

Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, January 29, 2020 – 10:00 am

Present Were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Robert T. Starr, Supervisor Joseph M. Henninge, Chairman Lawrence Wilcox, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Public Health Director Marc Flindt, Nursing Director Darlene Gramstad, Election Commissioners Mary Lou Monahan and Carol Franklin, Social Services Commissioner Dan Auwarter, Director of Services Elizabeth Beers, Public Works Director Shawn Fry, Community Services Director Ruth Roberts, Sheriff Ernie Cutting and Public Defender John Cameron.

Chairman George Seneck called the meeting to order at 10:00 am.

Marc Flindt, Public Health Director & Darlene Gramstad, Director of Nursing
Fill New Registered Nurse Position #A4010.17:

Mr. Flindt stated that this position was approved for the 2020 budget and that at the Committee's request he waited to see if the position was justified.

Mr. Flindt stated that the position was needed and that at this time it was necessary to hire an additional nurse for the childhood lead program. Mr. Flindt stated that the new regulations became effective on October 1, 2019 and at that time they had a caseload of 10 individuals. Mr. Flindt stated that since that time they have acquired an additional 15 cases and they project that they will have an additional 62 new cases each year. Mr. Flindt stated that 75% of those cases will carry over into next year bringing the 2021 caseload total to 108.

Mr. Seneck asked if there was a specific factor in what caused lead poisoning. Ms. Gramstad stated that a majority of their cases come from exposure to lead paint predominately found in rental units and landlords not knowing how to deal with those issues.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to fill Registered Nurse position #A4010.17. Carried.

Discussion: Mr. Outwater asked what would happen if a case continued beyond two years. Ms. Gramstad stated that they continue to work with the family and help to relocate them. Mr. Outwater asked what happens to the landlord if they don't comply. Mr. Flindt stated that they try to work with landlords in order to get them to comply. Mr. Flindt stated that Mr. Outwater brings up an interesting point because there really isn't any action that they can take against a landlord to make them comply and clean up the lead paint. There are no enforcement measures in place to make them comply with the environmental factors of lead poisoning.

Mr. Outwater stated that he would like to have the Planning Department find out if there were any funding opportunities that could help them. The funds would assist them in cleaning up the lead and repainting their properties, especially for individual homeowners. Mr. Flindt thanked Mr. Outwater for the suggestion and stated that he would check with the Planning Department.

Mr. Jeffrey asked if they were concerned with the coronavirus outbreak because two individuals were recently quarantined in Broome County and asked if they had a plan for responding to cases reported in the County. Mr.

Flindt stated that they continue to get updates from the State. Mr. Flindt stated that as the Public Health Department they could obtain an order that would enable them to legally confine a person in their home.

Mr. Flindt stated that to put this into perspective though, the flu took the life of 35,000 Americans last year and 65,000 Americans in 2018. Mr. Flindt stated that the flu was a greater concern than the coronavirus.

Ms. Gramstad stated that precaution measures were in finding individuals of interest and that the Doctors' Offices would notify Public Health and then Public Health would proceed with preventative measures.

Mary Lou Monahan and Carol Franklin, Election Commissioners
Revise Compensatory Time Policy:

Ms. Monahan stated that presently comp time was established to be no more than 24 hours at a time. Ms. Monahan stated that due to early voting and other changes in the Election Law their department had a lot of overtime last year and they had to come back through Committee and ask for more overtime funding on two separate occasions. Mr. Monahan stated that because of the new elections processes, the need for overtime would continue.

Ms. Monahan stated that they would like to increase the number of comp time hours that could be accumulated. Ms. Monahan stated that when she went to her standing committee she suggested increasing the number of hours to 35 and the committee suggested 70 hours might be better. Ms. Monahan stated that the Treasurer's Office advised them that increasing the hours would also save on overtime costs not only for salary but also as it related to fringe benefits costs.

Ms. Monahan stated that it was also discussed to come up with a policy that required them to use some of those comp time hours before acquiring more so that they wouldn't have all 70 hours at one time leading to two full weeks of time off.

Ms. Kerr stated that they would want to limit this change to the Elections Office.

Ms. Monahan stated that they could come up with a plan that would require to use the time within a certain timeframe. Ms. Monahan stated that they cannot make them take comp time in lieu of overtime nor could they make them use it on a specific day.

Mr. Jeffrey stated that he was against this idea and that in his experience with comp time those hours needed to be taken during the same week the overtime would have occurred. Mr. Jeffrey stated that they should be paid overtime rather than earn comp time. Mr. Jeffrey stated that this could become a logistics issue and difficult to keep track of.

Mr. Starr stated that they could set this up in a way that would allow them to take three to five days at a time and that they must use some of the time before acquiring more comp time so that it did not build up.

Mr. Jeffrey stated that the State made these changes and that they should be paid overtime. Mr. Outwater stated that the State may have made the changes, but they weren't paying the bills for those changes.

Mr. Jeffrey asked them how much they paid in overtime last year. Ms. Monahan stated that they paid close to \$5,000 in overtime.

Mr. Outwater asked them how much they budgeted for overtime in 2019 and how much they budgeted for overtime in 2020. Mr. Monahan stated that they only budgeted \$250 last year and that because they ended up

spending \$5,000, they budgeted for \$7,000 in this year's budget. Ms. Monahan stated that they budgeted for \$7,000 because they could not force anyone to take comp time in lieu of overtime compensation.

Mr. Outwater stated that he would like to see them climb to 70 hours if it was needed and that they should increase it to a smaller number of hours. Mr. Jeffrey stated that he would rather that they be paid the overtime. Ms. Monahan stated that they wouldn't want the number of hours to be less than 35 hours and that she agreed that 70 hours was a lot. Maybe it should be 35 to 42 hours.

Mr. Starr stated that they could come up with a solution internally and come back to committee with a plan and that 35 hours was a good place to start.

Mr. Jeffrey stated that the demands on the Elections Office will only be increasing. Most of these items require two sets of eyes. Mr. Jeffrey stated that this sets off a red flag and that they were better off paying overtime and that they could not dictate to them when and how to use their comp time.

Ms. Kerr stated that she agreed that they could not dictate the time, but that there was already a comp time policy in place. The employee has a choice when and how to use just like their other paid time off. Ms. Franklin stated that comp time was treated much like personal time and vacation time. The time off would be approved prior to them using it.

Mr. Outwater made a motion, seconded by Mr. Starr, to increase the comp time hours from 24 hours to 35 hours for the Elections Office comp scheduled employees and that prior to a Board resolution to approve the change, the Elections Commissioners and the Personnel Office would come back to committee with a draft policy, that included how the time would be used and the accumulation process for committee's approval. Carried with Mr. Jeffrey opposed.

Discussion: Mr. Jeffrey asked if they were going to dictate when the time would be used in the new policy. Ms. Kerr stated that there was already a policy in place and that they just needed to amend it. Ms. Kerr stated that there is a resolution in place regarding comp time. Once the policy was updated she would bring the changes before this committee

Dan Auwarter, Commissioner of Social Services & Elizabeth Beers, Director of Services
Refill Caseworker Position #A6010.113:

Mr. Auwarter stated that he was requesting to refill Caseworker position #A6010.113 because this individual was going to further their education. The last day worked will be February 11, 2020, last day paid will be 2/13/2020.

Mr. Starr made a motion, seconded by Ms. Davis, to refill Caseworker position #A6010.113 effective on February 14, 2020. Carried.

Change Case Supervisor Grade B Position to Senior Caseworker Position & Subsequent Backfills:

Mr. Auwarter stated that he is proposing to downgrade a vacant Case Supervisor Grade B position to Senior Caseworker Position.

Mr. Auwarter stated that the position was vacated as a result of the individual being promoted to the Director of Services position. Mr. Auwarter stated that the current organizational structure has two Case Supervisor Grade B positions who oversee one Senior Caseworker and that one Senior Caseworker oversees 13 caseworkers.

Mr. Auwarter stated that it would make better sense and manage the unit better by having two Senior Caseworkers overseeing 6 to 7 caseworkers each as compared to what it currently was with one Senior Caseworker overseeing 13 caseworkers.

Mr. Auwarter stated that this change would also save \$14,000 to \$15,000 in salary expenses.

Mr. Auwarter stated that he was also asking to backfill a caseworker position if this change was approved.

Mr. Outwater made a motion, seconded by Ms. Davis, to refer to the next BOS meeting in order to obtain a resolution that would authorize the downgrade of the Case Supervisor Grade B position #A6010.104 to a Senior Caseworker Position and backfill any subsequent vacancies. Carried.

Resolution to Follow

Shawn Fry, Director of Public Works
Refill Mechanic Position #DM5130.11:

Mr. Fry stated that he is requesting to refill Mechanic position #DM5130.11 as a result of the individual being promoted to the newly created Deputy Director.

Mr. Fry stated that it was absolutely necessary to refill this position because the DPW was responsible for countless pieces of DPW owned equipment and vehicles.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refill the Mechanic position #DM5130.11. Carried.

Succession Plan to refill Deputy Director Position #D5020.121 & Set Salary:

Mr. Fry stated that one of the Deputy Directors, Mr. Randy Rakes, has notified him that he will be retiring on April 11, 2020. Mr. Fry stated that this date was quickly approaching and he was trying to get ahead of this by advertising for the position. Mr. Fry stated that more than likely this position would be filled by someone from the outside.

Mr. Jeffrey stated that this was the engineering position. Mr. Fry stated that was correct, Mr. Rakes has a strong engineering background and he would like his replacement to have an engineering background as well.

Ms. Kerr stated that they may need to find funds to pay for a trainee. Mr. Fry stated that would be optimal but he was not sure if they would be able to find anyone that quickly.

Mr. Jeffrey stated that he was a proponent of finding internal candidates and asked if there was anyone internally that could fill the position. Mr. Fry stated that in this case he did not believe they had anyone interested in the position. Mr. Fry stated that they have one Senior Engineer that is still in the process of getting his PE and that this individual would stay in the engineering department and that he did not believe anyone was interested in the position.

Mr. Fry stated that with the newly created Deputy Director position they were able to promote from within because of the qualifications for that Deputy Director position, however this Deputy Director's position has different qualifications. Mr. Fry stated that this particular Deputy Director helped him in the front office with the engineering logistics of the department.

Ms. Kerr stated that Mr. Fry has the ability to appoint a person with the qualifications he is looking for.

Mr. Seneck stated that they would also be looking at setting the salary for this position and discussion regarding the salary occurred.

Mr. Starr made a motion, seconded by Mr. Outwater, to refer to the Finance Committee in order to create and fund a temporary Deputy Director Trainee position and to set the salary at \$52,500. Carried.

Referral to Finance Committee

Succession Plan to refill HMEO Position #A8092.131 at the Landfill:

Mr. Fry stated that following the Public Works Committee meeting, he was notified that this individual would be retiring on March 6, 2020.

Mr. Fry stated that this individual is responsible for managing the cell at the landfill. He runs the compactor and compacts the pile. Mr. Fry stated that there were three HMEO positions at the landfill and that he does have everyone cross trained, however no one in his department wants to fill this position on a permanent manner.

Mr. Fry stated that this position requires a different skill set or personality that not everyone possessed or wanted to do.

Mr. Fry stated that he wanted to be able to advertise this position because it took a good amount of time to fill the last vacant HMEO position. Mr. Fry stated that he was unsure if this was due to the pay rate or if it was for other reasons.

Mr. Outwater asked if the position was vacated tomorrow, could the other two people at the landfill do this position. Mr. Fry stated that they could, but he could not go down to only having two guys working at the landfill.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refer to the Finance Committee in order to fund and create a temporary HMEO Trainee position at the landfill. Carried.

Referral to Finance Committee.

Discussion: Mr. Outwater stated that they might want to consider changing the job description and that maybe it needed to be a little different because nobody wanted to fill the position. Mr. Fry stated that he wasn't sure if that was possible because they do rotate people around to fill in for breaks and time off.

Ruth Roberts, Director of Community Services

Refill Mental Health Clinic Treatment Program Coordinator Position, Set Salary and Subsequent Backfills:

Ms. Roberts stated that she is requesting to refill the Mental Health Clinic Treatment Program Coordinator position and subsequent backfills as well as set the salary for the position.

Ms. Roberts stated that this person is resigning to dedicate himself in a full time manner at his private practice.

Ms. Roberts stated that there were two internal candidates for the position. Ms. Roberts stated that the good news was she has two strong internal candidates and that the bad news was she had two strong internal candidates and she had to make the decision to promote one of them.

Ms. Roberts stated that the last day worked was on January 17, 2020 with a payout date of February 19, 2020.

Mr. Outwater asked what the current salary for this position was. Ms. Kerr stated that the salary was \$74,053 and this position was last filled in 2012.

Following a discussion on what to set the salary at, Mr. Outwater made a motion, seconded by Mr. Starr to refill the Mental Health Clinic Treatment Program Coordinator position and any subsequent backfills and to set the salary for the position at \$71,000. Carried.

Ernie Cutting, Sheriff
Refill Deputy Sheriff Position #A3110.131:

Sheriff Cutting stated that he is requesting to refill a Deputy Sheriff position because this Deputy transferred to Cortland County in order to accept a position that enabled him to have a better schedule to be with his son rather than working the 12 hour shifts.

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refill Deputy Sheriff position #A3110.131. Carried.

Mr. Jeffrey asked if the resolution that enabled the Sheriff to refill vacant mandated positions needed to be approved again for this year. Since the committee was unsure if this was a standing resolution or an annual resolution, Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refer to the next BOS meeting in order to obtain a resolution if it was needed that authorized the Sheriff to refill vacant mandated positions at his pleasure. Carried.

Possible Resolution to Follow

John Cameron, Public Defender
Create Office of Assigned Counsel and Create Positions:

Mr. Cameron stated that he was following up with the idea of removing the Assigned Counsel functions out of his office and creating its own department.

Mr. Cameron stated that the part time Assigned Counsel Administrator needed to be an attorney and that the full time office position would hold the title of a union paid Account Clerk Typist.

Mr. Outwater asked if they would need to add this to the budget. Mr. Cameron stated that they needed to add this to the budget under its own department. Mr. Cameron stated that under the current budget the position was established with a salary of \$35,000. Mr. Cameron stated that the ILS grant would fund the Assigned Counsel Administrator position and fringe benefits, but the Account Clerk Typist position would be funded by the County.

Mr. Cameron stated that the ILS determined that the Administrator needed to be an attorney because there would be some legal decisions that needed to be made.

Mr. Cameron stated that the ILS funding would be available on April 1, 2020.

Mr. Outwater asked who would be supervising this office. Mr. Cameron stated that this function would be peeled away from the Public Defender's Office and become its own department. Mr. Cameron stated that it would probably fall under the supervision of the Safety and Rules Committee.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer to the Finance Committee in order to remove the position of Assigned Counsel Administrator #A1170.12 from the Public Defender's Office and create the office of Assigned Counsel and to place the Assigned Counsel Administrator position in the Assigned Counsel office

and to set the salary for the Assigned Counsel Administrator at \$35,000 annually with a 20 hour per week work schedule and to further create the position of Account Clerk Typist for the Assigned Counsel Office. Carried.
Referral to Finance Committee

Other referrals

Refill FT and PT ADA Positions and Set Salaries:

Mr. Seneck stated that he received a letter from District Attorney, Michael Ferrarese along with resumes from Christopher Curly and Thomas Cornelius.

Mr. Seneck stated that the part time ADA Adam Spence submitted a letter of resignation effective January 31, 2020 and that Mr. Ferrarese would like to hire Mr. Cornelius to fill the part time ADA position #A1165.17.

Mr. Seneck stated that Mr. Ferrarese is requesting to hire Mr. Curly to refill the full time ADA position #A1165.121.

Mr. Seneck stated that Mr. Ferrarese is requesting to set that salary for both of those positions remain at what was established in the 2020 budget.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the part time ADA position #A1165.17 and the full time ADA position #A1165.121 with the salaries as adopted in the 2020 budget for the positions. Carried.

Lisa Kerr

Updates:

Ms. Kerr stated that the employment application was updated with the legally required verbiage and was now available on the County website.

Ms. Kerr stated that as was requested by Mr. Jeffrey they took a look at the civil service requirements for removing the typist title from several county positions. Ms. Kerr state that it was determined that it was really not needed for many of those positions. Ms. Kerr stated that the typist portion of the civil service test would remain on some of the positions, such as the Dispatcher position, that required strong typing skills.

Mr. Seneck stated that at the end of this year the Deputy Sheriff's contract would expire and that he would like to set up a meeting schedule as well as determine who they will be hiring on the County's behalf to represent them in this negotiations process.

Adjournment:

Mr. Seneck adjourned the meeting at 11:25 a.m.

slh

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, February 26, 2020 – 10:00 am**

Present Were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Robert T. Starr, Supervisor Joseph M. Henninge, Chairman Lawrence Wilcox, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Social Services Commissioner Dan Auwarter, Public Works Director Shawn Fry, Election Commissioners Mary Lou Monahan and Carol Franklin, District Attorney Michael Ferrarese, Public Defender John Cameron, 1st Assistant Public Defender Zachary Wentworth and Sheriff Ernie Cutting.

Chairman George Seneck called the meeting to order at 10:00 am.

**Dan Auwarter, Commissioner of Social Services & Elizabeth Beers, Director of Services
Refill Program Aide Position #A6010.170:**

Mr. Auwarter stated that he was requesting to refill Program Aide position #A6010.170 because this individual accepted a position with a contract agency that works with DSS. The last day worked will be February 14, 2020, last date paid was February 24, 2020.

Mr. Outwater made a motion, seconded by Mr. Starr to refill Program Aide position #A6010.170 effective immediately. Carried.

**Shawn Fry, Director of Public Works
Refill HMEO Position #A8092.111:**

Mr. Fry stated that he is requesting to refill one of the HMEO positions at the landfill because the individual went back to work for a company that he worked for prior to coming to work for the County.

Mr. Starr made a motion, seconded by Mr. Henninge, to refill the HMEO position immediately. Carried.

Refill MEO Position:

Mr. Fry stated that he was wrong last month when he came to committee stating that no one from within the department was interested in the HMEO position at the landfill. Mr. Fry stated that this individual was promoted to the HMEO position and he was doing a great job in his new position.

Mr. Fry stated that he was requesting to refill the MEO position and any subsequent backfills.

Mr. Starr made a motion, seconded by Mr. Henninge, to refill the MEO position and any subsequent backfills. Carried.

**Mary Lou Monahan and Carol Franklin, Election Commissioners
Revise Compensatory Time Policy:**

Ms. Kerr stated that she met with the Elections Commissioners and reviewed the current comp time policy with them. Ms. Kerr stated that everything was compliant and that they were keeping good records of comp time for their department.

Ms. Monahan stated that they felt 42 hours would be a better number of hours to work with rather than the 35 hours that was talked about during last month's meeting due to the timeframe it would take to use it.

Ms. Kerr stated that by law they could not demand the employees to use their comp time within a specified timeframe, they could only control the number of hours they were allowed to accumulate.

Mr. Outwater made a motion, seconded by Ms. Davis, to refer to the next BOS meeting in order to modify the comp time policy to increase the number of allowable hours from 24 hours to 42 hours for only the BOE employees. Carried.

Resolution to Follow

Michael Ferrarese

Refill 1st ADA position and Set Salary:

Mr. Ferrarese stated that Mr. Snashall resigned two weeks ago and he was requesting to refill his position of 1st ADA.

Mr. Ferrarese stated that the new laws have put a lot of strain on his staff and he believed that Mr. Snashall resigned because of that additional stress.

Mr. Ferrarese stated that four individuals resigned from Onondaga County recently as well.

Mr. Ferrarese stated that he did not know where he was going to fill the position. Mr. Ferrarese stated that he could be asking people to uproot their families and move into the county due to the requirement that the 1st ADA be a county resident.

Mr. Ferrarese stated that he would like to keep the salary the same if a seasoned attorney was hired for the position, but if he had to hire someone with less experience he would want the salary to be lower.

Mr. Starr made a motion, seconded by Mr. Outwater, to refill the 1st ADA position and to set the salary range for the position at \$85,000 to \$93,330. Carried.

Discussion: Mr. Jeffrey stated that the salaries for the DA's Office were set prior to the bail reform laws taking effect and that with the additional stress being placed on the ADA's he wanted to know if that disparity was going to increase salary requirements and staffing for the DA's Office. Mr. Jeffrey stated that the PD's Office was expanded and that the State funded those positions, however the DA's Office was funded with local tax dollars.

Mr. Ferrarese stated that it was too soon to tell. Mr. Ferrarese stated that he was hopeful that there would be some good changes coming forth for bail reform and that he wanted to wait and see how things turned out. Mr. Ferrarese stated that Senator Akshar was doing a great job in speaking for the minority members and that he was hopeful that their concerns would be heard and some of the law being changed. Mr. Ferrarese stated that if things did not change though, he would need to take a look at things.

Mr. Ferrarese stated that things have been more difficult for his office in regards to relationships with law enforcement because they are now starting to question his decisions. Mr. Ferrarese stated that he can only do so

much with what he has to contend with in regards to the laws and his staff. Mr. Ferrarese stated that it was disheartening to him and his staff.

Mr. Ferrarese stated that he keeps asking for civility between his office and the Public Defender's Office. Mr. Ferrarese stated that one of the Public Defender's filed a motion knowing full well that his 1st ADA had resigned days prior and that his office didn't have time to review all of his cases yet. Mr. Ferrarese stated that she did not want to allow him some leeway. Mr. Ferrarese stated that he did not want them to force him to become uncivil with them.

Mr. Ferrarese stated that if things did not change by the next budget season, he may have to look for more staffing.

John Cameron, Public Defender
Appoint & Set Salary for Public Defender:

Mr. Cameron stated that it was his recommendation that the County hire Mr. Zachary Wentworth as the new Public Defender. Mr. Cameron stated that Mr. Wentworth has handled a lot of involved and complex cases and that Mr. Wentworth handled himself well with those cases. Mr. Cameron stated that Mr. Wentworth has been a great member of their team.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refer to the next BOS meeting in order to obtain a resolution to appoint Mr. Wentworth as the next Public Defender for the County effective March 9, 2020 and to set the salary for the position at \$108,000. Carried.

Resolution to Follow

Refill 1st APD Position and Subsequent Backfills and Set Salaries:

Mr. Wentworth stated that he was going to promote his 3rd APD to fill the 1st APD position because he believed that she was qualified for the position and that she handled her assigned cases well and that he received positive feedback from the local judges regarding her conduct in the courtroom. Mr. Wentworth stated that the position needed to be filled by a county resident and that she was the only other attorney in his office that resided in the county.

Mr. Wentworth stated that her current salary was \$65,000 and that he was recommending a salary of \$72,000 for her.

Mr. Jeffrey made a motion, seconded by Mr. Outwater to refill the position of 1st APD and to set the salary at \$72,000. Carried.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the 3rd APD position and to set the salary for that position at \$65,000. Carried.

Ernie Cutting, Sheriff
Refill Deputy Sheriff Position #A3110.131:

Ms. Kerr stated that there was a gap in time between academies and the Sheriff was trying to prevent manpower shortages by hiring an individual prior to the retirement of another deputy. Ms. Kerr stated that he has two vacant Deputy Sheriff positions currently and that the Sheriff was planning on utilizing funds from those positions to fund the training position.

Sheriff Cutting stated that he is requesting to fund the Deputy Sheriff Trainee position within his budget. Sheriff Cutting stated that one of his deputies made it perfectly clear that he was going to be retiring in either August or September and that in order to get someone trained in the next academy he would need to hire that person prior to that retirement date.

Sheriff Cutting stated that he would use two other personnel lines to fund that position.

Mr. Outwater asked if the Sheriff was going to continue to fund the training position line next year in his budget or if he would come to committee each time to ask to transfer funds to that line. Sheriff Cutting stated that he would come to committee each time he needed to fund that line.

Mr. Outwater made a motion, seconded by Mr. Henninge, to hire a Deputy Sheriff Training position and to refer to the next BOS meeting in order to transfer money from personnel lines to fund the training position. Carried.

Resolution to Follow

Other:

Mr. Jeffrey stated that he received the new mileage reimbursement letter and wanted to know why the rate was lower for comp employees than the established IRS mileage rate that regular employees were being reimbursed for.

Mr. Jeffrey stated that he believed the rate should be the IRS rate across the board for all county employees.

Ms. Kerr stated that by Board resolution in 2009 the rate for comp employees was established at 50 cents per mile and that for the BOS it was included in their salary.

Ms. Davis stated that her accountant advised her that it was not supposed to be part of their salary.

Mr. Outwater stated that it was talked about several years ago and that he was unsure why it became part of their salary, but he believed it was by the recommendation of the County Treasurer.

Mr. Jeffrey stated that it should be the same amount for everyone regardless of their position within the County.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refer to the Safety & Rules Committee in order to revisit the mileage reimbursement rate established for County employees by recommending that it be changed to the current IRS rate for all county employees, including employees on the comp schedule. In addition to establishing the IRS rate, to look into why mileage for the BOS was included in their salary rather than paid on a reimbursement basis. Carried.

Referral to Safety & Rules Committee

Adjournment:

Mr. Henninge made a motion, seconded by Ms. Davis, to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:50 a.m.

slh

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, April 1, 2020 – 10:00 am**

Present were: Chairman Lawrence Wilcox, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Clerk of the Board/County Auditor RC Woodford, Social Services Commissioner Dan Auwarter, Election Commissioner Carol Franklin and Deputy Treasurer Barb Strier.

Present via teleconference were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis and Treasurer Bill Craine.

Absent: Supervisor Robert T. Starr, Supervisor Joseph M. Henninge,

Chairman George Seneck called the meeting to order at 10:03 am.

**Carol Franklin, Election Commissioners
Refill Senior Election Clerk:**

Ms. Franklin stated that she is requesting to refill the position and that this employee had been with them for one year and five months. Ms. Franklin stated that this individual's starting salary was \$23,250 and that in February or March 2019 all four of their staff received a \$1,000 increase in salary, which brought the salary up to \$24,250. Ms. Franklin stated that on the employee's anniversary date of hire the salary was increased to \$24,735.

Mr. Seneck asked Ms. Franklin what her salary recommendation for the position was. Ms. Franklin stated that she was recommending \$25,750 because the current salary for the position was \$26,760 as of January 1, 2020.

Mr. Outwater made a motion, seconded by Ms. Davis, to refill the position with the salary set at \$25,750 with the start date on or after 4/10/2020. Carried.

**Dan Auwarter, Commissioner of Social Services & Elizabeth Beers, Director of Services
Refill Part Time Parent Aide Position #A6010.1661:**

Mr. Seneck stated that there was a request to refill a part time parent aid position,

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refill the part time parent aid position effective immediately. Carried.

Refill Accounting Supervisor Grade B Position #A6010.165:

Mr. Auwarter stated that this individual left to return to previous employment and that the refill date for this position would be effective 4/16/2020.

Ms. Davis asked if there was a salary recommendation for the position. Mr. Auwarter stated that he was waiting to receive a message from his staff with the 2020 budgeted salary amount.

Mr. Outwater made a motion, seconded by Mr. Jeffrey to refill the position with the salary set at \$49,000.

Discussion: Mr. Outwater asked how long this person had been in this position. Mr. Auwarter stated that this individual was hired in the fall of 2019.

Mr. Auwarter stated that the salary for this position in the 2020 budget was \$49,760 as a matter of record. Mr. Outwater stated that he was aware of that because he looked in the budget.

Mr. Jeffrey stated that he thought the \$49,000 that was recommended for the position was what was in the 2020 budget. Mr. Jeffrey stated that he agreed with Mr. Auwarter and that he would like to see the salary set at \$49,760.

Mr. Outwater stated that his motion stood with \$49,000 for the salary and that unless Mr. Jeffrey rescinded his second to the motion, it should stand.

Mr. Jeffrey stated that he wished to rescind his second to Mr. Outwater's motion because he would like to see the position refilled with the salary of \$49,760.

Mr. Seneck asked if anyone wanted to second Mr. Outwater's motion. With no second heard, the motion failed.

Mr. Jeffrey made a motion to refill the position with the salary set at \$49,760 effective 04/16/2020. Mr. Seneck asked if there was a second for the motion. With no second heard, Mr. Seneck asked if the salaried amount that was budgeted was a union contracted amount or if it fell under the Comp Schedule. Mr. Auwarter stated that it was a Comp Schedule position. Mr. Seneck asked for any suggestions from Ms. Kerr. Ms. Kerr stated that it was basically up to the committee to set the salary and that she deferred to Mr. Auwarter's suggestion of setting the salary because it was a difficult position to fill and that she was sure that Mr. Auwarter had some suggestions. Mr. Auwarter stated that for budgeting purposes and the position itself, he would prefer to refill it at the same amount.

Mr. Outwater seconded the motion and the motion carried.

Barb Strier, 2nd Deputy Treasurer

Create a Delinquent Tax Enforcement Assistant Position and Delete a Delinquent Tax Clerk Position:

Ms. Strier stated that with the approval of the Occupancy Tax Law, there would be some new duties that will need to be taken care of and therefore they were requesting to upgrade one of the Delinquent Tax Clerk positions to a Delinquent Tax Enforcement Assistant position to help carry over some of those duties and to become a senior clerk in that position.

Mr. Seneck stated that the current position's salary was \$14.53 per hour and the new position's salary would be \$17.58 per hour.

Mr. Craine stated that this position fit in with the presentation that was made to the committee over a year ago at the beginning stages of the occupancy tax law and with the additional bed tax revenues this position would be funded so that it was not an additional cost to the real property tax payers. Mr. Craine stated that this also gave some delineation in rank and seniority within the department and that this was also approved by the Finance Committee and that with their approval this came before this committee today.

Mr. Woodford stated that this has been in the works for a while and Occupancy Tax revenue will fund the position and that this would allow the Treasurer's Office to upgrade this position and that the salaries established fell under the CSEA contract.

Mr. Outwater made a motion, seconded by Ms. Davis, to refer to the BOS meeting in order to adopt a resolution authorizing the creation of a Delinquent Tax Enforcement Assistant position and eliminating a Delinquent Tax Clerk position. Carried.

Resolution to Follow

Mr. Craine stated that he wanted to update the committee and stated that the County's liquidity was very good and that they have roughly \$47 million of liquidity. Mr. Craine stated that they had enough money on hand to pay bills to include payroll for six months without having to go to the bank for any loans.

Other Requests:

Request to Temporarily Increase the Hours of a Public Health Technician and Account Clerk/Typist for the Public Health Department:

Mr. Seneck stated that there was a request from the Public Health Department to increase two part time positions from part time to full time. Mr. Seneck stated that the first position was a Part Time Public Health Technician position #A4010.149 and the second position was an Account Clerk/Typist position #A4010.152.

Mr. Caldwell stated that Mr. Flindt asked him to make a few remarks on his behalf. Mr. Caldwell stated that as you can imagine his department has been very busy and that there were currently 287 individuals in quarantine and that those individuals were being called twice each day to check on their symptoms.

Mr. Caldwell stated that 15 staff members were trained to make those phone calls and that anyone under mandatory quarantine is required to have an in-person visit by Public Health Staff. Mr. Caldwell stated that those two part time positions were filled by individuals who have been trained in making those phone calls in order to help them meet those demands in making those phone calls.

Mr. Seneck reviewed the salary amounts for those positions. Mr. Woodford stated that they had money in their budget in addition to federal aid to work off from for the next eight months or so.

Ms. Kerr stated that she has not spoken to Mr. Flindt about those positions, but due to some repercussion issues with the contract and civil service guidelines, the committee might want to consider setting a time limit for those positions initially and that they could revisit that timeframe later on down the road if it became necessary.

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refer to the BOS in order to adopt a resolution authorizing the temporary increase of Part Time Public Health Technician position #A4010.149 and the Part Time Account Clerk/Typist position #A4010.152 to full time for a timeframe not to exceed three months and at which time if the need to extend that three month period with a request to come back to Committee in order to do that. Carried.

Discussion: Mr. Seneck asked Ms. Kerr to provide them with a date for those positions. Ms. Kerr stated that it could become effective on the date of the Board meeting and the three month timeframe would begin at that time. Ms. Kerr stated that this should be as soon as possible because there was an ongoing need in the Health Department.

Refill Administrative Assistant Position (#A4010.130) and Set Salary:

Mr. Seneck stated that there was a request to refill this position and set the salary. Mr. Seneck stated that this position was within the Health Department and that this was a voluntary retirement of the individual.

Mr. Caldwell stated that this position was Mr. Flindt's personal administrative assistant and that this individual prepared all of the legal documents for the department, worked very closely with the county attorneys, makes sure policies are administered properly and correctly and also prepared press releases. Mr. Caldwell stated that this person wished to retire at this time in order to be able to be home with her family and care for them.

Mr. Caldwell stated that this retirement was sudden and that this position was very important to the Health Department. Mr. Caldwell stated that there was a salary recommendation of \$39,000 and that the current salary for the position was a little over \$41,000.

Mr. Seneck asked if there was a recommended start date for the position because in looking over the documents pertaining to this request, the last day worked will be 04/10/2020 with the last day paid out as being 05/21/20. Mr. Caldwell stated that if they were willing to allow it, they would prefer to fill the position as soon as possible. Ms. Kerr stated that she was sure there was some money in his budget to pull from later in the year for this.

Mr. Outwater made a motion to refill the position as soon as possible with the salary set at \$39,000 providing this was approved by the standing committee.

Mr. Seneck asked for a second. Ms. Kerr stated that if she could interject, the standing committee would not be meeting for another several weeks. Mr. Outwater stated that the standing committee could hold a teleconference call meeting to have this conversation.

Mr. Seneck stated that they really needed to move forward with this at this time because the situation here was a little bit different. Mr. Seneck stated that he would agree with Mr. Seneck, but they needed to move this forward.

Mr. Outwater stated that he would withdraw the requirement to go to the standing committee.

Mr. Outwater stated that the motion would be to refill the position as soon as possible with the salary set at \$39,000. Ms. Davis seconded the motion. The motion carried.

Discussion: Ms. Kerr asked for clarification on the motion. The motion was repeated by the Journal Clerk: to refill the Administrative Assistant position as soon as possible with the salary set at \$39,000.

Adjournment:

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:31 a.m.

slh

Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, April 29, 2020 – 10:00 am

Present were: Chairman Lawrence Wilcox, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell and Clerk of the Board/County Auditor RC Woodford.

Present via teleconference were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Joseph Henninge (joined at 10:27 a.m.), DSS Commissioner Daniel Auwarter, Public Works Director Shawn Fry and Fire Coordinator/Director of Emergency Management Matthew Beckwith.

Absent: Supervisor Robert T. Starr.

Chairman George Seneck called the meeting to order at 10:03 am.

Dan Auwarter, Commissioner of Social Services
Refill Senior Support Investigator Position #A6010.147:

Mr. Auwarter stated that this position was vacated on 4/17/20 and that the individual has resigned to accept a position at the Sheriff's Office. Mr. Auwarter stated that the last day worked was 4/17/20 and that the position was eligible to be refilled on 4/20/20.

Mr. Auwarter stated that it was his intention to promote someone from within the department for this position and that they have a current list of eligible applicants.

Mr. Auwarter stated that with the promotion he was not asking to backfill the vacated position at this time. Mr. Auwarter stated that his rationale with this decision was to fill the management position with someone who could work both up and down with the chain of responsibilities. Mr. Auwarter stated that it would be easier to maximize the workflow leaving the vacancy in the backfill.

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refill the Senior Support Investigator Position #A6010.147. Carried.

Shawn Fry, Director, Public Works
Create Temporary Sr. Account Clerk/Typist Position for Training Purposes:

Mr. Fry stated that this was due to the retirement of the Sr. Account Clerk/Typist for the highway department, Ms. Tina Neubauer. Mr. Fry stated that he was trying to get ahead of this by hiring someone to be able to train with Ms. Neubauer before she retires in June. Mr. Fry stated that was why he was requesting a temporary Sr. Account Clerk/Typist position be created until Ms. Neubauer retires and then the temporary candidate would take over Ms. Neubauer's position permanently.

Mr. Fry stated that as far as funding this position he was requesting to move this to the Finance Committee. Mr. Fry stated that the funding for this position was a tough one because the pay range for this position was \$16.13 to \$19.80 and not knowing what the pay rate would be for this position if someone came in from inside once it

was advertised. Mr. Fry stated that he took the middle and came up with about \$657 per week for the seven week time period or about \$5,500.

Mr. Fry stated that this position was very important for the highway division because she processes all of the bills and claims, assists with CHIPS, PAVENY, Extreme Winter Recovery and FEMA reconciliations. Mr. Fry stated that this was something that was very important and was why he was so adamant about trying to get someone in as soon as they could and not have someone try to learn it on their own.

Mr. Jeffrey stated that he agreed with Mr. Fry and made a motion to approve the request and refer to the Finance Committee to create a temporary position for no longer than two months with a preference to hire someone from within the County and to fund the position by transferring \$5,500 from appropriation account #D5110.13 - Labor to newly created appropriation account #D5010.151 – Sr. Account Clerk/Typist Trainee. Mr. Outwater seconded the motion. The motion carried.

Referral to Finance Committee

Discussion for the motion prior to hearing a second: Mr. Outwater stated that he would second the motion if Mr. Jeffrey would amend his motion to agree to create the position for a two month timeframe and to hire someone from within the County rather than hiring someone off the street. Mr. Jeffrey stated that he would agree with Mr. Outwater if they could hire someone in-house. Mr. Fry stated that he did not know and that he spoke to Ms. Kerr about this. Mr. Fry stated that there was one person on the CSEA list and that they have given the test in March and that there may be more people on the list and asked Ms. Kerr to clarify this for the Committee. Ms. Kerr stated that they would have to hire off of the eligible civil service list which did include some existing employees as well as people from the outside. Mr. Jeffrey stated that it would be difficult to say that it would be an in-house individual. Ms. Kerr stated that was correct and Mr. Fry stated that there was no one eligible in his department for the position. Mr. Jeffrey stated that he did not want to hand tie him with the motion if it wasn't possible. Mr. Fry stated that he did not know if there was any interest from someone from another department. Ms. Kerr stated that the position would be posted and that it would be hard to say if there would be any interest or not. Mr. Outwater stated that he believed that they should try to hire in-house and that the motion should be stated that way and if they could not he was not against to going outside. Mr. Fry stated that he agreed with Mr. Outwater and that they should try to hire someone in-house because it would be the quickest way to fill that position. Mr. Jeffrey agreed to amend his motion with a two month timeframe and with preference to hire in-house if they could.

Matthew Beckwith, Fire Coordinator/Director of Emergency Management Create FEMA Coordinator Position & Create Extra Hire Line:

Mr. Beckwith stated that in response to the referral from the April Board meeting, he spoke with the Safety & Rules Committee Chairman Charles Mastro and the Safety & Rules Committee members regarding the thoughts and ideas for this position.

Mr. Beckwith stated that it was really evolutionary at this point. Mr. Beckwith stated that he had a meeting this morning with the State Recovery Team and they informed us that FEMA has never seen anything like this before and that this event was ever changing. Mr. Beckwith stated that his problem right now was that he had a lot of folks who were working or trying to work as part of his staff. Mr. Beckwith stated that while speaking to Mr. Mastro they were looking to create an extra hire account to enable him to utilize some of his existing manpower. Mr. Beckwith stated that he spoke to Ms. Kerr regarding this because they had some of their positions via resolution that were unpaid such as the Fire Investigators and the rest of his Deputy Coordinator staff. Mr. Beckwith stated that they believe that they may be able to utilize some of those people as opposed to going out and hiring somebody but they were unsure at this point.

Mr. Beckwith stated that they were trying to take a step back a little bit and create an extra hire account first so that they could work on the day to day stuff right now. Mr. Beckwith stated that money would be reimbursed by FEMA. Mr. Beckwith stated that as of this moment the reimbursement would be for 75% of their expenses, however they were discussing a possible 100% reimbursement for expenses from FEMA. Mr. Beckwith stated that they would like to be able to create an extra hire account and possibly utilize some of their existing staff now and then as this materializes and moves forward they could make a decision as to whether or not they needed to contract with someone or hire someone to be the FEMA Coordinator.

Mr. Outwater stated that the extra hire was a great idea and that was the way he would go and that he needed to come to the Finance Committee for them to put some money into an extra hire account for him.

Mr. Outwater stated that down the road Mr. Beckwith needed to have a contract written up because he was not in favor of putting anyone on the payroll and to get a contract written up for what he wanted and take a look at that for step two. Mr. Outwater stated that if Mr. Beckwith was agreeable to that he would make a motion to that. Mr. Beckwith stated that he would like to speak with Mr. Outwater at a later date to discuss the contract to make sure they were on the same page, but at this time he was in favor of that.

Mr. Jeffrey asked what the initial concept was for this. Mr. Beckwith stated that the initial concept from Mr. Flanagan was that because this was such a vast FEMA declaration and something that FEMA has never gone through before because there were a lot of changing, moving parts with this. Mr. Beckwith stated that with the logistics of this he did not want to be caught behind the eight ball and that they needed to get people who were up to date with FEMA practices and guidelines in order to begin working with not-for-profit agencies and the various different departments and their applications. Mr. Beckwith stated that this was so big and moving so fast this was beyond the normal FEMA declaration of a tornado, or flood or snow event. Mr. Beckwith stated that the idea was to bring somebody on to get a full handle on the ever changing guidance that FEMA was issuing and the application phase and all that was required.

Mr. Jeffrey stated that his thoughts were that these folks were worth their weight in gold. Mr. Jeffrey stated that this was just the pandemic and not any of the weather related events. Mr. Jeffrey stated that they needed to bring someone on so that they knew who the players were and what was involved and that once they had someone trained they would want to keep this person. Mr. Jeffrey stated that they would not want to let these people go year in and year out and switch them around. Mr. Jeffrey stated that was his opinion.

Mr. Outwater stated that they could contract with the same person without putting them on the payroll. Mr. Outwater stated that the good thing about hiring a contractor was that they would not have any fringe benefits or insurance to pay out and that was why he wanted to go with a contract.

Mr. Jeffrey stated that he understood what Mr. Outwater was saying however he was only looking short sided and that this was going to be a continual thing and that he wanted to see them bring someone in and get them trained because this was an art and wasn't anything that just anyone could walk in and do overnight. Mr. Jeffrey stated that they wanted to be able to make sure that they had someone on their team that could do this and the thought was that this was something that was missing. Mr. Jeffrey stated that he was proposing that this be looked at and put into the budget for next year. Mr. Jeffrey stated that this year may be the pandemic but next year it was going to be the weather.

Mr. Seneck stated that there were two things that they were looking at today. One was what they were looking at now and that things were changing and he did believe that they needed to look at this long term but that was something that they could look at and deal with as they got into the budget.

Mr. Jeffrey asked if they were looking to bring someone on right now as a contractor. Mr. Beckwith stated no. Right now he was looking at using his existing staff to mitigate what was going on today and then take a look at either utilizing that staff for the FEMA recovery portion of it with the extra hire account or look at hiring a

contractor. Mr. Beckwith stated that his only fear with hiring a contractor was that it was going to cost a lot more money than what they could do here. Mr. Beckwith stated that they were fortunate enough to train for this type of an event and that they could deal with the logistics of what was here right now. Mr. Beckwith stated that he believed that they needed to take it in baby steps and that he was sure they could come up with a good plan.

Mr. Outwater stated that he would make a motion to move forward with the extra hire line going to the Finance Committee and to look at hiring a contractor or putting someone on payroll later on for the FEMA aspect. Mr. Jeffrey seconded the motion. The motion carried.

Referral to Finance Committee

Other

Referral from the Board to evaluate Backfills and FEMA Essential Staffing:

Mr. Seneck stated that there was a referral from the Board for all departments to evaluate all backfills and positions in accordance to FEMA essential staffing classification requirements and asked if anyone had any discussion at this time.

Mr. Outwater stated that he thought this needed to go back to all of the committee chairmen so that they could do the same thing so that they were not sending them to Personnel to make the decision.

Ms. Kerr stated that it did go to all of the committees as stated in the referral from the Board.

Lisa Kerr, Personnel Officer 2021 Compensation Schedule:

Mr. Seneck asked if this was a discussion for executive session.

Ms. Kerr stated that typically they have and that she also had another issue to discuss with the committee in regards to discussing a furlough in executive session.

Mr. Jeffrey stated that he was unsure if they needed to go into executive session to discuss the 50% reduction or not and if the executive order had been extended beyond May 15, 2020. Ms. Kerr stated that at this point the executive order was for May 15th and that as far as she knew the Governor had not issued any updates and that if he were to they would be in compliance with his executive order.

At 10:27 a.m. Ms. Davis made a motion, seconded by Mr. Outwater, to go into executive session in order to discuss the compensation schedule and furloughs. Carried.

While in executive session, Supervisor Henninge joined the meeting via teleconference.

At 10:37 a.m. Ms. Davis made a motion, seconded by Mr. Outwater to adjourn the executive session. Carried.

Adjournment:

Mr. Jeffrey made a motion, seconded by Ms. Davis to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:38 a.m.

slh

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, May 27, 2020 – 10:00 am**

Present were: Chairman Lawrence Wilcox, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell and Clerk of the Board/County Auditor RC Woodford and Deputy Treasurer John Williams.

Present via teleconference were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Robert T. Starr, Supervisor Marjorie L. Davis, Supervisor Joseph Henninge, District Attorney Michael Ferrarese and Public Health Director Marcus Flindt.

Chairman George Seneck called the meeting to order at 10:03 am.

Mike Ferrarese, District Attorney

Refill Secretary to Assistant District Attorney Position #A1165.122 & Subsequent Backfills:

Mr. Ferrarese requested to refill the Secretary to the Assistant District Attorney position #A1165.122 with the salary set at \$36,000 and to backfill the Secretary to the Assistant District Attorney position #A1165.15 with the salary set at \$35,000.

Mr. Ferrarese stated that Ms. Brenda Beckwith, whose current salary was \$37,572, resigned to accept a position in the Public Health Department.

Mr. Outwater asked how long Ms. Beckwith worked for the DA's Office. Mr. Ferrarese stated that she began working for his office in January of last year, shortly after he took office.

Mr. Ferrarese stated that he would like to put Kayla Hughes, who works in his office, into the vacated position. Mr. Ferrarese stated that Ms. Hughes was doing really well and he proposes that the salary be set at \$36,000 for the A1165.122 position. Mr. Ferrarese stated that he also wanted to backfill position #A1165.15 vacated by Ms. Hughes with the salary amount of 35,000.

Mr. Ferrarese stated that the salary for the A1165.122 position would drop by about \$1,500. Mr. Ferrarese stated that the salary was set for Ms. Beckwith because she was a long time State employee who is now a County employee.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill the Secretary to the ADA position #A1165.122 with the salary set at \$36,000 and to backfill the Secretary to the ADA position #A1165.15 with the salary set at \$35,000 or whatever the current 2020 budgeted amount was. Carried.

Discussion: Ms. Kerr asked for clarification on the salary amount for the position that Ms. Hughes is currently in. Mr. Ferrarese stated \$35,000 which was the current 2020 budgeted salary amount for that position. Ms. Kerr stated that according to her records, Ms. Hughes was currently making \$34,000. Mr. Ferrarese stated that according to the budget it from the Treasurer's Office it was \$35,000. Mr. Outwater stated that was correct, in the 2020 budget the amount was \$35,000. Mr. Seneck stated that he was looking at the budget page and #A1165.15 was \$35,000. Ms. Kerr stated that she has her at \$34,000 and that the budget may say \$35,000 but she was being paid \$34,000. Mr. Outwater modified his motion to include the \$35,000 salary or whatever the current 2020 budgeted amount was and Mr. Starr agreed to that modification.

Marcus Flindt, Public Health Director

Refill Supervising Community Health Nurse Position #A4010.121 & Subsequent Backfills:

Mr. Flindt stated that he received a letter of retirement from the Supervising Community Health Nurse and that her last day would be June 20, 2020. Mr. Flindt stated that she was a Comp Schedule employee and that the position certainly met the criteria as an essential employee under FEMA and this current public health emergency.

Mr. Flindt stated that he was referred to this committee by the HHS Committee to refill and to set the salary for the position.

Mr. Seneck asked how long this person was with the County. Mr. Flindt stated that she has worked for the County for 21 years.

Mr. Outwater asked Mr. Flindt if he was going to fill this from in-house. Mr. Flindt stated yes, if at all possible and that he had three candidates eligible to apply.

Mr. Outwater asked what the salaries were for those three individuals. Mr. Flindt stated he did not have their names. Mr. Outwater asked if one of the individuals he was referring to was the Registered Professional Nurse for Lead, Mr. Flindt stated yes and that another one was a Registered Professional Nurse salary of \$63,921 and the other one was a Public Health Nurse whose salary was \$68,323.

Mr. Flindt stated that he wanted to add that the person above this position, the Director of Patient Services, was making \$75,588.

Mr. Outwater made a motion, seconded by Ms. Davis to refill the Supervising Community Health Nurse position #A4010.121 with the salary set at \$70,000 and any subsequent backfills. Carried.

Discussion: Mr. Jeffrey asked Mr. Flindt what his recommendation for the salary was. Mr. Flindt stated that it was \$70,000 and that most of the nurses currently made \$64,000.

Increase Hours of Early Intervention Services Coordinator Position #A4054.12 from 19 Hours to 22 Hours per Week:

Mr. Flindt stated that he received administrative money from the State Health Department for the Early Intervention program every year.

Mr. Flindt stated that as the Committee recalled, a number of months ago, he brought an issue through committee that was approved for the Childhood Lead Program with regulations that children had to be carried with a caseload of 5 micrograms per deciliter or more. Mr. Flindt stated at that time he stated that he would probably be back because this was going to carry over into the Early Intervention Program.

Mr. Flindt stated that the State Health Department has increased their Early Intervention Program administrative monies and that he usually received \$23,493 per year. Mr. Flindt stated that for the funding through 9/30/2020 he would be getting an extra \$4,322 and next year to 9/30/2021 an extra \$5,765.

Mr. Flindt stated that with the Committee's approval he would like to increase the part time Early Intervention Services Coordinator hours from 19 hours per week to 22 hours per week using this money to increase her workload to carry those children with elevated blood levels.

Mr. Seneck asked where that left them with fringe benefits. Mr. Flindt stated that he was going to increase her salary line #A4054.12 by \$1,948.50, fringe benefits line #A4054.80 would only increase \$1,140.30. Mr. Flindt stated that the fringe benefits would only be for FICA and those types of things. Mr. Flindt stated that what Mr. Seneck was concerned about and he was he was concerned about would be her entering the retirement system. Mr. Flindt stated that she was already in the retirement system. Mr. Flindt stated that secondly, the other big financial consideration was health insurance. Mr. Flindt stated that she was a single parent with three children. Mr. Flindt stated that the Health Department was her only source of income and that she was eligible for public health insurance. Mr. Flindt stated that with the salary increase she was still eligible for public insurance and would remain on public health insurance. Mr. Flindt stated that there would be no cost to fringe benefits for health insurance for this individual.

Mr. Outwater asked if this was a starred position. Mr. Flindt stated that it was not and there was another full time position in the budget, #A4054.16 that was starred that was a full time position. Mr. Flindt stated that years ago that position fell under two grants and that this position was no longer performing those grant functions and that the grants were being done by the part time Early Intervention position. Mr. Flindt stated that it might be appropriate to move that asterisk from the #A4054.160 position to the #A4054.12 position.

Mr. Outwater made a motion, seconded by Mr. Starr, to move the Early Intervention Services Coordinator position #A4054.12 from 19 hours per week to 22 hours per week and to also asterisk the position.

Discussion: Mr. Flindt asked if they were going to move the asterisk over from the A4054.16. Mr. Outwater stated no, they could both have the asterisk in the budget. Mr. Flindt stated that was okay with him, but he wanted the Committee to be aware that there was absolutely no grant funding for the #A4051.160 position at this point in time.

Ms. Kerr stated that for budgeting purposes this individual was eligible for the health insurance buyout option of \$1,200 for family health insurance. Mr. Flindt stated that he would remember that.

Mr. Henninge asked if the County would be obligated to offer the health insurance buyout to the employee. Ms. Kerr stated yes it was a county benefit that if they decline health insurance coverage they offer the buyout.

Mr. Flindt stated that with the increase in funds that he was receiving from the State, he had \$2,159.84 that would fall under other expenses and that he would be able to use to cover the \$1,200 buyout if the employee so chooses.

Lisa Kerr, Personnel Officer
2021 Compensation Schedule:

Mr. Seneck stated that the last item for discussion was the 2021 Compensation Schedule and a referral from the HHS Committee and S&R Committee for some special consideration due to COVID-19.

Mr. Seneck asked Ms. Kerr if this was a discussion for executive session. Ms. Kerr stated yes.

Executive Session: At 10:24 a.m. Ms. Davis made a motion, seconded by Mr. Henninge, to enter into executive session to discuss the 2021 Compensation Schedule and special considerations for employees for COVID-19 response. Carried.

At 10:47 a.m. Mr. Outwater made a motion, seconded by Mr. Henninge, to adjourn the executive session.

Adjournment:

Mr. Henninge made a motion, seconded by Mr. Starr to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:48 a.m.

slh

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, July 1, 2020 – 10:00 am**

Present were: Chairman Lawrence Wilcox, Supervisor Robert T. Starr, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell and Clerk of the Board/County Auditor RC Woodford, AAOA Director Brian Wessels and Public Works Director Shawn Fry.

Present via teleconference were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Joseph Henninge, Public Health Director Marcus Flindt, Public Defender Zachary Wentworth and DSS Commissioner Daniel Auwarter. Supervisor Peter Flanagan joined the meeting at 10:30 a.m. to discuss the 2021 Compensation Schedule.

Chairman George Seneck called the meeting to order at 10:01 am.

**RC Woodford, Clerk of the Board/County Auditor
Standard Work Days and Reporting Resolution:**

Mr. Woodford stated that he sent out the draft resolution and asked for a referral to the Board for July 13, 2020.

Mr. Starr made a motion, seconded by Mr. Henninge to refer to the July 13, 2021 BOS meeting to obtain a resolution to authorize the adoption of standard work days for Chenango County elected and appointed officials participating in the NYS Local Employees Retirement System. Carried.

Resolution to Follow

**Brian Wessels, AAOA Director
Transfer Outreach Worker Position to AAOA from Public Health:**

Mr. Wessels stated that currently there was an Outreach Worker that works with the NY Connects program that falls under the AAOA programs. Mr. Wessels stated that the AAOA has had a contract with the Public Health Department to employ the Outreach Worker. Mr. Wessels stated that they made a program decision to terminate the contract with the Public Health Department at the beginning of 2021 and move the NY Connects program over to the AAOA.

Mr. Wessels stated that he needed this position to be put into his 2021 budget.

Mr. Outwater made a motion, seconded by Ms. Davis, to remove the Outreach Worker position from the Public Health budget and create the position of Outreach Worker in the AAOA for the 2021 budget. Carried.

Discussion: Mr. Seneck asked if this position was funded by the State. Mr. Wessels stated that it was a starred position that was funded by the State and if the funding went away the position would go away.

**Marc Flindt, Public Health Director
Refill Director of Patient Services Position/Set Salary and Reclassify Public Health Nurse Position:**

Mr. Flindt stated that he received a letter of retirement from the Director of Patient Services, Ms. Darlene Gramstad. Mr. Flindt stated that Ms. Gramstad's last day of work would be August 10, 2020, the last day paid would be September 19, 2020 and that he was requesting to refill the position on September 21, 2020.

Mr. Flindt stated that Ms. Gramstad has worked in the Public Health Department for 32 years. Mr. Flindt stated that the position was a compensation schedule position in the Public Health budget and the current salary was \$75,588.

Mr. Flindt stated that this position was his second in command for the department and was responsible for supervising 12 employees in the nursing division. Mr. Flindt stated that the position was an essential employee during the COVID-19 pandemic and managed chronic disease prevention, communicable diseases, family health, lead poisoning and the rabies program. Mr. Flindt stated that the position was a very important position to him and the County.

Mr. Seneck asked Mr. Flindt if he was going to hire someone from within the department to fill the position. Mr. Flindt stated that it would be the individual that was currently in the Public Health Nurse position. Mr. Flindt stated that he would like to promote the Public Health Nurse to the Director of Patient Services and would like to request permission to reclassify the Public Health Nurse position #A41010.119 to a Registered Professional Nurse position. Mr. Flindt stated that by doing so this would save the County \$4,499.85.

Mr. Seneck asked if Mr. Flindt had a recommendation for the salary of the incoming Director of Patient Services. Mr. Flindt thanked Mr. Seneck for the opportunity to recommend a salary and stated that as the Committee recalled last month they filled the Supervising Community Health Nurse position, which was under the Director of Patient Services. Mr. Flindt stated that the Committee set the salary for the Supervising Community Health Nurse at \$70,000. Mr. Flindt stated that the current Director of Patient Services was making \$75,588 and that it would be reasonable to set the start rate for the new Director of Patient Services at \$72,800 however it was the Committee's decision to make.

Mr. Seneck stated that there were a couple of items for discussion. Number one refill and set the salary for the Director of Patient Services. Mr. Seneck stated that he would like to take care of that first.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill the Director of Patient Services position and set the salary at \$72,000. The motion failed with Mr. Jeffrey, Mr. Henninge and Mr. Seneck opposed.

Discussion: Mr. Henninge stated that Mr. Flindt requested a salary of \$72,800 and asked if that amount was okay with Mr. Flindt. Ms. Kerr asked what the current salary for the Public Health Nurse was because the Director of Patient Services held a lot of responsibilities and she wanted to make sure the salary was representative of the duties. Mr. Outwater stated that the salary was \$68,323.

Mr. Jeffrey stated that Mr. Flindt was requesting \$72,800 and asked Mr. Flindt if he would prefer to have the salary set at \$72,800 because the motion was for \$72,000. Mr. Flindt stated that was correct and that mathematically that was the number he came up with. Mr. Flindt stated that it was totally up to the Committee to decide. Mr. Jeffrey stated no and that it needed to be set at the amount recommended by Mr. Flindt and asked if the correct amount that was recommended by Mr. Flindt was \$72,800. Mr. Flindt stated that was correct.

Mr. Seneck asked if the motion wanted to be revised. Mr. Outwater stated that there was a motion on the floor and asked that they vote on it.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refill the Director of Patient Services position and set the salary at the recommended annual salary of \$72,800. Carried.

Mr. Seneck stated that the second item was to reclassify the Public Health Nurse position to the position of Registered Professional Nurse in the 2021 budget and that it was a significant savings to the County to make that change.

Mr. Outwater made a motion, seconded by Mr. Henninge, to eliminate the Public Health Nurse position #A4010.119 and create a Registered Professional Nurse position in the Public Health Budget and to refill the position effective September 21, 2020. Carried.

Discussion: Ms. Kerr asked if it was the intent to refill the position in 2021. Mr. Flindt stated that it would appear in the 2021 budget and that he would also like to request that the position be back filled this year on September 21, 2020.

Mr. Woodford stated that he would include in the resolution to fill the position effective September 21, 2020.

Zachary Wentworth, Public Defender
Refill Receptionist/Typist Position #A1170.134:

Mr. Wentworth stated that the one of the individuals in the Receptionist/Typist position resigned to accept a position with the District Attorney's Office. Mr. Wentworth stated that he was requesting permission to refill the position in order to be back up to full staff.

Ms. Davis made a motion, seconded by Mr. Starr, to refill the Receptionist/Typist Position #A1170.134. Carried.

Shawn Fry, Director of Public Works
Refill LMEO, M-F Laborer and T-S Laborer and Subsequent Backfills:

Mr. Fry stated that there were three refills. Mr. Fry stated that the LMEO position needed to be refilled because the individual transferred to the landfill and that the two laborer positions needed to be refilled because the individuals left to work for outside employment. Mr. Fry stated that he is requesting to refill the positions and applicable subsequent backfills.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refill the LMEO position and subsequent backfills, refill the M-F Laborer position and subsequent backfills and refill the T-S Laborer position. Carried.

Daniel Auwarter, DSS Commissioner
Refill Social Welfare Examiner Position #A6010.137 and Subsequent Backfill:

Mr. Auwarter stated that he was requesting a refill for Social Welfare Examiner position #A6010.137 in their foster care unit. Mr. Auwarter stated that this individual would be retiring after 35 years of service with DSS.

Mr. Auwarter stated that the last day worked would be July 9, 2020 and was requesting to refill the position on August 19, 2020.

Mr. Auwarter stated that he had an individual with the same title training to take over this position. Mr. Auwarter stated that this position was very singular and that he needed to have someone trained before the individual retired.

Mr. Outwater made a motion, seconded by Mr. Henninge, to refill the Social Welfare Examiner position and subsequent backfills. Carried.

Mr. Seneck asked if Mr. Auwarter would have any backfill requests as a result of filling this position. Mr. Auwarter stated that he was requesting a backfill because he currently was down several examiner positions that he hasn't filled yet and he needed to backfill this one because having the additional vacancy would really overtask the workflow. Mr. Outwater stated that the individual who would be taking over this position was leaving a very busy unit and he would need someone to backfill that position. Mr. Outwater stated that he would add to the motion for the subsequent backfill request. Mr. Henninge stated that he approved the revision as well.

Lisa Kerr, Personnel Officer

Banked Vacation Time:

Ms. Kerr stated that she had several department heads request to increase the number of banked vacation days due to the inability of employees to travel due to the coronavirus travel restrictions.

Ms. Kerr stated that the number was provided for in union contracts and that basically it was limited to 10 days for banked vacation time. Ms. Kerr stated that she was looking for the Committee's feedback and input as to whether or not to increase the number of days for 2021.

Mr. Seneck asked if it would just be for the one year. Ms. Kerr stated that it was a discussion to be had but it was a good start to have it for just one year and see what happened after that.

Ms. Kerr stated that if they agreed to increase the number of days it would require the unions' approval. Ms. Kerr stated that if the Committee directed this change she would have to contact the different unions and come up with an agreement with them.

Mr. Outwater asked if the number of current banked days was 10 days. Ms. Kerr stated that the for the most part it was and that it was 5 days for the Sheriff's Department. Ms. Kerr stated that they could do something specifically for the Sheriff's Department and the other unions could go to 15 days.

Mr. Seneck stated that it would be his suggestion to allow them to carry over an additional 5 days for all of the contracts so that it would be universal across the board if the unions agreed.

Mr. Starr stated that he would look at doubling the 10 to 20 and 5 to 10 for the Sheriff's Department. Ms. Kerr stated that they were sort of extending the liability into the future for that because individuals could be paid out for that time upon retirement.

Mr. Henninge stated that he agreed to the 5 days.

Mr. Outwater stated that he would also agree with the Committee Chairman because they could do this again if they needed to.

Mr. Outwater made a motion, seconded by Mr. Henninge, to increase the number of banked vacation days by up to 5 days if the unions were agreeable to it for one year, 2021. Carried.

Other:

Mr. Woodford stated that all of the Committee members would be present for the Finance Committee meeting and that the meeting would still be recorded because it would still be closed off from the public.

Mr. Woodford stated that over the next Committee meeting cycle they would be looking to increase the in-person attendance for those meetings. Mr. Woodford stated that the board room was large enough to accommodate a committee meeting sized group.

Mr. Woodford stated that for the full Board meetings they would be looking at inviting a portion of the members because they could not accommodate the full board members' attendance.

Mr. Woodford stated that by the time they got into the budget meetings in August, they would be looking at having all of the committee members in attendance for the ease of that process.

Mr. Seneck asked if the public would be attending the meetings. Mr. Woodford stated that the executive order regarding the public meetings law that allowed for the exclusion of public attendance was extended until amended. Mr. Woodford stated that the maximum group size allowable was 25 and because the public attendance exclusion was still in effect the meetings would still be recorded. Mr. Woodford stated that they would continue to keep an eye on that executive order.

2021 Compensation Schedule:

Executive Session: At 10:30 a.m. Ms. Davis made a motion, seconded by Mr. Starr, to enter into executive session to discuss the 2021 Compensation Schedule. Carried.

At 11:03 a.m. Mr. Starr made a motion, seconded by Mr. Henninge, to adjourn the executive session.

Mr. Seneck stated that the Committee needed to look at a couple of items and the first item was the 2021 Compensation Schedule.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer to the next BOS meeting in order to adopt a resolution authorizing the adoption of the 2021 Compensation Schedule under scenario number two that was provided to the BOS for the 2% increase and to authorize the special considerations contained therein. Carried.

Resolution to Follow

Mr. Seneck asked what the Committee would like to do regarding a stipend or bonus for Compensation Scheduled employees that had to work extra hours for the COVID-19 pandemic.

Mr. Seneck asked if the individual needed to be identified. Ms. Kerr stated that they did and according to her understanding the following positions were part of the discussion: Matt Beckwith Fire Coordinator/Director of Emergency Management, Marc Flindt Public Health Director, Darlene Gramstad Director of Patient Services, Barb McCarty Supervising Community Health Nurse, Isaiah Sutton Director of Environmental Health, Eric Depperman Administrative Services Officer and Ellen Cohen Disaster Preparedness Coordinator.

Mr. Seneck asked if they could make a motion to include a stipend or bonus in their final 2020 salary to compensate them for additional time and have the Treasurer's department make some recommendations for the amount.

Mr. Outwater made a motion to send the names and the recommendations to the Finance Committee for the increase to occur before the end of 2020. The motion was seconded by Ms. Davis. The motion failed.

Discussion: Mr. Jeffrey asked if this had ever been the process in the past. Ms. Kerr stated no, not that she has ever seen. Mr. Jeffrey stated that he had never seen it either.

Ms. Kerr stated that this Committee could make the referral but it was the Personnel Committee members' job was to determine the salaries and benefits for employees and the stipend was certainly part of their salaries. Ms. Kerr stated that if they wanted to get guidance from the Treasurer as to how much they could spend and then make a determination after that, they could.

Mr. Outwater stated that they needed to know where the money was going to come from and that it was not the Personnel Committee's job. Mr. Seneck stated that it was his understanding that the money was going to come out of the salary and escrow account when he spoke with the Treasurer's Office. Mr. Seneck stated that he could confirm that.

Mr. Woodford stated that ultimately it was this Committee's purview to make the recommendation to the full board, but it was this Committee that determines the level of compensation.

Mr. Woodford stated that the timing of the bonus was up to the Committee however there were some individuals that had retired or were retiring soon and this may be relative to their retirement date.

Mr. Seneck asked if anyone wanted to make another motion that would not include it being referred to the Finance Committee.

Ms. Davis stated that they needed to wait on this in order to set some dollar figures and gather some more information regarding the matter. Ms. Davis stated that there was still time to gather that information even if they had to wait until August or September.

Mr. Seneck asked if the motion would be to work on a stipend or bonus for those people that put in those extra hours and that the amount was to be determined at a future committee meeting.

Mr. Jeffrey stated that he would like to have the Treasurers available at the next committee meeting.

Mr. Flanagan stated that it sounded like Mr. Wilcox was looking for a referral from the Safety & Rules Committee regarding a stipend for the Elections Commissioners. Mr. Seneck stated that he thought that there would be two things. Number one a referral back to the Safety & Rules Committee for the Elections Commissioners and the second a motion to move forward with the rest of the individuals being discussed.

Mr. Jeffrey stated that they would want the Treasurer's input.

Mr. Wilcox stated that they may want to consider the individual that has retired and another individual that has established a date for retirement. Mr. Wilcox stated that this compensation should affect their retirement benefits. Mr. Wilcox stated that they could not wait a long time to act on this. Mr. Jeffrey stated that he was open to having a special committee meeting if they needed to.

Mr. Seneck asked if the Committee wanted to refer back to the Safety & Rules Committee to gather more information on proposals for the Elections Commissioners.

Mr. Henninge stated that they were already informed that the Elections Commissioners had worked an additional 100 hours and asked what other information they would be looking for. Mr. Seneck stated that they would possibly be looking towards the future and maybe a little bit more feedback from the Safety & Rules Committee.

Mr. Jeffrey stated that those were two separate issues, whether or not they extend their hours for 2021 and this year they were looking to recognize them for what they have done. Mr. Jeffrey stated that he was a little bit confused regarding the direction that the Safety & Rules Committee was looking for.

Mr. Seneck stated that they could deal with the issues separately as far as long term for Elections Commissioners and for this year. Mr. Seneck stated that they could also under a separate venue look at the other individuals in the Public Health Department which he believed they were ready to move forward with. Mr. Seneck stated that they could be two separate motions.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer back to the Safety & Rules Committee for further information regarding the request for the Elections Commissioners regarding stipends and additional hours or duties for next year. Carried.

Referral to Safety & Rules Committee

Discussion: Mr. Jeffrey stated that there were two different items and asked if the stipend recommendation would be looked at this year. Mr. Seneck stated yes.

Mr. Seneck stated that regarding the other stipends Ms. Kerr identified individuals in the Health Department and the Emergency Management Office for this Committee and asked the Committee how they wanted to proceed with this matter.

Mr. Starr made a motion, seconded by Ms. Davis, to refer to the next BOS meeting in order to adopt a resolution authorizing a one-time stipend payment in the amount of \$5,000 to the Director of Public Health and the Director of Emergency Management and a one-time stipend payment of \$3,500 to the Director of Patient Services, the Supervising Community Health Nurse, the Director of Environmental Health, the Administrative Services Officer and the Disaster Preparedness Coordinator as a result of their efforts and additional hours worked during the COVID-19 pandemic. Carried.

Resolution to Follow

Discussion: Mr. Starr's initial motion was made to move forward with those individuals on the compensation schedule to provide an additional bonus to them in December of 2020.

Mr. Outwater stated that they did not address the two people who were retiring. Mr. Woodford stated that he would suggest remaining silent on the date for the payout and allow the Treasurer's Office to determine that.

Mr. Starr stated that he was agreeable to that change in the motion. Ms. Davis was agreeable to that as well.

Mr. Woodford stated that if this was going to be moved forward they should know what that compensation will be and that they should attach a dollar amount should be attached to it. Mr. Seneck asked if they could get an updated recommendation from the Treasurer's Office and work off of that or did they need to have a dollar amount in the motion today. Ms. Kerr stated that it depended on the timing of when the Committee wanted to get it done.

Ms. Kerr asked if the Treasurer's Office should recommend a dollar amount. Ms. Kerr stated that Mr. Williams came to last month's committee meeting and advised that there were funds available in the Salary & Escrow account. Ms. Kerr asked if Mr. Williams should be invited to the meeting. Ms. Kerr stated that Mr. Woodford was trying to call Mr. Williams.

Mr. Flanagan stated that if they were going to be hitting the \$3,500 number and the department heads were the highest paid people the County had, maybe they should accept the \$3,500 also in terms of equal treatment. Ms. Kerr stated that the reason for the department heads to receive a little bit more was because they had more responsibility for this in terms of this hanging on their shoulders. Ms. Kerr stated that Matt Beckwith and Marc Flindt were on the front line of the whole pandemic since the middle of March. Ms. Kerr stated that even though their employees also worked, in her mind the responsibilities that they had were significant and deserved a little

more than the rest of the group. Mr. Flanagan stated that he understood where Ms. Kerr was coming from but he wanted to point out that they are getting pretty big money relative to the other County employees.

Mr. Seneck asked if Mr. Williams was able to join the meeting. Mr. Woodford stated that Mr. Williams was not available.

Mr. Seneck stated that there weren't any numbers. Mr. Woodford stated that he would report the recommendation back to the Committee as soon as possible. Mr. Seneck stated that they could hold a special meeting if the needed to, Mr. Jeffrey stated that he agreed with that.

Upon further discussion on the matter, Mr. Wilcox recommended the following: a \$5,000 stipend for the Public Health Director, a \$5,000 for the Director of Emergency Management and a \$3,500 stipend for the remaining five individuals in the Health Department. Mr. Starr stated that he would agree to that and amend his motion.

Adjournment:

Mr. Starr made a motion, seconded by Mr. Henninge to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 11:25 a.m.

slh

Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, July 29, 2020 – 10:00 am

Present were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Robert T. Starr, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Clerk of the Board/County Auditor RC Woodford, Board Chairman Lawrence Wilcox, DSS Commissioner Dan Auwarter, Public Works Director Shawn Fry, Employment & Training Director Tylene Daniels and Fire Coordinator/Director of Emergency Management Matt Beckwith.

Absent: Supervisor Joseph Henninge.

Chairman George Seneck called the meeting to order at 10:01 am.

Daniel Auwarter, DSS Commissioner
Refill Social Welfare Examiner Position #A6010.135:

Mr. Auwarter stated that he was requesting a refill for Social Welfare Examiner position #A6010.135. Mr. Auwarter stated that this individual left in November due to a medical condition and in May of this year the individual resigned.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the Social Welfare Examiner position #A6010.135. Carried.

Discussion: Mr. Outwater stated that he was going to be asking the same question throughout the meeting as it pertained to refilling vacant positions with what he assumed was going to be happening this year and next year with the State coming down and probably taking a bunch of money from the County. Mr. Outwater asked if there was a possibility that he could not fill any of the positions or could he possibly not fill one or two of the positions through this year and see how it worked and refill them next year. Mr. Auwarter stated that currently there were three vacant social welfare examiner positions that have not been refilled and that he has held off on refilling them for reasons mentioned by Mr. Outwater. Mr. Auwarter stated that he agreed to keep those positions as long as he possibly could, however it was necessary at this time to refill this vacancy due to the rate for the demand for services and the current workload.

Mr. Auwarter stated that he has been able to keep those positions vacant due to somewhat of a hiatus, due to the COVID shutdown, for applications for assistance. Mr. Auwarter stated that they anticipate the need for services to increase as society begins to open back up and they realized the economic impact of this crisis.

Mr. Auwarter stated that he would hold off on filling the positions as long as possible and he could consult the Committee when he estimated the definite need to put someone into those positions. Mr. Auwarter stated that they currently did not have anyone in the wings waiting to be hired.

Mr. Outwater stated that in the past they have tried this for a couple of months and in some cases they found out that they could live without it and he was asking Mr. Auwarter to see if it was something he could do. Mr. Auwarter stated he could do that and he would certainly want to work under the advice of the Committee and as application rates and workload increased he would consult the Committee for guidance on that before moving forward.

Mr. Seneck asked if those were the positions that were open that were in front of them today. Mr. Auwarter stated no they were additional positions because he had two other open caseworker positions that were open as well.

Refill Caseworker Positions #A6010.108 and #A6010.1234:

Mr. Outwater stated that he was requesting to refill two caseworker positions, the first one, #A6010.1234. Mr. Auwarter stated that this individual did not pass the probationary period and was let go. Mr. Auwarter stated that the last day of work was on July 14, 2020 and the refill request last would be July 27, 2020.

Mr. Auwarter stated that caseworker positions were positions that he needed to refill based on their need in those programs. Mr. Auwarter stated that they had a substantial amount of CPS reports and foster care issues, so the need to refill them as soon as possible was critical.

Mr. Starr made a motion, seconded by Mr. Outwater, to refill the Caseworker position #A6010.1234. Carried.

Mr. Auwarter stated that he was requesting to refill Caseworker position #A6010.108. Mr. Auwarter stated that this individual moved to Florida. The last day worked was July 20, 2020 and the refill request would be for August 10, 2020.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the Caseworker position #A6010.108 effective August 10, 2020. Carried.

Shawn Fry, Director of Public Works

Refill M-F Laborer and T-S Laborer and Subsequent Backfills:

Mr. Fry stated that this vacancy was due to an employee leaving to go back to college. Mr. Fry stated that this individual was employed just under a year and was a Monday – Friday laborer. Mr. Fry stated that he was requesting to refill the Monday – Friday laborer position and subsequent Tuesday – Saturday laborer position.

Mr. Outwater stated looking ahead to 2021 and 2022, it was his opinion that they would probably see some reduction in money coming from the State. Mr. Outwater asked if Mr. Fry could hold off on filling any of the positions that he was requesting to refill for the rest of this year and to see if he could live without them in 2021. Mr. Fry stated that he could live without the laborer position, but he would need to refill the MEO, truck driver position. Mr. Fry stated that the truck driver position was a lot more important and in need of filling especially with winter coming up.

Mr. Seneck asked Mr. Fry if it was okay with him to table this request. Mr. Fry stated that it was.

Mr. Starr made a motion, seconded by Mr. Outwater, to table the refill of the M-F Laborer position and subsequent backfill of the T-S Laborer position. Carried.

Refill MEO Position and Subsequent Backfills:

Mr. Fry stated that this position was due to an individual retiring and that has he stated previously this MEO position was a lot more important, especially with the winter season coming on. Mr. Fry stated that if he had to make a choice he would much rather have this position over a laborer position.

Mr. Fry stated that he would have a LMEO move up into this position that would create some openings. Mr. Fry stated that he could look at those and come back next month if there was a need to backfill those vacancies. Mr. Fry stated that for right now he was requesting to refill the MEO position.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refill the MEO position as soon as possible. Carried.

Tylena Daniels, Director of Employment & Training
Funding Update:

Ms. Daniels stated that there was a 20% cut in their new funding for July 1, 2020 moving forward into the New Year.

Ms. Daniels stated that they reduced Tri-County, \$229,676 for all three of their programs.

Ms. Daniels stated that with Tri-County there were two layoffs. One in Delaware County and one in Chenango County. Ms. Daniels stated that the individual that they laid off was their youth counselor and that Delaware County's youth counselor would be providing those services for Chenango County. Mr. Seneck asked if it was full time or a part time position. Ms. Daniels stated that it was a full time position.

Mr. Seneck asked moving forward did Ms. Daniels know where the program was going to be heading. Ms. Daniels stated that they were expecting additional funds under the CARES Act, however those funds were reduced under the Heroes Act and there was a potential for further reduction under the HEALS Act.

Ms. Daniels stated that they were not expecting cuts under their WIOA program, however cuts might be possible next year.

Ms. Daniels stated that they had the potential for another loss of funding under a case management contract with DSS. Ms. Daniels stated that DSS was not sure if they would be able to continue funding that beginning January 1, 2021 moving forward. Ms. Daniels stated that cut would affect two of their full time counselors. Mr. Jeffrey asked Ms. Daniels how many counselors she had. Ms. Daniels stated that in Chenango County they had two counselors, a coordinator and herself. Mr. Jeffrey stated asked if they lost funding in January what would that mean for her locally. Ms. Daniels stated that they would be down to two Chenango County staff members and one from Delaware County. Ms. Daniels stated that they did not have the funding to pick up those positions.

Ms. Daniels stated that they have applied for grants that would only provide half time staff for Chenango County.

Mr. Jeffrey asked if they were state or federally funded positions. Ms. Daniels stated that WIOA funds were federal dollars and the funds from DSS were federal dollars passed through the State.

Mr. Seneck asked how things in her office had been working through the COVID-19 pandemic. Ms. Daniels stated that they try to do a lot of things virtually, however many of their clients did not like to work online. Ms. Daniels stated that they have free online training for their clients, but it was hard to get them to use it. Ms. Daniels stated that she thought that they did not have the technology to work online. Ms. Daniels stated that it was hard to do the training on their phones. Ms. Daniels stated that they are now taking appointments in their office and things were starting to pick up. Ms. Daniels stated that people are coming in for job searches and working on their resumes.

Ms. Daniels stated that she is waiting for permission from the Department of Labor to begin to hold trainings in her office.

Mr. Outwater stated that he wanted to thank Ms. Daniels for coming in and providing that information to the Committee because it truly showed what he was just talking about. Big brother has come in on all of the county's programs and taken almost \$1 million and it was also going to happen with other stuff too. Mr. Outwater stated that fortunately for the County Ms. Daniels was not under the County budget, but it was a good example for how they needed to be careful in what they did.

**Matt Beckwith, Fire Coordinator/Director of Emergency Management
Create FEMA Coordinator Title and Set Hours:**

Mr. Beckwith stated that several months ago he came before the Committee to ask for an extra hire account and one of the goals of the extra hire account was to hire a FEMA Coordinator or disaster assistance coordinator to help seek reimbursement from the federal and state governments on behalf of the County for COVID-19.

Mr. Beckwith stated that they were now in the position to start submitting the applications for that reimbursement funding. Mr. Beckwith stated that he has started to work with the state representatives and submitted the initial request for assistance. Mr. Beckwith stated that it was daunting at its best and he was asking for permission to hire someone to fill that position.

Mr. Beckwith stated that he and Ms. Kerr have created a duty statement for the position and that the salary would come out of the extra hire account. Mr. Beckwith stated that by his estimate the position would be roughly 20 hours per week.

Mr. Seneck asked if a computer station was needed for this individual. Mr. Beckwith stated that fortunately the Sheriff provided him with the additional needed office space and that he already had a computer and phone in place for this individual to use. Mr. Beckwith stated that essentially there would not be any additional costs outside of the personnel costs.

Ms. Kerr asked Mr. Beckwith to clarify the number of hours because 20 hours per week would mean that he would need to provide benefits for the position as well. Mr. Beckwith stated that the position would actually be for 19 hours per week with the understanding that some weeks it may be more than 20 hours, however through the course of the year it would be an average of 19 hours per week.

Mr. Outwater asked if they have received written confirmation that this position would be paid for under COVID-19 reimbursement funding. Mr. Beckwith stated that he did receive that confirmation based off the fact that this individual would strictly be working on COVID-19 projects.

Mr. Outwater stated that he was not in favor of creating a new position in the budget that would probably go away when COVID-19 went away. Mr. Outwater asked if this could fall under extra hire. Mr. Woodford stated that it was technically the creation of a title as opposed to the creation of a position and that the individual would fall under his extra hire account.

Mr. Jeffrey stated that the position would help with COVID-19 and asked if it could also help with other natural disaster declarations. Mr. Beckwith stated that they were focusing on COVID-19 at the moment, but if the Board decided to keep the position beyond the COVID-19 declaration, then the individual in that position would be able to assist with other declarations, because that salary would be allowable under those other declarations.

Mr. Jeffrey stated that Emergency Management positions return on investment was at least four to five times at minimum and if they had an unexpected disaster those were serious situations that they would get reimbursement for under those declarations. Mr. Jeffrey stated that he was all for this position and that usually FEMA was very good to work with in terms of reimbursement for costs for towns, cities and counties.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to use the extra hire line to hire an individual to work on the COVID-19 FEMA declaration with the hours for this individual to be an overall average of 19 hours per week over a 52 week period without employee benefits. Carried.

Comp Schedule Change:

Mr. Beckwith stated that he had individuals in his department that were paid under the comp schedule that he would like to transfer to the extra hire account and zero out the comp schedule lines.

Mr. Beckwith stated that those individuals would become extra hire employees and no longer fall under the comp schedule in the 2021 budget. Mr. Beckwith stated that this would not increase his budget in any way, it was simply a transfer of funds from those comp schedule lines to the extra hire line.

Mr. Beckwith stated that those individuals would resign from their part time comp schedule positions and they would move them to the extra hire account for a lot of different reasons. One of them being better accountability for the hours that they normally worked and keeping track of additional hours that they worked during a disaster.

Mr. Woodford stated that they wouldn't be modifying the comp schedule because when Mr. Beckwith brought his 2021 budget into the committees those positions on the comp schedule would be zero.

Ms. Kerr stated that the line would not go away from the comp schedule they would just be zeroed out.

Mr. Woodford stated that it would be the same as hiring an extra corrections officer under extra hire and those positions would be unfunded in the comp schedule.

Mr. Starr made a motion, seconded by Mr. Outwater, to move part time emergency services people into the extra hire line, effective 01/01/2021.

Referral from Safety & Rules Committee

Approve a One Time Stipend for Elections Commissioners:

Mr. Seneck stated that this was a referral from the Safety & Rules Committee to approve a one-time stipend in the amount of \$3,500 to the Board of Elections Commissioners due to working overtime under COVID-19.

Mr. Outwater stated that he really was not in favor of the stipends that they gave to the other individuals before, at least for the amounts that were given. He felt that they were too high.

Mr. Outwater stated that the stipends here should not be there at all and the reason he feels that way is because he was quite sure that at the beginning of the year the individuals that were asking for this stipend were off from work and got paid for he would guess for 100 hours or whatever. Mr. Outwater stated that they were paid until they came back in to work for the primary elections. Mr. Outwater stated that they were off for all of that time and then they came in to work for the primaries.

Mr. Jeffrey interrupted Mr. Outwater and asked if they should go into executive session to discuss the matter. Mr. Outwater stated that he has not mentioned any names. Mr. Jeffrey stated that he may have not mentioned any names, but they were discussing personnel.

Executive Session: At 10:33 a.m. Mr. Outwater made a motion, seconded by Mr. Jeffrey, to enter into executive session to discuss awarding stipends to certain individuals. Carried.

At 10:43 a.m. Mr. Jeffrey made a motion, seconded by Mr. Starr, to adjourn the executive session.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to award a one-time stipend in the amount of \$3,500 to the Elections Commissioners. Failed due to lack of majority. Mr. Outwater and Ms. Davis opposed, Mr. Henninge absent.

Lisa Kerr, Personnel Officer & Matthew Caldwell, Personnel Technician
Updates:

Ms. Kerr stated that they were going to be starting to work on contract negotiations with the LEA. Ms. Kerr stated that their contract expires on 12/31/2020 and they have asked to get started as soon as possible. Ms. Kerr stated that they would be setting up some negotiating sessions with them over the next couple of months and the goal was to have a contract in place with them by the end of the year.

Ms. Kerr stated that last month they talked about extending the number of banked vacation days that a person could carry over. Ms. Kerr stated that the labor unions were in favor of this so they were in the process of finalizing those agreements. Ms. Kerr stated that the extension would only include additional days for this year due to travel restrictions under the current COVID-19 situation.

Ms. Kerr stated that the state canceled all of the civil service exams beginning in March and that they were just getting into setting up exams. Ms. Kerr stated that the first exam would be held on September 26, 2020 for the Deputy Sheriff/Police Officer exam. Ms. Kerr stated that they would be working with the Health Department for setting up the exam room to comply with social distancing and they may need to offer two sessions for the exam depending on the number of individuals signing up to take the exam.

Mr. Caldwell stated that he would be setting up online mandated training courses for all of the employees. Mr. Caldwell stated that the training classes were workplace violence, sexual harassment and Title VI.

Mr. Caldwell stated that ordinarily the classes were conducted in person, however this year that was not an option. Mr. Caldwell stated that the training would be held online this year and that the courses were 100% free through NYMIR.

Mr. Caldwell stated that they were going to charge the department heads with making sure their employees completed the training.

Mr. Outwater stated that if the towns were running the same training, did the Supervisors need to complete the County's online trainings. Mr. Caldwell stated that it was technically correct and that there were some employees who were required to complete this training for other employers or organizations and they could provide the certificate from the County to meet that requirement. Mr. Caldwell stated that it could be a policy concern and if their policy did not mirror the County's policy the training might not line up exactly, but on a broad scale if they did the training for the County it might also meet the training for the towns also.

Mr. Outwater stated that NYMIR required every town to complete the training and he would think that meant every Supervisor would have to complete the training too.

Mr. Jeffrey asked if the dates were already set up. Mr. Caldwell stated that they were and that there would be three training modules and the deadline was set for September 30, 2020.

Adjournment:

Mr. Jeffrey made a motion, seconded by Mr. Outwater to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:50 a.m.

slh

Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, September 2, 2020 – 10:00 am

Present were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Joseph Henninge, Supervisor Robert T. Starr (arrived at 10:05), Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Clerk of the Board/County Auditor RC Woodford, Board Chairman Lawrence Wilcox, DSS Commissioner Dan Auwarter, Public Works Director Shawn Fry, Employment & Training Director Tylene Daniels, County Clerk Mary Weidman, and Planning Director Shane Butler.

Chairman George Seneck called the meeting to order at 10:00 am.

RC Woodford, Clerk of the Board/County Auditor
2021 Tentative Budget 600 – Chenango County Health Plan:

Mr. Woodford stated that the most important line was revenue line #M1270 – Shared Service Charges of the budget that represented the tax levy component of the health plan budget. Mr. Woodford stated that represented a proposed 2% increase for 2021, just shy of a \$150,000 increase. Mr. Woodford stated that balance pretty much remained the same.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refer the 2021 Tentative Budget 600 – Chenango County Health Plan to the Finance Committee as presented. Carried.

Referral to Finance Committee

Proposed Local Law #2 of 2020 – Fixing Salaries for Certain County Officers for 2021:

Mr. Woodford stated that this resolution was mandated for certain termed County Officers to amend their salaries mid-term. Mr. Woodford stated that this would call for the public hearing on the proposed local law.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refer to the September, 2020 Board meeting to adopt a resolution to call for a public hearing on Local Law #2 of 2020 – A Local Law Fixing Annual Salaries of Certain County Officers for the Year 2021. Carried.

Resolution to Follow

Appointment of Medical Examiner:

Mr. Woodford stated that they verbally received an intention to retire from Medical Examiner, Dr. John Cruz.

Mr. Woodford stated that there was a physician interested in the position, Dr. Martin Masarech. Mr. Woodford stated that they have spoken with Dr. Masarech and recommend that he be appointed to the Medical Examiner's position, effective September 28, 2020. Mr. Woodford stated that they recommend a salary of \$50,000.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refer to the full Board to appoint Dr. Martin Masarech as the Medical Examiner for Chenango County with a salary of \$50,000 effective September 28, 2020. Carried.

Resolution to Follow

Discussion: Mr. Outwater asked how much the current salary was and asked if this was an immediate appointment and not part of the 2021 budget. Mr. Woodford stated that was correct and the current salary was just over \$40,000 and the appointment would be effective on September 28, 2020.

Tylena Daniels, Employment & Training Center
2021 Tentative Budget 180 – Employment & Training:

Ms. Daniels stated that this was the contract that they had with the Department of Social Services. The budget was for two full time staff, herself, supplies and materials, mileage and professional development.

Mr. Jeffrey asked how much of the budget was county share. Ms. Daniels stated that it was 100% federally funded with TANIF funds. Mr. Jeffrey stated that was what he thought.

Mr. Outwater stated that he thought that last month she had to eliminate one position. Ms. Daniels stated that they did but it was under the Workforce Development budget.

Mr. Outwater made a motion, seconded by Ms. Davis, to refer the 2021 Tentative Budget 180 – Employment & Training to the Finance Committee as presented. Carried.

Referral to Finance Committee

Shane Butler, Planning Director
Refill Planner Position #A8020.15:

Mr. Butler stated that the Planner was moving on to another position and he was requesting to refill that position.

Mr. Seneck stated that he was going to jump ahead a little bit by asking Mr. Butler if the part time planner position further on the agenda was for an additional position in his office. Mr. Butler stated that the position would be a replacement for another planner position.

Mr. Jeffrey asked what the effective refill date for the position would be because he did not see a referral request sheet for the position. Mr. Butler stated September 30, 2020. Mr. Butler stated that the part time position would be effective on January 1, 2021 and he would put that in next year's budget.

Ms. Kerr stated that this did not go before the Planning & Economic Development Committee and was the reason why there was not a referral in their packets today. Mr. Seneck stated that he spoke with the Committee Chairman, Michael Khoury, and to make things a little bit more efficient due to the delay in the committee meeting date he asked to move this through Personnel Committee.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refill the full time Planner position #A8020.15. Carried.

Referral to Create a Part Time Planner Position:

Mr. Butler stated that he was requesting to create a part time planner position to accommodate a transition within his office.

Mr. Outwater asked if there was any reason why this could not wait until next month so that it could go through Committee because he did not like to see those things come straight through the Personnel Committee and not to their standing committee. Mr. Seneck stated that this did go through committee.

Mr. Outwater verified that this was going in the 2021 budget. Mr. Butler stated it would be. They did not have the position created yet. Mr. Butler stated that he would like to be able to create that position so that he could put it in his 2021 budget.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to create the part time planner position in the 2021 budget.

Discussion: Mr. Seneck asked if this was a training position. Mr. Butler stated no, it was not.

Shawn Fry, Director of Public Works
Refill Sign Maintenance Supervisor Position:

Mr. Fry stated that this person retired on August 24, 2020 after 33 years of service.

Mr. Fry stated that this position was necessary because this position maintained all of the county roadway signs, all of the striping on the county roads, maintained six county owned traffic signals, and was responsible for the supervision of road crews throughout the year.

Mr. Seneck stated that it was noted on the request that the last date of pay out was on September 25, 2020 and asked if that was the date requested for the refill. Mr. Fry stated no, the position was paid under the pooled account and he would like to fill the position as soon as possible.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refill the Sign Maintenance Supervisor position. Carried.

Mary Weidman, County Clerk
Refill Motor Vehicle Clerk Position #A1411.14:

Mr. Seneck stated that this request did not go through the standing committee but he spoke to the Safety and Rules Committee Chairman, Charles Mastro, and they were moving this forward because it was an essential position that they needed to look at refilling.

Ms. Weidman stated that they had a gal who submitted her resignation, effective September 8, 2020. Ms. Weidman stated that she was requesting the refill of the position. Ms. Weidman stated that the committee did approve the intention for the refill.

Mr. Seneck asked if they had a payout date or if this was an immediate need. Ms. Weidman stated that she did not yet have a payout date yet, she sent the paperwork out for that. Ms. Weidman stated that she thought the individual had four vacation days left, so it would be sometime around September 14th.

Mr. Jeffrey asked if there was a current civil service list for a replacement. Ms. Kerr stated that they would probably have to hire someone provisionally. Ms. Weidman stated that there may be two people left on an old list and she was not sure if they were still available. Ms. Weidman stated that the position would have to be posted and go through the process for that.

Ms. Weidman stated that they really needed this refill. They were seeing about 60 people per day and were probably four to five days behind on processing the requests that were put in the drop box. Ms. Weidman stated that there was a lot of overtime, even with full staffing at this point. Ms. Weidman stated that they were booked out to November 2, 2020 for driver's license road testing. Ms. Weidman stated that they were very busy from picking up the slack from the shutdown.

Ms. Kerr stated that the last day paid for this position was September 17, 2020.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refill the Motor Vehicle Clerk position #A1411.14 effective September 17, 2020. Carried.

Public Health Referrals

Create New RPN Position and Create a New LPN Position for COVID-19 Related Duties:

Mr. Seneck stated that the next referral was for some position due to COVID and the paperwork was in their packets that included a resolution.

Mr. Woodford stated that there was a resolution in front of them to set up a separate budget unit related to COVID-19 positions, separate from their 133 - Public Health Budget. Mr. Woodford stated that the intent was to hire an RPN and LPN and to modify the 2020 budget as well in order to get the budget unit setup and hire people to fill the positions. Mr. Woodford stated that it would also carry over into 2021.

Mr. Seneck asked if the money was coming in under the COVID funding. Mr. Woodford stated that it was federal dollars with a finite term of July 1, 2020 through July 31, 2022.

Mr. Outwater made a motion, seconded by Mr. Starr, to move to the Finance Committee for the positions by indicating that they be starred in the budget, indicating that when the funding went away, the positions went away. Carried.

Referral to Finance Committee

Create Budget Unit 141 – Case Investigation-COVID in the 2020 Budget:

Mr. Outwater made a motion, seconded by Mr. Henninge, to move the budget unit with it being starred to the Finance Committee. Carried.

Referral to Finance

Lisa Kerr, Personnel Officer

2021 Tentative Budget 115 – Personnel:

Ms. Kerr stated that the salary lines increased per the comp schedule and the only other increase was for computer time as indicated by the IT Department.

Ms. Kerr stated that she was requesting \$5,000 in the Equipment line to purchase 4 new computers and related software as recommended by the IT Department.

Ms. Kerr stated that Labor Relation Expenses was decreased down to \$11,000 because the only contract that they were working on was for this year with the LEA. Ms. Kerr stated that at this point they were handling it in-house without the aid of outside counsel.

Mr. Seneck asked what contracts would be negotiated next year. Ms. Kerr stated that there would be no contracts up for negotiations until 2022.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refer the 2021 Tentative Budget 115 – Personnel to the Finance Committee as presented. Carried.

Referral to Finance

Daniel Auwarter, Commissioner of DSS
Refill Senior Social Welfare Examiner Position #A6010.127:

Mr. Auwarter stated that this individual was retiring after 33 years of service with DSS.

Mr. Auwarter stated that this position was in the SNAP unit and that he currently had 14 positions that they have not asked to refill. Mr. Auwarter stated that they were trying to be conservative, however it was important to refill this position.

Mr. Seneck stated that the payout date would be September 18, 2020. Mr. Auwarter stated that was correct and he was requesting to refill the position on September 21, 2020.

Mr. Outwater made a motion, seconded by Mr. Henninge to refill the Senior Social Welfare Examiner position #A6010.127, but not before September 18, 2020. Carried.

Refill Senior Clerk Position #A6010.179:

Mr. Auwarter stated that this individual would be retiring after 27 years of service with DSS.

Mr. Auwarter stated that this position manages the clerical functions. Mr. Auwarter stated that there was a person eligible to be promoted to the position and that he would hold off on the backfill at this time.

Mr. Seneck stated that the payout date would be on October 19, 2020. Mr. Auwarter stated that was correct and he requested to refill the position on October 20, 2020.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the Senior Clerk position #A6010.179 effective October 20, 2020. Carried.

Ruth Roberts, Director of Community Services
Refill Staff Social Worker Position #A4320.185:

Ms. Roberts stated that this position was vacant prior to the shutdown and she held off on refilling the position until the dust settled and the dust has settled. They have been very busy.

Ms. Roberts stated that they did have another clinician position open that they were making an assessment on demand before requesting to refill it.

Mr. Seneck stated that the last date paid on this position was on March 27, 2020.

Mr. Henninge made a motion, seconded by Ms. Davis, to refill the Staff Social Worker position #A4320.185. Carried.

Refill Principal Account Clerk Position #A4150.89 and Subsequent Backfills:

Ms. Roberts stated that this refill was due to underperformance issues despite providing additional training opportunities to help them.

Ms. Roberts stated that this position was a key position in the billing department. This person oversees all of the processing for billing and claims as well as overseeing the work of the account clerk/typists and senior account clerk/typist.

Ms. Roberts stated that she was requesting to refill the position on September 11, 2020.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill the Principal Account Clerk Position #A4150.89 and Subsequent Backfills. Carried.

Refill Account Clerk Typist Positions #A4150.113 and #A4150.111:

Ms. Roberts stated that she was requesting to refill the positions due to poor work performance. Ms. Roberts stated that the .111 position was vacated prior to the shutdown. Position .113 was vacated on August 24, 2020.

Ms. Roberts stated that both of the positions provide support to the clinicians as well as the billing staff in the outpatient clinic. Ms. Roberts stated that they were very busy in the clinic and the people in the positions answered phone calls, prepared documents and made sure the front and back office operations were running smoothly.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refill Account Clerk Typist Positions #A4150.113 and #A4150.111. Carried.

Ernie Cutting, Sheriff

Refill Deputy Sheriff Position #A3110.196:

Mr. Seneck stated that this position was vacated due to a retirement. The last day paid was August 29, 2020.

Ms. Kerr stated that they currently had an individual in the Deputy Training line in anticipation of this retirement. Ms. Kerr stated that she believed that it was the Sheriff's intent to put that individual over to the Deputy Sheriff position.

Mr. Seneck stated that they were ahead of schedule and could wait a few minutes for the Sheriff.

Executive Session:

Ms. Kerr stated that they could enter into executive session to discuss the recent negotiations with the LEA while they were waiting for the Sheriff to arrive.

At 10:36 a.m. Ms. Davis made a motion, seconded by Mr. Starr, to go into executive session to discuss labor management negotiations with the LEA. Carried.

At 10:43 a.m. Mr. Henninge made a motion, seconded by Ms. Davis to adjourn the executive session. Carried.

Sheriff Cutting stated that he currently had a person in the Deputy Training position to put into the vacant Deputy Sheriff position.

Mr. Outwater asked if there was a need to fill the training position. Sheriff Cutting stated not at this time, the next academy was not scheduled until next March or April. He may have a need to because he has another individual talking about the potential to retire, but as of right now there was no need to fill the training position.

Mr. Outwater made a motion, seconded by Ms. Davis to refill Deputy Sheriff position #A3110.96. Carried.

Mr. Woodford stated in the Sheriff's 126 budget there were temporary training positions that come and go. Mr. Woodford stated that they have filled them two or three times over the years.

Other:

Elections Commissioners Stipend: Mr. Jeffrey stated that he wanted to revisit the one-time paid bonus of \$3,500 for the Elections Commissioners because during the last meeting there were some members who were not present for the meeting.

Mr. Seneck stated that it was his recollection that the amount was for \$3,500 for the Elections Commissioners. Mr. Seneck stated that there was some information that went out providing them with the amount of time that they worked. Mr. Seneck stated that he also believed that the State deemed them as essential workers. Mr. Seneck stated that although they weren't in the office they were actually working from home. Mr. Seneck stated that was what the Elections Commissioners informed him of. Mr. Seneck stated that due to COVID-19 and the Primary Elections they had a large number of additional hours.

Mr. Seneck stated that the request came from the Safety & Rules Committee to provide, as they had in some other cases, a stipend for them.

Mr. Jeffrey stated that he wanted to bring it up again because the Safety and Rules Committee voted in favor of it.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to provide a one-time payout of \$3,500 to each of the Elections Commissioners. Carried with Mr. Outwater and Ms. Davis opposed.

Resolution to Follow

Discussion: Mr. Outwater stated that his concern with this was the same as the last time. Mr. Outwater stated that he thought for a couple months out of the year the ladies weren't here. Mr. Outwater stated he did not know if they worked from home or not or if they were on vacation. Mr. Outwater stated that in his opinion if they were paid for a couple of months he did not feel that they should pay them this stipend.

Mr. Seneck stated that he believed that the documentation that the Elections Commissioners provided was sent along. Mr. Seneck stated that he was not sure if everyone received that information, but he provided a copy of it to Ms. Davis. Mr. Seneck stated that he received it electronically from Supervisor Mastro, stating that they were working from home. Mr. Outwater stated that he did not see any of that documentation, but maybe others did. Mr. Jeffrey stated that he received the documentation and it was a significant number of hours that both of the Commissioners worked.

Budget Forecast: Mr. Seneck stated that as they moved forward there was going to be a lot of challenges, both at the county level and the town level. Mr. Seneck stated that as the Treasurer noted it was not necessarily a spending issue, it was a revenue issue where they simply did not know what was going to be there heading into next year. Mr. Seneck stated it was fortunate that budgetary, the County was conservative, as he suspected most of them were. Mr. Seneck stated that he wanted to wish people the best.

Adjournment:

Mr. Henninge made a motion, seconded by Mr. Jeffrey to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:50 a.m.

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, September 30, 2020 – 10:00 am**

Present were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey (arrived at 10:03), Supervisor Marjorie L. Davis (arrived at 10:05), Supervisor Joseph Henninge, Supervisor Robert T. Starr, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Clerk of the Board/County Auditor RC Woodford, Board Chairman Lawrence Wilcox, DSS Commissioner Dan Auwarter, Public Health Director Marc Flindt, Public Defender Zachary Wentworth, County Historian Pat Evans, Elections Commissioner Carol Franklin and Sheriff Ernie Cutting.

Chairman George Seneck called the meeting to order at 10:00 am.

**Dan Auwarter, Commissioner, Social Services
Refill Clerk Position #A6010.1871:**

Mr. Auwarter stated that he was requesting to refill Clerk position #A6010.1871 due to a promotion to a senior position.

Mr. Auwarter stated that they currently had 15 open positions and he was being very judicious in asking to refill them.

Mr. Auwarter stated that this was a front desk position, customer services, answering the phones and was important to be refilled.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill the Clerk position #A6010.1871. Carried.

Refill Social Welfare Examiner Position #A6010.131:

Mr. Auwarter stated that he was requesting to refill Social Welfare Examiner position #A6010.131 due to a promotion to a senior welfare examiner position.

Mr. Auwarter stated that this position was in the Income & Maintenance Department which was exceedingly busy. Mr. Auwarter stated the refill could be refilled immediately.

Mr. Starr made a motion, seconded by Mr. Henninge, to refill the Social Welfare Examiner position #A6010.131. Carried.

Retitle Account Clerk/Typist Position #A6010.174 and Refill:

Mr. Auwarter stated that he was requesting to refill Account Clerk/Typist #A6010.174, unfortunately due to a death.

Mr. Auwarter stated that this was a pretty critical position in their Support Services Department. Mr. Auwarter stated along with the refill, he was asking to retitle the position from Account Clerk/Typist to Account Clerk. Mr. Auwarter stated the typist description was not necessary for that position.

Mr. Outwater made a motion, seconded by Mr. Henninge, to retitle position #A6010.174 – Account Clerk/Typist to #A6010.174 – Account Clerk and to refill the position. Carried.

Refill Support Investigator Position #A6010.145:

Mr. Auwarter stated that he was requesting to refill Child Support Investigator position #A6010.145. Mr. Auwarter stated this was due to a promotion that took effect in April, the individual vacated the position to move to the senior support investigator position. Mr. Auwarter stated at that time he agreed to hold off on filling the position in order to see if they could maintain without filling it. Mr. Auwarter stated now that child support court was opening up their workload has increased.

Mr. Outwater asked Mr. Auwarter how many senior support investigators he had. Mr. Auwarter stated they had one. Mr. Outwater asked Mr. Auwarter how many support investigators he had. Mr. Auwarter stated four.

Mr. Outwater stated a few years ago Ms. Osborne came in and said they couldn't keep up so they added on a new one and asked Mr. Auwarter if they were able to keep up now. Mr. Auwarter stated with this addition he felt that they should be able to keep up with the workload. Mr. Auwarter stated that they changed some of the processes and some of the reporting structures for that unit to run more efficiently.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to refill the Support Investigator position #A6010.145. Carried.

Marc Flindt, Director, Public Health

Refill PT Account Clerk/Typist Position #A4010.152:

Mr. Flindt stated that he was requesting a refill for a part time account clerk typist position within the Nursing Division.

Mr. Flindt stated that he received a letter of resignation from this individual. Mr. Flindt stated that she was an excellent worker and was sorry to see her go, but she wanted to retire in order to spend more time with her family in PA.

Mr. Flindt stated that this was a grade 11 position within the CSEA Labor Agreement Contract and start rate was \$14.25 an hour. Mr. Flindt stated that the duties for the position were quite extensive for a part time person. Mr. Flindt stated that this person was the primary receptionist, she handled accounts payable and receivable for the rabies grant, she entered nursing daily activity sheets into the computer and was his backup payroll person.

Mr. Seneck asked Ms. Kerr if they had a civil service list of applicants for the position. Ms. Kerr stated that it was a non-competitive position because it was a part time position.

Mr. Outwater made a motion, seconded by Mr. Henninge, to refill the PT Account Clerk/Typist position #A4010.152. Carried.

Zachary Wentworth, Public Defender

Refill Receptionist/Typist Position #A1170.132:

Mr. Wentworth stated that he was requesting to refill Receptionist/Typist position #A1170.132 because the individual left to accept a position in Albany with the U.S. Attorney General's Office. Mr. Wentworth stated that her last day worked was September 11, 2020.

Mr. Wentworth stated that the position was within the CSEA union's contract.

Mr. Starr made a motion, seconded by Mr. Jeffrey, to refill Receptionist/Typist position #A1170.132. Carried.

Pat Evans, County Historian

Refill Part-time County Historian Position #A7510.11 & Set Salary:

Ms. Evans stated that she was retiring after 13 years and she did have, what seemed to be, an excellent replacement.

Mr. Jeffrey asked how many hours per week the position was. Ms. Evans stated 20.

Mr. Jeffrey stated that they get insurance then. Ms. Kerr stated they would be eligible for benefits.

Mr. Seneck asked Ms. Kerr if they could discuss a replacement or how did they discuss a replacement. Ms. Kerr stated that the first thing would be to approve the refill and set the salary and then they could discuss how they wanted to handle the recruitment after that.

Mr. Seneck asked if the resignation needed to be accepted by the full Board. Ms. Kerr stated that because she was a department head it should go before the full Board.

Mr. Seneck stated that they received the notification today. Ms. Kerr stated that yes, she had a letter of resignation and a copy was given to Chairman Wilcox.

Mr. Outwater moved to accept the resignation with regrets, and told Ms. Evans that she did a great job and he appreciated her being here. Mr. Henninge seconded the motion. Carried.

Discussion: Mr. Seneck stated that his background was as a history teacher and that he has always been impressed with the work in the county. Mr. Seneck stated that they have been fortunate enough to have had a very active county historical society and Ms. Evans definitely contributed a lot to that. Mr. Seneck stated that he frequently liked to read the things that Ms. Evans put together and she would be missed.

Mr. Seneck stated that they would need to do an appointment. They would want to discuss setting the salary and authorize the refill of the position.

Mr. Outwater made a motion, seconded by Mr. Henninge, to set the Historian salary at \$16,000 and authorized the refill of the position. Carried.

Discussion: Mr. Seneck asked what the current salary was. Mr. Outwater stated \$16,102.

Mr. Jeffrey asked what Committee this position normally referred to. Mr. Wilcox stated Planning & Economic Development.

Mr. Jeffrey stated that the position fell under the responsibilities of the Planning & Economic Development Committee and asked who should handle interviewing candidates.

Following further discussion on the motion, Mr. Outwater made a motion, seconded by Ms. Davis, to refer to the Planning & Economic Development Committee to review applicants and recommend an applicant to be appointed to the Historian position. Carried.

Referral to P&ED

Carol Franklin, Elections Commissioner

Refill Deputy Election Commissioner #A1450.15 & Set Salary & Subsequent Backfill and Set Salary:

Ms. Franklin stated that her Sr. Election Clerk would be moving up to the Deputy Election Commissioner position and that she already got approval to hire a Sr. Election Clerk position #A1450.17.

Ms. Kerr stated that Ms. Franklin was asking to refill the Deputy with her Sr. and then asking to refill the Sr. position. Mr. Franklin stated that was correct. Ms. Kerr stated in both of those cases a salary would need to be discussed.

Ms. Franklin stated that the Sr. Election Clerk that she hired in April was hired with a salary set at \$25,750 and that was the salary she was asking for the new person also.

Mr. Jeffrey stated that he just wanted to make sure, the Sr. Election Clerk would be going into the Deputy Election Commissioner position at the current Deputy Commissioners salary. Ms. Franklin stated no, the former Deputy Commissioner's salary was \$28,927 and this would be a new hire.

Ms. Kerr asked Ms. Franklin what recommendation she was making for the Deputy Commissioner's salary. Ms. Franklin stated that she did not see why it wouldn't be any different because she was just hired a few months ago, unless anyone had another suggestion. Mr. Seneck stated the amount was \$25,750. Ms. Franklin stated yes, it was set in April of this year.

Mr. Seneck stated just to be clear, they were looking to refill the Deputy Election Commissioner position and set the salary at \$25,750. Ms. Franklin stated that was what the Sr. Election Clerk was currently making and she did not believe that it ever changed just because they were changing positions. Ms. Franklin stated that it didn't originally when they made deputies. What they made at that time followed them. Ms. Franklin stated that there wasn't any special consideration when they became a deputy, it was still at their current salary, which was what it was as the Sr. Election Clerk.

Ms. Kerr stated Ms. Franklin wanted to move the Sr. Election Clerk to the Deputy Commissioner at the same salary and then refill the Sr. Election Clerk position at the same salary. Ms. Franklin stated that was correct.

Mr. Seneck stated to be clear they have the position to refill and the salary set and they were going to have a backfill position at that same salary. Ms. Franklin stated correct.

Mr. Seneck stated that there would be two people making the same amount. Ms. Kerr stated yes and for the record that amount was \$25,750. Ms. Franklin stated yes, that would basically be the same as if two new Sr. Election Clerks were chosen at the same time.

Mr. Outwater stated that they were comp schedule positions so they needed to set the Deputy Commissioner also. Mr. Seneck stated correct, that was what they were doing. Ms. Franklin stated that the Sr. Election Clerk had only been working here a few months and was moving up to the Deputy Commissioner position. Ms. Franklin stated that they did the same amount of work, the only difference was the Deputy Commissioner would be available for signatures in the absence of the Commissioner. Ms. Franklin stated that the Deputy did not take on any special Commissioners actual duties. Mr. Outwater stated right, but he was not in favor of starting the new Deputy at the same rate of pay as the Deputy that left. Mr. Jeffrey stated they were not doing that, his understanding was they were going to be making the motion to refill the Deputy Election Commissioner at setting the salary of \$25,750, the previous Deputy Election Commissioner was making \$28,927. Ms. Franklin stated she had been there for around six years and the Republican Deputy Commissioner had been there for three or four years and as they knew, the salaries weren't all the same.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refill the Deputy Commissioner position #A1450.15 with a salary of \$25,750 and to also backfill the Sr. Election Clerk position at the same salary, immediately. Carried.

Discussion: Mr. Seneck stated that he wanted to make sure everyone understood that they were refilling the Deputy Commissioner at a rate of \$25,750 and refill the Sr. Election Clerk at a rate of \$25,750.

Ms. Franklin stated that when the new Deputy had her one year anniversary she would get 2% increase, which had no bearing on what was happening today.

Ms. Franklin stated that there was enough money in #A1450.15 to pay this person because they were \$3,000 less.

Ms. Franklin stated that there were 29 days of vacation, that came to October 22nd and the 23rd of October for the refill date. Ms. Franklin stated that if she had someone in mind, would there be any special dispensation to refill the position before that date. Mr. Jeffrey stated that he would amend his motion to refill the positions immediately, and Mr. Outwater agreed to the amended motion.

Sheriff Ernie Cutting
Refill Custodial Worker Position #A3170.1851:

Sheriff Cutting stated that Fred Epply retired effective yesterday and the payout for the position was November 3rd, so he could not refill position until then but in the interim he would like to start looking for a replacement.

Mr. Jeffrey asked if this person did cleaning. Sheriff Cutting stated yes, he only had two custodians for the entire facility. Mr. Jeffrey stated with the state of affairs that they were in right now, did the Sheriff think that he might want the position filled sooner. Sheriff Cutting stated he had a person that was interested, she worked for them before. Sheriff Cutting stated that he knew he had to post the position because of the CSEA contract, but this individual worked for them before and would like to come back and take that position. Sheriff Cutting stated that he could take the pay out of one of his extra hire lines. Mr. Jeffrey stated now was not the time to be lax on any type of cleaning and asked if he would feel more comfortable filling the position sooner. Sheriff Cutting stated yes. Sheriff Cutting stated that he could submit a line item transfer from an extra hire line to the custodial worker line to take care of the extra days to November 3rd.

Mr. Jeffrey made a motion, seconded by Mr. Starr to refill the Custodial Worker position #A3170.1851 immediately. Carried.

Alan Gordon, County Attorney
Generic Prescription Drug Lawsuit:

Mr. Gordon stated that they were approached by NYSAC to sign on for a lawsuit. Mr. Gordon stated that it was a class action lawsuit being offered by the Napoli Law Firm, which was the same firm that was doing the opioid lawsuit. Mr. Gordon stated that this suit involved litigation against manufacturers of generic prescription drugs, there were allegations of price fixing.

Mr. Gordon stated that they have signed on a lot of counties, counties that were completely self-insured, because they were obviously the ones who had the most to gain from this type of litigation since they were paying for those drugs directly.

Mr. Gordon stated like other types of lawsuits like this, there was no money involved and it would not cost the County anything, it was strictly on a contingency basis. The County did not have to pay any expenses or legal fees unless there was a recovery.

Mr. Gordon stated that sometimes those things didn't go anywhere and sometimes they panned out and they often drag on for sometimes years, like the opioid lawsuit which has been going on for years.

Mr. Seneck asked Mr. Gordon if there was a recovery what it might look like. Mr. Gordon stated he did not know at this point. Mr. Gordon stated that the money at stake was millions and millions of dollars, but you never know on class action lawsuits. Unfortunately, very often, most of the money went to the law firm that handled the litigation.

Mr. Gordon stated that sometimes the recoveries were restricted on how the money could be spent, as an example on the opioid litigation if there were settlements it would probably be restricted to where they would have to use it for treatment purposes. Mr. Gordon stated he did not know if this would have any type of restriction but you just never knew what it would end up with.

Mr. Jeffrey asked how long lawsuits like that dragged on for. Mr. Gordon stated years.

Mr. Jeffrey asked if they expected the opioid lawsuit to drag on for years. Mr. Gordon stated that was coming to an end until COVID hit and then of course a lot of stuff got pushed back. Mr. Gordon stated that there was going to be some opioid trials coming up within the next year. Mr. Gordon stated for efficiency sake that has all been consolidated to one court, Suffolk County, so that should speed things up.

Mr. Gordon stated that he needed authorization from the full Board to enter into a retainer agreement with the law firm.

Mr. Outwater stated that he was assuming Mr. Gordon was here today recommending that they join the lawsuit. Mr. Gordon stated yes, there was nothing to be lost. Mr. Gordon stated that the County had absolutely no financial liability. Mr. Gordon stated the only concern he had was that there were certain time limits for getting some of the claims done and some of those may have passed. Mr. Gordon stated his guess was those time limits were probably extended due to COVID. Mr. Gordon stated that there was a slight possibility of some timeline issues but he would leave that up to the law firm to determine.

Mr. Jeffrey made a motion, seconded by Mr. Starr, to join NYSAC in the generic prescription drug lawsuit. Carried.

Resolution to Follow

Lisa Kerr, Personnel Director
Departmental Update:

Ms. Kerr stated that last Saturday they gave their first civil service exam in over six months. Ms. Kerr stated that it was the Deputy Sheriff exam and they held two sessions in order to adhere to social distancing guidelines for COVID regulations.

Ms. Kerr stated that they worked with Marc Flindt to implement a procedure for checking people in, taking temperatures and sanitizing. Ms. Kerr stated that it was an all-day affair, but they were able to hold the exam.

Ms. Kerr stated that the State put out a schedule for the next year and it was very sparse, there were only a few exams that would be given. Ms. Kerr stated that they were mostly law enforcement or public safety exams, but

over the next six months there would be more civil service exams as long as things stayed the way they were right now.

Mr. Jeffrey asked if they had to come in earlier because it took a little bit longer to check everyone in. Ms. Kerr stated that they did come in earlier, but once they got a system down things went smoothly.

Ms. Kerr stated that the LEA negotiations took place and there was another one scheduled for next week. Ms. Kerr stated that it was hopeful that they would be able to come to some sort of an agreement, but they were still in that process. Ms. Kerr stated that Anthony Salfaro, the union representative was not involved at this point so that was making things a little easier to deal with.

Matthew Caldwell, Personnel Technician
Employee Training Update:

Mr. Caldwell stated that the annual training for Title VI, Sexual Harassment and Workplace Violence was conducted online this year rather than meeting in large groups like they have in past years. Mr. Caldwell stated that the training was held through NYMIR and did not cost anything.

Mr. Caldwell stated that as of today, 98% to 99% of the employees have completed the training. Mr. Caldwell stated that it has been very successful and was easier for him this year because they were able to shift some burden to department heads to make sure that they track their own employees. Mr. Caldwell stated that they were helping with that process right along to keep people on schedule.

Mr. Caldwell stated that the little feedback he heard so far was that the training was very good and effective and they liked the online format because they could do it at their pace instead of having to meet in groups, interrupting their work day.

Mr. Caldwell stated that so far it has worked well and saved a lot of time and energy and was still meeting their requirement and was also very effective.

Mr. Seneck asked if Board members had to complete the training also. Mr. Caldwell stated that he did not assign it to Supervisors because each municipal employer should have the responsibility to require the training for their own towns. Mr. Caldwell stated that he could help facilitate with them and they should all have access to NYMIR as towns within the county. Mr. Caldwell stated that once they got set up it was very easy. Mr. Caldwell stated that they could set it up through the County or their own towns.

Mr. Seneck stated that the next Committee meeting was scheduled on the same day as the proposed 2021 budget presentation to the full Board and asked the committee members if they wanted to meet prior to the Board meeting or afterwards. Members decided to meet after the Board meeting at 11:30.

Adjournment:

Mr. Outwater made a motion, seconded by Mr. Henninge to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 10:45 a.m.

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, October 28, 2020 – 11:30 am**

Present were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Joseph Henninge, Supervisor Robert T. Starr, Personnel Officer Lisa Kerr, Public Works Director Shawn Fry, Information Technology Director Herman Ericksen, DSS Commissioner Dan Auwarter, Community Services Director Ruth Roberts and Board Chairman Lawrence Wilcox.

Chairman George Seneck called the meeting to order at 11:40 am.

**Shawn Fry, Director of Public Works
Refill Motor Equipment Operator Position:**

Mr. Fry stated that the refill request was due to refilling the Deputy Director #2 position, upon the retirement of Mr. Randy Reakes, with a gentlemen from within the department who was a Motor Equipment Operator.

Mr. Fry stated that he was asking for the refill of the Motor Equipment Operator position.

Mr. Seneck stated that they have already passed by the last date paid for this position.

Mr. Outwater made a motion, seconded by Mr. Henninge, to refill the Motor Equipment Operator, effective immediately. Carried.

Refill Heavy Motor Equipment Operator Position and Subsequent MEO Position:

Mr. Fry stated this vacancy was the result of the refilling of the Sign Supervisor position. Mr. Fry stated the gentlemen was promoted to the Sign Supervisor position and he was requesting to refill the Heavy Motor Equipment Operator position and the subsequent backfill to the Motor Equipment Operator position.

Mr. Fry stated that they needed the truck drivers.

Mr. Starr made a motion, seconded by Mr. Henninge, to refill the Heavy Motor Equipment Operator Position and Subsequent MEO position. Carried.

**Herman Ericksen, Director of Information Technology
Refill Network Technician Position #A1680.161:**

Mr. Ericksen stated that one of his Network Technicians would be leaving on November 6th and he was requesting to refill the position. Mr. Ericksen stated that the last day paid would be November 26th.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill Network Technician Position #A1680.161. Carried.

Discussion: Mr. Seneck asked Mr. Ericksen if he had anyone. Mr. Ericksen stated no.

Dan Auwarter, Commissioner, Social Services
Refill Account Clerk Position #A6010.182:

Mr. Auwarter stated that he was requesting to refill Account Clerk position #A6010.182. Mr. Auwarter stated this person was leaving to accept a position within another department in the County.

Mr. Auwarter stated the last day worked would be November 6th and he was requesting to refill the position on November 9th.

Mr. Starr made a motion, seconded by Mr. Jeffrey, to refill the Account Clerk position #A6010.182 effective November 9, 2020. Carried.

Refill Caseworker Position #A6010.1233:

Mr. Auwarter stated that he was requesting to refill Caseworker position #A6010.1233. Mr. Auwarter stated this was an individual who did not pass the probationary period. Mr. Auwarter stated the last day worked was October 19th and he was requesting to refill the position on October 29th.

Mr. Outwater made a motion, seconded by Ms. Davis, to refill Caseworker position #A6010.1233. Carried.

Ruth Roberts, Director of Community Services
Refill Senior Typist Position #A4320.111:

Ms. Roberts stated she was requesting to refill Senior Typist position #A4320.111 because the individual was retiring on October 29th. Ms. Roberts stated the last day paid would be November 20, 2020 and requested to refill the position on November 23, 2020.

Mr. Jeffrey made a motion, seconded by Mr. Henninge, to refill Senior Typist position #A4320.111 effective November 23, 2020. Carried.

Lisa Kerr, Personnel Director
Departmental Update:

Ms. Kerr stated that they have reached a tentative agreement with the LEA. Ms. Kerr stated the agreement would be going through the committee system in November and if approved would be going to the full Board in December. Ms. Kerr stated that they reached a four year agreement and would be discussing the terms next month.

Ms. Kerr stated that she and Marc Flindt sent out a memo to departments about two positive COVID-19 cases in the building to let the employees know and to let them know that it was under control and that Mr. Flindt's department was handling it. Ms. Kerr stated the memo was also for union purposes because they had an obligation to let the employees know. Ms. Kerr stated that Public Health was handling it and Mr. Flindt felt that everything that needed to be done was being done.

Mr. Seneck asked if they could start advertising for Mr. Erickson's refill request right away. Mr. Wilcox stated that he needed someone as soon as possible. Ms. Kerr stated she understood the situation and they would definitely get started.

Mr. Seneck stated that he wanted to thank Ms. Kerr for being the spokesperson for the LEA contract negotiations. Mr. Seneck stated that he thought Ms. Kerr did an outstanding job and there were two main meetings with a fair amount of discussion back and forth. Mr. Seneck stated he also wanted to compliment the County Attorney Alan Gordon for working on some legal concerns with it. Mr. Seneck also thanked Matt Caldwell and the Treasurer's Office for putting the figures together. Mr. Seneck stated this was the first time in his experience that they have not moved forward to arbitration. Mr. Seneck stated that it was a pretty quick negotiation.

Ms. Kerr thanked Mr. Seneck for representing the Committee.

Adjournment:

Mr. Jeffrey made a motion, seconded by Mr. Henninge to adjourn the meeting. Carried.

Mr. Seneck adjourned the meeting at 11:56 a.m.

slh

**Personnel Committee Meeting
Chenango County Office Building – Committee Room
Wednesday, December 2, 2020 – 11:30 am**

Present were: Chairman George Seneck, Supervisor Wayne C. Outwater, Supervisor Robert M. Jeffrey, Supervisor Marjorie L. Davis, Supervisor Robert T. Starr, Personnel Officer Lisa Kerr, Personnel Technician Matthew Caldwell, Public Works Director Shawn Fry, DSS Commissioner Dan Auwarter, Director of Services Beth Beers, Sheriff Ernie Cutting, Public Health Director Marc Flindt, Clerk of the Board/County Auditor RC Woodford and Board Chairman Lawrence Wilcox.

Absent: Supervisor Joseph Henninge.

Chairman George Seneck called the meeting to order at 10:00 am.

**Shawn Fry, Director of Public Works
Refill M-F Laborer and Subsequent Backfill:**

Mr. Fry stated this individual left for another job, and he was requesting to refill the positions in order to maintain the current staffing level for the positions.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refill the M-F Laborer position and subsequent backfills. Carried.

Refill Heavy Motor Equipment Operator Position:

Mr. Fry stated that this position was vacant due to a retirement that occurred on November 20th. Mr. Fry stated he was requesting to refill the HMEO position in order to remain at the same staffing level for the operation of heavy equipment and plow trucks.

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refill the Heavy Motor Equipment Operator Position. Carried.

Discussion: Mr. Jeffrey asked Mr. Fry if he had any difficulties finding people to hire for this position. Mr. Fry stated as long as he is able to hire from within his department he is able to refill them. If he has to hire from outside of the department he has a hard time finding people because of the pay scale, the start rate for the position is \$18.52 per hour and in most other places that hire HMEO's the starting pay is around \$25 per hour.

Mr. Outwater asked Mr. Fry if they had a training program to help people obtain their CDL. Mr. Fry stated that they encouraged individuals to get their CDL and explained how the training program worked to the committee. Mr. Outwater stated he thought it was a good idea to refill the positions from within the department.

**Dan Auwarter, Commissioner, Social Services
Refill Senior Social Welfare Examiner #A6010.14:**

Mr. Auwarter stated that he was requesting to refill the Senior Social Welfare Examiner position #6010.14 due to a retirement.

Mr. Auwarter stated the last day worked was November 25th and the position was important because this individual handled a majority of the Medicaid applications for the County. Mr. Auwarter stated the refill request date for the position was January 5, 2020. Mr. Auwarter stated this was a promotional position and asked to fill any subsequent backfills.

Mr. Outwater asked Mr. Auwarter if he had enough money in his budget to refill the position now or would he prefer to wait until January 5th to refill it. Mr. Auwarter stated he could wait until January 5th to refill it.

Mr. Starr made a motion, seconded by Mr. Outwater, to refill Senior Welfare Examiner position #A6010.14 effective January 5, 2021 and any subsequent backfills. Carried.

Reclassify Account Clerk/Typist Position#A6010.171:

Mr. Auwarter stated he was requesting to reclassify this position from Account Clerk/Typist to Account Clerk. Mr. Auwarter stated the typing requirements for this position no longer applied.

Mr. Auwarter stated the individual left on November 6th due to taking a position with another department. Mr. Auwarter stated the position could have been refilled as of November 19th.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer to the next BOS meeting in order to reclassify Account Clerk/Typist position #A6010.171 to Account Clerk and refill the position. Carried.

Create New Senior Caseworker Position and Increase PT Parent Aide to Full Time:

Mr. Auwarter stated he was requesting to create a new position in his department. Mr. Auwarter stated they currently have two senior caseworkers in the Child Protective Services unit and they were looking to increase the number of Senior Caseworkers to oversee the caseworkers and the execution of their duties in support of their current caseload. Mr. Auwarter stated that Ms. Beers could explain the changes to the state and federal regulations that were going to put upon their department in terms of their roles and responsibilities.

Ms. Beers stated the federal and state governments were making changes to regulations for their department that would become effective in September 2021. Ms. Beers stated the State was requiring them to perform extra duties. Ms. Beers stated the State was requiring policy changes for PINS where they were going to be required to go through more quality review processes before PINS placements could occur. Ms. Beers stated they had to undergo a new removal process, which would become time consuming.

Ms. Beers stated they currently had two senior caseworkers who were overseeing six caseworkers each, which was a lot for them to handle. Ms. Beers stated if they could add a third senior caseworker to the CPS unit they would have better results in their case work processes. Ms. Beers stated they would have less removals because they would be able to identify family members sooner.

Mr. Jeffrey stated he thought that it was resourceful and commended them for adapting to the changes. Mr. Jeffrey stated there was no additional cost to the budget in doing so either, which was great.

Mr. Auwarter stated in order to accomplish this, they were seeking to eliminate some positions to fund the new position. Mr. Auwarter stated they would eliminate a vacant administrative assistant position and a vacant part time account clerk/typist position. Mr. Auwarter stated in looking at it they would accomplish quite a few things with Ms. Beers plan for the unit itself and the community.

Mr. Auwarter stated he had to commend the caseworkers for their work, specifically throughout this crisis. Their state counterparts were still working from home while the County's caseworkers were currently in the field, going into people's homes and doing their jobs the way they have had to all along throughout really

arduous circumstances.. Mr. Auwarter stated he commended them and thought they needed the additional support.

Mr. Woodford asked if the intent of this was for the position to be effective on January 1, 2021. Mr. Auwarter stated yes.

Mr. Woodford stated this action and the next action item of increasing the parent aide to a full time position would be rolled into one resolution. Mr. Auwarter stated they would be creating one position and modifying a second position from part time to full time if the committee approved.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, to refer to the next BOS meeting in order to authorize the creation of a senior caseworker position and parent aide position and the elimination of an administrative assistant position, part time parent aide position and part time account clerk/typist position. Carried.

Resolution to Follow

Ernie Cutting, Sheriff

LEA Tentative Agreement:

Ms. Kerr stated that they would need a motion to enter into executive session to discuss the terms of the agreement with the LEA.

At 10:16 a.m. Mr. Outwater made a motion, seconded by Ms. Davis to enter into executive session to discuss the proposed LEA contract. Carried.

At 10:24 a.m. Mr. Outwater made a motion, seconded by Mr. Starr to adjourn the executive session.

Mr. Outwater made a motion, seconded by Ms. Davis, to refer to the next BOS meeting in order to approve the LEA contract agreement., Carried.

Resolution to Follow

Refill Administrative Assistant Position #A3170.1841 and Set Salary:

Mr. Outwater asked what the current salary for the position was. Ms. Kerr stated \$41,065 for 2020.

Mr. Outwater asked the Sheriff if he had someone to fill the position. Sheriff Cutting stated right now that he wanted to wait until the refill was approved. Sheriff Cutting stated that the current Administrative Assistant, Kim Smith, agreed to work part time for a while because he did not know how long it would take to find someone.

Mr. Outwater asked the Sheriff if he had a salary recommendation. Sheriff Cutting stated he would like to keep the salary the same because he was trying to hire the best people he could and the salary was important to someone in that position. Sheriff Cutting stated this was a person who would work directly for him and the Undersheriff. Sheriff Cutting stated it was an important position and he would have to try to find someone to fill her shoes. Sheriff Cutting stated Ms. Smith did an outstanding job. Sheriff Cutting stated that money was already budgeted.

Mr. Outwater made a motion, seconded by Mr. Starr, to refill the Administrative Assistant position and set the salary at \$41,000 annually. Carried.

Discussion: Mr. Jeffrey asked the Sheriff if he was okay with that amount. Sheriff Cutting stated yes, it was just dropping it by \$65.

Ms. Kerr asked if the intent was to hire Ms. Smith back into the full time Administrative Assistant position. Sheriff Cutting stated not at this time, his understanding was that she planned on being part time. Sheriff Cutting stated he was trying to talk her into staying longer but he did not know if she would because it was his understanding that she wanted to move south sometime in the next year. Ms. Kerr stated she just wanted to clarify that because it would set a bad precedent to have someone retire and then rehire them to go right back into the full time position they just retired from. Sheriff Cutting stated people have retired and gone back to work for him in the past. Mr. Seneck stated yes, but part time. Sheriff Cutting stated there were no provisions in the law preventing that from happening, only that they couldn't make over \$35,000. Ms. Kerr stated that was correct, there were no legal provisions, she just wanted the committee to make a decision as to whether or not they wanted to set the precedence by allowing that to happen. Ms. Kerr stated they would have other people in the County try to do that in the future if they allowed it and she just wanted to be clear as to what her marching orders were. Ms. Davis stated did she not want people to retire and start back working again. Ms. Kerr stated no, there were other people in the county that would like to retire and start back up again.

Mr. Starr asked if Ms. Smith was coming back as the administrative assistant but be paid under another line as a part time employee. Sheriff Cutting stated yes. Mr. Starr stated if she was coming back part time and they were questioning her coming back under a lower pay grade he did not see the conflict. Ms. Kerr stated there was no conflict with that. It was the issue of possibly going into the full time position again if he was able to talk her into it. Sheriff Cutting stated her intention was to move south within the next year. Mr. Starr stated he was thinking that the Sheriff would go find someone who was qualified and the new person would come in and Ms. Smith would train her. Sheriff Cutting stated that was the idea.

Mr. Jeffrey stated if he brought back someone that was retired part time, wouldn't their overhead costs be lower. Sheriff Cutting stated they would be lower. Ms. Kerr stated they were probably right, it was more of an issue for her of the public's perception of double dipping or getting paid by the County and receiving retirement pay for the exact same position. Ms. Kerr stated she believed there would be some appearance that it might not be an ideal situation. Sheriff Cutting stated he could understand the appearance of that, but this was a person who was on the lower end of the pay scale for many years and her retirement benefits were probably only around \$16,000 to \$18,000 per year.

Ms. Kerr stated she just wanted to be consistent and was looking for guidance going forward so that someone else in this situation was treated the same.

Refill Public Safety Dispatcher Position #A3020.144:

Sheriff Cutting stated they hired an individual, completed the training process and then she decided that she wanted to move to North Carolina so he was requesting to refill the dispatcher position.

Mr. Outwater made a motion, seconded by Mr. Jeffrey, to refill Public Safety Dispatcher position #A3020.144. Carried.

Create Part Time Physician Position for the Jail:

Sheriff Cutting stated that Dr. Maserech has been the jail physician for a number of years and he was recently retained as the County Medical Examiner. Sheriff Cutting stated they were looking to transition him from a contractual expense to more of a full time payroll position with the County since he was now in those two positions.

Sheriff Cutting stated they would have to set the salary and his hours would be varied because he worked at the Sheriff's Office a couple of afternoons a week seeing inmates.

Ms. Kerr stated that the treasurer, Bill Craine, put some information together for their meeting packets. Ms. Kerr stated that currently Dr. Maserech was contracted as the jail physician and he was recently appointed as the Medical Examiner. Ms. Kerr stated there was a conflict with having him performing the same type of work for the County as an employee with the Medical Examiner's Office and then working as a contractor for another county position as the Jail Physician. Ms. Kerr stated that it was Mr. Craine's recommendation that Dr. Maserech be brought onto the payroll as a part time employee for the two separate positions for auditing purposes.

Ms. Kerr stated the Sheriff's part of the salary would be transferred from the line in the Contracted Jail Physician's line. Sheriff Cutting stated they were going to take a portion of the money from that line to pay Dr. Maserech's salary and the rest would remain in that line to cover the Nurse Practitioners salaries that assisted Dr. Maserech from time to time with medical visits and care for the inmates.

Ms. Kerr stated that Mr. Craine came up with the figures and lines to transfer the money from as indicated in their meeting packets. Ms. Kerr stated the recommended salary was \$30,000. Ms. Kerr stated there were IRS regulations that Mr. Craine was concerned about and why he recommended the change.

Mr. Outwater asked if both of the positions would be part time. Ms. Kerr stated the Medical Examiner's position would remain unchanged. Mr. Outwater stated both of them were part time, meaning no fringe. Ms. Kerr stated he was receiving benefits under the Medical Examiner's position.

Mr. Starr made a motion, seconded by Mr. Jeffrey, to refer to the next BOS meeting in order to create a PT Physician position at the Correctional Facility and to set the salary at \$30,000 annually, effective January 1, 2021. Carried.

Resolution to Follow

Discussion: Mr. Outwater asked if it needed to be added to the Comp Schedule. Mr. Woodford stated he would make sure that was in the resolution.

Marc Flindt, Director, Public Health

Temporarily Increase Part Time Public Health Technician to Full Time:

Mr. Flindt stated he was very concerned about a possible surge in COVID-19 cases following the Thanksgiving holiday and into the Christmas Holiday season. Mr. Flindt stated one of the things he was trying to do to help with that was by increasing his contact tracing abilities. Mr. Flindt stated he was requesting to increase the part time public health technician to full time. Mr. Flindt stated they increased this position during the April Board meeting to full time for a few months early on during the COVID-19 pandemic and he was requesting to do the same thing again. Mr. Flindt stated he would like the change to occur on the same date as the December Board meeting for a period of three months.

Mr. Outwater asked if this was going to be COVID money. Mr. Flindt stated that he would transfer \$1,000 from a registered nursing position in the 2020 budget for December and return in January to transfer additional dollars from the 2021 budget to pay for January and February. Mr. Flindt stated the position was eligible for 36% reimbursement. Mr. Outwater stated eventually this money would be charged to COVID. Mr. Flindt stated he could try to have it reimbursed under COVID. Mr. Flindt stated the vacant registered nurse position was for the lead program and was approved before COVID hit and he did not fill it in anticipation of needing some money from that line.

Mr. Woodford stated that if the committee was in favor, he could take care of the 2021 transfers within the same resolution for the December meeting. Mr. Flindt stated if that were to occur, he would ask to transfer \$2,000 from the same registered nurse position line in the 2021 budget.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer to the next BOS meeting in order to authorize the increase in hours for the public health technician from part time to full time and to make the applicable 2020 and 2021 appropriations for the salary for the position. Carried.

Resolution to Follow

Increase Director of Patient Services Salary by \$1,000:

Mr. Flindt stated the Director of Patient Services in the Nursing Division was appointed as the Early Intervention Official during the October Board meeting. Mr. Flindt stated he was requesting to increase her salary by \$1,000 starting January 1st to compensate her for the duties and responsibilities associated with the position. Mr. Flindt stated she would have an additional three staff members to supervise, auditing and quality assurance. Mr. Flindt stated out of fairness she was going to have more responsibilities and he thought \$1,000 was appropriate.

Mr. Seneck stated the transfer was also coming out of the same registered nurse line. Mr. Flindt stated that yes, line #A4010.17- Registered Professional Nurse - Lead.

Mr. Jeffrey made a motion, seconded by Ms. Davis, to refer to the next BOS meeting in order to modify the 2021 Comp Schedule to increase the salary for the Director of Patient Services by \$1,000. Carried with Mr. Outwater opposed.

Discussion: Mr. Outwater asked if this was a comp schedule position. Ms. Kerr stated yes. Mr. Outwater stated they were going to change the comp schedule. Ms. Kerr stated yes. Mr. Outwater stated it was the second time they changed the comp schedule today.

RC Woodford, County Auditor/Clerk of the Board
Refill Journal Clerk Position and Set Salary:

Mr. Woodford stated he was requesting to refill the part time journal clerk position during the first week of January 2021 following her formal resignation. Mr. Woodford stated that he did not have a letter in hand due to the 30 day constraints, but Sheri Howe verbally made her intent known to leave Chenango County employment as the Journal Clerk to return to working for the State. Mr. Woodford stated she has done a great job, since accepting the position in December 2017. Mr. Woodford stated the request was to refill in January of 2021 and they would need to set the salary.

Mr. Jeffrey asked what Mr. Woodford recommended for the salary. Mr. Woodford stated the 2021 budgeted amount for the position was for \$25,009 and he would not suggest to back off from that amount by too much because they have learned that it was somewhat of a difficult position to recruit for. Mr. Woodford stated they didn't want to grab someone off the sidewalk out front to do what the Journal Clerk did.

Mr. Jeffrey made a motion, seconded by Mr. Outwater, that upon the receipt of a written resignation, to refill the part time Journal Clerk position and set the salary at the budgeted 2021 amount. Carried.

Transfer \$2,000 for Extra Hire:

Mr. Woodford stated that Ms. Howe has agreed to help train the new person as well as fill in as needed for the early part of 2021 and requested to transfer \$2,000 from the current Journal Clerk line to Extra Hire.

Mr. Outwater made a motion, seconded by Mr. Starr, to refer to the Finance Committee in order to authorize the transfer of \$2,000 for extra hire within the Legislative Board budget. Carried.

Referral to Finance

Lisa Kerr, Personnel Director
Airport Administrator Position:

Ms. Kerr stated the Airport Administrator resigned. Mr. Wilcox stated that was correct, he received a resignation from Mr. MacIntosh that would be effective on December 31, 2020.

Mr. Seneck asked if they had a plan together for how this would work. Mr. Wilcox stated the discussion centered around splitting the job between the Planning Director and someone else. Mr. Wilcox stated his suggestion was the Public Works Department had a Director, three deputies and a Sealer of Weights and Measures which were available. Mr. Wilcox stated his thought was that the operational portion of the Airport was very much in line with what Public Works did, mowing the lawn, snow removal, maintenance of the equipment and those kind of things. Mr. Wilcox stated that was not necessarily the forte of the Planning Director nor should it be as far as he was concerned. Mr. Wilcox stated the Planning Director has taken up the role of overseeing the grants and the funding for the Airport and has done an excellent job with that.

Mr. Wilcox stated the thought was to split out the duties and not have an additional cost to the airport trust fund. Mr. Wilcox stated he did not know how that would be divided up, he just thought that it could be a possibility.

Mr. Wilcox stated he was concerned that they had a maintenance person doing the work alone and he thought they needed to have some type of oversight of that person. Whether it just be someone stopping in once or twice a day. Mr. Wilcox stated if OSHA were to show up there and see someone out there doing the type of work that he did by himself, unsupervised, they may be in for a liability issue.

Mr. Seneck asked if they have had any discussions with Mr. Fry. Mr. Wilcox stated that he spoke with Mr. Fry and Mr. Fry was not opposed to the idea, but they didn't have anything concrete to offer at the time.

Mr. Seneck stated he spoke with Mr. Butler a couple of months ago about some concerns and even at the technical end such as with the Facebook page was that something that wasn't currently happening. Mr. Wilcox stated he would think those responsibilities would fall on Mr. Butler and the Planning Department to take care of the publicity for the Airport.

Ms. Kerr stated she took the liberty of preparing a draft job description for the Planning Director that included the administrative pieces of the position and for the Public Works Department to go forward with the supervision of the maintenance piece of the Airport. Ms. Kerr stated basically there would be no Airport Administrator per se, it would be incorporated into the Planning Director and the Department of Public Works as indicated by the Planning and Economic Development Committee.

The Committee members looked over the draft job descriptions and recommended that the maintenance supervision be more defined so that there was no doubt as to whose responsibility it was at DPW.

The Committee also discussed salaries for the individuals.

Mr. Outwater made a motion, seconded by Ms. Davis, to have the Planning Officer finalize the job descriptions and the Planning Committee take care of their part of it and to move to the Finance Committee to take care of the finance end of it and to ask Mr. Fry, Mr. Butler, and Supervisor Khoury, the Chairman of the Planning and Economic Development Committee, to attend the December 3, 2020 Finance Committee meeting to discuss and

set the salaries for the Planning Director and the DPW for their duties as they pertained to the oversight of the Airport. Carried.

Referral to Finance

County Historian Position:

Ms. Kerr stated that during the Planning and Economic Development Committee meeting they looked at 15 applications that were received for the Historian position. The Committee selected four applicants to interview and the interviews would be held following their committee meeting in January.

Mr. Seneck stated he spoke with Mr. Khoury and they believed they would be coming to this committee with a recommendation to make the appointment during the February Board meeting.

Adjournment:

Mr. Seneck adjourned the meeting at 11:13 a.m.

slh