

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: MAY 8, 2013

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR  
KENNY  
SOKOL  
MONTESI  
STRAINER  
DICKINSON  
GIRARD  
MASON

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
MARTIN AUFFREDOU, COUNTY ATTORNEY  
JOAN SADY, CLERK OF THE BOARD  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR MERLINO

SUPERVISORS BENTLEY  
CONOVER  
FRASIER  
LOEB  
MONROE  
WOOD  
PATRICIA AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
KATHY BARRIE, PERSONNEL OFFICER  
LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES  
CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING  
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS  
DEANNE REHM, ASSESSOR, TOWN OF LAKE LUZERNE  
DAVE ROSEBROOK, ASSESSOR, TOWN OF LAKE GEORGE  
JOHN STROUGH, COUNCILMAN, TOWN OF QUEENSBURY  
DON LEHMAN, *THE POST STAR*  
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD

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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. Kenny and carried unanimously to approve the minutes from the prior Committee meeting, subject to correction by the Clerk of the Board.

Copies of the Personnel Agenda were distributed to the Committee members, a copy of which is on file with the minutes.

Commencing review of the Action Agenda, Mr. Taylor apprised items 1A-C consisted of requests from the County Administrator. Mr. Taylor said Item 1A included a request to authorize Martin Auffredou, County Attorney, to carry over up to five (5) 2012 unused vacation days beyond June 1, 2013; he noted that Mr. Auffredou had been unable to use his accrued vacation time prior to the June 1<sup>st</sup> deadline because he was asked to remain available during the medical absence of the County Administrator.

Motion was made by Mr. Girard, seconded by Mr. Montesi and carried unanimously to approve the request, as outlined above, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor announced that Item 1B consisted of a request to amend Resolution No. 247 of 2013 to correct the Base Salary of Building Maintenance Mechanic/Automotive Mechanic #1 within the Sheriff's Office. He advised that the salary should have been listed as \$45,889, pending Union approval, rather than \$47,637, and he advised the Departmental Table of Organization would need to be amended accordingly, as well.

Motion was made by Mr. Kenny, seconded by Mr. Sokol and carried unanimously to approve the request to amend Resolution No. 247 of 2013, as outlined above, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

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Mr. Taylor noted that both Agenda Items 1C and 2 consisted of requests for executive sessions to discuss Union negotiations, as well as the employment history of a particular person, and he suggested that they be addressed at the end of the agenda review.

Moving on to Agenda Item 3, referral from the County Clerk-Motor Vehicles Committee, Mr. Taylor outlined a request to fill the vacant position of Motor Vehicle License Registration Clerk #2, Grade 6, Annual Base Salary of \$27,496, due to resignation. He advised this was a Union position which received no reimbursement, but would have no impact on the 2013 Budget as the salary was already included therein.

Motion was made by Mr. Montesi, seconded by Mr. Dickinson and carried unanimously to approve the request to fill the vacant position of Motor Vehicle License Registration Clerk #2, as previously noted, and the necessary resolution was authorized for the May 8<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mr. Taylor pointed out that Agenda Items 4A-D included referrals from the Health Services Committee. Item 4A, he said, was a request from the Public Health Division to establish the Base Salary of the Supervising Public Health Nurse #3 position at \$62,500 and amend the Departmental Table of Organization accordingly. He reminded the Committee that the authorization to fill the position with a salary range of \$60,000 to \$64,050, with the final salary to be determined based on qualifications and experience, was previously provided by Resolution No. 157 of 2013. Mr. Taylor advised that the Director of Public Health/Patient Services had indicated that once the person hired for the Supervising Public Health Nurse #3 position completed one year of satisfactory services based on performance appraisal, she would return with a request to consider increasing the salary to an amount similar to that which other Supervising Nurse positions received.

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Continuing to Item 4B, Mr. Taylor outlined a request from the Westmount Health Facility to fill the vacant position of Building Maintenance Mechanic #1, Grade 13, Annual Base Salary of \$34,564, due to resignation. He said this was a non-mandated, Union position which received 53% State reimbursement.

Motion was made by Mr. Kenny, seconded by Mr. Strainer and carried unanimously to approve the request, thereby authorizing the necessary resolution for the May 17<sup>th</sup> 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 4C included a request to fill the vacant position of MDS Coordinator due to resignation, with a salary range of \$52,000 - \$54,000; he noted the final salary figure would be determined based on qualifications and experience. JoAnn McKinstry, Assistant to the County Administrator, apprised that she had performed a salary study for the MDS Coordinator position and found the salary for a similar position in Washington County to be very close to \$52,000. She continued that they typically tried to maintain salary levels between those provided by Washington and Saratoga Counties, but said she had not been able to get the information from Saratoga County. Mrs. McKinstry stated that in discussing the matter with Lloyd Cote, Administrator of the Westmount Health Facility, Mr. Cote indicated that he believed he would be able to hire a qualified candidate within the proposed salary range. Mr. Dickinson questioned the purpose of the position and Mr. Sokol indicated that the MDS Coordinator was tasked with making sure that the Facility received all anticipated revenues and funding.

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

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request to fill the vacant position of MDS Coordinator with a salary range of \$52,000 - \$54,000, with the final salary figure to be determined based on qualifications and experience, and the necessary resolutions were authorized for the May 17<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Moving on to Item 4D, Mr. Taylor presented a request to authorize a policy which would apply within the Public Health Department, as well as at the Westmount Health Facility, allowing the Director/Administrator to offer up to the fifth year salary rate when hiring for per diem positions requiring RPN (*Registered Practical Nurse*), LPN (*Licensed Practical Nurse*) and CNA (*Certified Nursing Assistant*) designations.

Motion was made by Mr. Sokol, seconded by Mr. Mason and carried unanimously to approve the above referenced request, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Mr. Taylor announced that Items 5A - D consisted of referrals from the Human Services Committee, Office for the Aging, which he outlined as follows:

- 5A) Request to fill the vacant position of Coordinator, Services for the Aging, Grade 19, Annual Base Salary of \$41,060, due to retirement. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a \$1,000 budget savings due to longevity;
- 5B) Request to fill the vacant position of Specialist, Services for the Aging, Grade 10, Annual Base Salary of \$32,516, due to promotion. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$2,781 due to longevity;
- 5C) Request to fill the vacant position of Aging Services Assistant, Grade 4, Annual Base Salary of \$25,344, due to promotion. This is a mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$3,436 due to longevity; and
- 5D) Request to fill the vacant position of Typist, Grade 3, Annual Base Salary of \$24,215, due to promotion. This is a non-mandated, Union position which receives 75% Federal reimbursement. The filling of this position will result in a budget savings of \$924 due to longevity.

Motion was made by Mr. Montesi, seconded by Mr. Strainer and carried unanimously to approve Item 5A, as outlined above, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Motion was made by Mr. Sokol, seconded by Mr. Strainer and carried unanimously to approve Items 5B-D, as outlined above, and the necessary resolutions were authorized for the May 17<sup>th</sup> Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Continuing to Agenda Item 6, Mr. Taylor advised of a referral from the Public Works Committee, Parks, Recreation & Railroad Division, to create the new position of Temporary Help at Up Yonda Farm, effective May 9<sup>th</sup>, thereby amending the Departmental Table of Organization accordingly.

Motion was made by Mr. Dickinson and seconded by Mr. Girard to approve the request.

Mr. Kenny questioned the need for the Temporary Help position and Mr. Taylor explained that assistance was necessary to continue operations and maintain programs at Up Yonda following a recent resignation.

There being no further discussion on the matter, Mr. Taylor called the question and the

aforementioned motion was carried unanimously and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *A copy of the request is on file with the minutes.*

Agenda Items 7A and 7B included referrals from the Real Property Tax Services Committee, Mr. Taylor apprised. He said Item 7A reflected a request to create and fill the new position of Senior Real Property Clerk, Grade 8, Annual Base Salary of \$30,230, and delete the position of Real Property Information Specialist, Grade 11, Annual Base Salary of \$33,026, thereby amending the Departmental Table of Organization accordingly. He indicated that the combined decrease in salary and longevity associated with this request would result in a savings of \$8,353 to the County Budget. Mr. Taylor advised Item 7B requested to fill the vacant position of Real Property Clerk, Grade 4, Annual Base Salary of \$25,344, due to promotion; he noted this was a non-mandated, Union position which received no reimbursement.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve both Items 7A and 7B, and the necessary resolutions were authorized for the May 17<sup>th</sup> Board meeting. *Copies of the request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Mr. Taylor announced there were no Pending Items to address. Concluding the agenda review, he noted that an executive session was requested in connection with Items 1C (*to discuss Union negotiations*) and 2 (*to discuss the employment history of a particular person*).

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to declare an executive session pursuant to Sections 105(e) and (f) of the Public Officer's Law.

Executive session was held from 9:12 a.m. - 9:28 a.m.

Upon reconvening, Mr. Taylor announced that no Committee action had been taken during the executive session.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the proposed Warren County Correctional Supervisor's Association Collective Bargaining Agreement, as presented, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting. *Note: a copy of the Collective Bargaining Agreement highlights sheet distributed during the executive session is on file with the minutes.*

Mr. Dickinson advised that during the executive session the Committee had discussed particulars surrounding the filling of the vacant Public Health Nurse #35 position within the Public Health Department, subsequent to which it was determined that hiring the particular person discussed at a Grade 20.1 with a 20-year salary level was appropriate in light of the fact that this individual was a previous full-time Nurse in the Public Health Division and had continued on a per diem basis after leaving her full time employment with the County.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to authorize the filling of the vacant Public Health Nurse #35 position within the Public Health Division at a Grade 20.1 with the 20-year salary level, and the necessary resolution was authorized for the May 17<sup>th</sup> Board meeting.

There being no further business to discuss, on motion made by Mr. Montesi and seconded by Mr. Dickinson, Mr. Taylor adjourned the meeting of the Personnel Committee at 9:30 a.m.

Respectfully submitted,  
Amanda Allen, Deputy Clerk of the Board