

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **AUGUST 8, 2007**

Committee Members Present:

Supervisors Gabriels
Kenny
Haskell
Belden
Stec
F. Thomas
Sokol

Others Present:

William Thomas, Chairman
Hal Payne, Commissioner of Administrative
and Fiscal Services
Joan Sady, Clerk
Paul Dusek, County Attorney
Supervisor Bentley
Supervisor Caimano
Supervisor Champagne
Supervisor Geraghty
Supervisor Tessier
Rich Kelly, Personnel Officer
Todd Lunt, Director, Human Resources
William Lamy, DPW Superintendent
Jeff Tennyson, Deputy Superintendent/
Environmental Engineering Services
Amy Clute, Administrator, Self-Insurance
Pat Auer, Director, Health Services
Robert Phelps, Commissioner, Department
of Social Services (DSS)
Michael Jabaut, Director, Administrative
Services, DSS
Marv Lemery, Fire Coordinator
Karen Putney, Building Codes
Nicole Livingston, Deputy Clerk

Mr. Gabriels called the Personnel/Human Resources Committee meeting to order at 9:03 a.m.

Motion was made by Mr. Belden, seconded by Mr. Sokol and carried unanimously to approve the minutes of the July 11, 2007 Personnel/Human Resources Committee meeting, subject to correction by the Clerk.

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

Mr. Gabriels commenced the Agenda review and advised Items 1A and B were referrals from the Criminal Justice Committee, District Attorney. The first, he said, was a request for an employee to enroll in a job related course entitled "Sociology of Mental Health Disorders" at Plattsburgh State, for a total cost of \$543.

Motion was made by Mr. Stec, seconded by Mr. F. Thomas and carried unanimously to approve Item 1A as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels stated Item 1B was a request for an employee to enroll in a job related course entitled "Intro to Criminal Justice" at Adirondack Community College, for a total cost of \$427.75.

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

Mr. Gabriels queried if there was a minimum grade that must be received in order for the County to cover the costs associated with the course. Joan Sady, Clerk of the Board, replied a minimum grade of C must be obtained in order for the County to reimburse the individual for the cost of the course.

Mr. Gabriels expounded Items 2A and B were referrals from the DPW Committee. He said Item 2A was a request to delete the position of Assistant Engineer #5 under D.5110 Dept. 19.63 (Maintenance Roads) and to transfer the base salary of \$25,652 to the vacant position of Assistant Engineer #5 under D.5020 Dept. 19.62 (Engineering) and further to correct the former base salary of \$39,240 to the current base salary of \$40,417 due to an error; thereby amending the Department's Table of Organization. He added that Item 2B was a request to correct the salary of the Deputy Superintendent/Environmental Engineering Services, decreasing from the former base salary of \$90,138 to the current base salary of \$75,000 due to an error.

Motion was made by Mr. Belden and seconded by F. Thomas to approve Items 2A and B as presented.

Mr. Belden noted the errors were bookkeeping issues that needed to be corrected and Mrs. Sady agreed. Mr. Belden asked William Lamy, DPW Superintendent, if the position of Assistant Engineer #5, as listed in Item 2A, had been filled and Mr. Lamy replied it had not been filled yet and he would return to the DPW Committee to request permission to fill that position when the Department was ready.

Following discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve Items 2A and B as outlined above. The necessary resolutions were authorized for the next board meeting.

Mr. Gabriels apprised Items 3A through D were referrals from the Fire Prevention and Control Committee. The first, he said, was a request to appoint Employee No. 6444 to the position of Fire Prevention and Code Enforcement Administrator, base salary of \$54,000, due to retirement, effective August 1, 2007.

Motion was made by Mr. Stec, seconded by Mr. F. Thomas and carried unanimously to approve Item 3A as outlined above. The necessary resolution was authorized for the next board meeting.

Chairman Thomas and Mr. Kenny entered the meeting at 9:08 a.m.

Item 3B, Mr. Gabriels stated, was a request to fill the vacant position of Secretary/ Code Enforcement Officer, base salary of \$33,012, Grade 14, Employee No. 10802, due to promotion and, contingent upon completion of Civil Service requirements, to delete the position of Account Clerk, base salary of \$25,074, Grade 4; thereby amending the Department's Table of Organization.

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

Mr. Belden questioned if the funds were allocated within the Department's budget and Karen Putney of Building Codes responded affirmatively. Mrs. Putney added that those changes would actually leave the County with a surplus of money under the salaries code (.110) in the Department's budget.

Following discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve Item 3B as outlined above. The necessary resolution was authorized for the next board meeting and a copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels stated Item 3C was a request to appoint Employee No. 1022 to the position of Fire Coordinator/Director of the Office of Emergency Services, base salary of \$20,000, due to the creation of the Department, effective August 2, 2007. Mr. Gabriels noted that the funding for the salary for this position was \$15,000 from Dept. 33.00 A.3410 (Fire Prevention) and \$5,000 from Dept. 19.20 A.3640 (Civil Defense).

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

Mr. Kenny questioned if the hours for the part-time position were defined. Marv Lemery, Fire Coordinator, advised that the position of the Fire Coordinator had been a part-time position since 1957; however, he added, he was on-call twenty-four hours a day seven days a week. With regard to the position of the Director of the Office of Emergency Services, Mr. Lemery said he planned to be in the Office approximately thirty hours a week.

Following discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve Item 3C as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels expounded Item 3D was a request to fill the vacant position of Emergency Management Services/STOP-DWI Coordinator in the Office of Emergency Services, base salary of \$35,063, Employee No. 9456, due to promotion, effective August 1, 2007. He noted that the funding for the salary for this position was \$31,215 from Dept.

19.20 A.3640 (Civil Defense) and \$3,848 from Dept. 34.00 A.3315 (STOP-DWI).

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to approve Item 3D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Champagne entered the meeting at 9:12 a.m.

Continuing, Mr. Gabriels apprised Items 4A through D were referrals from the Health Services Committee. Item 4A, he said, was a request to fill the vacant position of Account Clerk, base salary of \$23,645, Grade 4, Employee No. 9442, due to resignation.

Motion was made by Mr. F. Thomas, seconded by Mr. Sokol and carried unanimously to approve Item 4A as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels noted Item 4B was a request to reclassify the position of Registered Professional Nurse (RPN), base salary of \$37,477, Grade 18 and to delete the position of Community Health Nurse, base salary of \$38,308, Grade 19; thereby amending the Department's Table of Organization.

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

Mr. Gabriels added Item 4C was a request to reclassify the position of Public Health Nurse, base salary of \$40,962, Grade 21 and to delete the position of Community Health Nurse, base salary of \$38,308, Grade 19; thereby amending the Department's Table of Organization.

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

Mr. Gabriels requested Pat Auer, Director of Health Services, to further explain these reclassifications. Mrs. Auer advised the request was for one position; however, she said, the position of Community Health Nurse was a Registered Nurse with at least two years of experience in Home Care. She further explained it depended on the experience of the candidates that applied for the position as to which title she would be able to fill and she would backfill the position with one person.

Mr. Haskell entered the meeting at 9:17 a.m.

Following discussions, Mr. Gabriels called the question and the **motion** was carried unanimously to approve Item 4C as outlined above, with the understanding that only

one position would be filled pending the qualifications of the candidate selected, and the necessary resolution was authorized for the next board meeting.

Mr. Gabriels said Item 4D was a request to fill the vacant position of Community Health Nurse, base salary of \$39,948, Grade 20, Employee No. 10384, due to resignation.

Motion was made by Mr. F. Thomas, seconded by Mr. Haskell and carried unanimously to approve Item 4D as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels stated Item 5 was a referral from the Sheriff and Communications Committee, requesting to fill the vacant position of Correction Officer, base salary of \$30,100, Employee No. 10712, due to resignation.

Motion was made by Mr. Kenny, seconded by Mr. F. Thomas and carried unanimously to approve Item 5 as outlined above. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Gabriels advised Items 6A through F were referrals from the Social Services Committee. He listed the requests as follows:

- A)** Request to fill the vacant position of Grade B Case Supervisor, base salary of \$36,641, Grade 17, Employee No. 6527, due to resignation.
- B)** Request to fill the vacant position of Senior Caseworker, base salary of \$33,970, Grade 15, Employee No. 8629, due to promotion.
- C)** Request to fill the vacant position of Caseworker, base salary of \$33,012, Grade 14, Employee No. 10201, due to promotion.
- D)** Request to fill the vacant position of Intake Clerk, base salary of \$23,645, Grade 4, Employee No. 10669, due to promotion.
- E)** Request to fill the vacant position of Intake Clerk, base salary of \$23,645, Grade 4, Employee No. 11085, due to promotion.
- F)** Request to fill the vacant position of Intake Clerk, base salary of \$23,645, Grade 4, Employee No. 11052, due to promotion.

Motion was made by Mr. Kenny, seconded by Mr. Stec and carried unanimously to approve Items 6A through F as outlined above. Copies of the Notices of Intent to Fill Vacant Positions are on file with the minutes.

Mr. Gabriels expounded Item 7 was a request to amend Resolution No. 213 of 2007 to delete the section of resolution that reads "Fifteen Thousand Six Hundred Dollars (\$15,600) per year", and insert, one dollar and thirty cents (\$1.30) per employee per month, thereby totaling \$17,269.20 for 2007. Mrs. Sady noted the aforementioned resolution was with regard to the contract with MH Net for the EAP (Employee Assistance Program) implemented by the County.

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

presented.

Todd Lunt, Director of Human Resources, explained the original agreement was based on 1,000 employees; however, he said, the bill that was received from MH Net was based on 1,300 employees. He further stated that the actual number of employees was 1,107 and added that the number would fluctuate over the course of the contract with MH Net. He reminded the Committee that the cost for the contract was covered within his Department's budget.

Mr. Kenny questioned how the number of 1,107 employees was derived and Mr. Lunt replied the number was determined by entering the question of the total number of County employees into the New World Logos System program.

Following discussion, Mr. Gabriels called the question and the **motion** was carried unanimously to approve the amendment to Resolution No. 213 of 2007 as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Gabriels advised Item 8 was a request for discussion regarding the four ten-hour day work weeks for County employees. Mrs. Sady stated that Mr. Lunt had researched the issue and was prepared to report to the Committee.

Mr. Lunt referred to the memorandum included in the Agenda packet, which was developed by Joan Parsons, former Commissioner of Administrative and Fiscal Services. He added that the results were a 50/50 split as to the opinions of Department Heads surveyed. He noted he reviewed all the contracts that the County held with the CSEA (Civil Service Employees Association) and the PBA (Police Benevolent Association) and all stated that five eight-hour day work weeks were the standard.

Mr. Dusek entered the meeting at 9:27 a.m.

Committee members expressed their varied opinions on the idea of four ten-hour day work weeks. Mr. Lunt said a big concern was that it would be very difficult to be uniformed across the County because there were several one and two person departments that would not be able to take advantage of this option.

Mr. Tessier entered the meeting at 9:28 a.m.

Mr. Champagne expressed his angst with such an option and said he thought it would be a nightmare in terms of trying to manage such a work schedule. He added he was opposed to the idea. Mr. Stec agreed with Mr. Champagne and echoed his opposition, as did Mr. Kenny and Mr. Belden.

Motion was made by Mr. Stec, seconded by Mr. Belden and carried unanimously to table discussions on the matter indefinitely.

Concluding the Agenda review, Mr. Gabriels expounded Item 9 was a request from Paul Dusek, County Attorney, for an executive session to discuss a negotiation matter

pursuant to Section 105 (e) of the Public Officers Law.

Mr. Haskell added he would like to request an executive session as well to discuss the employment history of a particular person.

Motion was made by Mr. Stec, seconded by Mr. Belden 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 9:30 a.m. until 10:00 a.m.

Committee reconvened. Pursuant to executive session, **motion** was made by Mr. Haskell, seconded by Mr. Kenny and carried unanimously to approve an increase in salary for the Director of Human Resources, in the amount of \$10,000, effective at the beginning of the next pay period (August 20, 2007).

Hal Payne, Commissioner of Administrative and Fiscal Services, provided an update on the issues at the Department of Social Services building. He advised that an air quality test was conducted on Saturday and the results determined that there was one mold spore found in Room 110 and two mold spores were found near the elevator shaft on the first floor. He noted that the building had remained closed on Monday morning in order to perform additional air quality tests. He said the results from the additional tests were received yesterday and all mold was less than measurable within the building. He stated that the entire first floor of the building and the elevator had been professionally cleaned on Monday evening. Mr. Payne added that the fan coil units used to heat and cool the building were working and found to be in excellent condition. He further stated that the CSEA Industrial Hygienist had been educating the employees and would be continuing to do so.

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 10:05 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk