

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

Wednesday

February 10, 2021

(Immediately followed the Health Meeting)

The meeting was called to order at 7:30PM 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/ October 14 & November 17, 2020

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Fund Transfer (21T013)/ Reappoint the Coordinator of IT/ Staff Development on Part-Time Hourly Basis, Not to Exceed 20 Hours per Week/ Social Services Fiscal Manager Grace Balcer (Other Committees to review: Health & Audit Mtgs.)

Chairman Jonke requested Commissioner Piazza speak to this request.

Commissioner of Department Social Services,(DSS) Mental Health & Youth Bureau Mike Piazza stated currently the department has a full time Coordinator IT/ Staff Development position in their budget and a Computer Operator Specialist to attend to the State Systems that he and members of the DSS staff interface with. He stated they also provide support in many other areas of DSS. He stated the person in the Coordinator of IT/Staff Development position has requested that the position go to a part-time position from a full-time position. He stated they have discussed different options and believe they will be able to cover the work with the individual working 15 to 20 hours, not exceeding 20 hours. He stated this will result in a cost savings to the County annually in the amount of \$39,646.00.

Chairman Jonke made a motion to Approve Fund Transfer (21T013)/ Reappoint the Coordinator of IT/ Staff Development on Part-Time Hourly Basis, Not to Exceed 20 Hours per Week; Seconded by Legislator Nacerino. All in favor.

Item #5 - Approval/ Request to Replace Vacant Accountant Position with a Fiscal Manager Position/ Director Office for Senior Resources Michael Cunningham

Chairman Jonke stated Office for Senior Resources Director Cunningham will be speak to this request.

Office for Senior Resources Director Cunningham stated the Fiscal Department in the Office for Senior Resources (OSR) is a five (5) member team. He stated the fiscal lead was the employee in the Accountant position, who retired in December 2020. He stated this provided an

opportunity to evaluate the structure of the department. He stated this request is to replace the Accountant Position with a Fiscal Manager Position. He stated there are additional demands on his department from the New York State Office of the Aging. He stated the Putnam County OSR needs to begin to develop and look for additional sources of funding in order to meet the growing needs of an increasingly aging population in New York and Putnam County. He stated the national trend and expectation on all County Agencies is to develop the capacity to enter contracts with the medical system and insurance companies to provide services as an additional source of funding in the future. He stated they will be looking at cross sharing services with surrounding Counties, possibly teaming up to develop contracts on a regional basis with the health providers and insurance companies. He stated to do that, he believes the Accountant position needs to be elevated to a Fiscal Manager Position. He stated it is a tested position. He stated they expect at least a neutral if not a favorable financial impact with the proposed upgrade of this position to Fiscal Manager.

Chairman Jonke requested confirmation that this proposed Fiscal Manager position would be a part of the Putnam Management Association (PuMA).

Office for Senior Resources Director Cunningham stated that is correct and they expect this change financially to be neutral if not a savings going forward.

Chairman Jonke stated he spoke with Director Cunningham after he submitted his request to the Legislative Officer to have this matter on this agenda. He stated the retirement of the employee came as a surprise and that is why Director Cunningham did not address this in his 2021 Budget Process, and that is why this is being requested now.

Office for Senior Resources Director Cunningham stated that is correct.

Legislator Nacerino stated she supports this request. She stated she believes it is always a good idea when someone retires to reassess the department needs. She stated she is fully supportive of this request and appreciates the explanation of the future demands on the OSR Department that justify the need for the title change.

Legislator Sullivan stated he also supports this request. He stated there is a lot of State reimbursements and grant funding that needs to be tracked. He stated this is a very important position. He agrees it should be upgraded to a Fiscal Manager, as we have done in other departments.

Chairman Jonke made a motion to approve the Request to Replace the Vacant Accountant Position with a Fiscal Manager Position in the OSR Department; Seconded by Legislator Nacerino. All in favor.

Item #6 - Approval/ Budgetary Transfer (21T022)/ To provide Funding of a Part-Time Paralegal in the Law Department/ County Attorney Bumgarner

County Attorney Bumgarner stated this is not a new position. She stated this involves an individual who works part-time in the Law Department and has done so for quite some time

now. She stated last year her Confidential Secretary budget line was filled by this individual on a part-time basis. She stated this year in her 2021 budget the Legislature approved funding the Confidential Secretary budget line as a full-time position. She stated she hired an individual who was working in her office to fill the Confidential Secretary full-time position. She stated the other individual who is working part-time, wants to remain part-time, so that employee had to be moved into the Temporary 1094 budget line. She stated the Part-Time employee still is doing all of the functions she was doing: fiscal management, prepares and manages the Law Department's budget and performs paralegal and secretarial work. She stated unfortunately, she did not grasp the Civil Service impact of this move. She stated the 1094 budget line has a limit of 17.5 hours cap to be worked per week. She stated so that prevents the Part-Time employee from working three (3) full days and it is resulting in a \$7,000 pay cut from the 2020 salary. She stated she has discussed this situation with Director of Personnel Paul Eldridge and Commissioner of Finance Bill Carlin. She stated they recommended a budgeted line, with an appropriate title, which Paralegal is. She stated as explained earlier part of the job responsibilities include Paralegal, and this employee has a Paralegal Certificate. She stated if the funding from 1094 is transferred to this Paralegal budget line, it will permit the individual to work the three (3) days per week. She stated that will bring the Part-Time employee back up to the 2020 salary.

Legislator Nacerino stated she recalls County Attorney Bumgarner speaking to the value of having this employee, who amongst many skills is a Paralegal, in the Law Department. She stated she is in support of this request. She stated it is a wash, and just recreating the budget line so logistically it can all work out for the department.

Chairman Jonke confirmed, the request states it has a zero-fiscal impact.

Legislator Sullivan stated he would like to thank the County Attorney and her staff for all of the work they have done related to COVID. He stated he knows that they are inundated with calls related to COVID and they provide support to the Towns and the Town Supervisors. He stated the County Attorney has been an expert and has kept on top of the continuous changes. He stated she has done a great job. He stated he supports this request. He stated the person in the position has a lot of experience and helps the County Attorney and her Staff. He stated there is so much more work than could have been anticipated.

Legislator Albano stated he is in support of this request. He stated the Law Department does a tremendous job.

Chairman Jonke stated that he agrees.

Chairman Jonke made a motion to approve Budgetary Transfer (21T022)/ To provide Funding of a Part-Time Paralegal in the Law Department; Seconded by Legislator Nacerino. All in favor.

Item #7 – FYI/ 2019 Accident Report – Duly Noted

Item #8 - FYI/2021/ Incident Report – Duly Noted

Item #9 - Other Business - None

Item #10- Adjournment

There being no further business at 7:48 PM Chairman Jonke made a motion to adjourn;
Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.