

PERSONNEL COMMITTEE MEETING

Held in Room 318
Putnam County Office Building
Carmel, New York 10512

Tuesday

May 8, 2012

The meeting was called to order 7:20p.m. by Chairman DiCarlo. He requested that Legislator Oliverio lead in the Pledge of Allegiance. Upon roll call, Chairman DiCarlo and Legislators Oliverio & LoBue were present.

Item #3 – Approval/Minutes – Personnel Committee Mtg. April 10, 2012

Chair DiCarlo stated that the minutes were accepted as submitted.

Item #4 – Approval/Appointment /Commissioner of Health

Chair DiCarlo stated that the appointment of the Commissioner of Health was addressed and passed out of the Health Committee to the June 5, 2012 Full Legislature Meeting.

Item #5- Discussion/Presentation/Proposed Re-Vitalization of the Planning Department

Deputy County Executive Walker stated that this proposal is one that would allow the Administration and the Legislature to move forward with a very positive change for the benefit of the tax payers within the County organization. He stated that the overall objective of this proposal is to make sure that the investments made are being tracked from a planning aspect. He stated that he would like it stated that the Administration is no longer looking at a consolidation of the Planning Department with the Highway & Facilities Department. That was the initial thought, however after further research and insight from Commissioner of Highways & Facilities Pena and Deputy of Highways & Facilities Tully the plan of consolidation has been abandoned. He stated that the approach is a disciplined approach based on the County Charter requirements as well as the Federal and State requirements. He stated that a “Risk Register” has been implemented. The Risk Register identifies very discreet risks. The origin of the risk is identified, whether there is a regulatory requirement, it identifies risk mitigation, and it identifies the consequences of the risk. He stated that finally the risk is identified as a controlled or an uncontrolled risk. The “Risk Register” process is one that is used all over the world for certification purposes. He stated that there would be a Risk Owner identified, who is then responsible for developing mitigation strategies. He stated that a work and man power plan has been developed to outline the man power necessary to meet the obligations as set forth in the requirements. He stated through this process it became obvious that due to the lack of staffing over time in the Planning Department a number of the Charter and State requirements have not been met. He stated with the proposed plan, these requirements would be met. He stated that Commissioner John Lynch has done an excellent job of managing the 24 compliance items from the Federal Operating Process and the Federal Transit System. The lack of succession planning and developing the people in the organization has created a gap. He stated that the Administration does not believe that they can fill some of the positions with the employees who are currently there. He stated that is an issue that they need to contend with. He stated that there are five (5) areas of concern: **Transportation, Environmental / Municipal Separate Storm Sewer Systems (MS4s), Grant Application Process**, Comprehensive Master Plan and Six Year Capital Budget. He provided an overview on each of these concerns. He stated that in reference to the East of Hudson Corporation that was developed to deal with one discrete aspect of the

MS4 Compliance. Their mission is to eliminate and reduce the Phosphorus in our water.

Legislator Birmingham stated that his understanding was that the East of Hudson Corporation was to handle educational requirements and more. That is what was stated when the 8.2 million dollars was proposed for the corporation.

Deputy County Executive Walker stated that although he was not working in Putnam County at that time he was the Chair of the Soil & Water Committee. He is very familiar with the formation of the bubble compliance. He stated that in the beginning the concept proposed was to have the East of Hudson Corporation take all of the responsibilities from all of the organization that had MS4 requirements. The final result was that they ended up with one responsibility, and that was at the insistence of the Department of Environmental Protection (DEP) and the Department of Environmental Conservation (DEC). He stated that the risk here is that the 38 million dollars that the County received from the DEP as part of the MS4 Project is all at risk for non-compliance. He stated that this plan incorporates and acknowledges that.

Legislator Tamagna stated that the money being spent today is strictly for the Phosphorus Program. He stated that there is a concern that the priority list that was approved by the DEC for the five years has just barely enough funding.

Deputy County Executive Walker continued with his presentation giving an over view of the areas of concern. He provided insight into the roles played by the proposed positions in the "Proposed Planning Department".

Legislator Birmingham questioned if there was any way that the RFP could include any of the compliance issues.

Deputy County Executive Walker stated that they made that inquiry, however the answer was "No" based on Commissioner Lynch's experience with working with the Federal requirements and the fact that they want this arm's length transaction to be able to monitor it because of the dollars and funding associated with it. He stated that in closing this proposal is one in which the Administration believes would best serve the tax payers. He went over a broad analysis of the financial impact of the proposed plan. He stated that the proposal of staffing presented this evening would be \$426,000. He stated that there are some opportunities to offset the \$426k. He gave an overview of those possibilities. He stated that Grant Funding can be a tremendous source to offset the cost associated with projects. He stated that writing the grants is one aspect. The true value of the position is to have a person who is researching and finding the different grant opportunities.

Legislator LoBue stated that in 2011 she was made Chairwoman of the Capital Projects Committee that ended abruptly with no explanation. She stated that she had advocated for a facilities list. That would have provided information that the County could lay out a 5 -10 year plan for and be proactive. Rather than working in react mode, as stated by County Executive Odell. She stated that she supports filling the Commissioner of Planning position. She stated that she also supports the Fiscal Technician – Transportation that has been proposed tonight.

Legislator Othmer stated that he is in full support of the proposal made this evening by the Administration.

Legislator Oliverio stated that he would like to recommend moving into this proposal gradually. He stated in these fiscal times he is not comfortable with moving all of these

positions. He agrees that the Grant person is a key position, the Commissioner of Planning and the Operations Supervisor-Transportation.

Deputy County Executive Walker stated that the Commissioner of Planning position is already in the budget.

Legislator Oliverio stated that he would like to move only the 2 positions. He recommended that the other positions should be proposed through the budget process. He stated that he feels comfortable supporting that recommendation.

Legislator LoBue stated that she would like a description of the Fiscal Technician – Transportation position.

Commissioner of Planning Lynch stated that he is very excited about this proposal. He stated that there has been a great deal of frustration over the past 20 years managing this department while the staffing was being cut to the bone. He said with minimal staff there were some successes in the Planning Department. He stated that during his tenure with minimal staff, they secured over \$100,000,000 in grants in thirty years. Think of the work that could be done if the Planning Department was properly staffed. He stated that he believes this Administration has tremendous insight into the process and wants to change things for the better. He stated if the five positions need to be tailored down he strongly supports moving forward the Fiscal Technician-Transportation, the Operations Supervisor-Transportation and the Planner II-Grant Process/Regional Coordinator proposed positions.

Chair DiCarlo stated that Commissioner Lynch is greatly respected because of the great work he has done. Therefore he values his input and recommendations. He stated that as the Legislative Body it is our job to let the people know what we are doing and why. He stated that the dollars spent now will be far more cost effective moving forward.

Legislator Birmingham requested that Personnel Director Eldridge please provide a job description for each of the proposed positions.

County Executive Odell stated that Commissioner Lynch will be leaving. Therefore she stated that she did request that Personnel Director Eldridge start crafting the notice about a month ago for the Commissioner of Planning Position. She stated that all of the positions can be posted and if the decision is not to fill the positions then they do not get filled. However if the decision is to fill them the process is started.

Legislator Birmingham requested the financials attached to these recommended positions.

Legislator Oliverio made a motion to waive the rules and accept the additional; Seconded by Legislator LoBue. All in favor.

Deputy County Executive Walker provided his copy of the financials that he had put together.

Legislator Birmingham stated that the financials should be reviewed by the Audit & Administration Committee.

County Executive Odell questioned Chair DiCarlo as far as moving forward with advertising for these positions.

Chair DiCarlo stated that we can start the process. There was further discussion about funding the positions and the potential opportunities to offset the expenses.

Legislator LoBue asked Commissioner Lynch when his last day would be and what would be his work schedule up until that date.

Commissioner Lynch stated that Friday, July 13, 2012 will be his last day. He stated that this Friday, May 11 is his last day for May. Then he will return the first week in June and then the last two weeks in June. He stated that would allow him to help with the budget. Then July will be a wrap up. She stated that she would like Commissioner Lynch to be a part of the interviewing process if possible.

Legislator Othmer stated that he is in support of fast tracking the process. He would like to get the right people in their jobs as soon as possible.

Legislator Oliverio stated that we are in the depths of this governmental process. However he believes that the lay person is not going to understand why in these fiscally difficult times the County is looking to hire five positions. He stated that he is not comfortable with fast tracking this.

Chair DiCarlo facilitated further discussion on which positions will be moved to the June 5, Full Meeting.

Chair DiCarlo made a motion to move all five (5) proposed positions to the June 5th Full Meeting; Seconded by Legislator Oliverio. All in favor.

Legislator Oliverio stated that he wants each position listed separately for when they are brought forward to the full meeting to be considered.

Item #6- Discussion/Proposed Specifications for the Risk & Compliance Position

Legislator Oliverio stated that he had a discussion with Senior Deputy Attorney Spadaccini. He asked her the questions that he had in relation to this proposal and she answered them all. He is in support of this recommendation.

Deputy County Executive Walker stated that it will add great value to this Risk & Compliance Position to have an attorney in it.

Legislator Oliverio made a motion to approve the Proposed Specifications for the Risk & Compliance Position; Seconded by Legislator LoBue. All in favor.

Item #7- Other Business- None

Item #8- Adjournment

There being no further business at 8:30p.m., Legislator Oliverio made a motion to adjourn; seconded by Legislator LoBue. All in favor.

Respectfully submitted by, Diane Trabulsy, Administrative Assistant