

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: FEBRUARY 12, 2014

COMMITTEE MEMBERS PRESENT:

SUPERVISORS TAYLOR
SOKOL
MERLINO
DICKINSON
GIRARD
VANSELOW
WOOD
SIMPSON

OTHERS PRESENT:

GRETCHEN STEFFAN, COUNTY HUMAN RESOURCES DIRECTOR
KATHY BARRIE, PERSONNEL OFFICER
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
PAUL DUSEK, COUNTY ADMINISTRATOR
AMANDA ALLEN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR KENNY

SUPERVISORS BROCK
CONOVER
FRASIER
MCDEVITT
MONROE
SEEBER
STROUGH
WESTCOTT

PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
JULIE PACYNA, PURCHASING AGENT
CHRISTIE SABO, DIRECTOR, OFFICE FOR THE AGING
MIKE SWAN, COUNTY TREASURER
SUZANNE WHEELER, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
SARAH MCLENITHAN, SECRETARY TO THE CLERK OF THE BOARD
Please see sign-in sheet for additional meeting attendees

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

Motion was made by Mr. Dickinson, seconded by Mr. Merlino 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 and a copy is also on file with the meeting minutes.

Commencing the agenda review with Section III, Action Agenda, Mr. Taylor advised Item 1 consisted of requests from the Human Resources/Civil Service/Personnel Office. He noted Item 1A included a notation that Kathy Barrie, Personnel Officer, wished to address the Committee to announce her intention to retire. Mrs. Barrie confirmed that she did intend to retire at the end of February after 26 years of service to Warren County, but said she was very comfortable leaving the Department in the hands of Gretchen Steffan, County Human Resources Director. Mrs. Barrie noted that she and Ms. Steffan had been working very well together and expressed her feeling that Ms. Steffan was a wonderful addition to the County's staff; she added her projection that Ms. Steffan would do a lot of good things in her future with the County. Mrs. Barrie thanked the Committee for their support over the past years, stating that she had thoroughly enjoyed her time with the County and hoped she had made positive contributions during her career. On behalf of the Committee, Mr. Taylor expressed appreciation for the dedicated efforts Mrs. Barrie had put forth over the years and wished her luck in her retirement.

Moving on to Item 2B, Mr. Taylor presented a request from County Human Resources Director to temporarily retain the services of the Personnel Officer, post retirement, for up to 20 hours per week to assist with the transition in duties.

Ms. Steffan explained that assistance from Mrs. Barrie would be beneficial because she had been with the County for such a short time and due to the fact that the County was required to retain a Civil Service Officer. She said Mrs. Barrie would be working two days per week over the six months following her retirement to assist with Civil Service approval of job titles, until her position was filled.

Motion was made by Mr. Vanselow, seconded by Mr. Dickinson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Taylor advised Item 2C included a request to ratify the actions of the County Human Resources Director in acquiring the services of an unpaid intern to assist with Human Resources/Personnel operations.

Motion was made by Mr. Sokol, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Proceeding to Item 2, *Referrals from the Criminal Justice Committee*, Mr. Taylor announced Item 2A detailed a request from the Probation Department to fill a vacant Probation Officer position. He noted that subsequent to the last Criminal Justice Committee meeting, Robert Iusi, Probation Director, had withdrawn the request to fill the vacancy because he was in the process of exploring alternative ways to supervise low risk Probation cases that may not require an additional Probation Officer. Mr. Taylor advised Mr. Iusi intended to present his findings at the March Personnel Committee meeting. With reference to Item 2B, *Referral from the Criminal Justice Committee - Public Defender*, Mr. Taylor apprised of a request to create and fill the new position of Confidential Secretary to the First Assistant Public Defender, *Base Salary of \$34,500*, effective February 24, 2014, thereby amending the Departmental Table of Organization. He noted that grant funding had been awarded to support the cost of this position and advised that, as was the standard agreement, when the grant funding ceased, the position would be eliminated. Mr. Dickinson questioned whether the grant funding provided would support the full cost of the Confidential Secretary position and Paul Dusek, County Administrator, replied affirmatively.

Motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolutions were authorized for the February 21st Board meeting.

Mr. Taylor advised Agenda Item 3 consisted of a referral from the Health Services Committee, *Public Health*, requesting to fill the vacant position of WIC Nutrition Aide #2, *Grade 6, Annual Base Salary of \$28,046*, due to retirement. He noted this was a Union position which was not mandated, but received 100% State reimbursement.

Motion was made by Mr. Sokol, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Proceeding to Agenda Item 4, *Referral from the Human Services Committee, Office for the Aging*, Mr. Taylor outlined a request to create and fill the new position of Nutrition Services Coordinator #2, *Annual Salary of \$40,209*, effective February 24, 2014, thereby amending the Departmental Table of Organization. He advised this was a mandated, non-Union position that received 10% Federal, 25% State and 25% Hamilton County reimbursements. Mr. Taylor pointed out there would be a \$7,347 impact to the County Budget which the Director of the Office for the Aging had proposed to address through a transfer of funds within the existing budget. Finally, he noted that the duties to be performed by the Nutrition Services Coordinator were previously provided on a contractual basis.

Motion was made by Mr. Vanselow, seconded by Mrs. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Taylor announced Agenda Item 5 included a referral from the Public Safety Committee, *Sheriff &*

Communications, requesting to fill the vacant position of Patrol Officer #28, *Annual Base Salary of \$36,414*, due to retirement. He explained this was a non-mandated, Union position which received no reimbursements and he advised the filling of this position would result in a \$13,578 savings to the County due to a reduction in longevity pay.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Agenda Item 6, Mr. Taylor commented, consisted of two referrals from the Public Works Committee, *Department of Public Works*, as follows:

- 6A) Request to fill the vacant position of Highway Construction Supervisor II #2, *Grade 16, Annual Base Salary of \$38,239*, due to resignation, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget. DPW-
- 6B) Request to fill the vacant position of Highway Construction Supervisor II #5, *Grade 16, Annual Base Salary of \$38,239*, due to retirement, as well as any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements, but is already funded in the 2014 County Budget.

Motion was made by Mr. Merlino, seconded by Ms. Wood and carried unanimously to approve Items 6A and 6B, as outlined above, and the necessary resolutions were authorized for the February 21st Board meeting.

Mr. Taylor apprised Agenda Item 7 included several referrals from the Social Services Committee, *Department of Social Services*, and he proceeded to read each of the following aloud:

- 7A) Request to create and fill the new position of Supervising Support Investigator #2, *Grade 15, Annual Base Salary of \$37,138*, and abolish the existing position of Director of Child Support & Fraud, *Grade 17, Annual Base Salary of \$40,059, position vacated due to retirement*, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Supervising Support Investigator position will result in a budgetary savings of \$13,260 due to a decrease in longevity pay and experience based grade step increases.

Motion was made by Mr. Dickinson, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 7B) Request to create and fill the new position of Keyboard Specialist #7, *Grade 3, Annual Base Salary of \$24,669*, and abolish the existing position of Senior Typist #1, *Grade 4, Annual Base Salary of \$25,851, position vacated due to retirement*, effective February 21, 2014, thereby amending the Departmental Table of Organization. Authorization to fill any vacancies resulting from promotion has also been requested. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. Creation of the Keyboard Specialist position will result in a budgetary savings of \$8,966 due to a decrease in longevity pay and experience based grade step increases.

Motion was made by Mr. Sokol, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 7C) Request to fill the vacant position of CPS Caseworker #7, *Grade 14, Annual Base Salary of \$36,093*, due to retirement, as well as any vacancies created by promotion. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$6,033 due to a decrease

in longevity pay and experience based grade step increases.

Motion was made by Ms. Wood, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting. *Note: subsequent to the meeting the Department of Social Services advised this position was vacated due to resignation, rather than retirement, as was listed on the Notice of Intent to Fill Vacant Position form submitted.*

- 7D) Request to fill the vacant position of Senior Social Welfare Examiner #5, *Grade 11, Annual Base Salary of \$33,687*, due to retirement. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements. The filling of this position will result in a budgetary savings of \$8,986, due to a decrease in longevity pay and experience based grade step increases.

Motion was made by Mr. Simpson, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

- 7E) Request to fill the vacant position of Keyboard Specialist #2, *Grade 3, Annual Base Salary of \$24,699*, due to resignation. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements and is already funded in the 2014 Budget. The filling of this position will not incur a budgetary savings because the person resigning from the position was employed for less than one year and had not earned any longevity pay or experience rated grade step increases.

Motion was made by Mr. Dickinson, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Taylor advised Agenda Item 8 consisted of a referral from the Support Services Committee, *Information Technology*, requesting to amend Resolution No. 732 of 2013, *Waiving the Rules of the Board that Require Prior Authorization by the Personnel Committee and Finance Committee in Authorizing a Temporary Part-time Position for the Warren County Information Technology Department*, to extend the period of employment for the temporary part-time Computer Help Desk Aide from 60 days to an employment period not to exceed 90 days.

Motion was made by Mr. Vanselow and seconded by Ms. Wood to approve the request.

Mr. Dusek commented Resolution No. 732 of 2013 provided temporary assistance in the Information Technology Department Help Desk and he noted that the Department was currently without a Director and that web developer services were being provided on a contract basis by a former County employee who had moved to California. Because the Department was short staffed, Mr. Dusek advised they had decided to incorporate a temporary, part-time Computer Help Desk Aide to assist with projects, some of which were very time sensitive. He explained they were seeking to extend the employment period for this temporary position from 60 days to a term not to exceed 90 days, but noted that he may be returning in the future to request that the term be extended for an additional 30 days, over and above the extension currently sought.

Mr. Dickinson suggested that the Committee authorize an amendment to Resolution No. 732 of 2013 which would extend the position for a term not to exceed 120 days; Mr. Vanselow and Ms. Wood were in agreement and amended their motion and second to authorize an extension for the Computer Help Desk Aide position for a term not to exceed 120 days. Mr. Taylor called the question and the aforementioned motion was carried by unanimous vote, thereby authorizing the necessary resolution for the February 21st Board meeting.

Mr. Taylor advised Agenda Items 9A-C consisted of requests from the County Administrator. Item 9A, he apprised, requested authorization for Ms. Steffan to hold the position of President of the Adirondack Human Resource Association (ADKHRA) and to attend meetings and training. Mr. Dusek noted that similar authorizations had been provided to other department heads over the years and he stated that authorizing staff to serve in such a capacity presented a value as these designations provided a certain amount of training and information that was beneficial to the County. Additionally, Mr. Dusek pointed out that although some meetings and/or events were held during work hours, the County would recoup this time as department head staff members were expected to work outside of their scheduled hours to complete the work expected of their position.

Motion was made by Mr. Dickinson, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Agenda Item 9B, Mr. Taylor continued, referred to a request for authorization to withdraw from the New York State Health Insurance Program (NYSHIP). Mr. Taylor commented that as he recalled, only one person was currently participating in a NYSHIP program and Mr. Dusek responded over the years participation in NYSHIP programs had lessened and there were currently no participants from Warren County. Mr. Dusek said when he notified NYSHIP of the lack of participation, NYSHIP had returned a request for Warren County to withdraw from the plan. He noted he had received advisement that if Warren County later expressed a desire to return to the NYSHIP program, they could be subject to a one-year waiting period, and he was also notified that typically NYSHIP required a 90-day advance notice to withdraw, but that provision was invalidated by the lack of participation. Mr. Dusek apprised that while there was no one in the plan, they had found that a charge had been assessed for one policy for a couple of months, even though there was no coverage in force, and those charges would be reversed to the County as a part of the withdrawal process. He concluded that although it seemed there was an opportunity to return to the program in the future, he did not foresee a desire to do so and formally stated his recommendation to proceed in withdrawing from the NYSHIP program.

Motion was made by Mr. Dickinson, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Taylor advised Item 9C reflected a request to amend Resolution No. 609 of 2013, *Authorizing the Execution of an Amendment Agreement with the Civil Service Employees Association (CSEA) Regarding the Establishment of a New Grade Tier to Provide an Additional Sum to the Pay Rate of Nurses that Participate in the Program Quality Assurance Initiative and Perform Certain Duties Outlined in the Specific Nursing Job Duties Statement*, to include per diem nurses. Mr. Taylor questioned whether the only change to the resolution would be to include per diem nurses and Mr. Dusek replied affirmatively, noting that they would not exceed the current limits of using three per diem nurse positions at one time.

Motion was made by Mr. Simpson, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the February 21st Board meeting.

Mr. Taylor advised Agenda Items 10A-B included items to be discussed by the County Administrator, which were addressed, as follows:

10A) Proposed revisions to County policies - Ethics Law update.

Mr. Dusek commented his Office was working on the County Ethics Law which had not been updated since the 1990's. He apprised a draft of the Law would be presented at the next Committee meeting and he stated that although there was no rush to update the policy, he expected a final version to be presented for approval within three months.

10B) Establishment of policy regarding intern agreements with SUNY Adirondack or any State

four-year or community college for various County Departments, subject to County Administrator's review and approval, in a form approved by the County Attorney.

Mr. Dusek advised that from time to time the County had used the services of interns from SUNY Adirondack, such as in the instances of the interns currently being used by the County Human Resources and Information Technology Departments. He said that in discussing Ms. Steffan's request for an intern, it had become clear there was no current intern policy in place and therefore separate resolutions had been required for each instance where an intern was approved, creating a lot of administrative paperwork and further resolutions for the Board of Supervisors to approve. Mr. Dusek continued that this additional effort would not be necessary if a policy were implemented to provide a very limited authority for Department Heads to obtain interns from SUNY Adirondack or other SUNY colleges at no cost to the County based on the execution of standard form agreements by the Chairman of the Board. He stated that the intern policy he proposed would require a determination from the department head justifying the need for an intern which would then be reviewed and approved by himself to ensure use of an intern was both compatible with the County's efforts in terms of efficiency and proper management, as well as being mutually beneficial to the County and the student. Mr. Dusek stated the final step in the approval process would be for the County Attorney, the respective college and the Chairman of the Board to approve a standard form agreement. He noted that the policy could be approved by a resolution that could be revoked at any time and he suggested that the policy be initially limited to SUNY Adirondack and other State-run schools.

Mr. Vanselow noted other schools might be interested in the internship program and he questioned why they would limit the opportunity to only SUNY schools; Mr. Dusek responded he had made this suggestion because agreements with other schools were likely to differ in language, but noted if it was the Committee's desire to allow any school to partake of the program, the approving resolution could be written to that effect.

Motion was made by Mr. Merlino, seconded by Mr. Vanselow and carried unanimously to establish a policy regarding college internship agreements for various County departments, as outlined above, and the necessary resolution was authorized for the February 21st Board meeting.

Concluding the agenda review, Mr. Taylor noted there were no Pending Items to discuss.

Ms. Wood questioned what type of procedure would be incorporated to fill the Personnel Officer position following Mrs. Barrie's retirement and Mr. Dusek replied that they would follow the same process they had used to fill other similar positions, which included advertising the position, collecting resumes and holding interviews in a Committee setting which any member of the Board of Supervisors was invited to attend. The biggest difference in this case, he added, was that Ms. Steffan would be leading the interview process, rather than himself. Ms. Wood then asked if a time frame had been established for filling the position and Ms. Steffan indicated they hoped to fill the position within two months of Mrs. Barrie's retirement.

There being no further business to come before the Personnel Committee, on motion made by Ms. Wood and seconded by Mr. Merlino, Mr. Taylor adjourned the meeting at 9:26 a.m.

Respectfully submitted,
Amanda Allen, Deputy Clerk of the Board