

**PERSONNEL BUDGET COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke & Legislators Addonizio & Nacerino**

**Friday**

**6:30PM**

**October 14, 2022**

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The meeting was called to order at 6:30PM by Chairman Jonke who requested that Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Nacerino and Chairman Jonke were present.

**Item #3 – 2023 Budget Review**

Chairman Jonke stated that during the review of the Personnel portion of the 2023 Tentative Budget, please avoid from using employee names.

**Personnel Dept. -1430 (Pages 30 – 32) – Duly Noted**

**Unemployment Insurance – 9050 (Page 231) – Duly Noted**

**Accident/Health Insurance – 9060 (Page 233) – Duly Noted**

Chairman Jonke stated next will be the personnel portion of the meeting. He stated there are some Department Heads present, who will be invited to speak. He stated after each Department Head has spoken, then he will allow the Personnel Committee Members the opportunity to speak to any items they would like to discuss, and then he will open it up to the rest of the Legislators to address any matters that had not already been covered. He stated the Committee will not be going through the Personnel portion of the Tentative 2023 Budget line by line. He invited Health Department Senior Fiscal Manager Bill Orr to begin.

Health Department Senior Fiscal Manager Bill Orr (Personnel Section page 38) stated the proposed Reclasse to Account Clerk II. He stated the employee who would fill the proposed reclass is currently an Account Clerk, which is a grade 5. He stated the Reclasse to Account Clerk II is a grade 8. He explained the employee is currently doing the work of the Account Clerk and a vacated position.

Chairman Jonke stated so it would be a net savings and the request has been approved by the County Executive. He stated moving on to another requested and County Executive approved Reclasse and new position (Personnel Section page 40), Reclasse To Senior Public Health Nurse and new position, Public Health Programs Assistant Trainee.

Health Department Senior Fiscal Manager Bill Orr stated the Reclasse of Senior Public Health Nurse is for an employee who is currently a Public Health Nurse II, which is a grade 19. He

stated the reclass position is grade 21. He stated the employee has been with the County's Health Department since 2006 and came into the position of Public Health Nurse II. He stated the employee has a master's degree in nursing and works as the head of the County's maternal child health program. He stated the workload and number of cases assigned to her continues to increase. He stated the new position is Public Health Programs Assistant Trainee. He stated currently there is a vacancy in the position of Office Assistant II Spanish Speaking, grade 7. He stated the Supervisor requested the title of the position be changed because it has a lot more responsibility. He stated they worked with the County's Personnel Department and arrived at the new position of Public Health Programs Assistant Trainee which is a grade 9. He stated this will result in a savings. He explained the person who left the vacant position, Office Assistant II Spanish Speaking, had been with the County for some years and had 5% longevities. He stated starting out the new proposed position will be a savings of \$8,386.

Personnel Director Eldridge stated there is also 36% reimbursable monies for that position. He stated the County is in the New York State Health Insurance Program referred to as NYSHIP, more commonly referred to as the Empire Plan. He stated NYSHIP is the program and Empire is one of the two (2) plans. He stated there is the Empire Plan and the Excelsior Plan. He stated Putnam County has always had the Empire Plan. He stated all the County Employees and Retirees contribute to their Health Insurance plans, no less than 10% and no more than 30%. He stated in some circumstances a dependent survivor of an employee may pay more than 30%. He explained he and Commissioner Carlin worked together and projected what the increase will be, based on specific factors. He stated the County is not notified of the exact rates until around Thanksgiving, well after the time that the County's Budget is accepted.

Chairman Jonke requested Health Department Director of Environmental Health Services Shawn Rogan speak to the proposed Environmental Health Aide- Grade 9/Step 1 position (Personnel Section page 43).

Health Department Director of Environmental Health Services Shawn Rogan stated this is currently a part-time position. He stated the proposal is to make it a full-time position. He stated the employee who is in the part-time position is very talented and working on their Engineering Degree. He stated this position is necessary primarily because of the emerging contaminants. He stated there are many mandates coming every day. He stated it is getting more difficult, in fact the County needs more positions like this. He stated they will plan to request one each year, out of respect for the budget process.

Health Department Senior Fiscal Manager Bill Orr stated this is a 100% funded grant.

Personnel Director Eldridge stated the employee will go from working 25 hours per week to working 35 hours per week.

Legislator Montgomery stated she heard someone mention this is a five (5) year grant. She questioned if the County would lose the funding after five (5) years.

Health Department Senior Fiscal Manager Bill Orr stated no.

**Department of Social Services, Mental Health and the Youth Bureau (Personnel Sect. page 51)**

Chairman Jonke stated he would like to go to the changes that were on page 55, DSS Services: Reclass to Sr. Caseworker and a proposed Salary Adjustment.

Commissioner Mike Piazza stated because of increased responsibilities in Child Welfare Services the request is to take a Caseworker and upgrade the employee to a Sr. Caseworker.

Legislator Montgomery questioned how many Caseworkers will that leave.

Commissioner Mike Piazza stated there will be seven (7) - CPS Caseworkers and ten (10) Services Caseworkers. He stated there are a total of 17 Caseworkers.

Personnel Director Eldridge stated the individual that the proposed Salary Adjustment is for is present. He requested they step out of the meeting room during the discussion.

Commissioner Mike Piazza stated when this employee was appointed Executive Director of the Youth Bureau in 2012 she did not get an increase in pay. He stated there are employees who work in the department that make more money than the Executive Director. He stated that is due to longevity, etc.

Chairman Jonke requested an explanation to the request in the department of DSS – Child Support Collection (Personnel Section page 60).

Commissioner Mike Piazza stated the Salary Adjustment request would bring the salary of the Child Support Coordinator who has been with the county since 2001, up to a comparable salary to the seven (7) other Coordinators in the DSS Department. He stated this position carries a large responsibility. He clarified that the Reclass to Account Clerk II is per the determination of the Personnel Department.

Chairman Jonke requested an explanation to the Reclass to Grade 10 Step 2- Title to Be Determined (Personnel Section page 63).

Commissioner Mike Piazza stated it has been determined the position should be Reclassed to a Grade 10 Step 2 position. He stated they are waiting to get the proper Title.

Chairman Jonke questioned if a test will need to be taken.

Personnel Director Eldridge stated that is correct, and stated this is the position that supports the Deputy Commissioner of DSS.

**Youth Bureau (Personnel Sect. page 90)**

Chairman Jonke requested that Youth Bureau Director Janeen Cunningham speak to the request: two (2) new positions (Page 92).

Youth Bureau Director Janeen Cunningham explained there was a retirement in the department that left the Youth Services Specialist position vacant. She stated from that position they would like to create an Account Clerk position and a Deputy Youth Director position. She stated years back there was an Account Clerk position for the Youth Bureau. She stated currently Social Services has been assisting them. She stated the Deputy Youth Director position would support the work of what is being done in the Youth Bureau Department.

Chairman Jonke confirmed the request was approved by the County Executive.

**District Attorney (Personnel Sect. page 2)**

Chairman Jonke stated District Attorney Tandy requested \$1,000 per month for “On Call”, which was approved. He noted that it is included in the Revenue/Expenses section of the budget, 10116500 - 51098 on page 4.

District Attorney Tandy stated he is appreciative that his requests were considered. He stated that he did request an additional \$5,000 for line 116510129 which was not approved. He requested the Legislature consider that. He explained the position has had to take on a lot more responsibility due to an on-line program, Prosecutors Case Management System. He stated additionally, if the Committee is in agreement he is prepared to present the proposed salary structure for the District Attorney’s Office going forward.

Chairman Jonke stated he would like to permit that a brief presentation be given. He stated he met with the District Attorney and Assistant District Attorney Larry Glasser on this matter. He stated it was discussed that they would discuss this proposal with the County Attorney in reference to that Office as well. He stated that he believes the County needs a minimum salary and a pay structure in place. He confirmed that the committee members were in agreement to permit the brief presentation be given.

Assistant District Attorney Larry Glasser gave the brief presentation. He stated the salary of the Assistant District Attorney (ADA) positions in Putnam County lag behind the surrounding Counties. He spoke to that. He stated they have met with surrounding Counties’ District Attorneys Offices and discussed their pay structure. He stated having a framework allows the ADAs to know what the future holds for them. He explained Dutchess has set starting salary and after two (2) successful year the salary is increased to a set amount. He stated annually they get a Cost-of-Living Adjustment (COLA) and a merit raise. He spoke to that and did state every ADA is evaluated on a scale from 1 to 5, 5 being the best rating performance metric. He stated the merit increase is connected to the evaluation of the ADA. He stated the merit increase range is set by the Dutchess Legislature. He stated they also give longevity bonuses of 3% after ten (10) years and every five (5) years thereafter. He spoke to the starting salary and pay structure for Rockland County. He stated unlike the surrounding Counties Putnam County’s ADAs do not have a pay structure in place, so there is no guaranteed raise every year. He stated the Putnam County District Attorney’s Office would like to set something up going forward. He

spoke to the amount of contribution the employees of Putnam County have to contribute to their Health Insurance plans, which is more than surrounding Counties, which has a negative impact on the take home portion of the ADA's salary. He stated every ADA that has left the Putnam County District Attorney's Office over the past few years has been due to the salary. He spoke to that. He stated every one of them left because they made more money at their new opportunity. He spoke to the proposal they would like to be considered: (Excerpt from power point)

### **Proposal to Address This Disparity**

- **We are asking that the County implement a 2-part framework to provide appropriate compensation to ADAs:**
- **The first part is a salary structure similar to Dutchess County:**
- **ADAs receive a COLA increase, to match the union contracts, every year.**
- **ADAs receive a merit raise, determined by the District Attorney at his discretion, within a range set by the legislature (for example, 2% - 4%)**
- **ADAs receive a longevity bonus of a 3% increase to their base salary after working for Putnam County for 5 years and for every 5 years thereafter.**
- **ADAs who have worked for the County for more than 5 years will receive one longevity increase effective immediately and future bonuses on their 5-year anniversary date.**
- **ADAs with less than 5 years experience will receive the increase on the 5-year anniversary of their date of hire.**
- **The second part is an on-call stipend of \$1,000 per month for the on-call ADA.**
- **We have an ADA on call 24/7/365 to assist the hundreds of law enforcement officers in Putnam County.**
- **It's not uncommon for the ADA to receive calls at night and on weekends, and even to be woken up in the middle of the night, with legal questions, charging/bail determinations, and other issues that arise.**
- **The on-call ADA responds to crime scenes, the SO (*Sherriff's Office*) or police stations, or the DA's Office, as appropriate, at any time of day or night. We cannot leave the area or be unreachable for the entire month we are on call.**
- **We are the only personnel working on these cases who are not getting paid (or overtime) for working outside of our normal hours. Even Legal Aid attorneys get compensated for night/weekend arraignments.**

Chairman Jonke stated he has expressed his agreement that there needs to be some kind of pay structure put in place.

Personnel Director Eldridge stated that he has drafted a proposal of a plan after meeting with ADA Glasser. He stated that he did present it to the County Executive, and he believes that may have had a part of why some changes were made in the 2023 District Attorney's tentative budget. He stated he would also like to share his proposal with the District Attorney, and compare the plan he has put together with what they have.

Chairman Jonke stated this is a work in progress. He requested confirmation, per the conversation he had with the District Attorney, to accomplish everything they wanted to accomplish it would total \$30,000.

ADA Glasser stated the total amount of the proposal for 2023 was \$35,000. He stated that would be implementing everything that he just went over in the PowerPoint. He stated that he has plotted this out for the next four (4) years. He stated with the grants from last year and this year that funding would cover seven (7) to eight (8) years of this proposal.

Legislator Nacerino questioned with a proposed structure as this, which includes merit raises and cost-of-living raises and bonuses, what would be the effect on other departments within the County.

Personnel Director Eldridge stated it will have an effect and that is an aspect that will need to be addressed.

Legislator Nacerino stated there is a lot to be evaluated. She stated she hears and appreciated the information that was presented. She stated however to compare Putnam County to Dutchess County and other surrounding Counties, is not an exact comparison. She stated that we recognize throughout the salaries in Putnam County that they are not always competitive. She stated that it is the job of the Legislature to look at the full scope of this and do so while working with the District Attorney's Office in a concerted effort to move forward.

Legislator Albano stated he appreciated the information shared and the fact that a proposed plan has been worked on to rectify the matter.

### **Bureau of Emergency Services – Dispatch Center (Personnel Sect. page 35)**

Chairman Jonke stated three (3) new Dispatchers were approved, which will finalize the consolidation and is reported will lower future overtime expenses.

Director of Emergency Management John O'Connor provided a brief overview of the consolidation of the Sheriff's Department 911 Call Center with the Bureau of Emergency Services 911 Call Center. He stated these additional three (3) Dispatchers will bring the total to 22 and it will provide enough staffing to accommodate all the functions in the 911 Call Center.

Chairman Jonke facilitated further discussion.

Deputy Commissioner Lipton stated the main benefit and a primary goal of the consolidation was to offer better service to the community, and that is being accomplished. He spoke to the team environment between the Dispatchers as being good. He elaborated on some of the changes.

Legislator Montgomery requested clarification on a Vacant position listed on page 35.

Deputy Commissioner Finance Sheila Barrett explained it was an administrative change.

Legislator Montgomery requested clarification that the 911 Call Center will be fully staffed on Dispatch come July 2023.

Director of Emergency Management John O'Connor stated that is correct.

Legislator Montgomery questioned when will the funding from Indian Point stop.

Deputy Commissioner Lipton stated this year the County lost a \$125,000. He stated by this time next year, 2023, all of the funding will be gone, which is another \$274,000.

**Recommendations from the Committee Members:**

Chairman Jonke - Page 1 of the Personnel Section:

He stated there were salary adjustments put in for three (3) of the four (4) employees. He would like to add an increase of \$5,175 to the position ending in "110". He stated he believes this to be fair and warranted.

Chairman Jonke made a motion to approve an increase for the salary in 101010110 by \$5,175; Seconded by Legislator Nacerino. All in favor.

Legislator Nacerino stated in the same Department on Page 1 of the Personnel Section, there used to be a large gap of responsibilities between the Administrative Assistant positions. She stated that has changed over the last few years. She stated since the employee in the position ending in "113" joined the team in 2016, the individual has taken on additional responsibilities on their own accord and has stepped up to demonstrate a strong work ethic and dedication to the job. She stated given these facts she would like to see more parity between the two (2) Administrative Positions. She stated she will make a motion to amend the budget line ending in 10913 to \$6,175.

Legislator Addonizio stated that this employee is a vital asset to the department and their efforts have not gone unnoticed.

Legislator Nacerino made a motion to approve and amend the salary increase in 101010913 to \$6,175; Seconded by Chairman Jonke and Legislator Addonizio. All in favor.

Chairman Jonke stated on Page 4 of the Personnel Section, there are five (5) positions, the only five (5) position in the County Departments that did not receive the COLA increase. He stated he believes to create equity and to be fair each of these positions in the County Executive's Office should receive the COLA increase.

Chairman Jonke made a motion to approve applying the 3.5% COLA increase to each of the five (5) positions: County Executive, Deputy County Executive, Chief of Staff, Director of Constituent Services and Confidential Secretary to the County Executive; Seconded by Legislator Nacerino. All in favor.

Chairman Jonke stated on Page 15 of the Personnel Section, there is a proposed Reclassification. He stated the employee who would be in the proposed reclassified position "Chief Project

Manager” has been a value to the County. He stated however, the Legislature has not heard anything to warrant the reclassification.

Legislator Nacerino stated this is a proposed reclass for \$38,309. She stated the Legislature has not received any information regarding the proposal.

Legislator Sullivan questioned Director of Personnel as to whether he had any information on this proposed position.

Personnel Director Eldridge stated he has a “220” for review, however no decisions had been made. He stated this is not a recommendation from the Personnel Department.

Legislator Montgomery requested clarification that this is a proposed reclassification of a positions with an existing employee in mind for said position. She questioned also if these are Union positions.

Personnel Director Eldridge stated that is correct, the employee is currently a Project Manager, and the proposed reclassification is to Chief Project Manager. He clarified the existing position, and the proposed reclassification are both in the PuMA Union.

Legislator Nacerino questioned if the PuMA contract has specific contract with listed positions, like CSEA.

Personnel Director Eldridge stated it is a mix. He stated a position can be added to the PuMA list and removed. He explained that it is stated in the PuMA contract that the County can add or eliminate a position based upon the County’s designation.

Legislator Nacerino questioned if the proposed position, Chief Project Manager, is currently listed.

Personnel Director Eldridge stated not currently, because it has not been classified yet.

Legislator Nacerino questioned if this at the discretion of the County Executive to create a new position.

Personnel Director Eldridge stated per Civil Service Law the Personnel Department has the responsibility to classify. He stated he is in the process of working on this matter. He stated he will be able to make a recommendation, but it would not be this. He continued to speak to the process.

Legislator Nacerino requested final clarification, that once this position is classified, would it be a tested position.

Personnel Director Eldridge stated interested candidates will be required to take a test.



Chairman Jonke stated he would be making a recommendation to move the proposed funding, \$38,309 for the Relcass Position (144010902), Chief Project Manager, to sub-contingency. He stated at a later point it can be evaluated and determined, most likely by the new County Executive, as what should be done with that funding.

Legislator Sullivan stated it is in the budget, he does not understand the purpose of this proposal and hopes there will not be a second.

Chairman Jonke made a motion to move the proposed funding, \$38,309 for the Relcass Position (144010902), Chief Project Manager, to sub-contingency; Seconded by Legislator Nacerino. Roll Call Vote: All Ayes. Motion Carries.

Chairman Jonke facilitated further discussion on this matter.

### **Planning Department (Personnel Section Page 95)**

Legislator Montgomery stated there are four (4) Proposed positions on Page 95. She questioned if the Legislature has any presentation on any of these.

Chairman Jonke stated there has been no presentation.

Legislator Montgomery questioned what the status of the vacant FTA Program Manager position is (page 95 Personnel Section).

Deputy Finance Commissioner Barrett stated that position is not getting funded, and will be replaced with the proposed Planning Assistant position on page 95.

Legislator Montgomery questioned on page 96 the proposed Soil & Water District Manager, is this going to be an appointed position.

Personnel Director Eldridge stated it will most likely be a competitive position. He stated they will be advertising and plan to send it throughout the entire New York State Soil & Water structure. He stated he has a draft spec for the position.

Legislator Montgomery questioned if the Legislature has any input in the creating the spec for this position.

Personnel Director Eldridge stated under Civil Service #22 of the Law, the responsibility is that of the Personnel Department to create the spec for this position.

Legislator Montgomery questioned why the County is not hiring an Environmental Planner (EP) for Soil & Water.

Personnel Director Eldridge stated very often the folks who apply for the Soil & Water District Manager position are EPs. He stated Putnam County will basically follow the New York Statewide structure.

Legislator Montgomery stated she is not in favor of eliminating the Environmental Planner position. She continued to speak to her opinion of why the County should have an Environmental Planner.

Personnel Director Eldridge stated he believes the person hired as the Soil & Water District Manager will have the qualifications of an Environmental Planner and even more qualifications.

Chairman Jonke stated if anyone has any additional questions, they want answered that cannot be answered, please state them. He stated memos will be sent out requesting the answers. He stated that can be done also outside of this meeting.

**Item #4 - Other Business - None**

**Item #5 - Adjournment**

There being no further business at 7:47 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.