

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

Members: Chairwoman Nacerino, Legislators Castellano and Wright

Wednesday

6:00P.M.

June 17, 2015

The meeting was called to order at 6:00p.m. By Chairwoman Nacerino who requested Legislator Wright lead in the Pledge of Allegiance. Upon roll call, Chairwoman Nacerino and Legislators Castellano and Wright were present.

Chairwoman Nacerino made a motion to waive the rules and to accept the additional; Seconded by Legislator Wright. All in favor.

Item #3) Approval/Personnel Meeting Minutes/June 17, 2015

Chairwoman Nacerino stated the minutes were approved as submitted.

Item #4) Approval/Fund Transfer (15T077)/Cover O.T. Costs Due to Open Personnel Line/Sheriff's Department

Chairwoman Nacerino made a motion to approve Fund Transfer (15T077); Seconded by Legislator Wright. All in favor.

Item #5) Approval/Proposed- Increase in County's Fee Schedule-Civil Service Examination

Personnel Director Eldridge introduced a proposal to increase the Civil Service examination fee. He stated the proposed increase would not include positions paying \$59,999 or less. He stated due to the fact that New York State issues the Civil Service Examination, they collect half of the revenue from exam fees in Putnam County. The last exam resolution passed to increase exam fee was addressed in 2008 to address the Police Officer Deputy Sheriff exam fee. He stated he is recommending a sliding scale of exam fees based on the level of the position being testing. A physical agility exam has been added to the Correctional Officer exam, which has raised the cost of the exam. He repeated examination fees for jobs with a salary less than \$59,999 are not being increased; just \$60,000 plus annual salary jobs are being increased. Exam fees for entry level jobs will not be raised and will remain at the initial price.

Legislator Castellano questioned if more than one test is taken in a day, does the person pay for the multiple exams.

Personnel Director Eldridge clarified that if someone were to take multiple exams in one day, they will need to pay the multiple fees.

Chairwoman Nacerino made a motion to approve the proposed increase in the County's Civil Service Examination Fee; Seconded by Legislator Castellano. All in favor.

Item #6) Approval/Standard Work Day & Reporting Resolution/Required by: NYS Retirement System

Chairwoman Nacerino questioned how the days within the Legislative schedule are derived when keeping record for the NYS Retirement System.

Deputy County Clerk McConnell stated that the days per month on the schedule are based on the records from the activity log that an elected official records within the first 90 consecutive days or first 150 days in office. The Retirement System gives a formula in order to compute days per month. The formula is to add up all hours that are on the activity log and divide by the standard workday and divide by three (3) due to the fact the log covers three months of activity. When a Legislator gets reported through payroll to the Retirement System, they take those hours and multiply it by twelve and divide by 26 pay periods that occur in a year.

Chairwoman Nacerino stated that there seems to be a big discrepancy among the hours logged for some of the Legislators.

Deputy County Clerk McConnell stated an Activity Logs can be re-visited and updated to reflect appropriate activity. He stated an Elected Official needs to submit an Activity Log at the start of a new term. He stated an Elected Official can opt to reuse the Activity Log they had previously submitted if they wish. He stated that one log can be used on the record for up to 8 years if it is still reflective of the activity of the Elected Official is still in office. Activity logs reflect the first three months of an elected official's term. He clarified that not all political activities are appropriate to add to the log, only functions related to duties as a Legislator. He stated an appointed official in the time and accrual system for the County are not required to keep an activity log because their time is being recorded every two weeks in the time and accrual system. He stated the Retirement Activity log is for people not in the time and accrual system.

Personnel Director Eldridge provided some history pertinent to the Standard Work Day & Reporting process.

Legislator Gouldman questioned when the Activity Log can be revisited/re-submitted.

Deputy County Clerk McConnell stated any time.

Chairwoman Nacerino made a motion to approve the Standard Work Day & Reporting Resolution required by New York State Retirement System; Seconded by Legislator Castellano. All in favor.

Item #7) FYI/Putnam County Automobile Accident Report

Chairwoman Nacerino stated Legislator LoBue, made a request for the committee to re-establish the review of the County's Automobile Accident Report, which allows the Legislators to review what activities and accidents have occurred involving County Vehicles. She stated she agrees with Legislator LoBue. It is important to have access to the Automobile Accident Report since it lets the Legislators know firsthand on what's going on in their districts in terms of incidents that involve County assets.

Chairwoman Nacerino stated that she read about an accident in the newspaper that occurred with a County Vehicle, involving an employee from the Sheriffs's Department. She stated that accident is not listed on this report.

Legislative Counsel VanRoss stated that the accident that was recently reported in the newspaper took place in May of 2014, therefore it would not be included on the 2015 Automobile Accident Report.

Legislator LoBue stated that the Legislature is sent a complete copy of all litigation matters. She stated that the May 2014 accident was not on that list. She stated that there may be a reasonable explanation as to why it was not included on the report. She stated money was spent to repair the vehicles after the accident and the Legislature controls the money and needs to be apprised of this matters.

Chairwoman Nacerino stated that she agrees with Legislator LoBue and moving forward the Legislature needs to be kept informed. She stated that she stands corrected; she did not realize the accident recently reported took place in 2014. She stated the Legislature was not informed in 2014 and she believes that the Legislature should have been. She stated at this time it is a moot point.

Legislator Wright questioned is the Committee going to request an explanation as to why the 2014 was not including on the 2014 Litigation Report.

Legislator LoBue stated that she would like the Legislators to review the comprehensive 2014 Litigation Report she is referring to.

Legislative Counsel VanRoss stated that there is a recent correspondence from the Sheriff referring to the 2014 accident as well as requesting an amendment be made to the Charter in regards to procedures followed when an accident involves a Sheriff's Employee. He stated that it will be address tomorrow at the Rules Committee Meeting.

Legislator Wright stated that has to do with procedure. He stated it does not address whether a report be made.

Legislator LoBue stated that the County Auditor receives the accident. She suggested requesting the information from the County Auditor to see if the proper protocol was followed.

Chairwoman Nacerino stated that she does not think that the proper procedure was not followed. She stated that the Legislature needs to be notified of these matters and not find out about them by word of mouth or reading it in the newspaper. She stated that is her only concern. She stated she does not think protocol was not followed. She stated that she recommends no action be taken from this Committee and make a decision after the discussion of this item at the Rules, Enactments & Intergovernmental Relations Committee meeting tomorrow.

Item #9) Other Business

Legislator LoBue requested a list of all Interns that are working in the County this summer via the County's Program: Putnam Invests in Leaders of Tomorrow Internship Program (PILOT Program) from each department.

Chairwoman Nacerino accepted Legislator LoBue's request.

Item #10) Adjournment

There being no further business, at 6:30 P.M. Chair Nacerino made a motion to adjourn; Seconded by Legislator Castellano. All in favor.

Respectfully submitted by Diane Trabulsy, Deputy Clerk of the Legislature. /RC