

PERSONNEL COMMITTEE MEETING
Held in Room 318
Putnam County Office Building
Carmel, New York 10512
Members:
Chair DiCarlo, Legislators Gross & Nacerino

Wednesday

May 22, 2013

The meeting was called to order at 6:45p.m. by Chair DiCarlo. He requested that Legislator Gross lead in the Pledge of Allegiance. Upon roll call, Chair DiCarlo and Legislators Gross and Nacerino were present.

Item #3-Approval/Confirmation of Appointment/Director of Personnel

Chair DiCarlo stated that this item is to approve the Confirmation of the Appointment of the Putnam County Director of Personnel, Mr. Paul Eldridge.

Legislator Nacerino made a motion to approve; Seconded by Legislator Gross. All in favor.

Chair DiCarlo inquired as to how many years he has been with Putnam County.

Personnel Director Eldridge stated that he will be beginning his 37th year with the County. He stated that he is thankful for the appointment and support of the Legislature.

Item #4-Approval/Budgetary Transfer (13T089)/P.I.L.O.T Program/Commissioner Highways & Facilities

Personnel Director Eldridge stated that this is the first year, after many years, that the County is offering an Internship program. He stated that he suggested reinstating the program, and came up with the P.I.L.O.T acronym, which he believed would be easy for people to remember. It stands for "Putnam Invest in Leaders of Tomorrow (P.I.L.O.T)". He stated that there was an overwhelming response to the advertisement of the program. He stated that they received forty-six applicants (46). He stated with the original allocation of funding of \$30,000 for the program there would be approximately sixteen (16) who could be hired. He stated that the students who have applied are just outstanding. He stated that if an additional allocation of funding is approved, and a fiscal contribution of the Departments is made, approximately thirty (30) of the students could be hired. He stated that there are not a lot of job opportunities for these young people today. He stated the additional funds will allow the County to move forward with this program. He stated that he sees this program as being very beneficial to the participants.

Chair DiCarlo stated that this job market is very difficult. He stated that there are students graduating from college, who are taking unpaid internships, just to get the experience and build up their resume. He stated that he is in full support of this program.

Legislator Nacerino stated that from a personal level both of her children participated in intern programs and they were truly rewarding experiences. She stated that an experience like this really can help to shape a young person's future.

Legislator Gross stated that he agrees that these are significant opportunities for our young people. He stated that he is in full support of this proposal and the P.I.L.O.T program.

Chair DiCarlo stated that he would like to suggest that some of the participants of the P.I.L.O.T Program please give a testimony in August at the Personnel Committee Meeting on their experience in the program. He stated that he believes it would give the public an opportunity to hear for themselves the value in this program.

Personnel Director Eldridge stated that he agrees with that recommendation, and will make sure that happens.

Legislator Gross made a motion to approve Budgetary Transfer (13T089)/P.I.L.O.T Program; Seconded by Legislator Nacerino. All in favor.

Item #5-Approval/Budgetary Transfer (13T071)/Upgrade To Sr. Probation Intake Worker/ Probation Department

Personnel Director Eldridge stated that they rarely come to the Legislature making a request like this, not in the budget cycle. He stated that in this instance the employee has taken on additional duties, and has been doing them for two years. He stated it is a situation that they believe needs to be adjusted.

Probation Director Funicelli stated that the position of Intake Worker is a valuable position in the Probation Department. He stated that this position originally was responsible for handling family court paperwork. He stated that some laws changed in the last couple of years in the Family Court Act. He stated that it changed the responsibility of the person in this title. He stated that the changes that have been made especially in the situation of Persons In Need of Supervisions (P.I.N.S.) and Juvenile Delinquent (JD) Cases have panned out very well. It has cut down on the cases that do not warrant the need for a court case to stay out of courts. He stated that the Intake Worker's role who handles the P.I.N.S. and JV cases have changed. He stated that the Probation Officer and the Intake Worker are two different roles. The Probation Officer is responsible person for the people who have been given probation through the court process. The Intake Worker is involved prior to any official probation assignment. He stated that the Intake Worker position previously was a clerical role. With the changes to the handling of these cases it has created additional duties that must be carried out by the Intake Worker. He stated that he would like to make it clear that the Intake Worker is not serving in the role of supervision. He stated that in some Counties the Probation Officer is responsible for doing the diversion work. He stated that he believes it is much more cost efficient to have the Intake Worker carry out those duties. He stated that an evaluation was done on the Intake Worker's job responsibilities. He stated that a test was given for a Senior Intake Worker. He stated that the eligible Intake Worker in the County's Probation Department was eligible to take it and did take it in October and passed it.

Chair DiCarlo stated then this all happened and came into play in 2012, after the budget cycle.

Personnel Director Eldridge stated that is correct.

Legislator Oliverio stated that years back when this position was initially introduced. There was a concern with the Legislators, at the time, how much would this position evolve. He stated that, if his recollection is correct, the Legislators were assured that this would be the position that would be kept and remain as such.

Probation Director Funicelli stated that he believes that it is a different position that Legislator Oliverio is thinking of. This position of Intake Worker has been in the Probation Department for many years serving the same role and the same grade. He stated that Legislator Oliverio may be thinking of the Assistant Probation Officer, which was brought on in direct relation to Leandra's Law Ignition Interlock Requirement that the County must monitor. He stated that they are very fortunate to have this employee who is capable of handling all of the additional responsibility. It is almost at the point that if they did not have her they would have to hire another Probation Officer.

Legislator Nacerino stated that she is not opposed to this. However she stated that she does have some questions concerning the fact that it is being introduced now. She reiterated what had been

reported thus far. The employee has been carrying out the duties for a couple of years; the employee passed the test in October. She stated that her questions are why is time of the essence, why can't this wait another six months to be addressed. This would allow it to be reviewed during the budget process.

Probation Director Funicelli he stated that he believes that this has waited already. He stated that he believes this should have been done awhile ago and that may be his fault.

Legislator Nacerino stated that her concern is the precedent that will be set, if they do approve this.

Personnel Director Eldridge stated that the employee did not have to take the test prior to taking on the duties. He stated that the timing just worked out that the test was available. He stated that it is easier to have the person take the test prior to taking on the responsibility.

Legislator Nacerino stated her question still stands are we going to be receptive to mid-year promotions in the future, the event that an employee takes and passes an exam.

Personnel Director Eldridge stated that they have not come forward with many of these. He stated that the scheduling and timing of the exams is not the catalyst for promotions. He stated that it is always successful to have the person take and pass the exam prior to the promotion; however it does not always happen that way, due to the scheduling of the tests. Promotions are granted on a provisional basis.

Legislator Nacerino stated that she is appreciative that it was explained that by having the Intake Worker doing these additional responsibilities versus the Probation Officer it is a fiscal savings for the County. She stated that she will be in support of this proposal.

Legislator Gross stated that he believes it is important to recognize people who take on additional responsibilities. He stated that he supports this proposal. He stated that he would like to point out that there will be no fiscal impact on the budget for 2013-2014. He stated that he commends Director Funicelli for his action on behalf of his employee.

Legislator Oliverio stated that he supports the upgrade. He stated that his issue is with the timing. He stated that in the past, as he looks back, he was too quick in approving upgrades prior to the budget season. He stated that if the person is doing the job now, they would certainly wait and have the process done within the budget season. He stated that in the past he has supported these mid-year adjustments. However the more he thinks about it and studies this he supports having a consistent policy of submitting upgrades and any other type of stipends during the budget process.

Legislator Castellano stated he would like clarification as to whether this is a brand new position or was it a vacancy.

Probation Director Funicelli stated this is a new position.

Legislator Castellano questioned if her current position line will be eliminated.

Personnel Director Eldridge stated that is correct.

Legislator Castellano stated this is a great scenario that she has taken the test and passed it already. He stated that the Health Benefits will remain the same, this person was doing the job already. He stated that he does not have a problem with this.

Legislator LoBue stated that she is in agreement with Legislators Nacerino and Oliverio. She stated that when action is taken outside of the course of procedure people begin to get annoyed. She stated that this action could result in hostility and frustration by other workers.

Personnel Director Eldridge stated that they have considered that. He stated that they would only bring forward a significant situation. That is this case. He stated that they have looked at this globally. He stated that this is a blaring situation that they believe needs to be addressed.

Chair DiCarlo stated that as serving as the Chair of the Personnel Committee for the past two (2) years and that has been his charge. He stated that he does not support mid-year personnel promotions, raises. However, he recognizes the fact that there is always an exception. He stated that his expectation as Chair of this Committee, per his request to the Administration, is that the Legislature will be given proposals in advance of the budget process, so as to allow the time needed to research the proposals. He stated that he needs to be consistent.

Legislator Nacerino stated that she would like to reiterate that she will support this. She stated that Director Eldridge clarified that this is an exception and not the rule. She stated that moving forward she will not support this is of great concern for government. She stated that you cannot make different rules for different people.

Legislator Albano stated that he agrees with Legislator Nacerino.

Legislator Gross stated that Government has to be responsible. He stated that he respects the decision of the Department Heads. He stated he puts confidence in the department head and he supports this.

Legislator Gross made a motion to move forward; Seconded by Legislator Nacerino. Chair DiCarlo was a nay vote. Motion carried.

Item #6-Approval/Amend Putnam County Workplace Violence Prevention Program

Personnel Director Eldridge stated that a couple of years back the State required that all governmental agencies, with the exception of School Districts, had to develop a Workplace Violence Prevention Program. He stated that in the State of New York, Putnam County was the first to complete their program. He stated that with the addition of Senior Deputy Attorney for Risk and Compliance Spadaccini some modifications have been made to the plan.

First Deputy County Attorney Engel stated that the amendments made to the program have been in the matter of housekeeping. He stated that the addition of Senior Deputy Attorney for Risk and Compliance Spadaccini has been added. He reviewed the changes and additions that had been made within the document. He stated that there was nothing wrong with the policy the way that it was; it was within compliance with the law. It was decided to update it and expand it and make it even better in conjunction with Putnam County's commitment to creating a safe workplace.

Legislator Nacerino question who would receive the actual Confidential Form.

Personnel Director Eldridge stated that he and Senior Deputy Attorney for Risk and Compliance Spadaccini would receive it.

Chair DiCarlo made a motion to approve the Amended Putnam County Workplace Violence Prevention Program; Seconded by Legislator Nacerino. All in favor.

Item #7-Other Business - None

Item #8- Adjournment There being no further business at 7:15P.M., Legislator Gross made a motion to adjourn; seconded by Legislator Nacerino. All in favor.

Respectfully submitted by, Deputy Clerk of the Legislature - Diane E. Trabulsy