkin
Supervisor Strainer
Supervisor Taylor
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
Pat Auer, Director, Public Health
Kathy Baker, Fiscal Manager, Department
of Social Services (DSS)
Doug Herschleb, Director of Services, DSS
Mike Jabaut, Director, Administrative
Services, DSS
Brenda Hayes, Director, Countryside Adult
Home
Don Lehman, *The Post Star*
Thom Randall, *Adirondack Journal*
Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 10:11 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the August 12, 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 Criminal Justice Committee, District Attorney, requesting to increase the base salary

of the Crime Victim Specialist, Employee No. 11293, from the former base salary of \$30,603 to the current base salary of \$35,385, effective October 1, 2009; thereby amending the Department's Table of Organization. He noted that the grant award had increased to allow the employee's hours to be increased and that the position was 100% grant funded.

Motion was made by Mr. Tessier, seconded by Mr. Sokol 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 through D were referrals from the Health Services Committee, Health Services. Item 2A, he said, was a request to abolish the position of Office Specialist, base salary of \$28,041, Grade 7, Employee No. 10222, effective October 1, 2009; thereby amending the Department's Table of Organization.

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

Mr. Thomas apprised Item 2B was a request to reclassify the position of Senior Typist, base salary of \$24,480 (plus longevity totaling \$29,531), Grade 4, Employee No. 8249, to the position of Senior Clerk, base salary of \$24,480 (plus longevity totaling \$28,735), Grade 4, effective October 1, 2009; and to delete the position of Senior Typist, base salary of \$24,480, Grade 4, Employee No. 8249; thereby amending the Department's Table of Organization.

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

Mr. Thomas requested Pat Auer, Director of Public Health, to explain this further. Ms. Auer apprised that the resignation of a Senior Typist had allowed her the opportunity to abolish a position without having to layoff an individual; thereby realizing a savings to the County of one full time employee.

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

Mr. Thomas asserted Item 2C was a request to fill the vacant position of Senior Clerk, base salary of \$24,480, Grade 4, Employee No. 8249, due to resignation.

Motion was made by Mr. Sokol, seconded by Mr. Belden and carried unanimously to approve Item 2C 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 reported that Item 2D was a request to fill the vacant position of Senior Clerk, base salary of \$24,480 pro-rated to 30 hours per week totaling \$18,361, Employee No. 10738, due to resignation, effective September 21, 2009.

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

Ms. Auer clarified that this position did not include health insurance benefits, due to it being a part-time position. She added that this employee performed the billing for the Early Intervention and the Pre-school Programs, which was time sensitive. She noted that if the bills were not sent out, the Department did not receive the payments.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 2D 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 remarked Item 3 was a referral from the Human Services Committee, Office for the Aging, requesting to fill the vacant part-time position of Meal Site Cook (Long Lake), base salary of \$17,176, Employee No. 11029, due to resignation.

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

Mr. Thomas expounded Items 4A through G were referrals from the Social Services Committee. Item 4A, he said, was a request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 11210, due to resignation.

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

Mr. Thomas expressed his concern with hiring new employees when additional layoffs were pending. Mr. VanNess suggested approving the requests with the understanding that the positions would not be filled until the additional positions to be abolished were identified. Doug Herschleb, Director of Services in the Department of Social Services (DSS), stated that a Preventive Worker position had been abolished following a retirement and if these positions were not filled it would affect his ability to complete his mission of keeping children safe.

Mr. Merlino entered the meeting at 10:20 a.m.

Mr. VanNess said his thought was that once the positions to be abolished were identified, there could be a possibility of moving a displaced employee into one of these

positions. Mr. Herschleb countered that the only employees within other departments that could potentially be qualified to fill one of these positions would be a Probation Officer. Mr. VanNess asked if these positions could remain vacant for two weeks pending the receipt of the list of recommended positions to be abolished and Mr. Herschleb replied affirmatively. Mr. Stec said it would probably be longer than two weeks before a determination was made as to the positions that would be abolished. Mr. Thomas questioned the reimbursement of the Caseworker positions and Kathy Baker, Fiscal Manager of DSS, responded 80%.

Mr. Tessier amended his motion to approve Items 4A through C and Mr. VanNess seconded the amended motion.

Mr. Thomas reviewed Items 4B and C for the Committee as follows:

- B) Request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 11419, due to resignation; and
- C) Request to fill the vacant position of Caseworker, base salary of \$34,178, Grade 14, Employee No. 9286, due to resignation.

Mr. Thomas called the question and the motion was carried unanimously to approve Items 4A through C as outlined above and 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 stated Item 4D was a request to fill the vacant position of Keyboard Specialist, base salary of \$23,390, Grade 3, Employee No. 11576, due to resignation.

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

Mr. Belden questioned the reimbursement for this position and Ms. Baker replied this position was 100% reimbursed.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4D 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 apprised Item 4E was a request to create the position of Community Services Assistant, base salary of \$29,199, Grade 8, and deleting the position of Caseworker, base salary of \$34,178; thereby amending the Department's Table of Organization.

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

Mr. Thomas noted Item 4F was a request to fill the vacant position of Community Services Assistant, base salary of \$29,199, Grade 8, due to the creation of the position.

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

Mr. Thomas asked what the reimbursement was on this position and Ms. Baker responded it was 80% reimbursed.

Mr. Thomas called the question and the motion was carried unanimously to approve Item 4F 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 advised Item 4G was a request to abolish the position of Intake Clerk #3, base salary of \$24,480, Grade 4; thereby amending the Department's Table of Organization.

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

Concluding the Agenda review, Mr. Thomas asserted Item 5 was a request from Hal Payne, Commissioner of Administrative & Fiscal Services, to address the Committee regarding two CSEA employees that had signed up for the retirement incentive.

Mr. Payne announced that a Building Maintenance Mechanic in the Parks, Recreation & Railroad Division, base salary of \$41,179, Grade 13; and an Auto Mechanic Helper in the DPW Division, base salary of \$35,609, Grade 7 had offered to take the retirement incentive. He noted that permission was necessary in order to continue with this incentive as the agreement stated that interested employees must sign up by August 15, 2009.

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

In response to an inquiry, Mr. Payne asserted that 20% of the annual salary for the positions was the offered buy-out. He added that it would be effective October 31, 2009.

Mr. Thomas called the question and the motion was carried unanimously to authorize the continuation of the retirement incentive for the two aforementioned positions as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas noted an additional item had been brought to his attention for the Committee to discuss pertaining to the organizational investigation performed at the Countryside Adult Home.

Amy Bartlett, First Assistant County Attorney, requested an executive session to discuss the employment history of a particular person related to this matter.

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 10:29 a.m. to 11:03 a.m

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

Motion was made by Mr. Stec, seconded by Mr. Sokol and carried unanimously to untable the abolishment of a Leisure Time Activity Director and a Case Manager that had been tabled at the June 19, 2009 Board of Supervisors meeting by Resolution No. 399, "Amending Resolution No. 343 of 2009 to Reflect the Accurate Number of Employees of Certain Departments and the Abolishment of Nineteen Positions in Various Departments Throughout Warren County"; and to return the requests to abolish said positions to the Board of Supervisors for consideration at the September 18, 2009 meeting.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to create and fill the position of Leisure Time Activity Aide, part-time, base salary of \$23,390, pro-rated to twelve hours per week; thereby amending the Department's Table of Organization. The necessary resolution was authorized for the next board meeting.

Ms. Bartlett requested authorization to require retirees that were 65 years of age or older and on Medicare to select from one of two different health insurance policies. She noted that this had been discussed with the Unions and was necessary to oblige with the negotiations that had occurred.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the request to require retirees that were 65 years of age or older and on Medicare to select from one of two different health insurance policies. 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. Thomas adjourned the meeting at 11:05 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk