

**WARREN COUNTY BOARD OF SUPERVISORS**

COMMITTEE: **PERSONNEL**

DATE: **FEBRUARY 7, 2007**

**Committee Members Present:**

Supervisors Gabriels  
Kenny  
Haskell  
Belden  
Stec  
F. Thomas  
Sokol

**Others Present:**

William Thomas, Chairman  
Joan Parsons, Commissioner of  
Administrative and Fiscal Services  
Joan Sady, Clerk  
Paul Dusek, County Attorney  
Supervisors Caimano  
Champagne  
Geraghty  
Girard  
Mason  
Merlino  
Monroe  
O'Connor  
Sheehan  
Tessier  
Hal Payne, Administrator, Westmount  
Health Facility  
Todd Lunt, Director, Human Resources  
Pam Vogel, County Clerk  
William Lamy, Superintendent, DPW  
John Wappett, Public Defender  
Doug Herschleb, Director, Social Services  
Robert Phelps, Commissioner, Social  
Services  
Michael Jabaut, Director, Administrative  
Services, Social Services  
Amy Clute, Administrator, Self- Insurance  
Maury Thompson, *The Post Star*  
Nicole Livingston, Deputy Clerk

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Mr. Gabriels called the Personnel Committee meeting to order at 9:33 a.m.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve the minutes of the January 19, 2007 Personnel Committee meeting, subject to correction by the Clerk.

Copies of the Personnel Agenda were provided to the Committee members, and a copy of same is on file with minutes.

Mr. Gabriels apprised Item 1A was a request from Joan Parsons, Commissioner of Administrative and Fiscal Services, to address the Committee regarding the separation of the Personnel and Human Resources Department.

Mrs. Parsons introduced Todd Lunt, Director of the Human Resources Department, who was at the meeting today. She explained that the position of the Human Resource Director, as well as the position of Keyboard Specialist, were included under the Personnel Department budget code and she stated that the two Departments needed to be separated in order for the Human Resources Department to have its own budget code. She noted these were Items 1A and 1B on the Agenda. She said 1B included the separation of the two positions that currently existed under the Personnel Department and no dollar amount would be involved, it would be transferred out of the Personnel budget.

Motion was made by Mr. Belden, seconded by Mr. Stec and carried unanimously to approve Items 1A and 1B as presented. The necessary resolutions were authorized for the next board meeting.

Continuing, Mrs. Parsons expounded Item 1C included the requests to transfer funds with regard to the Human Resources Department. She said the first was a request to transfer funds from A.1430 110 Personnel Department Salaries - Regular into A.1435 110 Human Resources Department Salaries - Regular, in the amount of \$70,348.58. She noted this was the amount of money in the Personnel budget that needed to be moved to the Human Resources budget. The other, she stated, was a request to transfer funds from A.1990 10 439 Contingent Fund into A.1435 410 Human Resources Department - Supplies, in the amount of \$10,000. She explained that Mr. Lunt had no budget for supplies, telephone or printing and she felt that \$10,000 was a reasonable amount to transfer in order to start this budget.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve the items listed under 1C on the Agenda as outlined above.

With regard to Items 1D and 1E on the Agenda, Mrs. Parsons stated that when the budget was prepared under Records Management (A.1460) there was a grant available for funding the salary for a part-time position of Pistol Permit Records Clerk, which had been missed. She noted that the revenue was in the budget and it was necessary to create the position, as well as to transfer the funds for that salary in the amount of \$6,794 from the Contingent Fund into that category in order to offset the revenue.

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

Mr. Haskell questioned if the position would be eliminated if the grant funds were no longer available and Mrs. Parsons replied affirmatively.

Mr. Gabriels called the question and the motion was carried unanimously to approve Items 1D and 1E as outlined above. The necessary resolutions were authorized for the next board meeting.

Mrs. Parsons concluded her items for review that were on the Agenda with Item 1F, regarding Resolution No. 597 of 2006, which authorized voluntary payroll deductions by County employees for the purpose of making donations to non-profit and not-for-profit groups. She apprised she had received a phone call from Mary Ellen O'Connor of Community Health Services, who noted that the resolution basically grandfathered the United Way into the County due to the fact that they had twenty-five people already signed up for their program. However, she stated that Ms. O'Connor would need to get a petition into the County and would not be allowed to solicit for participants from within the County given the way the resolution was worded. Mrs. Parsons said that Ms. O'Connor was requesting an amendment to the resolution.

Paul Dusek, County Attorney, clarified that the issue had become where to draw the line with regard to allowing use of County facilities, such as rooms, for private organizations to come in and solicit funds from employees, as well as using the County payroll services to distribute informational brochures with paychecks.

Mr. Stec said that the resolution was developed and written the way that the Committee had requested it be done and suggested that it stay that way.

Following discussions, motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to table Item 1F.

Mr. Gabriels apprised Items 2A and B on the Agenda were referrals from the Support Services Committee, Clerk of the Legislative Board. He stated Item 2A was a request to decrease the salary of the position of Senior Legislative Office Specialist, former base salary of \$38,000, to the current base salary of \$34,000, thereby amending the Department's Table of Organization. He added Item 2B was a request to fill the vacant position of Senior Legislative Office Specialist, base salary of \$34,000, Employee No. 10507, due to termination.

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

Mr. Gabriels expounded Items 3A through C were referrals from the Criminal Justice Committee, Public Defender, as follows:

- A) Request to fill vacant position of 2<sup>nd</sup> Assistant Public Defender, base salary of \$48,945, Employee No. 10690, due to resignation;
- B) Request to fill vacant position of 3<sup>rd</sup> Assistant Public Defender, base salary of \$45,360, Employee No. 10931, due to promotion;
- C) Request to fill vacant position of 4<sup>th</sup> Assistant Public Defender, base salary of \$37,967, Employee No. 11051, due to promotion.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to

approve Items 3A through C as presented.

Continuing, Mr. Gabriels noted Items 4A through F were referrals from the DPW Committee as follows:

- A) Request to reclassify position of Sign Maintenance Worker, base salary of \$33,948, Grade 9, and deleting position of Motor Equipment Operator (MEO)-Light, base salary of \$29,081, Grade 5, thereby amending the Department's Table of Organization.
- B) Request to fill vacant position of Motor Equipment Operator (MEO)-Medium #4, base salary of \$27,085, Grade 7, due to promotion.
- C) Request to fill vacant position of Motor Equipment Operator (MEO)-Medium #5, base salary of \$27,085, Grade 7, due to resignation.
- D) Request to fill vacant position of Motor Equipment Operator (MEO)-Light, Base salary of \$24,601, Grade 5, due to promotion.
- E) Request to fill vacant position of Motor Equipment Operator (MEO)-Light, Base salary of \$24,601, Grade 5, due to promotion.
- F) Request to fill vacant position of Director of Civil Defense, base salary of \$34,601, due to retirement.

Motion was made by Mr. Belden and seconded by Mr. Stec to approve Items 4A through E.

Privilege of the floor was extended to William Lamy, Superintendent of DPW. Mr. Lamy distributed a handout to the Committee members, a copy of which is on file with the minutes, which summarized positions within DPW, broken down by Divisions, as well as a list of upcoming projects for the 2007 construction season. Mr. Lamy reviewed the handout in detail. He noted that if he was not approved to backfill positions he would need to reduce his crews from five members to four members, which in turn would eliminate 20% of the workload that could be accomplished. He added if that happened, then he would need to ask the DPW Committee to prioritize the projects that were listed.

Discussion ensued. Following the discussion, Mr. Gabriels called the question and the motion was carried unanimously to approve Items 4A through E as outlined above. The necessary resolution to reclassify a position was authorized for the next board meeting.

Motion was made by Mr. Haskell and seconded by Mr. Kenny to approve Item 4F.

Mr. Kenny stated that the County had been trying to consolidate positions in order to save money in the budget, therefore he questioned why the two positions under the Office of Civil Defense could not be combined. Mr. Lamy explained that the effort to consolidate had reached a stumbling block and at this point there was much work that needed to be done in order to do the consolidation. He recommended to advertise, interview and fill the position of Director of Civil Defense while the various Committees continued to move forward with trying to do the consolidation to form the new Office

of Emergency Management Services.

Motion was made by Mr. Stec and seconded by Mr. Haskell to table Item 4F.

Mr. Gabriels asked what the date of retirement was for the Director of Civil Defense and Mr. Lamy responded February 27, 2007.

Mr. Gabriels called the question and the motion was carried unanimously to table Item 4F. *(Subsequent to the meeting, it was determined to decrease the salary of the Director of Civil Defense from \$34,601 to \$5,000, effective February 27, 2007 and to fill the vacant position. Please see the minutes of the February 7, 2007 Finance Committee for further details.)*

Returning to the Agenda review, Mr. Gabriels stated Items 5A and B were referrals from the Insurance Committee. The first, he said, was a request to reclassify position of Account Clerk, base salary of \$23,645, Grade 4, and deleting position of Self Insurance Specialist, base salary of \$31,291, Grade 12, thereby amending the Department's Table of Organization. He added that 5B was a request to fill vacant position of Account Clerk, base salary of \$23,645, Grade 4, due to retirement.

Motion was made by Mr. Haskell, seconded by Mr. Stec and carried unanimously to approve Items 5A and B as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels expounded Items 6A and B were referrals from the Parks, Recreation and Railroad Committee. Item 6A, he noted, was a request to fill vacant position of Director of Parks, Recreation and Railroad, base salary of \$66,765, Employee No. 418, due to retirement. He said Item 6B was a request to fill vacant position of Recreation Facilities Manager, base salary of \$45,943, Employee No. 8074, due to promotion.

Motion was made by Mr. Haskell and seconded by Mr. Kenny to approve Items 6A and B as presented.

Mr. Haskell questioned if Employee No. 8074 filled the Director position, would Mr. Lamy plan on backfilling the position of Recreation Facilities Manager. Mr. Lamy replied this would set in action a series of events. He added at this time he had a recommendation to fill the Director position and the position for the Recreation Facilities Manager would need to be posted, interviews conducted and then a candidate would be selected. He stated depending on where the candidate selected would come from, he may request at the next DPW Committee meeting to fill a position due to a promotion from within.

Mr. Haskell recommended authorizing Mr. Lamy to go forward and fill the positions as needed throughout this process if it was a promotion from within, without having to return to the DPW Committee next month.

Mr. F. Thomas suggested adjusting the salaries for both positions. Discussion ensued.

Mr. Haskell amended his motion to include decreasing the salary of the Director of Parks, Recreation and Railroad from \$66,765 to \$60,000 and to decrease the salary of the Recreation Facilities Manager from \$45,943 to \$43,000; Mr. Kenny seconded the amended motion.

Mr. Gabriels called the question and the motion was carried unanimously to approve Items 6A and B, and to refer the recommendation to decrease the salaries as presented to the Finance Committee.

Returning to the Agenda review, Mr. Gabriels apprised Items 7A through F were referrals from the Sheriff and Communications Committee as follows:

- A) Request to fill vacant position of Correction Officer, base salary of \$30,100, Employee No. 10742, due to resignation.
- B) Request to fill vacant position of Correction Officer, base salary of \$30,100, Employee No. 10157, due to resignation.
- C) Request to fill vacant position of Correction Officer, base salary of \$30,100, Employee No. 11171, due to resignation.
- D) Request to fill vacant position of Correction Officer, base salary of \$30,100, Employee No. 6799, due to resignation.
- E) Request to fill vacant position of Senior Account Clerk, base salary of \$29,100, Employee No. 8436, due to retirement.
- F) Request to fill vacant position of Senior Account Clerk, base salary of \$29,100, Employee No. 7815, due to retirement.

Motion was made by Mr. Stec, seconded by Mr. Haskell and carried to approve Items 7A through D as outlined, with Mr. Belden voting in opposition.

With regard to Items 7E and F, Mr. Haskell asked Sheriff Cleveland if the two positions of Senior Account Clerks were absolutely needed. Sheriff Cleveland replied the positions were not mandated by the State of New York. He further explained that currently the positions were being filled and paid overtime. He said there were only two positions within the Office and if one person was not there, the Office needed to be maintained. He noted that the State of New York required the Civil Office to be opened for a certain number of hours. Sheriff Cleveland clarified that one position was in the Correction Division, where there were two individuals working, and the other was in the Civil Office, where there was supposed to be two individuals working.

Motion was made by Mr. Stec, seconded by Mr. Kenny and carried unanimously to approve Items 7E and F as outlined above.

Mr. Gabriels stated Items 8A through H were referrals from the Social Services Committee. He noted that emergency action was taken by the Chairman of the Personnel Committee on January 3, 2007 to fill the vacant position of Caseworker in the Child Protective Services Division, base salary of \$33,012, Employee No. 9600, due

to demotion. The requests, he said, were as follows:

- A) Request to fill vacant position of Caseworker, base salary of \$33,012, Employee No. 10838, due to resignation.
- B) Request to fill vacant position of Social Welfare Examiner, base salary of \$28,203, Employee No. 4509, due to resignation.
- C) Request to fill vacant position of Social Welfare Examiner, base salary of \$28,203, Employee No. 10168, due to resignation.
- D) Request to fill vacant position of Social Welfare Examiner, base salary of \$28,203, Employee No. 10403, due to lateral transfer.
- E) Request to fill vacant position of Head Social Welfare Examiner, base salary of \$42,863, Employee No. 1265, due to retirement.
- F) Request to fill vacant position of Principal Social Welfare Examiner, base salary of \$33,970, due to promotion.
- G) Request to fill vacant position of Senior Social Welfare Examiner, base salary of \$30,812, due to promotion.
- H) Request to fill vacant position of Social Welfare Examiner, base salary of \$28,203, due to promotion.

Privilege of the floor was extended to Robert Phelps, Commissioner of the Department of Social Services. Mr. Phelps suggested tabling the requests for the Head Social Welfare Examiner, the Principal Social Welfare Examiner, the Senior Social Welfare Examiner and the Social Welfare Examiner until the next Social Services Committee meeting.

Motion was made by Mr. F. Thomas, seconded by Mr. Belden and carried unanimously to approve Items 8A through D as outlined above.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to table Items 8E through H and refer back to the Social Services Committee.

Mr. Gabriels expounded Item 9 was a request from Paul Dusek, County Attorney, to address the Committee regarding the issue of workplace violence. Mr. Dusek advised that New York State had adopted a law which required public employers of State and County Governments to adopt a workplace violence program. He noted that in addition to adopting a program, the State also required under that law that the entire county facilities be evaluated for purposes of examining possible areas of improvement to avoid assaults and homicides. In order to comply with that State law, he said, his Office had developed a written program which he distributed to the Committee members, a copy of which is on file with the minutes. He referred to Section II of the handout, entitled "Initial Evaluation and Determination of Workplace Violence Risks", which he made subject to review over the next six months. He added that the Human Resources Director would be evaluating the risks that were listed over the next six months.

Motion was made by Mr. Haskell, seconded by Mr. Belden and carried unanimously to

approve the Program on Workplace Violence Prevention In or On County Buildings, Worksites or Vehicles, subject to reevaluation within six months. The necessary resolution was authorized for the next board meeting.

Mrs. Parsons requested an executive session to discuss matters pertaining to the employment history of a particular individual.

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

Executive session was declared from 10:31 a.m. to 10:39 a.m.

Committee reconvened. Mr. Gabriels stated no action was necessary pursuant to the executive session.

There being no further business to come before the Committee, on motion by Mr. Haskell and seconded by Mr. Kenny, Mr. Gabriels adjourned the meeting at 10:40 a.m.