

PERSONNEL COMMITTEE MEETING
Held via Audio Webinar Pursuant to Temporary Emergency Orders
Members: Chairman Jonke Legislators Nacerino & Sullivan

Tuesday **6:00PM** **June 8, 2021**

(The Economic Development Comm Mtg. Immediately Followed)

The meeting was called to order at 6:03PM by Chairman Jonke who requested that Legislator Albano lead in the Pledge of Allegiance. Upon roll call Legislators Nacerino, Sullivan and Chairman Jonke were present.

Item #3 - Approval/Personnel Committee Meeting Minutes: May 11, 2021

Chairman Jonke stated the minutes were accepted as they were submitted.

Item #4 - Approval/Fund Transfer (21T106)/ Reorg- Reclass: Funding for an Account Clerk in Purchasing (Effective 6/25/21)/ Replace the Fiscal Manager position in Highways & Facilities (vacated due to a retirement) with a Senior Account Clerk (Effective 7/1/21)/ Finance Commissioner William Carlin

Chairman Jonke stated Director of Purchasing Alex Mazzotta was present and would speak to this request.

Director of Purchasing Alex Mazzotta stated the Purchasing Department has been running very lean since 2017. He stated in 2017 he lost two (2) employees. He stated via a re-organization in conjunction with the Highways and Facilities Department his department went into an arrangement of sharing two (2) employees. He explained in 2020 one of those employees, the Asset Manager, took on a new position. He explained he did request in the 2021 budget a full-time position for the Purchasing Department. He explained the requested position was removed because of the budget uncertainty caused by the COVID pandemic. He explained he has been running his department short staffed, while the workload for the Purchasing Department continues to increase.

Chairman Jonke stated in summary in 2017 the Purchasing Department lost one long time County employee to retirement and a long time County employee tragically passed away. He stated neither of those vacancies was filled. He stated the Personnel Budget in 2017 for the Purchasing Department was \$246,000 and is now \$180,000 and the workload has not diminished.

Commissioner of Finance William Carlin stated that is all correct. He stated the proposal has been discussed with the members of the Purchasing Department and the Highways and Facilities Department and they agree to this proposal. He stated the positions are combined for money purposes only. He stated the positions have no connection as to the needs the positions will be

filling in the respective Department. He stated the positions were netted against each other, to make it easier.

Deputy Commissioner of Highways and Facilities Tully stated as Commissioner Carlin explained the positions are not related for any reason other than the efficiency of monetary transaction. He stated as one of the biggest users of the Purchasing Department, the members of the Highways and Facilities Department recognize the need in the Purchasing Department and supports this request wholeheartedly. He stated the retirement of the Fiscal Manager position in the Highways & Facilities Department will be replaced by a Senior Accountant and will result in a savings.

Personnel Director Paul Eldridge stated his support of this proposal.

Legislator Nacerino stated her support for the request.

Legislator Sullivan recognized the fine work done by the Highways & Facilities Fiscal Manager, who is retiring and wished her well. He stated his support for this request.

Legislator Albano stated his appreciation to Director Mazzotta for the fine work he and his staff have provided to the County, while short staffed. He stated he is in support of this request.

Legislator Montgomery requested an explanation as to where the funding is coming from, since the request was turned down during the budget process. She stated it is not clear to her how it is there are now funds to cover this position.

Commissioner of Finance William Carlin stated the most important fact is that the County is in a much better fiscal position now, than it was during the 2021 budget process, which was in the middle of COVID-19 and all of the revenues were down. He stated fast forward to today, there will be the savings from the Fiscal Manager position that will be used to fund the position in Purchasing Department and the funding from the Purchasing Department's Temporary line, which will not be funded in the future or funded at a lower level depending on the needs of the Purchasing Department.

Legislator Montgomery stated she appreciates the clarification. She stated hopefully the Account Clerk position in Purchasing will help to get more data and more complete information on the projects that are going on throughout the County to the Legislature.

Chairman Jonke stated he met with Director Mazzotta regarding his request. He stated it was very clear that this request is necessary. He stated the Purchasing Department turns out a lot of work, and their workload keeps increasing year by year. He stated he is in support of giving help where it is needed.

Chairman Jonke made a motion to Approve Fund Transfer (21T106)/ Reorg- Reclass: Funding for an Account Clerk in Purchasing (Effective 6/25/21)/ Replace the Fiscal Manager position in Highways & Facilities (vacated due to a retirement) with a Senior Account Clerk (Effective 7/1/21); Seconded by Legislator Nacerino. All in favor.

Item #5 – Approval/Standard Workday and Reporting Resolution

Chairman Jonke made a motion to Approve the Standard Workday and Reporting Resolution; Seconded by Legislator Sullivan. All in favor.

Item #6 - FYI/ 2021/ Accident Report– Duly Noted

Item #7 - FYI/2021/ Incident Report – Duly Noted

Item #8 - Other Business - None

Item #9 - Adjournment

There being no further business at 6:32 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Sullivan. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.