

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: MARCH 6, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
MERLINO
MONTESI
STRAINER
DICKINSON
GIRARD
MASON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
MARTIN AUFFREDOU, COUNTY ATTORNEY
JOAN SADY, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS CONOVER
MONROE
WOOD
PAT AUER, DIRECTOR OF PUBLIC HEALTH/PATIENT SERVICES
KATHY BARRIE, PERSONNEL OFFICER
BETSY HENKEL, COMPTROLLER, WESTMOUNT HEALTH FACILITY
MIKE SWAN, COUNTY TREASURER
BARBARA TAGGART, ADMINISTRATOR, WESTMOUNT HEALTH FACILITY
BUD YORK, WARREN COUNTY SHERIFF
DON LEHMAN, *THE POST STAR*
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda, as well as an addendum agenda, were distributed to the Committee members and a copies of both are on file with the minutes.

Commencing the agenda review with the Action Agenda section, Mr. Taylor advised items 1A and 1B consisted of referrals from the Health Services Committee, Public Health. Item 1A, he said, was a request to fill the vacant position of Supervising Public Health Nurse (PHN) #3, due to retirement, with the Annual Salary to be determined based on a salary study. Mr. Taylor noted this was a non-Union, non-mandated position for which funding at the prior salary rate of \$63,250 was included in the 2013 Budget.

When questioned on the salary associated with the position, Pat Auer, Director of Public Health/Patient Services, commented that the final salary amount would be determined based on a salary study; she noted that the salary budgeted for the position was \$63,250 and although they could choose to set the starting salary at a lower figure, it might make it difficult to fill the position. Mrs. Auer stated that there were Nurses on staff that qualified for the position, but they might not be willing to take the position if it did not come with a higher salary than what they currently received. Paul Dusek, County Administrator, advised that he had not had the chance to complete the necessary salary study, but said he could do so and provide the final salary figure at the March 15th Board meeting. Mr. Dusek agreed that it would be difficult to promote existing staff to the vacant position if the salary offered did not constitute an increase over their current salary; however, he pointed out, they had to be cautious about raising the salary to a level that might not be competitive with similar private sector positions. Mrs. Auer apprised that the current Supervising Public Health Nurse would not be retiring from the position until May, but she was requesting authorization to fill it now in order to provide the appropriate amount of time to advertise and fill the position in hopes that it would not be vacant for an extended period of time.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request

to fill the vacant position of Supervising Public Health Nurse (PHN) #3, with the Annual Salary to be determined based on a salary study to be completed prior to the next Board meeting, and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing to Item 1B, Mr. Taylor outlined a request to fill the vacant position of Community Health Nurse (CHN) #8, Grade 20, Annual Base Salary of \$42,818, due to retirement. He said this was a non-mandated, Union position that received reimbursements which varied based on the patient mix attended to. Mr. Taylor pointed out that the filling of this position would have a neutral budget effect as it was already included in the 2013 Budget.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor announced the next seven agenda items pertained to referrals from the Health Services Committee, Westmount Health Facility. He said Item 1C included a request to fill the vacant position of Cleaner #2, Grade 2, Annual Base Salary of \$23,706, due to retirement, while Item 1D reflected a request to fill the vacant position of Cleaner #5, Grade 2, Annual Base Salary of \$23,706, due to retirement. Mr. Taylor advised that both were non-mandated, Union positions that received 52% State reimbursement, respectively.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve both Items 1C and 1D, as outlined above, and the necessary resolutions were authorized for the March 15th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Items 1E and 1F, Mr. Taylor continued, included requests to fill the vacant positions of Laundry Worker #2 and #3, both of which were Grade 2 positions with Annual Base Salaries of \$23,706. He noted that the Laundry Worker #2 position was vacated due to retirement and the Laundry Worker #3 position due to transfer.

Motion was made by Mr. Kenny, seconded by Mr. Dickinson and carried unanimously to approve Items 1E and 1F, as outlined above, and the necessary resolutions were authorized for the March 15th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Mr. Taylor advised that Item 1G included a request to fill the vacant position of Leisure Time Activity Aide #2 (*part-time, 24 hours per week*), Grade 3, Annual Base Salary of \$14,529, due to transfer. He said this was a non-mandated, Union position that received 52% State reimbursement.

Motion was made by Mr. Strainer, seconded by Mr. Mason and carried unanimously to approve the aforementioned request, as presented, and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Continuing to Item 1H, Mr. Taylor outlined a request to fill the vacant position of Senior Account Clerk #2, Grade 7, Annual Base Salary of \$29,031, due to retirement; he added that this was a non-mandated, Union position that received 52% reimbursement.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the previously mentioned request and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor advised that Item 1I consisted of a request to create the new position of Keyboard Specialist, Grade 3, Annual Base Salary of \$24,215, and delete the position of Clerk #2 LT PT, effective April 1st,

thereby amending the Departmental Table of Organization.

Motion was made by Mr. Montesi and seconded by Mr. Sokol to approve the request.

Mr. Mason questioned the salary of the position to be deleted and Joan Sady, Clerk of the Board, advised that, as per the information listed on the Notice of Intent to Fill Vacant Position form, it was \$11,853. Mr. Montesi asked if the position identified for deletion was part-time and Barbara Taggart, Administrator of the Westmount Health Facility, responded that it was.

There being no further discussion on the request, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Item 2, Mr. Taylor apprised, included a referral from the Human Services Committee, Veterans' Services, requesting to fill the vacant position of Keyboard Specialist (*part-time, 28 hours per week*), Grade 3, Annual Base Salary of \$16,951. He advised this was a non-mandated, Union position which did not receive any Federal or State reimbursements.

Motion was made by Mr. Strainer, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Skipping to the addendum agenda, Mr. Taylor pointed out a referral from the Support Services Committee, Clerk of the Board, requesting to fill the vacant position of Legislative Office Specialist #3, Annual Salary of \$34,000, due to resignation. He said this was a non-mandated, non-Union position which did not receive any reimbursement. Mr. Taylor commented that the request had been presented at the special Support Services Committee meeting held earlier this morning, where it had been unanimously approved.

Motion was made by Mr. Strainer, seconded by Mr. Kenny and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the March 15th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor stated that Item 3 consisted of items to be discussed by the County Administrator, which he asked Mr. Dusek to address.

With reference to Item 3A, Mr. Dusek reminded the Committee members that in 2012 a salary study had been performed for all non-Union positions, following which a list of adjustments were presented and approved. He added that the objective of the study had been not just to indiscriminately give raises, but rather to review the positions and determine where the adjustments were appropriate. Mr. Dusek said it was important to note that until the 2012 salary adjustments were made, the non-Union employees had not received a salary increase since 2009. Expounding upon the 2012 salary adjustments, Mr. Dusek advised that of the 164 non-Union positions identified, 77 had received no increase, maintaining the same salary since 2009; additionally, he pointed out that the salary increases authorized in 2012 had been limited to a maximum of \$2,500 per person, regardless of the fact that there were certain positions requiring much higher raises to bring their respective salaries to a competitive level, with their intention being to revisit the issue and possibly provide another salary increase at a later date. Mr. Dusek stated that the salary increase presented for 2013 attempted to address the need for additional salary increases to certain positions, as well as the need for a cost of living adjustment for other positions. He commented that in fairness to the non-Union employees, as well as to maintain competitive salary rates, it was perceived that a measure was needed to provide an across the board salary adjustment in light of the continuously increasing cost of living. Mr. Dusek

continued that in exploring this issue, they considered the bonuses awarded through the CSEA collective bargaining negotiations, which totaled \$800, (*\$300 sign-on bonus and \$500 increase in salary*) and it was subsequently determined that \$800 was an appropriate figure for the flat salary increase for non-Union employees; he noted that this figure could be increased or decreased, based on the feeling of the Committee, and eventually the Board of Supervisors. Mr. Dusek noted that in comparison to a \$40,000 salary, the \$800 adjustment represented a salary increase of approximately 2% and he further noted that this percentage would either decrease or increase based on the salary it was compared to. In comparison to the total salaries for all non-bargaining unit employees, Mr. Dusek advised the total of the salary adjustments proposed represented 1.75% increase.

Mr. Dusek apprised that alternately, the study included a review of those positions identified in the 2012 study as needing more than a \$2,500 raise to become competitively salaried and he said that the 2013 salary adjustments addressed this need. He said that while they had incorporated the same \$2,500 cap, there was one position, the Deputy Superintendent of Public Works, which exceeded this amount based on the fact that the salary was much lower than it should have been, and that position was assigned a \$5,000 adjustment. Mr. Dusek advised that thirteen of the positions included in the 2013 adjustment list had been assigned a \$0 adjustment because either the salaries were already too high or the amounts being paid were for particular services that did not need adjustment. He pointed out that one of the thirteen positions was his own and this was because he did not feel it was appropriate to include a salary adjustment for his own position, but felt a separate conversation was warranted for discussion on that issue. Mr. Dusek stated that while some of the positions slated for a \$0 adjustment might require salary revisions in the future, he did not feel it was necessary to do so now.

The salary study used for 2013 basically continued the model used for 2012, Mr. Dusek apprised, and he suggested that a better approach be developed for the future. He said they had performed market studies and set salary ranges for other non-Union positions in the past, but noted that for the future, he would propose development of a more extensive policy that would set standard salaries for positions and establish the methodology used to determine them in writing so that this policy could be used when filling positions; in connection, he said he would also propose incorporation of a performance-type evaluation process for existing employees. Mr. Dusek stated that it would take a lot of work to get a policy of this nature in place and might require the assistance of an outside consultant. In closing, Mr. Dusek, stated that he felt the 2013 salary adjustments proposed would be sufficient for the current year and he opined the amounts were both conservative and responsible in consideration of the County's operating budget; he reiterated that the Committee, and the Board of Supervisors, had the ability to revise the 2013 adjustments proposed, if they desired to do so.

Mr. Montesi questioned the purpose of the "2013 Adjustment Other Funds" column of the chart presented and Mr. Dusek explained this represented funds contributed for salary increases from areas other than the County's general fund. For instance, he continued, the salary adjustment for the Self-Insurance staff would come from the Workers' Compensation fund that was paid into by all participating municipalities.

Mr. Kenny commented that there were staff that received a \$2,500 salary adjustment in 2012 that were receiving adjustments again in 2013, constituting a large salary increase within a one-year period. Mr. Montesi agreed, noting there were staff that had received \$2,500 in 2012 and were slated to receive another \$2,500 in 2013, which he found to be excessive. Mr. Dusek responded that not every position had received repeat adjustments, only those positions they felt were being paid below the appropriate level in 2012 and were still low in 2013. Mrs. Wood stated it was her understanding that although a \$2,500 salary adjustment cap had been used in 2012, there were positions that should have received higher adjustments and it was their intent to revisit that issue and provide further adjustments in the

future; Mr. Dusek advised that Mrs. Wood's assessment was correct and he further advised this was the intent of the salary adjustments in excess of \$800 that were included in the 2013 adjustment proposals.

Mr. Montesi pointed out that the salary adjustments approved for 2012 totaled \$135,993, while those proposed for 2013 totaled \$126,784, which was below the 2% tax cap. Mr. Mason opined that the suggestions presented a reasonable starting point and provided salary increases to non-Union employees who had not received raises during these difficult economic times. Mr. Dickinson commended Mr. Dusek and his staff for all of the hard work they had done in developing this information and he thanked them for those efforts.

Motion was made by Mr. Dickinson, seconded by Mr. Mason and carried unanimously to approve the 2013 salary adjustments for non-bargaining unit employees, as presented, and the necessary resolution was authorized for the March 15th Board meeting.

Mr. Dusek stated that he also recommended that all non-bargaining unit employees move to a flat 10% insurance contribution, as they had for Union members through the CSEA contract, rather than continuing to use the elaborate formulas currently in place. He said there were a host of reasons to make this change, the most prevalent being the fact that the current formulas did not work well in terms of giving fair contributions. Mr. Dusek advised the Committee had already approved a change that would require all non-Union employees to make a 20% insurance contribution. He commented that there would be an increase in contribution of approximately \$144 per year for single coverage and \$96 per year for family coverage and he noted that these costs would be offset by a portion of the \$800 cost of living adjustment previously approved.

Motion was made by Mr. Mason and seconded by Mr. Girard to accept Mr. Dusek's recommendation to incorporate a 10% insurance contribution for all non-bargaining unit employees.

Mr. Mason questioned whether the contribution amount was currently different for each employee and Mr. Dusek responded that the contributions varied based on the coverage type, whether it be for single, two-person or family coverage.

Following a brief discussion on the matter, Mr. Taylor called the question and the aforementioned motion was carried unanimously, thereby authorizing the necessary resolution for the March 15th Board meeting.

Mr. Dusek advised the next agenda item called for a review of the Sheriff's Employees Alliance negotiations and he distributed a handout detailing the highlights of the agreement; *a copy of said document is on file with the minutes*. He noted that although the Alliance union had already approved the agreement, approval by the Board of Supervisors was required, as well. Mr. Dusek apprised that the Alliance union was comprised of Corrections Officers, Communications Officers, Cleaners, Cooks and other civilians working in the Corrections Division or the Sheriff's Office, basically incorporating all staff that were not employed in patrol or management positions. He said that himself, Chairman Geraghty and Bud York, Warren County Sheriff, had been involved in the negotiations with the Alliance and he stated it was important to note that the last Alliance contract had expired on December 31, 2010. Mr. Dusek pointed out that the negotiation results had achieved an agreement similar to that which was approved by the CSEA; however, he added, some additional allowances were required because the contract had expired so long ago.

Mr. Dusek proceeded with a thorough review of the documentation distributed.

Mr. Montesi commended Mr. Dusek for his negotiation work and Mr. Dusek responded that he could

not take all the credit as both Chairman Geraghty and Sheriff York had been instrumental to the process.

Motion was made by Mr. Montesi, seconded by Mr. Merlino and carried unanimously to approve the Sheriff's Employees Alliance contract and the necessary resolution was authorized for the March 15th Board meeting.

Mr. Dusek advised that an executive session was needed to discuss collective bargaining negotiations, as well as to discuss the medical, financial, credit or employment history of a particular person.

Motion was made by Mr. Mason, seconded by Mr. Dickinson and carried unanimously to enter into executive session subject to Sections 105(3) and (f) of the Public Officer's Law.

Executive session was held from 9:45 a.m. to 10:02 a.m.

Upon reconvening, Mr. Taylor advised no action had been taken during the executive session.

There being no further business to come before the Committee, on motion made by Mr. Strainer and seconded by Mr. Mason, Mr. Taylor adjourned the meeting at 10:03 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board