

.1 COMMITTEE
July 25, 2013

PRESENT:

Matt Murell, Chairman
Ronald Knott
Ray Staats
Elizabeth Young
William Hughes, Jr.
Art Bassin
Pat Grattan

ALSO PRESENT:

Becky Vinchiarello, Dep. Clerk
Missy Noblin
Michaele Williams-Riordon
PJ Keeler
Ronald Caponera
Kevin McDonald
Christopher Watz
Terry Robinson
Andy Howard
David Robinson
Michael Cole
Jessica Nabozny
Sheriff Harrison

Press: 1

Chairman Murell called the meeting to order at 2:31 P.M.

Highway – D. Robinson

Resolution Request: Authorization to abolish (1) One position of Sr. Auto Mechanic I / Fabricator at the Grade 15A salary of \$49,070.00 and create and fill (1) One position of Sr. Auto Mechanic I, and any vacancies created there from, at the Grade 14A, 2013 base salary of \$45,853.00. The position of Sr. Auto Mechanic I / Fabricator is vacant due to retirement. Creating the Sr. Auto Mechanic I position will save \$3,217 and is needed to coordinate the activities of the repair shop. The history of the position was explained and it was confirmed that the new employee would have no reason to request out of title pay. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request: Authorization to fill (1) One vacant position of Motor Equipment Operator I at the Grade 11C, 2013 Step One Starting salary of \$32,138.00. This position is vacant due to the resignation of an employee and is needed to adequately staff the department. A flow chart of the Department was provided. R. Staats questioned why the Department needs so many MEOs and if this may be an opportunity to reduce the .1 costs within the Department. D. Robinson plans to look further into the concept of a pool of employees for summer, giving the Department the potential opportunity to reduce staff through attrition. Motion to table the request until next month by R. Staats, seconded by W. Hughes, Jr., motion carried.

Mental Health/Human Services – M. Cole

Resolution Request: Authorization to fill a recently vacated budgeted 1.0 FTE Behavioral Health Care Coordinator with a base annual salary of \$48,259.00, waiving the 15/10/5% salary reduction. The Department has four Behavioral Health Care Coordinator positions. M. Cole explained that this position is needed to meet referral needs. There are around 40 patients per coordinator. Motion to approve by W. Hughes, Jr., seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request: Authorization to fill a vacated budgeted 1.0 FTE Administrative Assistant position with a Step 1 salary of \$38,290.26 to replace the current Administrative Assistant who has resigned from the position effective July 2013. It was explained that there are five administrative positions within the Department. There are roughly eight members of support staff for sixty employees. W. Hughes questioned if M. Cole has done a study /analysis of these positions. It was questioned if this type of pay could be done with an Account Clerk title, but out of title pay was a concern. Motion to approve by E. Young, seconded by R. Knott, motion carried. **Refer to Finance.** Bassin suggested that HR and M. Cole take a look at the number of administrative support staff compared to the total number of employees.

Resolution Request: Authorization to adjust Resolution 191-2013 to hire a temporary per diem clerk typist for up to 500 hours annually, GR10, not to exceed \$7,500.00 to be paid for by Federal Salary Share money. Motion to approve by W. Hughes, Jr., seconded by E. R. Staats, motion carried. **Refer to Finance.**

Resolution Request: Authorization to fill a vacated budgeted 1.0 FTE Nurse, GR 19, salary \$61,133.00 subject to the 15%, 10%, 5 % salary reduction. Motion to approve by W. Hughes, Jr. seconded by R. Knott, motion carried. **Refer to Finance.**

Pine Haven – T. Robinson

Resolution Request : Authorization to fill approved vacant budgeted positions:

Two (2) Nurse Aide II, FT GR10C at a string salary of \$29,396.00

One (1) Nurse Aide PT GR10C at a starting salary of \$14.0785/hr

W. Hughes, Jr. requested that Pine Haven put together a chart of per diems. Motion to approve by W. Hughes, seconded by E. Young, motion carried. Refer to Finance.

Resolution Request - Motion to abolish the Pine Haven Housekeeper position as well as the position of Assistant Director of Facilities and to create and fill a position of Nursing Home Facilities Forman by R. Staats, seconded by W. Hughes, Jr., motion carried. Refer to Finance.

Youth Department – J. Nabozny

Resolution Request: Authorizing the Columbia County Youth Bureau to create & fill two (2) seasonal per diem recreation attendant positions at an hourly rate of \$10.00 per hour. This is funded through the NY Junior Tennis Foundation Grant. Motion to approve by M. Murell, seconded by W. Hughes, Jr., motion carried. Refer to Finance.

Sheriff’s Department – Sheriff Harrison

Resolution Request – Authorization to fill one vacant budgeted position of a FT Lieutenant with an annual salary of \$67,614.00 due to retirement at an annual salary of \$67,614.00. Motion to approve by R. Staats, seconded by E. Young, motion carried. Refer to Finance.

Chairman Grattan passed around a memo regarding unpaid property taxes within the County. \$3.2 million has been collected due to an aggressive approach from the County Attorney’s office. He would like to create two positions consisting of a Recovery Clerk Specialist and a Clerical Person to assist the Specialist. He explained that these positions are not expenses but investments. They would be located in the County Attorney’s office and along with collecting back taxes would put procedures in place to help prevent foreclosures. A goal would be to minimize court hearings. It was questioned what would happen to these positions once back taxes were caught up. They will review the positions annually and a report will be provided to Supervisors on a regular basis regarding the amount of money being collected. Motion to approve by R. Knott, seconded by E. Young, motion carried. Refer to Finance.

Chairman Murell provided the committee with a copy of the new .1 form that will be used for departments requesting .1 changes within their department. Motion to adopt the form by W. Hughes Jr. seconded by E. Young, motion carried.

With no further business there was a motion to adjourn at 4:00 P.M. made by E. Young, seconded by W. Hughes, Jr. motion carried.

.1 Committee

Matt Murell, Chariman

Ray Staats

Ronald Knott

Elizabeth Young

Patrick Grattan

William Hughes, Jr.

Arthur Bassin