

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

**Members: Chairwoman Nacerino, Legislators Jonke and Sullivan**

**Wednesday**

**January 17, 2018**

The meeting was called to order at 6:30p.m. by Chairwoman Nacerino who requested Legislator Sullivan lead in the Pledge of Allegiance. Upon roll call Legislator Sullivan and Chairwoman Nacerino were present. Legislator Jonke was absent. Chairwoman Nacerino stated Legislator Castellano will be sitting as a member of the committee for tonight's meeting.

**Item #3) Approval/Personnel Committee Meeting Minutes/Dec. 11, 2017**

Legislator Albano stated that the minutes were accepted as submitted.

**Item #4) Approval/Sheriff's Department – Reorganization**

Sheriff Langley stated that he is proposing that the position of Confidential Secretary to the Sheriff be changed to Chief of Staff to the Sheriff. He stated the job and responsibilities of the person in that position will go well beyond the clerical responsibilities of a Confidential Secretary. He stated the day to day responsibilities will be that of a Chief of Staff. He explained the person in the position will work closely with him and will have a tremendous amount of responsibility as well as a tremendous amount of confidentiality that will have to be preserved in the position. He stated with the title change, he proposed that the budget line in the Sheriff's Department listed at a salary of \$71,100.00 for the Confidential Secretary be reduced by 10%, which is the recommend past practice of the Legislature for a new hire. He stated that would have the starting salary of the Chief of Staff position to the Sheriff starting at \$63,990.00, resulting in a savings of \$7,110. He stated in the position of the Confidential Secretary to the Undersheriff he stated they want to keep that position as a Confidential Secretarial position, and again implement the 10% reduction. He stated the current budgeted salary for said position is \$58,526.00. He stated with the 10% reduction the position will have a starting salary of \$52,673.00. He stated the total savings to the County's budget with the implementation of a 10% reduction to the salaries of each of these key positions is \$12,963.

Chairwoman Nacerino stated the Chief of Staff (Sheriff) job description has been submitted as back up to this item. She stated, in her opinion, it clearly justifies the change for the position and the salary being proposed for the position. She stated that the Legislature did set a salary of \$50,000 for new- Confidential Secretary hires. She requested further justification as to why he is requesting an exception be made in the case of the Confidential Secretary to the Undersheriff.

Sheriff Langley stated again, the key word "confidential" in the title of this position speaks to the information and documentation the person in the Confidential Secretary position will have access to and have the responsibility of process. He stated that the Sheriff's Office is an agency that handles multiple cases, joint investigation on Federal levels. He stated currently there is a very

sensitive case going on. He explained there will be extremely sensitive and highly confidential material that the Chief of Staff and Confidential Secretary will be exposed to. He stated he believes the salary that he is proposing, \$52,673.00, is appropriate for this position. He stated that he is in keeping with the suggested 10% deduction of the current salary to be paid to a new candidate in the position.

Chairwoman Nacerino thanked Sheriff Langley for providing his rationale. She explained that she needed to ask the question, because the Legislature did pass legislation and it is important from the perspective of the Legislature to protect the integrity of what is done by the Legislature as well. She explained basically case by case, there are always exceptions and she and her colleagues needed to hear what the exceptions would be. She explained as stated by Sheriff Langley even with his proposals there will be a savings to the 2018 budget. She questioned if Sheriff Langley has the candidates for each of the positions.

Sheriff Langley explained that there is a candidate who has been selected to work in Confidential Secretary position. He stated he did have an individual for the Chief of Staff position, however due to the reduction in the salary, they are no longer interested. He stated that he does have people who are interested that he is in the midst of putting through the interview process.

Legislator Castellano stated it is also worth mentioning that there has been a cost savings to the County's budget since these two (2) positions have been vacant the month of January.

Sheriff Langley stated that he has put into the Personnel Department a request to hire a temporary employee to work in his office, until a full time employee has been selected and hired. He stated that he is still awaiting the approval on that request.

Chairwoman Nacerino stated that by Sheriff Langley advocating on behalf of his request, the Legislature recognizes the importance of the Sheriff getting the right fit in terms of hiring the right person with the integrity to fill these positions.

Legislator Castellano questioned Personnel Director Paul Eldridge as to whether the proposed position *Chief of Staff (Sheriff)* is an existing position in other counties.

Personnel Director Eldridge confirmed said position does exist in other counties.

Legislator Castellano questioned if it is the same for the other Counties in New York State that the category of "Minimum Qualifications" reads as follows: "Qualifications are determined by the Sheriff".

Personnel Director Eldridge stated that is correct. He explained that it is because the position is considered exempt.

Legislator Castellano requested confirmation that it reads the same throughout New York State.

Personnel Director Eldridge stated yes it is, in the offices that have the position of Chief of Staff (Sheriff).

County Executive MaryEllen Odell stated that she faced a similar challenge when she became the County Executive. She stated that she took the position at the end of 2011. She stated that she was faced with the challenge of working with an existing budget. She stated that she did request that the Legislature allow her to reorganize her department in the way she believed would assist her to move the County in the right direction. She stated the Legislature did adopt the budget that she proposed. She stated that her reorganizational proposal was achieved by staying within the parameter of the existing budget. She stated she did give Sheriff Langley some insight and shared with him her experience. She stated that she does agree that the Chief of Staff position is invaluable. She stated she absolutely agrees that it is imperative that the candidate that fills a Chief of Staff position have the quality and the expertise to make sure the office maintains the particular integrity needed.

Legislator Albano stated that he supports Sheriff Langley's request.

Legislator Scuccimarra stated that she too supports Sheriff Langley's request. She stated that he is making the office his own.

Chairwoman Nacerino made a motion to approve and move to the Audit & Administration Meeting the Sheriff's Department – Reorganization ; Seconded by Legislator Jonke. All in favor.

**Item #5) Approval/Budgetary Transfer (18T003)/Commissioner of Highways & Facilities/New Title: Project Coordinator/Safety Officer**

Chairwoman Nacerino requested that Highway & Facilities Deputy Commissioner John Tully please provide the rationale for this request.

Deputy Commissioner John Tully stated there are many projects going on in the County's facilities division. He stated the current Supervising Crew Chief has a lot of talent managing crews and a very good understanding of the construction process. He stated they want to maximize the Supervising Crew Chief's skills. He stated there is also a position in the County, Safety Officer. He stated the individual in that position has an intimate understanding of the codes and the County facilities. The current Safety Officer has a good working relationship with the Highways and Facilities crew members. He stated that this would be a good fit to integrate him into the facilities division and assist in the administrative duties. He explained that will free up the Crew Chief to manage crews and the execution of jobs.

Personnel Director Eldridge stated there have been several meetings discussing this proposal. He stated that he is the one who made the proposal of the Project Coordinator/Safety Officer. He stated in past years there was a position in the budget, Supervisor of Facilities. He stated that he believes the recommendation tonight would be less costly to the County, but will fulfill some of the duties and responsibilities that that Supervisor of Facilities used to have. He stated this is similar to the merging of the Director of Consumer Affairs with the Director of Engineering positions. He stated that the County Executive is a huge supporter of merging positions, where appropriate, where a savings will be incurred and employees and their skills are fully utilized.

Chairwoman Nacerino stated that she believes this will be a win-win from all aspects.

Legislator Scuccimarra stated that she supports this proposal. She stated that she has worked with the Safety Officer on a few different matters and believes he will do a great job.

Legislator Sullivan stated he agrees if there is an opportunity to fill a position with an existing employee who is capable and willing to take on the additional responsibility that is a great win for the county and the tax payers. He stated that he is in support of this proposal.

Deputy Commissioner Tully stated he is very thankful for the Legislature's support. He stated this is an important year for the Highway Department as they are doing an internal reorganization using assets and skills to effectuate efficiency while getting the work done. He stated that he looks forward to working with the Legislature as he will bring forward future requests.

Chairwoman Nacerino made a motion to approve and move to the Audit & Administration Meeting Budgetary Transfer (18T003)/Commissioner of Highways & Facilities/New Title: Project Coordinator/Safety Officer; Seconded by Legislator Castellano. All in favor.

#### **Item #6) FYI/2017 Year End – Accident Report**

Legislator Gouldman questioned if there is a time period that a case will be dropped. He explained on page 3 of the Accident Report there is an accident listed from 3/2/2017, in the description of the accident the closing statement reads: Damage not yet ascertained from struck vehicle.

County Attorney Bumgarner stated that she will look into this matter and get back to the Legislature with further information.

#### **Item #7) Other Business**

##### **a.) Approval/Budgetary Transfer (18T006)/County Executive/Personnel**

Chairwoman Nacerino made a motion to waive the rules and accept the Other Business; Seconded by Legislator Castellano; All in favor.

Chairwoman Nacerino read the explanation into the record that was provided by Commissioner of Finance William Carlin, "This Resolution is required to restore the salary line reduced in the 2018 adopted budget because the County had not received a Section 211 waiver from the State Civil Service Commission. This waiver was just received by the County, and the salary is being adjusted accordingly."

Chairwoman Nacerino made a motion to approve and move to the Audit & Administration Meeting Budgetary Transfer (18T006)/county Executive/Personnel; Seconded by Legislator Sullivan. All in favor.

**Item #9) Adjournment**

There being no further business, at 6:50P.M. Legislator Albano made a motion to adjourn;  
Seconded by Legislator Jonke. All in favor.

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