

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: JULY 10, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
KENNY
SOKOL
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

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO

SUPERVISORS BENTLEY
CONOVER
FRASIER
MONROE
WESTCOTT
WOOD

PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
ROBERT IUSI, DIRECTOR, PROBATION
KEVIN HAJOS, DEPUTY SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
ROB METTHE, DIRECTOR, INFORMATION TECHNOLOGY
DEANNA PARK, DIRECTOR, COUNTRYSIDE ADULT HOME
MIKE SWAN, COUNTY TREASURER
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
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. Montesi and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

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

Commencing the agenda review with Section III, Action Agenda, Mr. Taylor announced that Item 1 consisted of a referral from the County Facilities Committee, Buildings & Grounds, which requested to delete the position of Laborer #43 and create the position of Cleaner #11, (*Grade 2; Annual Base Salary of \$23,706*), thereby amending the Departmental Table of Organization.

Mr. Dickinson questioned whether the salary of the Cleaner #11 position would be less than that of the Laborer #43 position and Mr. Taylor replied that information had not been provided, but said he believed it would be.

Motion was made by Mr. Kenny, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the request is on file with the meeting minutes.*

Moving on to Item 2, Mr. Taylor noted several referrals from the Health Service Committee, which he outlined, as follows:

- 2A) Request to fill the vacant position of WIC Nutrition Aide #1 (*Grade 6; Annual Base*

Salary of \$27,496) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position which receives 100% State reimbursement;

- 2B) Request to fill the vacant position of WIC Infant Feeding Advocate (*Grade 3; Annual Base Salary of \$24,215, pro-rated to \$12,107.47 for 20 work hours per week*) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position which receives 100% State reimbursement;

Motion was made by Mr. Girard, seconded by Mr. Kenny and carried unanimously to approve Items 2A and 2B, as outlined above, and the necessary resolutions were authorized for the July 19th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

- 2C) Request to fill the vacant position of Community Health Nurse #5 (*Grade 20; Annual Base Salary of \$42,818*) due to retirement, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position that receives 100% reimbursement from various sources depending upon patient insurances;

Motion was made by Mr. Sokol, seconded by Mr. Montesi and carried unanimously to approve Item 2C, as outlined above, and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

- 2D) Request to create and fill the new position of Early Intervention Service Coordinator (*Grade 18; Annual Base Salary of \$40,170, to be pro-rated to \$30,128 based on 30 work hours per week*) and to delete the position of Community Health Nurse #13 effective July 22, 2013, thereby amending the Departmental Table of Organization; and
- 2E) Request to reclassify the position of Early Intervention Service Coordinator #1 (*Grade 18; Annual Base Salary of \$40,170*) to Senior Early Intervention Service Coordinator (*Grade 19; Annual Base Salary of \$41,060*) effective July 22, 2013, thereby amending the Departmental Table of Organization. This action is contingent upon CSEA review and approval.

With respect to Item 2D, Mr. Montesi questioned whether the 30-hour per week Early Intervention Service Coordinator position would receive fringe benefits and Mr. Taylor replied that because this was considered a part-time position, he did not believe it would. Paul Dusek, County Administrator, interjected that the position would receive vacation hours proportionate to 30-hour work week status and would also be eligible for enrollment in the New York State Retirement System; however, he noted, there would be no eligibility for health insurance benefits.

Motion was made by Mr. Montesi, seconded by Mr. Girard and carried unanimously to approve Items 2D and 2E, as outlined above and the necessary resolutions were authorized for the July 19th Board meeting. *Copies of both requests are on file with the meeting minutes.*

Continuing to Item 3, referrals from the Human Services Committee, Office for the Aging, Mr. Taylor presented two requests, as follows:

- 3A) Request to fill the vacant position of Food Service Helper #3 Cedars (*Grade 2; Annual Base Salary of \$23,706, pro-rated to \$20,742.72 for 35 work hours per week*) due to retirement. This is a non-mandated, Union position which receives 20% Federal reimbursement; the filling of this position will result in a budgetary savings of

- \$5,746.11 due to a decrease in longevity pay; and
- 3B) Request to fill the vacant position of Meal Site Cook #5 Warrensburg (*Grade 2; Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for 30 work hours per week*) due to resignation. This is a non-mandated, Union position which receives 20% Federal reimbursement; the filling of this position will result in a budgetary savings of \$5,300.52 due to a decrease in longevity pay.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve Items 3A and 3B, as outlined above, and the necessary resolutions were authorized for the July 19th Board meeting. *Copies of both Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

Mr. Taylor explained that Item 4 consisted of a referral from the Public Safety Committee, Fire Prevention & Building Code Enforcement, requesting to fill the vacant position of Administrator due to retirement, with the annual salary to be determined based on a salary study. He advised this was a non-Union position which is not mandated and received no reimbursement.

Mr. Girard noted the impending retirement was that of Karen Putney, Administrator of Fire Prevention & Building Code Enforcement. He stated that Mrs. Putney was a wonderful person who had done a fantastic job for the County and he apprised of her willingness to provide assistance with any transitional needs they might encounter when filling the vacancy.

Motion was made by Mr. Girard, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

Moving on to Item 5, Referrals from the Social Services Committee, Mr. Taylor explained Items 5A, 5B and 5C pertained to the Countryside Adult Home and he listed the requests as follows:

- 5A) Request to delete the position of Cook #1, as well as the Dietary Manager stipend, and create the new position of Cook Manager (*Grade 5, Annual Base Salary of \$26,370*) effective July 22, 2013, thereby amending the Departmental Table of Organization. This action will result in a budgetary savings of \$4,951 for the change in title, as well as an additional savings of \$7,265 due to the reduction in longevity pay. This action will be subject to CSEA review and approval;
- 5B) Request to fill the vacant position of Cook Manager (*Grade 5, Annual Base Salary of \$26,370*), due to creation (*if approved by item 6A*); and
- 5C) Request to increase the salary of Deanna Park, Director of the Countryside Adult Home, from \$45,350 to \$49,500 effective July 1, 2013.

Motion was made by Mr. Sokol, seconded by Mr. Dickinson and carried unanimously to approve Items 5A, 5B and 5C, as outlined above, and the necessary resolutions were authorized for the July 19th Board meeting. *Copies of the request forms, as well as the Notice of Intent to Fill Vacant Position form for Item 5B are on file with the meeting minutes.*

Mr. Taylor advised Items 5D and 5E concerned the Department of Social Services. He proceeded to read aloud both requests, as follows:

- 5D) Request to fill the vacant position of Senior Caseworker #5 (*Grade 15; Annual Base Salary of \$36,410*) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursements; the filling of this position will result in a budgetary

- savings of \$9,313 due to a decrease in longevity pay; and
- 5E) Request to fill the vacant position of Social Welfare Examiner #13 (*Grade 8; Annual Base Salary of \$30,230*) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a mandated, Union position which receives 50% Federal and 50% State reimbursement; the filling of this position will result in a budgetary savings of \$5,127 due to a decrease in longevity pay.

Motion was made by Mr. Dickinson, seconded by Mr. Kenny and carried unanimously to approve Items 5D and 5E, as outlined above, and the necessary resolutions were authorized for the July 19th Board meeting. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

Mr. Taylor advised Item 6 consisted of a referral from the Support Services Committee, Information Technology, in the form of a request to authorize Jeremy Scime, Senior Programmer Analyst, to enroll in a job-related online course entitled "Information Security Management" through the Florida Institute of Technology. He further advised that the course would commence in August of 2013 and terminate in December of 2013, with a total cost of \$1,650. Mr. Taylor noted that if authorization to enroll in the aforementioned course was provided, Mr. Scime would be due reimbursement for 50% of the associated costs upon course completion with a grade of "C" or better.

Motion was made by Mr. Dickinson, seconded by Mr. Girard and carried unanimously to authorize the aforementioned request, and the necessary resolution was authorized for the July 19th Board meeting. *A copy of the Application for Approval to Enroll in a Job-Related Courses Employee is on file with the meeting minutes.*

Mr. Taylor announced that Agenda Item 7 consisted of Items to be Discussed by the County Administrator, which he asked Mr. Dusek to address. With reference to Item 7A, pertaining to new retiree health insurance contribution rules, Mr. Dusek said that since the revisions were made to the level of health insurance contributions made by both Union and non-Union employees, he had known that there would eventually be a need to address the retiree health insurance contributions, as well. He advised this was a complicated matter to address because there were varying levels of retirees, including those that had retired before the contract changes, those that retired after the contract change and those new and existing employees, both Union and non-Union, that would retire sometime in the future. Mr. Dusek reported that he and Martin Auffredou, County Attorney, were working on a policy that would cover all groups and although they had originally planned to present it today, they had been unable to complete the policy in time. Because the County had been operating thus far without such a policy in place, Mr. Dusek stated that he did not feel they would encounter any issues if the matter was delayed for another month in order to make sure everything was addressed appropriately. He asked the Committee for their indulgence in allowing another month for he and Mr. Auffredou to complete the policy, which he would email to each of the Committee members prior to their next meeting in order to review appropriate time for independent review.

Chairman Geraghty questioned whether it was intended to maintain the typical practice of maintaining the same insurance coverages and employee contributions for both Union and non-Union employees and enforcing changes for all new hires, or if there would be sweeping changes that would affect both existing employees and those that could be retiring in the near future. Regarding retiree coverage, Mr. Dusek stated there were two different groups of retirees to address,

those who were over age 65 and then those under 65. He continued that he envisioned developing a plan that would not affect the contribution formula used for retirees over 65 which included an amount that the County contributed and if there was anything over and above that amount, it was paid by the retiree; he added that because the Medicare Advantage plans had been so inexpensive, it was his understanding that the retirees had not been required to make any contributions. Mr. Dusek apprised that the group of retirees under age 65 had traditionally paid the same contribution as the active employees and he said they intended to continue this practice. For the new employees who would retire at some point in the future, he advised a policy had already been implemented through the CSEA agreement stating that these employees would not qualify for retiree health insurance coverage until age 65. Mr. Dusek noted there were other groups to be addressed, as well, and those were the ones that he was requesting additional time to consider. He concluded that through this process, they were trying not to disturb those former employees who were long retired and used to paying a certain amount for their health insurance coverage.

Moving on to Item 7B, Human Resources/Civil Service Office reorganization, Mr. Dusek advised this would serve as a continuation of discussion from the prior Committee meeting, during which he had proposed a reorganization of both the Human Services and Civil Service Offices. He noted that during the prior meeting he had distributed a listing of the functions performed by each Department and he handed out additional copies for the Committee's reference in considering the proposed reorganization he planned to present; *a copy of the document is on file with the minutes*. Mr. Dusek recited the history of the Human Resources Department, noting that when introduced, the Human Resources Department had been separate from the Personnel/Civil Service Office under the directorship of the Human Resources Director. When it was subsequently determined that the Department was not functioning as it should, he advised, the Board of Supervisors had decided to abolish the Human Resources Department and in 2012 they had introduced a Generalist position within the Personnel/Civil Service Office to handle some of the duties previously addressed by the Human Resources Department. Mr. Dusek reminded the Committee that in 2013, the Board of Supervisors had decided to abolish the Generalist position, as well, because it had not served the desired purpose, leading him to suggest that both the Personnel/Civil Service and Human Resources Departments be reorganized to function appropriately and in the manner they envisioned. Mr. Dusek apprised that he had developed a powerpoint presentation outlining the reorganization he proposed, as well as the associated costs, and provided the rationale for the changes suggested. He advised that the powerpoint presentation also included the costs associated with the operation of the Human Resources Department in its previous capacity, which had been requested by Mr. Mason at the last Committee meeting.

Mr. Dusek proceeded with a powerpoint presentation entitled "Human Resources/Civil Service Reorganization", a copy of which is on file with the meeting minutes.

Mr. Mason entered the meeting at 9:23 a.m., during Mr. Dusek's presentation.

Following the powerpoint presentation, Mr. Montesi questioned whether the Human Resources Director would preside over the Self-Insurance Administrator, Amy Clute, with respect to Workers' Compensation claims. Mr. Dusek replied that while Mrs. Clute and the Human Resources Director would maintain communication with respect to Workers' Compensation claim issues, he did not envision the Human Services Director would work in an advisory capacity over Mrs. Clute in any fashion. Mr. Dusek commented that Mrs. Clute was doing an exemplary job of reaching out to the various Department Heads on these issues now, in the absence of a Human Resources Director.

Mr. Girard pointed out there were a number of procedures and difficult issues that a Human Resources Director should address and he said that because the County did not have a model to follow for a Human Resources program that would effectively meet the County's needs, he questioned whether more research of other municipal and private sector Human Resources Departments should be made to form such a determination before hiring a Director, rather than putting someone in the position on a "learn as we go" basis. Mr. Dusek responded that he had already begun this process by polling other Counties and private sector businesses with respect to the practices used to address Human Resources needs and had used the information garnered to develop the job description. Secondly, Mr. Dusek said he had included certain minimal requirements in the job description to ensure that the County attracted interest from people who were able to provide the services sought, which would include a candidate with experience serving in a high level supervisory role. Mr. Dusek advised he could extend his research on this level, possibly contacting representatives from Greene County who had recently re-organized their Personnel/Human Resources Division.

Mr. Montesi recalled Mr. Dusek had previously mentioned the need for a program which would include evaluations or ratings for each employee; he noted that this would be a onerous task which would include deadlines and determinations of merit. He added that it was a big job to make determinations as to who was deserving of salary increases and he questioned how soon a program like this would be started. Mr. Dusek said he had requested implementation of a program such as this when he had first assumed the County Administrator position three years ago, but noted that for many Departments this had not come to fruition, although some were doing it. Mr. Montesi commented that staff reviews were an important function of developing morale and enthusiasm in the workplace. Mr. Dusek agreed, adding that they also provided management with an optimum opportunity to have an open and honest discussion with individual employees regarding their work performance, be it good or bad, without seeming overly critical and allowing the employee to obtain a better understanding of what they needed to do to make improvements. Additionally, Mr. Dusek indicated this provided upper level management with a feedback tool they could use to identify questions or complaints about the procedures used.

Mr. Dusek apprised that if the Committee desired to move ahead with the suggested reorganization plan he had presented, they would need to approve a Local Law to establish a new Human Resources Department, which would require a public hearing before its ultimate adoption, as well as budget appropriations to establish funding for the new Department. He added they would also need to begin advertising for the Human Resources Director position. Mr. Dusek concluded that the Committee could also decide to delay the issue and ponder it further.

Mr. Taylor stated his appreciation for the research Mr. Dusek had performed and stated that, as always, he had done an excellent job of sorting the information into a manner suitable for presentation. With respect to the \$75,000 salary suggested for the proposed Human Resources Director position, Mr. Taylor noted that he had reviewed the salary information previously provided outlining the salaries for comparable positions in other counties and private businesses, and after discarding the lowest and highest salaries listed, he had determined the average salary to be in the range of \$63,000. He continued that, given this information, he had determined a \$65,000 salary would be fair for the position and he questioned why a much more substantial figure had been incorporated into the proposal presented. Mr. Dusek responded that the problem with using salaries provided by surrounding counties was that, although he was not assuming the other counties did not have good employees in place, it was difficult to determine their capabilities and he said he was not certain Warren County would be able to attract the type of person they were

seeking with that low of a salary figure. Mr. Dusek distributed copies of a spreadsheet he had previously emailed to the Committee members outlining the salary information garnered from his study, including those received from other counties and private industry employers; *a copy of this document is on file with the minutes*. Referring to the document distributed, Mr. Dusek directed the Committee members to the last page of the spreadsheet, which identified salaries provided by private sector employers, which indicated salaries ranging from \$85,000 to as high as \$110,000. He noted that there were a few employers listed who had preferred not to provide the salaries paid and he said he suspected this was because those salary figures were even higher. Mr. Dusek explained that he had based the \$75,000 salary proposed on a compromise between the average county and private sector salary and he stated that if the County preferred to start their search with a lower salary figure they could surely do so.

Mr. Taylor then questioned how the proposed \$75,000 compared to other County Department Head salaries with the same level of responsibility. Mr. Dusek responded that it was impossible to compare positions because each Department Head dealt with different responsibilities which had a great influence over the associated salary level. For instance, he pointed out that Pat Auer, Director of Public Health/Patient Services, was a nurse and therefore her salary level was driven by the salaries of other nurses of her stature. Mr. Dusek advised that if he were to compare the Human Resources Director to another County position, it would be to that of Rob Lynch, Deputy Treasurer, who was charged with maintaining a plethora of financial reports used to keep the finances of the County in order, and he noted that Mr. Lynch received a salary of approximately \$85,000. Mr. Dusek continued that he would actually place the Human Resources Director a bit above the Deputy Treasurer position in light of the amount of money the County was spending in terms of annual salaries for its over 714 full-time and more than 70 part-time employees.

With respect to the need identified by Mr. Dusek for outside consultant services for salary and wage studies, Mr. Taylor questioned how often the external reviews would be required and Mr. Dusek replied that he hoped they would only need to do this once and then the process would be maintained by the Human Resources Director.

Mr. Dickinson noted that, typically, when advertising a position, the County tended to state one set salary and he suggested that they might achieve better results by using a salary range of \$65,000 to \$85,000 with the final figure to be determined based on experience. Mr. Dusek responded that he felt this was a very good suggestion.

Mr. Westcott asked if the health insurance package offered to County employees was better than that which was available in the private sector and Mr. Dusek responded that two years ago, before changes were made to the County's health insurance coverage and employee contributions, it had been. He continued that the current benefits offered were very close to what was available to public sector employees, requiring a 20% employee contribution; however, he noted, private sector health insurance contribution levels varied widely and he said he had seen instances where up to a 50% contribution was required. Mr. Dusek concluded that the current health insurance benefit structure was much closer to that of the private sector than it had been in the past.

Mr. Strainer questioned whether the \$75,000 salary figure included fringe benefits and Mr. Dusek replied in the negative, advising the figure was solely representative of the position salary. Mr. Strainer then pointed out that the salary study information provided by Mr. Dusek only accounted for 19 counties, which was roughly 1/3 of the counties in New York State and he questioned whether the remaining 2/3 were using the same procedures to address Human Resources needs.

Mr. Dusek responded that they had tried to use information received from other counties of the same population and staff base as Warren County, noting that if they had polled larger counties, such as Albany County, they would likely have received higher salary figures due to the higher population and number of employees.

Mr. Strainer noted that the Human Resources Director would not be a tested position and they would likely have to hire someone away from another municipality in order to find a person who would understand the County's structure. Mr. Dusek agreed that it would probably be difficult to find a candidate for the Human Resources position that had all of the qualifications and experience they sought, which was another reason why he had anticipated a higher than average salary figure. He commented that the ideal candidate would be someone with considerable experience working in the private sector who had moved on to work in a municipal setting and would be interested in transferring to a position with Warren County, providing experience in both private and public sector positions. Mr. Dusek stated that he was unsure if they would find a person with the qualifications they sought in their first attempt and might have to advertise the position several times before they did; however, he noted, it was critical that they find a candidate able to handle all functions of the position. Mr. Strainer pointed out that if they were unable to find someone with all of the desired experience, they could encounter a scenario where the Personnel Officer was asked to train a person whose salary would be substantially higher, causing a difficult situation. Mr. Girard commented that if they were unable to attract the highly qualified individual sought for the position, they might be able to hire a younger person with the appropriate education and enthusiasm, but without all of the hands on experience desired, allowing them to incorporate a lower starting salary and reward that person with salary increases if they continued to perform well in the position.

Following further discussion on the matter, motion was made by Mr. Dickinson and seconded by Mr. Girard to approve a Local Law establishing a Human Resources Department, as proposed by Mr. Dusek.

Mr. Strainer stated that he would vote against the motion because he felt there was more work to be done before they proceeded with the proposed reorganization.

Mr. Mason apologized for joining the meeting late, noting that he had entered during Mr. Dusek's presentation. He reminded the Committee that during their last meeting he had requested a reporting of the costs incurred in association with the Human Resources Department in its prior incarnation and he asked if that information had been provided; Mr. Dusek advised that it had been included in the powerpoint presentation and he provided Mr. Mason with a printed copy.

Mr. Dusek advised he had conferred with Mr. Auffredou briefly and agreed with Mr. Auffredou's suggestion that rather than approving the Local Law now, they should focus on advertising the Human Resources Director position and follow up with the Local Law at the proper pace to make sure everything was prepared for approval at the same time. Mr. Girard said he was not opposed to the suggestion, but wanted to make sure the Committee was in agreement on the issue so that they did not proceed with the advertising and interview process, only to back away from this initiative later. Mr. Montesi questioned when the interview process would begin and Mr. Dusek advised that it would take about one week to advertise the position and he anticipated leaving it in place for three to four weeks, allowing the interviews to begin in August.

Mr. Taylor asked if there would be any problem with developing the necessary Local Law and Mr.

Auffredou advised he could work on drafting the Local Law during the interview process so that it would be ready for approval when the Committee identified a viable candidate. Mr. Auffredou noted there were a couple of similar Local Laws already in place which could be used as a template for this process.

Mr. Mason cited his concern with respect to the anticipated budget for the departmental reorganization. He noted that the County had achieved a savings of approximately \$60,000 by abolishing the prior Human Resources Department and they would now be moving in the opposite direction, incurring an anticipated cost of \$348,023 in salary costs for the reorganized departments, as per Mr. Dusek's proposal. Mr. Mason stated that he also intended to vote against the motion and felt that they should delay this action pending further review and consideration. Mr. Taylor pointed out that while Mr. Mason's observation respective to prior budgetary savings was correct, it should also be noted that the abolishment occurred because the department was not operating correctly.

Following further discussion, Messrs. Girard and Dickinson amended their motion to authorize Mr. Dusek to advertise the Human Resources Director position and Mr. Auffredou to begin drafting the necessary Local Law to create the new Human Resources Department. Mr. Taylor called the question and the motion was carried by majority vote, with Messrs. Mason and Strainer voting in opposition.

Moving on to Item 7C, creation of temporary help position within the Probation Department, Mr. Dusek advised the Probation Department had previously received permissions to transfer funding within their operating budget to fund a temporary position; however, he noted, the temporary position had not been created in the 2013 County Budget. Therefore, he stated, authorization was needed to create the position, allowing for payment in connection with the temporary position currently in place.

Motion was made by Mr. Kenny, seconded by Mr. Montesi and carried unanimously to authorize creation of a Temporary Help position within the Probation Department, and the necessary resolution was authorized for the July 19th Board meeting.

Concluding the agenda review, Mr. Taylor outlined the Pending Items section, as follows:

- 1) Mr. Taylor advised Mr. Dusek's powerpoint presentation had included the information Mr. Mason requested relative to operational costs for the past Human Services Office; and
- 2) Regarding the Committee's prior approval for preparation of an RFP (*request for proposal*) for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies, Mr. Dusek advised that they had extended the RFP and would not have the bid results until the next Committee meeting.

There being no further business to come before the Personnel Committee, on motion made by Mr. Girard and seconded by Mr. Dickinson, Mr. Taylor adjourned the meeting at 10:08 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board