

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: **PERSONNEL**

DATE: **FEBRUARY 8, 2012**

Committee Members Present:

Supervisors
Conover
Kenny
Sokol
Merlino
Taylor
Strainer
Dickinson
Girard
Mason

Others Present:

Daniel G. Stec, Chairman of the Board
Paul Dusek, County Administrator
Joan Sady, Clerk of the Board
Kevin Geraghty, Budget Officer
Supervisor Bentley
Supervisor Thomas
Supervisor Wood
Kathy Barrie, Personnel Officer
Jeff Tennyson, Superintendent,
Department of Public Works
Barbara Taggart, Administrator,
Westmount Health Facility
Pat Auer, Director, Public Health
Bud York, Sheriff
Michael Swan, County Treasurer
Christie Sabo, Director, Office for the Aging
Suzanne Wheeler, Acting Commissioner,
Department of Social Services
Don Lehman, *The Post Star*
Nicole Livingston, Deputy Clerk

Mr. Conover called the Personnel Committee meeting to order at 9:03 a.m.

Mr. Conover began the meeting by welcoming the new Committee members.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the minutes of the previous 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. Conover apprised Items 1A through C were referrals from the Health Services Committee. Items 1A and B, he said, were referred from the Westmount Health Facility. He stated Item 1A was a request to create and fill the position of Part-time Clerk, 20 hours per week, Grade 2, pro-rated salary of \$11,449 and to delete the position of CNA Part-time #1, 24 hours per week, Grade 4, pro-rated salary of \$13,120; thereby amending the Department's Table of Organization.

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

Mr. Kenny questioned why a CNA position would be deleted when it was difficult to secure CNA's at the Facility. Barbara Taggart, Administrator of Westmount Health Facility, explained that the vacant CNA position had been advertised for quite awhile and they had been unable to fill the position due to the fact that it was part-time; therefore, she continued, in order to optimize what was needed at the Facility, it was suggested that a Part-time Clerk position be created to work in Social Services, as well as Medical Records. She added that there would be a savings to the budget of \$1,600.

Mr. Conover called the question and the motion was carried unanimously to approve Item 1A as outlined above, and the necessary resolutions were 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 Item 1B was a request delete the position of Cleaner #4, Grade 2, annual salary of \$23,706 (plus longevity \$29,773), Employee No. 9971; thereby amending the Department's Table of Organization.

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

Mr. Conover remarked Item 1C was referred from Health Services and was a request for a Registered Nurse to enroll in a job related course entitled "English 295" at SUNY Plattsburgh, commencing January 30, 2012 through May 14, 2012, for a 50% reimbursement cost of \$462.14 (total cost of the course is \$924.29).

Mr. Conover questioned how an English course was job related to a Registered Nurse. Paul Dusek, County Administrator, apprised there seemed to be some differences throughout County Departments relative to job related courses, in that some required each and every course of a specific degree be job related. He added that it was a decision to be made by this Committee whether or not this course was job related and said decision would be the interpretation used from this day forward.

Mr. Dickinson asked if the course was required to achieve the degree that the individual was seeking. Pat Auer, Director of Public Health, asserted that the individual currently held an Associate's Degree and was pursuing a Bachelor's Degree in Nursing through the Plattsburgh program and the English course was a requirement to achieve the aforementioned Degree. She opined that the course would assist in communication skills which were extremely important in the Nursing field. Mr. Strainer questioned how long the individual had been employed by the County and Ms. Auer responded four years.

Motion was made by Mr. Dickinson and seconded by Mr. Girard to approve the request based on the fact that the course was a requirement of a curriculum that was job related.

Mr. Dusek respectfully pointed out that this action would expand the wording in the Collective Bargaining agreement concerning job related courses. He clarified that the Collective Bargaining agreement currently stated that only the course must be job related, and this would amend that to state any course that suffices for a degree that may be job related, could be requested for reimbursement.

Mr. Kenny wondered if this would subject the County to any retroactive action and Mr. Dusek remarked that it should not; however, he said, this would be an expansion beyond what the contract currently required and the contract would be modified during the negotiation process to reflect the desire of the Committee.

Chairman Stec questioned if the desire of the Committee was to reimburse for all courses, even free electives, needed in order to obtain a specific degree that was job related and Mr. Dickinson replied that it was his opinion that an employee should be reimbursed for any courses needed to obtain a job related degree. Mr. Taylor agreed and noted that a clear policy should be developed by the County Administrator's Office with regard to this matter. Mr. Taylor further added that Department Heads should be responsible for determining whether or not requested courses were job related prior to the requests coming to Committee.

Discussion ensued. Mr. Mason recommended that this request be approved and that the negotiating team be charged with modifying the Collective Bargaining agreement based on the discussions today during the negotiation process.

Following discussion, Mr. Conover called the question and the motion was carried unanimously to approve Item 1C as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover advised Items 2A and B were referrals from the Human Services Committee, Office for the Aging. Item 2A, he said, was a request to fill the vacant position of Nutrition Services Coordinator, annual salary of \$40,209 (plus longevity \$43,909), Employee No. 8626, due to retirement. He noted this position was non-Union, mandated and was 60% reimbursed.

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

Mr. Kenny questioned the date of retirement and Christie Sabo, Director of the Office for the Aging, responded that the date would be February 29, 2012.

Mr. Conover called the question and the motion was carried unanimously 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 retain the services of Deborah Coalts on a consulting basis for the Nutrition Program, at a cost of \$21 per hour, not to exceed 20 hours per week, until the position of Nutrition Services Coordinator is filled.

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

Ms. Sabo explained that Deborah Coalts was the current Nutrition Services Coordinator that would be retiring at the end of the month. She stated that Ms. Coalts had agreed to remain in the Office on a consulting basis to assist in handling issues that arose in the Nutrition Program, specifically certain standards that were required to be met that could not be achieved with the Nutrition Services Coordinator position vacant. Mr. Conover asked when the position was anticipated to be filled and Ms. Sabo responded it was a tested position and currently, an eligibility list did not exist. She informed that she would have to hire an individual provisionally, pending a scheduled Civil Service exam and the results of said exam. Mr. Sokol questioned if the County would receive 60% reimbursement of the \$21 per hour while Ms. Coalts remained in the Office on a consulting basis and Ms. Sabo replied affirmatively.

Mr. Conover called the question and the motion was carried unanimously to approve Item 2B as outlined above, and the necessary resolution was authorized for the next board meeting.

Mr. Conover apprised Items 3A and B were referrals from the Real Property Tax Services Committee. Item 3A, he continued, was a request to fill the vacant position of Deputy Director of Real Property Tax Services, annual salary of \$40,707 (plus longevity \$41,807), due to promotion. He stated this position was non-Union and was not mandated or reimbursed.

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

Mr. Dusek recommended that the salary be adjusted to \$40,000 based on discussions he had with the Director of Real Property, as well as the salary reviews that were currently taking place with the Budget Officer. He reminded the Committee of the policy which eliminated longevities for new positions being filled.

Mr. Kenny amended his motion to set the annual salary of the Deputy Director of Real Property Tax Services at \$40,000 and Mr. Taylor amended his second to the motion. Mr. Conover called the question and the motion was carried unanimously to approve

Item 3A as outlined above, and the necessary resolutions were 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 remarked Item 3B was a request to fill the vacant position of Real Property Clerk, Grade 4, annual salary of \$25,344, due to promotion. He noted this position was Union and was not mandated or reimbursed.

Motion was made by Mr. Girard, seconded by Mr. Dickinson 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.

Continuing the Agenda review, Mr. Conover apprised Items 4A and B were referrals from the Public Safety Committee. Item 4A, he said, was referred from the Office of Emergency Services, and was a request for the Emergency Services Coordinator to enroll in job related courses at Frederick Community College commencing March 1, 2012 for a 50% reimbursement cost of \$1,540 (total cost of the course is \$3,080).

Motion was made by Mr. Girard and seconded by Mr. Mason to approve the request as presented.

Mr. Kenny asked where Frederick Community College was located and Joan Sady, Clerk of the Board, replied it was an online course. In response to an inquiry, Mrs. Wood, as Chairperson of the Public Safety Committee, reported that the employee had no intent to leave the employ of the County and all of the courses were strictly related to Emergency Services. She noted that there was also grant money that would reimburse half of the cost that the County would pay for the courses.

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

Mr. Conover added Item 4B was referred from the Sheriff & Communications and was a request to delete the position of Corrections Sergeant, annual salary of \$49,130 and to create the position of Corrections Inspector, annual salary of \$50,000, effective February 23, 2012; thereby amending the Department's Table of Organization.

Motion was made by Mr. Girard, 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. Conover informed Item 5 was a referral from the Social Services Committee, Social Services, requesting to fill the vacant position of Caseworker #10, Grade 14, annual salary of \$35,385, Employee No. 11419, due to resignation. He noted this position was

Union, mandated and 75% reimbursed.

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

Mr. Girard questioned if exit interviews were being conducted and Mr. Dusek responded in the negative. Mr. Dusek explained that the exit interviews had not been conducted since the departure of the Human Resources Director; however, he said, it was the intent to resume such interviews in the future. Mr. Bentley acknowledged that the individual that was resigning had submitted a letter of resignation to the Social Services Committee, detailing the reason for the resignation.

Mr. Conover called the question and the motion was carried unanimously to approve Item 5 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 6 was a referral from the Support Services Committee, Clerk of the Board, requesting to amend the Department's Table of Organization and Salary Schedule to reflect a reorganization of the Department as a result of a retirement, effective March 1, 2012, as per the attached.

Motion was made by Mr. Taylor, seconded by Mr. Kenny and carried unanimously to approve Item 6 as outlined above, and the necessary resolution was authorized for the next board meeting.

There being no further business to come before the Committee, on motion made by Mr. Strainer and seconded by Mr. Sokol, Mr. Conover adjourned the meeting at 9:41 a.m.

Respectfully submitted,

Nicole Livingston, Deputy Clerk