

**COMMITTEE MEETING  
LAKE PLEASANT, NY  
THURSDAY  
OCTOBER 15, 2015**

**INTERNAL MANAGEMENT COMMITTEE  
10:30 AM**

Members present: Bob Edwards, Neil McGovern, and Brian Wells

Also present: Bill Farber, Brian Towers, Clark Seaman and Kim Byrne

Mr. Edwards introduced Personnel Officer Byrne and explained they are all here to discuss Director of Patient Services Ryan's retirement. The question is does she fall within the handbook policy for paid health insurance. At the time when Director Ryan was re-hired she was under the impression that she would be entitled to health insurance at retirement.

Mr. Towers asked if they could review Director Ryan's history with the County.

Officer Byrne reported she was hired in 1990 and then resigned 1999 which makes that a little less than nine years. She then was re-hired October of 2009.

Mr. Farber wanted to clarify as to what Mr. Edwards said; he doesn't think that was exactly how it happened on her return. The question about how it would be dealt with did come up when she was re-hired. She came back initially as a Supervisory Community Health Nurse. She raised the point at that time regarding health insurance and would she receive credit from her previous time in service and it came up again when interviewing for the Public Health Director.

Mr. McGovern stated he has no problem with making special arrangements with employees when we are in dire need and they are in the position of having the negotiating strength but if we are going to make exemptions from the handbook, it should be done in writing.

Mr. Edwards stated unfortunately it wasn't done then and now we are left with the question of what do we do now.

Mr. Farber stated Mr. McGovern's point is absolutely right, I think we need to offer a compensation package at the time of a hire of a new department head. This should include health insurance, what they can expect for raises, etc.

Mr. Seaman thought it was left at the interview to revisit this when she gets ready to retire. We didn't commit to anything to his recollection.

Mr. Towers doesn't feel it will be a hard hit to ok this.

The members agreed that this should have been done at the time of the hiring.

The committee decided to do a resolution to resolve it.

Mr. Edwards reported next is a holiday issue with an employee.

Mr. Farber stated it is not with an employee; it is interpretation of the handbook regarding holiday pay.

Officer Byrne stated when the employee brought it to her attention she explained to the employee what has always been the policy. She also checked with our previous Personnel Officer and was told that Officer Byrne is correct and this is how the process has always been done.

Mr. Farber stated that they are right with respect to accruals and the 15 day wait period because accruals are received at the end of the month. Officer Byrne stated you don't earn it until the pay period is done.

Mr. Farber asked at what point in time do I, as an employee, get a sick day. Is it at the end of the calendar month or four weeks after? Officer Byrne stated it depends; they earn their accrual at the end of that time sheet for the next one. Mr. Farber stated then it is tied to the end of the time sheet not to exactly 28 days from their anniversary, no stated Byrne they have to have 15 days on that time sheet to earn the accruals.

Mr. Farber stated the idea is logical with respect to the accruals because you are working for us in paid status and you have to have worked at least half of the month in paid status to gain your accruals. This is much more consistent with the language in the handbook on accruals and the calculation. It is specific to the holidays that the handbook only deals with new employees.

Mr. McGovern asked if this employee feels they have been shorted.

Officer Byrne stated no, this employee is going out for an extended period of time with some unpaid days.

Mr. Wells asked how long an employee can be out on unpaid leave before there is any kind of ramification.

Officer Byrne stated generally for unpaid leave they need to get approval from their department head for up to 26 weeks and it is up to a year by the Board of Supervisors. Mr. Seaman stated it's up to a year with FMLA, Officer Byrne stated no, 26 weeks for FMLA for unpaid leave for the county.

Mr. McGovern asked should it be from 26 to 52, Mr. Farber stated if that is the difference; FMLA is up to 26 weeks maybe it should be the department head up until that point and then from 26 to 52 it would require the Board of Supervisors action.

Mr. Farber doesn't believe the Board had been asked to interpret this. He feels the long term fix is what we used to do in the past, Personnel Officers had monthly Internal Management Committee meetings because these types of questions come up regularly. He agrees with the interpretation that you have to be in paid status to accrue time, but he thinks holidays are different.

A motion was made by Mr. Towers to enter into executive session to discuss a specific employee, seconded by Mr. Edwards. Carried.

A motion was made by Mr. Towers to come out of executive session, seconded by Mr. Edwards. Carried.

Mr. Towers asked what the feeling around the room was because he didn't feel that they decided on anything.

Mr. Seaman asked how the members feel about it and which direction they want to move in.

Mr. McGovern concurs with Officer Byrne that this is a very small group of employees who didn't get paid and should get their holiday pay.

Mr. Farber suggested that they decide on how far a department head can approve a leave and make sure everyone understands FMLA and the amount of weeks given and/or at what level of leave has to be approved by the Board of Supervisors.

Mr. Wells feels that they need to set a time of how long the employee needs to come back to receive the paid holiday. Discussion continued.

If they are on medical leave stated Mr. Farber he doesn't have a problem giving them the holiday but not for a leave of absence.

Mr. Towers suggested they pick a date and this is the policy going forward.

Mr. Edwards would like to go back and pay the ones that didn't receive the pay. Mr. Wells asked how far back?

Mr. Farber suggested they pick a date and adopt the handbook as they have always done and once something is adopted it goes by the adoption date.

Mr. Seaman agreed that they should go back retroactively to pick up the other two employees, Mr. Towers agreed also.

Officer Byrne asked how does she give the holiday pay to the two individuals, Mr. Farber stated the easiest way would be to give them 7 hours of vacation back. Officer Byrne stated once the handbook is adopted then she will explain what happened to the individuals.

Mr. Farber asked Officer Byrne to bring the proposed language for the handbook that provides clarity between the difference between accrual of time for sick leave, vacation and the way we handle holidays for the meeting on October 26th.

They also need to address the Sheriff's request at that meeting before they finalize it.

Mr. Farber asked Office Byrne if she would check in the handbook to see what it says for department heads giving approval for a leave of absence, Officer Byrne stated it reads it is subject to approval of the Board of Supervisors, so the department heads no longer can give approval. She also found that FMLA is for 12 weeks though she stated earlier 26 weeks. The 26 weeks would be for military.

Mr. Edwards requested having Internal Management meetings on Committee Day monthly with Officer Byrne for any issues that may arise. He would also like to review department head evaluations on the 26<sup>th</sup> if it's possible.

Mr. Farber reported October 26 is going to be a busy committee day so we may have to put it off until Board day or the first annual session.

### **FINANCE COMMITTEE BUDGET REVIEWS**

11:30 AM - BOARD OF ELECTIONS:

Present: Bob Edwards, Brian Towers, and Neil McGovern

Also present: Bill Farber, Frank Mezzano, Cathy Rogers and Marie Buanno

Budget Officer Mezzano reported there are some increases in their budget due to the fact that there could possibly be three primaries next year.

Commissioner Rogers stated that is correct, there will be one in April and they have a temporary date for a primary in June and then one in September.

Officer Mezzano reported that salaries will be discussed all together at another committee meeting but you are more than welcome to state your case if you would like.

Commissioner Buanno said if there is going to be another meeting then there is no use talking about it now.

Commissioner Rogers thought that the salaries for the department heads were already settled.

Mr. Farber explained the COLA has been temporarily set for the Budget Officer so that the budget can be put together. The recommendation from the Budget Officer was 2% but it can go either way once they review the draft budget.

Commissioner Rogers stated she doesn't need another meeting just for her salary. With that she stated their biggest increase is under election mechanics again due to the possible three primaries. For commissioners travel she has a new deputy and there is training available at their winter conference and she would like her to go.

Commissioner Buanno stated her deputy has never been formally trained and would also like her to go with them as well.

Mr. Farber asked if this is a request for both of them to go to this training and the Commissioners answered yes.

Commissioner Buanno reported they noticed that the mechanics, programmers and workers are in for the 2% increase as well and they don't feel it's necessary for them to get one every year; they got them increases last year and the time before that was in 2008.

Mr. Farber stated as long as you think that works particularly with your workers that are going to the polling places. He knows they felt like we allowed them to get behind so if the way to avoid having that circumstance where we start to lose people we simply keep those wages up by adjusting them for inflation year in and year out. You just have to tell us if it's working or not.

Commissioner Buanno feels the worst has already happened, they lost as many people as we possibly could because they didn't want to be on payroll.

Officer Mezzano asked if there was anything else they would like to point out.

Commissioner Buanno stated the election workers travel line was budgeted for \$1,500.00 this year and only having one primary it's gone and they had to move money from another account. So they will need for this upcoming budget at least \$1,800.00 and that is being conservative.

Commissioner Rogers wanted to explain to them what happened to her programmer. In the middle of programming she became ill and had to leave and she wanted to know how to pay her because she didn't work as many days as the republican programmer did.

Mr. Farber reminded them they discussed this when they set it up, hourly verses lump sum. The commissioners decided it would be more attractive to people and it would make it easier for them to get programmers with the lump sum. He feels that they should get paid an hourly rate and setting it high enough assures them that they never get short changed. A short discussion took place and Mr. Farber suggested the simplest thing to do is if both programmers can't be here at the same time then they need to reschedule or if one leaves the commissioners will have to do a calculation to keep it fair.

Commissioner Buanno stated that Commissioner Rogers said she didn't have to meet with them again regarding salaries but she would like to discuss it. She feels that people don't realize how much they do in their office and most other counties have staff and they do everything. We can't even depend on our deputies to fill in in our absence. They really aren't trained to do any more than their temp help and never have. Yes the training will help them but how often are they going to use them for those purposes.

Officer Mezzano asked how they arrived at the figure they put in.

Commissioner Buanno stated they didn't look at other counties because they don't compare she looked at how much deputies are being paid in the county.

Mr. McGovern stated when looking at Board of Elections in larger counties do they have highly paid deputies.

Commissioner Buanno stated most of them have full time deputies.

Mr. Farber asked if some counties still have full time deputies and part time commissioners.

Commissioner Buanno stated Fulton County still does.

12:00 PM – PERSONNEL:

Present: Bob Edwards, Brian Towers, and Neil McGovern

Also present: Bill Farber, Frank Mezzano, and Kim Byrne

Officer Byrne stated that her budget was kept flat. She is planning to get a new copier and is investigating if she will buy or lease.

A short discussion regarding leasing contracts and buying outright took place.

12:05 PM – EMERGENCY MANAGEMENT:

Present: Bob Edwards, Brian Towers, and Neil McGovern

Also present: Bill Farber, Frank Mezzano, and Don Purdy

Emergency Management Director Purdy reported his budget is flat, with the exception of salaries.

Mr. Farber asked how things are going with his two deputies, EMS and Fire.

Director Purdy stated that his Fire Coordinator is wonderful; his EMS Coordinator has basically been AWOL and doesn't keep anyone in the loop.

Mr. Farber asked if maybe they need to make a change, Director Purdy agreed, but is afraid of what they will end up with.

Mr. Farber stated that it was discussed in the past about a possible structural change in the department and maybe they need to have a meeting regarding this because this would have an impact on the budget.

Mr. Farber reported that he was at the meeting in Indian Lake for the Citizen's Preparedness Program and Ms. Taylor from Public Health mentioned that some of the citizens had raised questions about what should we do, we don't feel like we are very prepared etc. She suggested the need to do more table tops around the local emergency response. She also mentioned that she has spoken with you and the Sheriff about trying to do some broader emergencies. I know that Public Health has someone on staff that is helping setup table tops etc. that is willing to do this and there's a staff person that has EMS training so maybe we need to build upon this.

Mr. Farber feels that Director Purdy has been very frugal with his temp staff Mr. Marshall. If he can be more of an assistant to you please use him, especially on grant work etc.

Director Purdy thanked them for that and stated that he can and will use Mr. Marshall more.

A short discussion continued on how the grants are going.