

**PERSONNEL COMMITTEE MEETING  
40 Gleneida Avenue Room #318  
Carmel, NY 10512**

**Committee Members: Chairman Jonke, Legislators Castellano & Nacerino**

**Tuesday**

**February 21, 2023**

**(Immediately Followed the 6:30p.m. Protective Svcs Mtg.)**

The meeting was called to order at 7:01PM by Chairman Jonke who requested Legislator Castellano lead in the Pledge of Allegiance. Upon roll call Legislators Castellano, Nacerino and Chairman Jonke were present.

**Item #3 - Acceptance/ Personnel Committee Meeting Minutes – January 30, 2023**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Fund Transfer - 23T033/ Planning Department - Reclass Position from Planner II to Principal Planner/ Acting Administrator of Planning John Tully**

Chairman Jonke stated he spoke with Acting Administrator of Planning Tully and Personnel Director Eldridge regarding this request. He stated this came as a result of a desk audit that was finalized after the 2023 budget process. He stated this reclass became effective January 1, 2023.

Legislator Sayegh questioned how frequently desk audits are conducted.

Chairman Jonke stated Personnel Director Eldridge could provide the details to that question. He stated that typically when an employee has been working out of title the employee and/or the department head could request that the Personnel Department conduct a Desk Audit.

Legislator Montgomery questioned since this employee was in the position of Planner II, and is now a Principal Planner, does that leave the position of Planner II vacant.

Chairman Jonke stated that he understands County Executive Byrne is in the process of hiring a new department head for the Planning Department. He stated once that is done, he believes there will be a process in which the vacancies in the Planning Department will be filled.

Chairman Jonke made a motion to approve Fund Transfer 23T002 -Planning Department - Reclass Position from Planner II to Principal Planner; Seconded by Legislator Nacerino. All in favor.

**Item #5 - FYI/ Incident Report – Duly Noted**

**Item #6 - Other Business-** None

**Item #19 - Adjournment**

There being no further business at 7:05 PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.