

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

Members: Chairman Jonke, Legislators Addonizio & Nacerino

Tuesday

May 10, 2022

The meeting was called to order at 6:30PM 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 Albano would be sitting as a committee member for this meeting.

Item #3 - Approval/Personnel Committee Meeting Minutes – April 12, 2022

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Fund Transfer (22T077)/ Request Transfer of Additional Funds to the Civil Division Temp Budget Line/ Hire Part-Time Civil Clerk for Remainder of the Year/ Sheriff Kevin McConville

Chairman Jonke requested Sheriff McConville speak to this request.

Sheriff McConville stated this request is being made as a result of a 2018 audit. He stated there were a number of insufficiencies outlined by the New York State Sheriff's Association Audit Team (NYSSAA Team). He stated the current Civil Division Captain, Michael Grossi, was a member of the NYSSAA Team. He stated the recommendations were never implemented. He stated this request will allow the Civil Division to meet the following goals: →Enact Civil Division Policies and Procedures, so the agency can obtain Civil Accreditation through the NYS Sheriff's Association, → Enhance preparation to handle the anticipated post-covid workflow increase including evictions, Reconcile bank account anomalies, →Revamp office filing system, →Computer database cleanup including name merging, →Follow up on delinquent/ inactive cases, →Efficiency improvements to software system, →Restructure workflow procedures, →Continue training of new Office Assistant and Senior Office Assistant, →Consolidate the current multi-page fee chart. He stated there is no fiscal impact. He stated if it is deemed necessary by the Commanding Officer of the Civil Division that the position is needed he will afford the Commanding Officer the opportunity to make the case at the internal budget meetings in June. He stated the individual has 20 plus years of Civil Bureau experience, specifically in the matters he has mentioned.

Legislator Albano stated he supports this request.

Chairman Jonke stated he agrees. He stated it will improve the efficiency of the office.

Legislator Nacerino stated she echoes her Committee Members sentiments. She stated as the Sheriff indicated, the individual would work to the end of the year. She stated if it is determined

by the Sheriff that the position is needed beyond the end of the year, it will be addressed during the 2023 budget process.

Chairman Jonke made a motion to waive the rules and accept the additional; Seconded by Legislator Nacerino. All in favor.

Legislator Montgomery stated she recalls that in the 2022 budget process the past Sheriff cut the temporary Civil Clerk budget and wanted to use those funds for the Sergeant line. She stated the funding was taken out, but the Sergeant position was not funded.

Chairman Jonke stated he does not recall the Legislature cutting funds from the Administrative Staff in the Civil Division.

Legislator Montgomery stated she believes the then Sheriff did cut from the Administrative Staff in the Civil Division so that the funds could be put to the Sergeant budget line. She stated the Sergeant position, at the time, was a priority because there were already two (2) full-time clerks and one (1) Captain.

Chairman Jonke stated according to the current Sheriff, the two (2) full time Clerks, need training that was not provided.

Legislator Montgomery stated if a Sergeant position is so important has that need been addressed.

Chairman Jonke stated Sheriff McConville has not mentioned the need for a Sergeant position in the Civil Division.

Legislator Montgomery stated we do not have an understanding of the master plan for the Sheriff's Department. She stated maybe there was information provided in the Bonadio Group Report, that the County spent \$45,000 on.

Chairman Jonke stated the past Sheriff, and this Sheriff are the elected "Head of the Sheriff's Department". He requested Sheriff McConville speak to the deficiency that led to this request.

Sheriff McConville stated the deficiencies are articulated in the memorandums he sent to the Legislature. He explained a Senior Clerk retired. He stated they promoted an Office Assistant to the Senior Clerk position. He stated the previous administration and structure kept the Office Assistant in a narrow lane resulting in the employee not having a full understanding of the entire operational functions of the Civil Division. He stated they have confidence that the part-time employee with experience, who is a veteran of the Civil Division, will be able to provide the training that is needed.

Legislator Nacerino stated any restructuring of the Sheriff's Department, in reference to the Sergeant position, will be addressed during the budget process, if the Sheriff brings it forward. She stated tonight the consideration is the approval of a six (6) month temporary employee. She stated it is not up to us to micromanage the Sheriff.

Legislator Montgomery stated she disagrees with the accusation that she is micromanaging the Sheriff. She stated she believes she is doing her job as a Legislator in asking questions related to the request of the Fund Transfer in front of the Committee.

Chairman Jonke facilitated further discussion.

Chairman Jonke made a motion to Approve Fund Transfer (22T077)/ Request Transfer of Additional Funds to the Civil Division Temp Budget Line/ Hire Part-Time Civil Clerk for Remainder of the Year; Seconded by Legislator Nacerino. All in favor.

Item #5 - Approval/ Fund Transfer (22T066)/ Probation Department - Reorganization/ Acting Probation Director John Osterhout

Chairman Jonke requested Acting Probation Director John Osterhout speak to this request.

Acting Probation Director John Osterhout stated his appreciation for being allowed to speak to this matter. He stated there are three (3) major issues with staffing in the Probation Department. He stated due to automation we do not have enough work for two (2) full-time clerical employees, which the department currently has. He explained however he does need coverage at the front desk and needs night time front desk coverage. He stated currently he has Probation Officers covering the front desk. He stated given the salary and the limited number of hours for the position, it will be difficult to hire a qualified person. He stated and finally Bail Reform has created a huge increase for the employee who runs the Alternatives To Incarceration (ATI) program. He stated in the past the ATI Worker used to spend most of the days working on community services. He explained now the employee has 40 pre-trial supervision cases. He explained these are high risk individuals. He stated they arrive with many needs, homelessness, unemployment, serious substance abuse issues, and mental health issues. He stated before Bail Reform there may have been one (1) high risk individual assigned to the Probation Department and now there are 40. He stated they need more attention, and he believes we owe it to them and to the community to do that. He stated he would like to offer his solution. He stated currently there are two (2) Probation Officer vacancies. He stated his ATI Worker is number one on the Probation Officer List and is his first choice. He stated he would like to move the pre-trial case responsibilities into the Probation Officer line, when the individual takes the Probation Officer (PO) position. He stated he would take the community service responsibilities from that individual and create another position, a Probation Officer Assistant, instead of an ATI Worker. He stated the reason is that a Probation Officer Assistant (POA) position is much more flexible in terms of what they can be given as their responsibilities. He explained the POA position's primary responsibility would be Community Services in addition to covering the front desk when needed. He stated because the CSEA Contract allows for a POA to work a flexible schedule, he would have the employee cover the front desk for the nighttime shifts. He stated he has ten (10) Probation Officers now and would keep that number, he stated his current ATI Worker would become a PO. He stated one of the current Receptionists is number one (1) on the POA List, and believes the employee would be a great fit for the proposed position. He stated the POA would take over the Community Service responsibilities and continue to help cover the Front Desk. He stated he would lose the Receptionist position. He summarized: same number of PO positions, one (1) extra POA position, lose the ATI Worker position, lose a Receptionist position, he would not hire a temporary evening employee. He stated fiscally there would be an immediate savings

of \$5,400 to the County. He stated by not hiring a new Receptionist there will be an additional savings of \$2,700 this year. He stated in 2023 there would be a savings of \$60,000 over what he would have had to budget for if they continued with this current structure. He stated this request he believes is going to make the Probation Department more efficient and provide better supervision to the pre-trial cases.

Chairman Jonke stated he spoke with Acting Probation Director John Osterhout earlier in the day. He stated he will support this request. He stated it will increase the efficiency and the effectiveness of the Department while resulting in a savings to the County.

Legislator Albano stated he was in agreement with Chairman Jonke.

Legislator Nacerino stated she agrees this request makes a lot of sense. She stated she always respects the Department Heads who bring proposals forward to improve effectiveness and efficiency.

Legislator Montgomery expressed her appreciation for the explanation provided by Acting Probation Director John Osterhout.

Chairman Jonke made a motion to Approve Fund Transfer/(22T066)/ Probation Department Reorganization; Seconded by Legislator Nacerino. All in favor.

Item #6 - Approval/ Fund Transfer (22T082)/ Health Department - Reorganization/ Commissioner of Health Dr. Michael Nesheiwat

Chairman Jonke stated Senior Fiscal Manager William Orr was present to speak to this request.

Senior Fiscal Manager William Orr explained the reason behind this request, is because of the recent retirement of the Principal Account Clerk in the Health Department, who was a Grade 13, step 4. He stated they would like to fill the position with a lower CSEA Grade 5, step 1. He stated they have a Reclassification request of an Office Assistant, Grade 5, step 2 to Account Clerk, Grade 6. He stated this individual has been training over the past several months and will take on the duties of the retiring Principal Account Clerk. He stated the Personnel Department has reviewed and approved this request. He stated these requests will result in a savings of \$19,000 for 2022 and \$32,000 in 2023.

Personnel Director Eldridge stated it was fortunate that there was an opportunity for training. He stated for clarity, there will need to be additional training.

Chairman Jonke made a motion to Approve Fund Transfer (22T082)/ Health Department - Reorganization; Seconded by Legislator Nacerino. All in favor.

Item #7 - Approval/ Fund Transfer (22T087)/ Highways & Facilities Department - Reclassification "Construction Project Assistant" to "Project Manager"/ Personnel Director Eldridge

Chairman Jonke stated Highways & Facilities Deputy Commissioner John Tully and Personnel Director Paul Eldridge were present to speak to this request.

Highways & Facilities Deputy Commissioner John Tully stated this process began after the 2022 budget was submitted and approved. He stated the employee made the request to have his job duties reviewed to determine if actions were warranted to reclassify the position. The procedure to audit the position was carried out by the County's Personnel Department. He stated the audit review showed the employee was clearly working duties that were outside the scope of his position. He stated that is why they are here requesting this, outside of the budget reclassification.

Chairman Jonke questioned why this request was not made last year during the 2022 budget process.

Highways & Facilities Deputy Commissioner John Tully stated he would take responsibility for that. He explained it was an oversight. He stated when the employee approached him and requested that a review be done, he committed to doing so and it was apparent that he should have submitted the reclassification and part of the Highway & Facilities Department 2022 budget.

Chairman Jonke questioned if the employee will need to take a test for the new position and if so when.

Personnel Director Eldridge said a test would be required and it has been ordered. He explained the process and confirmed the fact that this request is warranted. He stated he also supports the request for the pay increase to be retroactive to January 2022.

Highways & Facilities Deputy Commissioner John Tully provided a brief overview of some of the responsibilities this employee has taken on over the years outside of the scope of his job responsibilities.

Chairman Jonke stated the only question he has is regarding the change of the employee's salary. He stated he believes the change in salary would come along with the employee's title changes.

Personnel Director Eldridge stated he would request it be given serious consideration. He stated the employee has clearly been working outside the title of his current position and has never complained about it. He stated he would hate to see this fine employee bear the brunt of this oversight.

Chairman Jonke facilitated further discussion on this matter.

Chairman Jonke made a motion to Approve Budgetary Transfer (22T087)/ Highways & Facilities Department - Reclassification "Construction Project Assistant" to "Project Manager"; Seconded by Legislator Nacerino. All in favor.

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

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

Item #10 - Other Business - None

Item #11- Adjournment

There being no further business at 7:12PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.