

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **OCTOBER 12, 2011**

**Committee Members Present:**

Supervisors Conover  
Kenny  
VanNess  
Belden  
Goodspeed  
Sokol  
Taylor  
Strainer

**Others Present:**

Daniel G. Stec, Chairman of the Board  
Paul Dusek, County Administrator  
Martin Auffredou, County Attorney  
Joan Sady, Clerk of the Board  
Kevin Geraghty, Budget Officer  
Supervisor Bentley  
Supervisor Champagne  
Supervisor Thomas  
Kathy Barrie, Personnel Officer  
Todd Lunt, Director, Human Resources  
Pat Auer, Director, Public Health  
Jeff Tennyson, Superintendent,  
Department of Public Works  
Suzanne Wheeler, Deputy Commissioner,  
Department of Social Services  
Bud York, Sheriff  
Terrence O'Neill, Pro-Act  
Bob Olson, Town of Horicon  
Don Lehman, *The Post Star*  
Thom Randall, *Adirondack Journal*  
Nicole Livingston, Deputy Clerk

**Committee Member Absent:**

Supervisor Merlino

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

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the September 7, 2011 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.

Mr. Conover referred to Item III of the Agenda, Topics to be reported on/discussions/updates, and advised that Terrence O'Neill from Pro-Act would update the Committee on the prescription discount program.

Mr. O'Neill informed that he was a Communications Specialist at Pro-Act and he reminded the Committee members that Pro-Act administered the Warren County prescription drug discount card program. He asserted that at the end of September, residents in New York State surpassed over \$64 million in total savings and they surpassed over 2.2 million prescriptions filled. Current projections for 2011, he continued, showed a 31% total increase in prescriptions filled and a 51% increase in

cash savings. He noted that these numbers were significant because it represented \$64 million back into residents pockets whose counties endorsed the discount card program. Mr. O'Neill reported that Warren County had been a member of the program since June of 2009 and since then, over 16,000 prescriptions had been filled and this had saved the residents over \$485,000. He added that projections for 2011 predicted a slight increase of around 1% on the total prescriptions filled and an increase of over 12% on the total cash savings. He opined that there were more residents in the County that could benefit from this program and Pro-Act planned to begin a utilization initiative, in which they would work closely with individual counties to promote the discount card whenever possible. He noted that press releases put out by the County that highlighted milestones from the discount card reports along with the numbers were extremely beneficial. Mr. O'Neill thanked the Committee members for their time, as well as the Board of Supervisors for their continued effort and support of Pro-Act.

Commencing the Action Agenda review, Mr. Conover apprised Item 1 was a referral from the Health Services Committee, requesting to fill the vacant position of WIC Infant Feeding Advocate, part-time, pro-rated annual salary of \$11,695, Grade 3, Employee No. 11718, due to resignation. He noted that this position was not mandated but was 100% reimbursed.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve Item 1 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. Conover stated Items 2A through D were referrals from the Public Safety Committee, Sheriff & Communications. Item 2A, he said, was a request to fill the vacant position of Patrol Officer #60, annual salary of \$34,996 first year plus third year service credit (\$45,852), due to promotion. He noted that this position was not mandated or reimbursed.

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

Mr. Belden questioned if this was a new employee and Sheriff York responded that the individual was a lateral transfer from another Police Department with more than three years of service. In response to an inquiry regarding the salary, Mr. VanNess recalled a resolution that had been adopted, Resolution No. 258 of 2011, which amended the Collective Bargaining Agreement with the Warren County Police Benevolent Association, to address lateral transfers and to limit the years of service credit to three years regardless of experience. Mr. Strainer noted the savings of \$10,000 that would be realized by this action.

Following discussion, Mr. Conover called the question and the motion was carried by majority vote, with Mr. Kenny voting in opposition, to approve Item 2A 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. Conover added Item 2B was a request to fill the vacant position of Correction Sergeant #1, annual salary of \$37,990, Employee No. 9120, due to termination. He said this position was mandated but was not reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Strainer and carried unanimously to approve Item 2B 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. Conover advised Item 2C was a request to fill the vacant position of Correction Officer #1, annual salary of \$33,534, Employee No. to be determined, due to promotion. He stated this position was mandated but was not reimbursed. Mr. Conover remarked Item 2D was a request to fill the vacant position of Correction Officer #68, annual salary of \$33,534, Employee No. 11243, due to resignation. He added that this position was mandated but was not reimbursed.

Motion was made by Mr. VanNess, seconded by Mr. Belden and carried unanimously to approve Items 2C and D as outlined above, and the necessary resolution was authorized for the next board meeting. Copies of the Notices of Intent to Fill Vacant Position are on file with the minutes.

Mr. Conover apprised Items 3A through D were referrals from the Social Services Committee. Item 3A, he said, was a request for a Caseworker to enroll in a job related course entitled "CASAC Training Program-Substance Abuse Training Program Module II" at SUNY Adirondack, commencing December 13, 2011 and ending March 13, 2012 for a total amount of \$965.

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

Mr. Strainer questioned how long the individual had been employed by the County and Suzanne Wheeler, Deputy Commissioner of the Department of Social Services (DSS), replied the Caseworker had been with the County for approximately one and a half years. She noted that the training was not mandated. Mr. Strainer expressed his concern with authorizing such training for an individual that had only been employed by the County for a short time. Mr. VanNess agreed and suggested that during the next round of contract negotiations, perhaps a longevity clause could be included with regard to enrolling in job related courses. Mr. Geraghty interjected that such a clause already existed within the union contracts, in which an employee must remain with the County for at least eighteen consecutive months after completing a course for which the County had provided reimbursement; otherwise, the employee must refund the 50% payment.

Following discussion, Mr. Conover called the question and the motion was carried by majority vote, with Mr. Taylor voting in opposition, to approve Item 3A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover asserted Item 3B was a request to fill the vacant position of Social Welfare Examiner #13, annual salary of \$30,230, Grade 8, Employee No. 10174, due to resignation. He noted that this position was mandated and 100% reimbursed.

Motion was made by Mr. Belden, seconded by Mr. Strainer and carried unanimously to approve Item 3B 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. Conover reported Item 3C was a request to fill the vacant position of Senior Social Welfare Examiner #6, annual salary of \$33,026, Grade 11, Employee No. 8238, due to retirement. He added that this position was mandated and 50% reimbursed.

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

Mr. Belden asked if the 50% reimbursement was just on the salary or if it included benefits and Ms. Wheeler explained the reimbursement was for everything, salary and associated benefits.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3C 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. Conover advised Item 3D was a request to fill the vacant position of Caseworker #16, annual salary of \$35,385, Grade 14, Employee No. 11237, due to resignation. He stated that this position was mandated and 75% reimbursed.

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

Mr. Conover wondered if this was an administrative reimbursement and Ms. Wheeler confirmed that it was. Mr. Conover further questioned if there was a limit on administrative reimbursement and Ms. Wheeler advised that this Caseworker was in the Child Protective Services Division and 25% of the total cost for this position was the local share and the remainder was covered by a combination of Federal and State reimbursements.

Mr. Conover called the question and the motion was carried unanimously to approve Item 3D 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. Conover informed Items 4A through C were referrals from the Support Services Committee. Item 4A, he said, was referred from Information Technology, requesting authorization for the Senior Analyst/Programmer to enroll in a job related course entitled "Integration of Database Systems CIS-5210" at Florida Institute of Technology, commencing September 2011 and ending December 2011, for a total amount of \$1,650.

Motion was made by Mr. Taylor and seconded by Mr. Strainer to approve the request as presented.

Mr. Taylor questioned if this was an online course and Paul Dusek, County Administrator, responded he was not familiar with this particular request. Mr. Dusek recommended that the request be approved contingent on it being an online course.

Mr. Taylor amended his motion to include that approval was contingent on the class being an online course and Mr. Strainer amended his second to the motion.

Mr. Conover called the question and the motion was carried by majority vote, with Mr. Belden voting in opposition, to approve Item 4A as outlined above contingent on it being an online course, and the necessary resolution was authorized for the next board meeting.

Mr. Conover asserted Items 4B and C were referred from the County Administrator. Item 4B, he stated, was a request to transfer the salary of the Secretary to the County Attorney in the amount of \$19,250 to the position of Confidential Secretary to the County Administrator and to unfund the position of Secretary to the County Attorney; thereby amending the Department's Table of Organization.

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

Mr. Strainer wondered why the County Attorney would no longer have a Secretary and Mr. Dusek explained that by leaving the position in the budget, unfunded, it would provide the County Attorney the option of filling it in the future if needed. Martin Auffredou, County Attorney, informed that currently, the staffing levels within the Office were working out well. Mr. Strainer further questioned why the Administrator needed a Confidential Secretary and Mr. Dusek replied that his work load was different than prior Administrators in that he had assumed additional duties, for instance all of the labor negotiations which previously were performed by the County Attorney and would now be done by him as the Administrator.

Following discussions, Mr. Conover called the question and the motion was carried unanimously to approve Item 4B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover noted Item 4C was a request to amend the Department's Table of Organization to reflect the County Administrator annual salary as approved by Resolution No. 217 of 2010, effective September 26, 2011.

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

Mr. Dusek explained that this was just the necessary paperwork for him to be paid out of the County Administrator's Departmental budget.

Mr. Conover called the question and the motion was carried unanimously to approve Item 4C as outlined above, and the necessary resolution was authorized for the next board meeting.

Prior to adjourning, Mr. Conover announced an executive session was needed to discuss the employment history and possible discipline of a particular person.

Motion was made by Mr. Belden, seconded by Mr. Kenny and carried unanimously that executive session be declared pursuant to Section 105 (f) of the Public Officers Law.

Executive session was declare from 9:26 a.m. to 9:50 a.m.

The Committee reconvened and Mr. Conover reported 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. Kenny and seconded by Mr. Belden, Mr. Conover adjourned the meeting at 9:51 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk