WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **OCTOBER 6, 2010**

Committee Members Present:		**Others Present:**
Supervisors	Thomas	Fred Monroe, Chairman of the Board
	Kenny	Paul Dusek, County Attorney/Administrator
	VanNess	Joan Sady, Clerk of the Board
	Belden	Kevin Geraghty, Budget Officer
	Sokol	Supervisor Bentley
	Strainer	Supervisor McCoy
	Conover	Supervisor Stec
		Supervisor Taylor
Committee Members Absent:		Kathy Barrie, Personnel Officer
Supervisors	Goodspeed	Todd Lunt, Director, Human Resources
	Merlino	Rob Lynch, Deputy Treasurer
		Sheila Weaver, Commissioner, Department of Social Services
		Bud York, Sheriff
		Evelyn Wood, Town of Thurman
		Don Lehman, *The Post Star*
		Thom Randall, *Adirondack Journal*
		Nicole Livingston, Deputy Clerk

Mr. Thomas called the Personnel Committee meeting to order at 9:00 a.m.

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to approve the minutes of the September 8, 2010 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 Action 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 #11, base salary of $27,023, Grade 6, Employee No. 11416, due to resignation. He noted that this position was not mandated and there was no reimbursement associated with the position; however the County did retain a percentage of revenue. He added there was additional information regarding the percentage of revenue included in the Agenda, a copy of which is on file with the minutes.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve Item 1A 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 stated Item 1B was a request for a Legal Recording Clerk and a Recording Clerk to enroll in a job related course entitled "Notary Public Workshop" at Adirondack Community College at a cost of $85 per person ($170 total).

Motion was made by Mr. Sokol, seconded by Mr. Kenny and carried unanimously to approve Item 1B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Thomas asserted Item 2 was a referral from the Human Services Committee, Veterans' Services, requesting to amend Resolution No. 620 of 2010 to extend the temporary part-time position of Keyboard Specialist through December 31, 2010; thereby amending the Department's Table of Organization.

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

Mr. Thomas reported Item 3 was a referral from the Public Safety Committee, Sheriff & Communications, requesting to fill the vacant position of Patrol Officer #36, base salary of $33,813, Employee No. 7595, due to retirement. He added that this position was not mandated and there was no reimbursement associated with the position.

Mr. VanNess entered the meeting at 9:04 a.m.

Bud York, Sheriff, announced the individual that was chosen to fill the position was already trained and had fifteen years of experience; thereby eliminating the cost to the County for training. He further explained that the individual had previously worked for Warren County for eight years and relocated to Schenectady County and worked as a Patrol Officer there for approximately four to five years. He added that he still had all of the necessary certifications for the position.

Mr. Strainer questioned the base salary of the Patrol Officer that was retiring and Sheriff York replied it was approximately $58,000; however, he said, if his Office had to send an individual to training it would cost between $20,000 to $25,000. The individual selected to fill the position, he continued, had fifteen years of experience and the necessary certifications; therefore, he added, he was requesting the base salary be set at the ten year amount for a Patrol Officer, which was the highest level pay rate and was what he had presented to the Public Safety Committee. He confirmed the base salary should be $56,909. In response to an inquiry, Sheriff York advised he would not be able to get an individual to transfer from another agency at the first year base salary, and his Department did not have the funding to provide training for a new Patrol Officer.

Motion was made by Mr. Strainer, seconded by Mr. Conover and carried unanimously to approve Item 3 with the base salary of $56,909 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 Items 4A through H were referrals from the Social Services Committee, Social Services. Item 4A, he said, was a request to create the position of Social Welfare Examiner #41, base salary of $29,710, Grade 8, and to delete the position of Community Services Assistant #1, base salary of $29,710, Grade 8; thereby amending the Department's Table of Organization.

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

Mr. Belden questioned why there were so many requests to fill vacant positions in the Department of Social Services (DSS) every month. Sheila Weaver, Commissioner of DSS, replied that she could not control when employees retired or resigned, adding that many employees within her Department were over the age of fifty-five and attrition was a normal process. She clarified that she carefully reviewed all positions in her Department and only requested to fill those that were essential to the operation of the Department.

Paul Dusek, County Attorney/Administrator, apprised that through the budget process, they had reviewed in excruciating detail the DSS budget and all positions within the Department. He noted the Department was operating with minimum staff and further reductions were not feasible. Mr. Strainer asked if there was action that could be taken in order to retain employees for longer periods of time. Mr. Geraghty referred to discussions in the past about conducting exit interviews and he questioned if that was being done. Todd Lunt, Director of Human Resources, responded exit interviews were conducted in some cases; however, he said, they were not done in cases of retirement or with resignations resultant of disciplinary proceedings. He noted that exit interviews had been done in situations of unexpected resignations.

Pursuant to the detailed explanation, Mr. Sokol suggested that the motion be amended to approve Items 4A through H. Mr. Thomas reviewed the requested items as follows:

-Item 4B was a request to fill the vacant position of Social Welfare Examiner #41, base salary of $29,710, Grade 8, due to creation. He added this position was mandated and was 75% reimbursed;

-Item 4C was a request to create the position of Senior Caseworker #5, base salary of $35,784, Grade 15, and to delete the position of CASA Coordinator, base salary of $35,784, Grade 15; thereby amending the Department's Table of Organization;

-Item 4D was a request to fill the vacant position of Senior Caseworker #5, base salary of $35,784, Grade 15, Employee No. 6710, due to retirement. He noted that this position was mandated, 75% reimbursed and the impact to the 2010 budget would be a savings of $8,419;

-Item 4E was a request to fill the vacant position of Caseworker #24, base salary of $34,776, Grade 14, Employee No. 10985, due to resignation. He said that this position was mandated, 75% reimbursed and the impact to the 2010 County budget would be a savings of $4,644;

-Item 4F was a request to fill the vacant position of Account Clerk #2, base salary of $24,908, Grade 4, Employee No. 11751, due to termination. He added this position was mandated and was 88% reimbursed;

-Item 4G was a request to fill the vacant position of Caseworker #30, base salary of $34,776, Grade 14, due to promotion and this position was mandated and was 100% reimbursed; and

-Item 4H was a request to fill the vacant position of Case Supervisor B#3, base salary of $38,598, Grade 17, Employee No. 9641, due to lateral transfer. He noted that this position was mandated and was 75% reimbursed.

Mr. Kenny amended his motion to approve Items 4A through H as presented, and Mr. Belden amended his second to the motion. Mr. Thomas called the question and the motion was carried unanimously to approve Items 4A through H 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 directed the Committee members to Agenda Item IV. Topics to be reported on/discussions/updates. He said Items 1A through C were to be addressed by Mr. Lunt. He noted Item 1A was a request for approval to move the dental plan year from January 1 to December 1 to match the Medical coverage plan year.

Motion was made by Mr. Conover, seconded by Mr. VanNess and carried unanimously to approve amending the dental plan year from January 1 to December 1 to match the Medical coverage plan year, and the necessary resolution was authorized for the next board meeting.

Mr. Lunt apprised Item 1B was for a discussion on the procedure for filling vacant positions that were vacated during the probationary period. He noted that a proposed amendment of Resolution No. 318 of 2007 may be necessary.

Mr. Lunt reviewed the standard procedure for filling a vacant position and noted that probationary terms were not addressed in the process. He added that if a position request had gone through the appropriate process and was approved to be filled and a termination occurred during the probationary period, the thought was that a Department Head should not have to repeat the entire process to fill the position again. In response to an inquiry, Mr. Lunt advised a probationary period was between eight and twenty six weeks, or six months.

Mr. Strainer expounded this could resolve a time issue, in that under the current procedure, if a position was approved to be filled, an individual was hired and if in one or two months the individual left employment, the Department Head would have to wait until their next Committee meeting for approval, followed by approval from the Personnel Committee and then the full Board of Supervisors, which could take over a month to achieve. He added this would alleviate the time constraints faced by Department Heads when a situation like this occurred. Mr. Dusek confirmed Mr. Strainer's statements and explained that was the reason this amendment should be made.

Motion was made by Mr. Strainer, seconded by Mr. Belden and carried unanimously to amend Resolution No. 318 of 2007 to include the filling of vacant positions that were vacated during the probationary period, and the necessary resolution was authorized for the next board meeting.

Mr. Lunt asserted Item 1C concerned the Timekeeping policy and discussion of same in preparation for the implementation of the Novatime timekeeping system. He distributed a draft policy to the Committee members for review, a copy of which is on file with the minutes. He noted that the policy would become effective at the end of the year when the new timekeeping system was installed. Mr. Lunt pointed out that hourly, or non-exempt, employees would be required to continue with the standard procedure that was currently in place, which was to punch in at the beginning of the work day, punch in and out for lunch, and a final punch at the end of the work day. Exempt employees, he said, which consisted of Department Heads, Deputy positions and high level employees, were not entitled to overtime; therefore, exempt level employees would be required to only punch in at the beginning of the work day, signifying they were there for the day. In response to an inquiry, Mr. Lunt explained that if an exempt employee was working out of the building, for example at a conference in Albany, there was a provision included in the policy that allowed for an employee within that department to clock that individual in for the day and indicate, by note, where the employee was. He clarified that one punch for exempt employees indicated that they were at work for the standard number of hours for a work day.

Mr. Kenny requested an addendum to the policy that listed all exempt positions that would only be required to punch in once a day and Mr. Lunt acknowledged the request. Mr. Conover referred to the last paragraph in the draft policy, and recommended amending the wording that stated "possible discipline" to remove the word possible to read just "discipline". Sheriff York confirmed that the timekeeping system was considered a business record, and any altering of such would be a misdemeanor. Mr. Dusek suggested that the wording be amended to "disciplinary action" because a policy could not assure discipline due to the necessity of a Section 75 Hearing; however, he continued, it could assure disciplinary action.

Motion was made by Mr. VanNess, seconded by Mr. Conover and carried unanimously to adopt the Timekeeping policy with the inclusion of the aforementioned addendum and the changing of the wording to "disciplinary action" in the last paragraph, as outlined above. The necessary resolution was authorized for the next board meeting.

Concluding the Agenda review, Mr. Thomas asserted Items 2A and B were to be addressed by Mr. Dusek. He noted Item 2A pertained to the standard work day regarding calculation of changes made for appointed employees. Mr. Dusek requested Mr. Lunt address this item. Mr. Lunt reminded the Committee members that the standard work day for appointed employees had been changed to not include a lunch hour, thereby making the standard work day seven hours, as opposed to eight hours, for State Retirement reporting purposes. The problem associated with this, he continued, was in connection with sick, personal and leave time, due to the fact that those benefit hours could only be utilized in one hour increments. Mr. Lunt advised the way to resolve this would be to authorize the rounding up of benefit hours. Brief discussion ensued.

Motion was made by Mr. VanNess, seconded by Mr. Kenny and carried by majority vote, with Mr. Belden voting in opposition, to authorize the rounding up of benefit hours for appointed employees. The necessary resolution was authorized for the next board meeting.

Mr. Dusek referred to Item 2B, a discussion regarding policies and procedures as they related to payments made for sick and vacation time accrued upon retirement. He informed this matter was discussed during the recent Public Works Committee meeting and referred to the Personnel Committee for further discussion; however, he said, the Supervisor that requested the referral was not present today. He noted that a resolution was in place that resolved the issue of vacation time carry overs, in that the amount of carry over days was limited to a maximum of five days that had to be used within the first six months of the year. In response to an inquiry, Mr. Dusek apprised under current practice, all vacation time began to accrue as of January 1st of each year. Mr. Geraghty opined that vacation should be accrued on the anniversary date of hire. Discussion ensued regarding possible amendments to when vacation time began accruing. Mr. Dusek said it would take time to implement such a change and would involve discussions with the Unions; however, he added, it could be implemented easily for new hires.

Following discussions, it was the consensus of the Committee that Mr. Dusek research the matter further and report back at a later date.

Prior to adjournment, Mr. Dusek requested an executive session to discuss matters regarding union negotiations and the employment history of a particular person. Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously that executive session be declared pursuant to Sections 105 (e) and (f) of the Public Officers Law.

Executive session was declared from 9:44 a.m. to 10:53 a.m.

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

There being no further business to come before the Committee, on motion made by Mr. Belden and seconded by Mr. Strainer, Mr. Thomas adjourned the meeting at 10:54 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk