

**PERSONNEL COMMITTEE MEETING
TO BE HELD IN ROOM 318
PUTNAM COUNTY OFFICE BUILDING
CARMEL, NEW YORK 10512**

Members: Chairman Jonke, Legislators Addonizio & Nacerino

Thursday

6:00PM

June 16, 2022

The meeting was called to order at 6:00PM by Chairman Jonke who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislator Nacerino and Chairman Jonke were present. Legislator Addonizio was absent. Chairman Jonke stated Legislator Sayegh would be sitting as a committee member for this meeting.

Item #3 - Approval/Personnel Committee Meeting Minutes – May 10, 2022

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Fund Transfer (22T098)/ Health Dept./ Reclassification: Public Health Sanitarian Trainee to Public Health Sanitarian/ Senior Fiscal Manager William Orr

Director of Environmental Health Shawn Rogan explained when an employee is hired as a trainee, they have certain measures they must meet and certain credentials for the State Health Department. He stated this employee has met all the requirements. He stated they are requesting this fund transfer to move the money, this is not a new position. He stated he had previously spoken with the legislature about this position and the process.

Senior Fiscal Manager William Orr stated the fiscal impact from the transfer is zero. He stated the reason the funding was not held in the Health Department's budget is because it was thought it would take longer for the trainee to meet the requirements.

Commissioner Shawn Rogan stated typically if the candidate is from outside with no experience would take upward to approximately two (2) years. He stated this individual was a Temporary Employee and gaining the experience for over the past two (2) to three (3) years. He stated the process went faster than anticipated.

Chairman Jonke made a motion to approve Fund Transfer 22T098/ Health Dept./ Reclassification: Public Health Sanitarian Trainee to Public Health Sanitarian; Seconded by Legislature Nacerino. All in favor.

Item #5 - Approval/ Fund Transfer (22T114)/ Health Dept./ Reorganization – Early Intervention/ Preschool Personnel Changes/ Senior Fiscal Manager William Orr

Senior Fiscal Manager William Orr stated per the request of the Commissioner of Health the following are proposed personnel changes/reorganization of the County Health Department due to the retirement of an Associate Account Clerk Grad 15, Step 4- effective April 29, 2022. He

stated the accruals will be completed by July 22, 2022. He stated the following is what is being proposed. He stated the requests are in alignment with Vacancy Control and the Personnel Department has agreed to the proposed changes: Vacancy Control approved to fill said position with the current Principal Account Clerk, Grade 13, Step 4 by reclassing the Principal Account Clerk position to an Associate Account Clerk, Grade 15, Step 3. The Principal Account Clerk position would then be eliminated creating a vacancy. Said vacancy would be underfilled by a Part Time Temporary Senior Account Clerk for 25 hours per week, at \$25.00 per hour. This Part Time Temporary Senior Account Clerk position will take on clerical tasks related to data entry/billing through the new proposed McGuinness Program system, which will be discussed by Supervisor of E.I. & Preschool Programs Valerie Kurtz. He continued with the proposal of the reclassification: Commissioner of Health is also requesting a Reclass of the current Senior Clerk, Grade 8, Step 4 to a Principal Clerk, Grade 12, Step 2 under the recommendation of the Director of Personnel due to a desk audit.

Supervisor of E.I. & Preschool Programs Valerie Kurtz stated in New York State out of the 62 Counties only 12 counties do not use McGuinness Program System. She stated the program brings together Medicaid and insurance as well as contains an eStacs program and CPSE Portal. She stated the current process Putnam County uses is very time consuming, she provided an overview of it. She stated with the McGuinness Program System the data is inputted once, and it automatically goes to eStacs, the New York State Billing Program for the pre-school programs. She stated it also has the CPSE Portal (Committee on Preschool Special Education), and the IEPs (Individual Education Plan) will automatically come to the County. She stated the billing, reporting, and everything will be more accurate and efficient. He stated in the next six (6) months to a year and a half they want to connect the McGuinness Program to the Munis Program that is used by Putnam County.

Legislature Nacerino stated it makes perfect sense to have all of the programs in concert with each other, while improving accuracy and efficiency. She stated her support of this proposal.

Chairman Jonke stated it has been 10 years since he has had experience with early intervention. He stated he is in support of the McGuinness Program system if it will simplify the process and make the County more efficient.

Legislature Sayegh stated her agreement that a program, in this case the McGuinness Program, which will improve upon accuracy and efficiency she supports. She requested clarification that this program will reduce the Senior Account Clerk position to a part-time position.

Senior Fiscal Manager William Orr stated cutting down from a full time to a part time position will save the County money.

Legislature Sayegh questioned if more money for the program will be needed over time.

Supervisor of E.I. & Preschool Programs Valerie Kurtz stated she could not give an accurate answer to this question. She stated currently the numbers for early intervention are increasing. She provided the facts to support that statement in 2020 the Early Intervention program had 128 students currently there are 217 and preschool in 2020 had 241 and now have 340. She stated

based on that she cannot answer the question as to will the department need to ask for additional funding in the future.

Chairman Jonke questioned how difficult it is to place kids in a preschool program.

Supervisor of E.I. & Preschool Programs Valerie Kurtz stated it is difficult and there are waiting lists. She stated she is attempting to get other programs to move closer to Putnam County.

Legislature Nacerino questioned if they will be asking the Legislature for a full-time position in the 2023 Budget.

Senior Fiscal Manager William Orr stated that they will not be coming to the Legislature for the 2023 Budget. He stated they might if the number of kids continues to increase.

Legislature Nacerino stated she certainly would not be opposed to that if there is a need and demonstrated.

Chairman Jonke made a motion to approve Fund Transfer 22T114/ Health Dept./ Reorganization – Early Intervention/ Preschool Personnel Changes; Seconded by Legislature Sayegh. All in favor.

Item #6 - Approval/ Fund Transfer (22T103)/ Cover Overtime Expenses in Administration and Facilities/ Deputy Commissioner John Tully

Chairman Jonke stated the money has been spent and this is just routine bookkeeping. He stated there is no fiscal impact.

Chairman Jonke made a motion to approve Fund Transfer 22T103/ Cover Overtime Expenses in Administration and Facilities; Seconded by Legislature Nacerino. All in favor.

Item #7 - Approval/ Salary Adjustment for the Confidential Secretary to the County Executive/ Personnel Officer Paul Eldridge

Chairman Jonke stated he would like more information on this matter.

Chairman Jonke made a motion to table Salary Adjustment for the Confidential Secretary to the County Executive; Seconded by Legislature Sayegh. All in favor.

Item #8 - FYI/ 2022/ Accident Report – Duly Noted

Item #9 - FYI/2022/ Incident Report – Duly Noted

Item #10 - Other Business

#10a. Approval/ Standard Workday/ Amendment of Resolution #209 2021

Chairman Jonke made a motion to Waive the Rules and Accept the Other Business; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke made a motion to approve Standard Workday/ Amendment of Resolution #209 2021; Seconded by Legislature Nacerino. All in favor.

Item #11 - Adjournment

There being no further business at 6:14PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Summer PILOT Intern Eden Barone.