

PERSONNEL COMMITTEE MEETING MINUTES  
September 12, 2017

The Personnel Committee of the Broome County Legislature met on Tuesday, September 12, 2017 in the Legislative Conference Room, Sixth Floor, Edwin L. Crawford County Office Building, Binghamton, New York.

Members Present: J. Shaw (Chair), C. O'Brien, M. Sopchak (voting representative for G. Baldwin), K. Wildoner, M. Kaminsky

Members Absent: None

Others Present: M. Whalen, A. Martin, R. O'Donnell, Legislature; J. Garnar, K. McManus, County Exec's Office; J. Knebel, S. Kane, OMB; R. Kaufman, Health; D. O'Keefe, IT; S. Liu, OET; T. Behan, Personnel; F. Evangelisti, Planning; T. Dellapenna, Risk; R. LeClair, S. Arnold, WPNH; J. Hess, B. O'Bryan, Convention & Visitors Bureau

The Personnel Committee meeting was called to order by the Chairman at 4:01 PM. Mr. Sopchak made a motion to move the agenda, seconded by Mrs. Kaminsky.

The Committee took the following action with regard to the matters before it:

#1 [RESOLUTION AUTHORIZING RENEWAL OF THE COMPUTER HARDWARE TECHNICIAN PROGRAM GRANT FOR THE DIVISION OF INFORMATION TECHNOLOGY AND ADOPTING A PROGRAM BUDGET FOR 2017-2018](#)

Carried. Ayes-5, Nays-0

#3 [RESOLUTION AUTHORIZING PERSONNEL CHANGE REQUEST FOR THE OFFICE OF EMPLOYMENT AND TRAINING](#)

At the request of Ms. Liu, Mr. Sopchak made a motion, seconded by Mrs. Kaminsky, to amend the FURTHER RESOLVED paragraph to change "Employment and Training Assistant, Grade 9" to "Employment and Training Counselor, Grade 14" and "minimum hourly rate of \$15.955" to "minimum hourly rate of \$13.4312".

Amendment carried. Ayes-5, Nays-0

Resolution as amended carried. Ayes-5, Nays-0

#11 [RESOLUTION AUTHORIZING RENEWAL OF THE TRAFFIC SAFETY PROGRAM GRANT FOR THE DEPARTMENT OF HEALTH AND ADOPTING A PROGRAM BUDGET FOR 2017-2018](#)

Carried. Ayes-5, Nays-0

#19 [RESOLUTION AUTHORIZING RENEWAL OF THE CHILD CARE AND DEVELOPMENT BLOCK GRANT FOR THE DEPARTMENT OF SOCIAL SERVICES AND ADOPTING A PROGRAM BUDGET FOR 2017-2018](#)

Carried. Ayes-5, Nays-0

#20 [RESOLUTION AUTHORIZING RENEWAL OF THE SNAP EMPLOYMENT AND TRAINING PROGRAM GRANT FOR THE DEPARTMENT OF SOCIAL SERVICES AND ADOPTING A PROGRAM BUDGET FOR 2017-2018](#)

Carried. Ayes-5, Nays-0

#21 RESOLUTION AUTHORIZING RENEWAL OF THE HOME ENERGY ASSISTANCE PROGRAM (HEAP) GRANT FOR THE DEPARTMENT OF SOCIAL SERVICES AND ADOPTING A PROGRAM BUDGET FOR 2017-2018

Mr. Sopchak posed a question regarding budget line 6004614 on Exhibit A. According to DSS, line 6004614 is the Other Chargeback Expense and is for DSS Administrative overhead costs and Central Services costs related to the County's cost allocation plan.

Carried. Ayes-5, Nays-0

#23 RESOLUTION AUTHORIZING REVISION OF THE FAIRVIEW RECOVERY SERVICES PROGRAM GRANT FOR THE DEPARTMENT OF MENTAL HEALTH, ADOPTING A REVISED PROGRAM BUDGET AND AUTHORIZING AMENDMENT TO THE AGREEMENT WITH FAIRVIEW RECOVERY SERVICES, INC TO ADMINISTER SAID PROGRAM 2017

Mr. Sopchak posed a question regarding whether this grant and agreement with Fairview services more than just individuals with alcohol addiction. According to Mental Health, Fairview Recovery Services works with adults with alcoholism and other substance abuse disorders.

Carried. Ayes-5, Nays-0

#25 RESOLUTION CONFIRMING APPOINTMENT OF RYAN LaCLAIR AS NURSING HOME ADMINISTRATOR

Mr. LaClair spoke about his background and offered his insights into WPNH and his transition to Administrator.

Mr. Behan stated that the County advertised the position of Administrator through multiple services including the County website, the New York Association of Long Term Care Administrators, the New York State Association of Counties, etc. He further stated that Interim Administrator Denise Johnson was involved in the review Committee for selecting a new Administrator.

Carried. Ayes-5, Nays-0

#27 RESOLUTION AUTHORIZING RENEWAL OF THE EARLY INTERVENTION ADMINISTRATION PROGRAM GRANT FOR THE DEPARTMENT OF HEALTH AND ADOPTING A PROGRAM BUDGET FOR 2017-2018

Carried. Ayes-5, Nays-0

#38 RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR THE WILLOW POINT NURSING HOME

Carried. Ayes-5, Nays-0

#40 RESOLUTION AUTHORIZING AN AGREEMENT WITH SECURITY MUTUAL LIFE INSURANCE COMPANY OF NEW YORK FOR LIFE INSURANCE FOR ELIGIBLE BROOME COUNTY EMPLOYEES FOR THE OFFICE OF RISK AND INSURANCE FOR 2018

Mr. Dellapenna stated that the County would like to renew this contract for one additional year in order to RFP for life insurance next year.

Carried. Ayes-5, Nays-0

Following the Resolutions, Personnel Officer Tom Behan updated the committee on County employment matters (handouts attached).

There being no further business to come before the Committee at this time, a motion to adjourn was made by Mr. Sopchak, seconded by Mrs. O'Brien. The meeting adjourned at 4:36 PM.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Dept Stats</b>	<b>New Hires</b>	<b>Terminates</b>	<b>Promotions</b>	<b>Demotions</b>	<b>Rehires</b>	<b>Current Employees as of 8/31/17</b>	<b>Males as of 8/31/17</b>	<b>Females as of 8/31/17</b>	<b>Temps as of 8/31/17</b>	<b>PT as of 8/31/17</b>
2											
3	<b>Aug-17</b>	41	51	10	8	9	2186	1029	1157	462	494
4	<b>Jul-17</b>	23	32	24	10	2	2176	1029	1147	463	481
5	<b>By Department:</b>										
6	<b>August</b>										
7	Arena	0	3	0	0	0	58	23	35	51	51
8	Audit	0	0	0	0	0	8	5	3	0	2
9	Aviation	0	1	0	0	0	22	19	3	3	4
10	Central Foods	0	0	0	0	0	1	0	1	0	0
11	Coroners	0	0	0	0	0	4	2	2	0	4
12	County Clerk	1	2	0	0	2	31	3	28	1	7
13	Co Executive	0	0	0	0	0	9	3	6	2	2
14	Co Legislature	0	0	0	0	0	20	17	3	0	23
15	District Attorney	2	1	0	0	0	43	24	19	0	4
16	DSS	3	6	3	0	0	338	60	278	0	4
17	Elections	0	0	0	0	0	55	26	29	46	47
18	Emergency Svcs	0	1	0	1	0	74	50	24	23	22
19	Enjoie Golf	2	0	0	0	0	52	51	1	49	0
20	Fleet Mngnt	0	0	0	0	0	3	3	0	0	0
21	Forum	0	0	0	0	0	1	1	0	0	0
22	Highway	0	3	1	0	0	57	54	3	0	0
23	IT	1	1	1	0	0	31	21	10	0	2
24	Law	0	0	0	0	0	20	11	9	0	0
25	Library	0	0	0	0	0	22	7	15	0	8
26	Mental Health	0	0	0	0	0	6	0	6	0	1
27	OET	0	0	0	0	0	12	4	8	0	1
28	OFA	0	2	0	0	2	85	11	74	33	52
29	OMB	0	0	0	0	0	14	3	11	0	0
30	Parks	3	5	1	0	0	87	59	28	69	1

	A	B	C	D	E	F	G	H	I	J	K
31	Personnel	2	0	0	0	0	18	4	14	8	8
32	Planning/BMETS	1	1	0	0	0	17	8	9	3	3
33	Probation	0	0	1	0	0	39	14	25	0	0
34	Public Defender	0	0	0	0	0	27	13	14	0	0
35	Public Health	0	0	1	0	0	101	22	79	13	37
36	Public Works	1	1	0	0	0	69	53	16	20	17
37	Purchasing	0	0	0	0	0	4	2	2	1	1
38	Real Property	0	0	0	0	0	18	5	13	9	7
39	Risk and Insurance	0	0	0	0	0	6	3	3	0	0
40	Road Machinery	0	0	0	0	0	12	12	0	0	0
41	Security	0	0	0	0	0	86	64	22	49	31
42	Sheriff	1	1	1	0	0	258	208	50	12	11
43	Solid Waste	2	0	1	0	0	23	17	6	4	4
44	STOP DWI	0	0	0	0	0	1	0	1	0	0
45	Transit	3	1	0	0	1	97	87	10	2	25
46	Veterans	0	0	0	0	0	3	2	1	0	1
47	Weights	0	0	0	0	0	2	2	0	0	0
48	WPNH	19	22	0	7	4	352	55	297	64	121





# State of New York County of Broome Government Offices

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## Broome County Department of Personnel

Jason T. Garnar, County Executive · Thomas H. Behan, Personnel Officer

SEPTEMBER 12, 2017- PERSONNEL COMMITTEE

ONGOING PERSONNEL DEPARTMENT ACTIVITY

### EMPLOYEE / LABOR RELATIONS

#### Collective Bargaining-

- In preparation for contract negotiations with ATU- Transit Union and the Broome County Sheriffs Law Enforcement Officer Association.
- Contract Administration of 8 Labor Agreements- ongoing
- Grievance Processing- ongoing
- Employee Discipline- ongoing

### EMPLOYMENT/ CIVIL SERVICE

- Recruiting and evaluating candidates for Civil Service examinations and County positions-
- Administering Civil Service Exams- up to a 82 exams scheduled through the first quarter-2018. 21 exams scheduled for 10/14/17 and 23 exams scheduled on 10/28/17 alone.
- Maintaining Civil Service eligibility lists
- Payroll certification for all classified civil service personnel throughout Broome County- County, schools, towns and villages
- Maintenance of personnel records related to civil service activity
- Review and revise Exam Announcements, New Position Duties Statements and Job Specifications for existing positions as well as new positions

### EMPLOYEE BENEFITS

- Benefit plan records administration (health, dental, vision, disability, unemployment insurance, NYS Retirement, etc.)
- Work closely with Payroll personnel to ensure proper payment of wages
- Completion of the dozens of forms that are received monthly -mortgage, employment verifications, retirement, etc.

### OTHER

- Conduct New Employee Orientations
- Compliance with Personnel/ Labor legislation- Fair Labor Standards Act (FLSA), FMLA, COBRA, HIPPA and anti-discrimination and other labor laws

## September 2017 Personnel Committee

### Personnel/ Civil Service- Website Wishlist

- 1) The most important item for us to get on our website is the capability to apply for an exam online. Including our Continuous Recruitment exams, we will be giving at least 100 exams this exam season. The number of applications for each exam can be anywhere from 0 – 200, depending on the exam. Currently we only accept exam applications by mail or in person. To be able to accept them online would cut down on the walk in tremendously and would be very efficient for our department. This includes the ability to pay for the exams online as well.
- 2) We would also like to be able to accept general employment applications online, it would be very beneficial if the applications could automatically be sent to hiring departments as well as Personnel for the vacancies that they have posted.
- 3) We would also like better visibility for the exam announcements and position vacancies that are available to apply for.
- 4) Labor Relations- Placement of all labor agreements on website