

## WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL/HUMAN RESOURCES**

DATE: **AUGUST 22, 2007**

**Committee Members Present:**

Supervisors Gabriels  
Kenny  
F. Thomas  
Sokol

**Others Present:**

Rich Kelly, Personnel Officer  
Todd Lunt, Director, Human Resources  
Hal Payne, Commissioner of Administrative  
and Fiscal Services  
Joan Sady, Clerk  
JoAnn McKinstry, Deputy Commissioner of  
Administrative and Fiscal Services  
Nicholas Caimano, Budget Officer  
Supervisor Champagne  
Nicole Livingston, Deputy Clerk

**Committee Members Absent:**

Supervisors Haskell  
Belden  
Stec

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Mr. Gabriels called the Personnel/Human Resources Committee meeting to order at 10:00 a.m.

Rich Kelly, Personnel Officer, distributed copies of the proposed 2008 Personnel Budget, a copy of which is on file with the minutes. Mr. Kelly also presented a power point presentation to provide a general overview of Civil Service, as well as a background on the history of the Office and the way it had evolved. Mr. Kelly noted that the County had evolved to the separation of the Personnel Office into the Civil Service Department and the Human Resources Department. He added that throughout the presentation he had used the Town of Colonie as a model for the purpose of comparison. Mr. Kelly reviewed the power point presentation in detail for the Committee members. A copy of the power point presentation is on file with the minutes.

Mr. Champagne entered the meeting at 10:13 a.m.

Mr. Kelly advised he was requesting the reallocation of the two Personnel Technicians within his Office for the 2008 Budget. He asked the Committee to consider the growth in various departments and outside agencies located in the Town of Queensbury. He added that Adirondack Community College, Queensbury Schools and the County had appointed full time Human Resources Directors and the Civil Service Office continued to be a resource for these and other public agencies in public personnel compliance. In addition, he said, his Office had provided direct technical assistance to newly appointed Personnel Officers in the City of Glens Falls, Washington County, as well as the County's Director of Human Resources. He requested that the Board of Supervisors review with the Director of Human Resources the grade reallocation for the two Personnel Technician positions.

Mr. Kenny acknowledged that prior to Todd Lunt, Director of Human Resources, joining the County Mr. Kelly's Office performed the functions of both the Civil Service Department and the Human Resources Department. He questioned how much of the workload Mr. Lunt had assumed from Mr. Kelly's Office. Mr. Kelly explained that

currently Mr. Lunt had taken over the 'brush fires' of the labor area primarily. He added that Mr. Lunt was assisting in the new employee orientation and some of the paperwork, such as acclimation of new employees, etcetera. He said that Mr. Lunt had also worked with different departments and agencies to quell any labor-related issues.

Mr. Kelly stated that the Civil Service Office differed from the Human Resources Department in that, because of the number of years he and his staff had been doing it, his Office could predict and field a question from an outside agency as it related to civil service questions.

Commencing the Budget review portion of the meeting, Mr. Kelly apprised the 2008 Personnel Budget (A.1430) reflected a request of \$158,761 as compared to the 2007 appropriation of \$159,455, a decrease of \$694.

Mr. Caimano referred to Code A.1430 435-Medical Fees and noted that the 2007 appropriation was \$1,800; however, he said, the request for 2008 was \$2,500, an increase of \$700. He added that as of August 21, 2007, only 11% of the \$1,800 had been spent. He questioned why there was such a significant increase and what it accounted for.

Mr. Kelly explained that Code A.1430 435-Medical Fees accounted for the physical agility and medical exams for the Correction and Patrol Officers. He advised that his Office was periodically involved in psychological evaluations under Civil Service Law and he had tried to leave money in that code for those purposes.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the Personnel Budget (A.1430), authorize the Committee Chairman to sign it and submit the same to the Budget Officer.

There being no further business to come before the Committee, on motion by Mr. Kenny and seconded by Mr. F. Thomas, Mr. Gabriels adjourned the meeting at 10:29 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk