

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

Members: Chairman Jonke, Legislators Addonizio & Nacerino

Tuesday

6:00PM

July 12, 2022

The meeting was called to order at 6:00pm by Chairman Jonke who requested Legislator Nacerino lead in the Pledge of Allegiance. Upon roll call Legislator Nacerino, Legislator Addonizio, and Chairman Jonke were present.

Item #3 - Approval of Minutes – June 16, 2022 Meeting

Chairman Jonke stated the minutes were accepted as submitted.

Item #4 - Approval/ Budgetary Amendment 22A052/ Youth Bureau/ Full-Time Highway Safety Grant Position

Director of the Youth Bureau Janeen Cunningham stated that the grant application was successful and that the Youth Bureau has received funding. She stated that this time there is enough funding for a full-time position which will assist in program expansion. She thanked Youth Services Specialist Pamela Zeller for writing the grant. She stated that the goal of the program is to teach youth about the consequences of intoxicated driving and texting while driving.

Chairman Jonke questioned whether the part-time position implemented last year will transition into a full-time position or whether this will be a new position altogether.

Director Cunningham stated she has just learned of the results of the civil service exam. She stated that the individual in the part-time position currently, was ranked number one on the list. She stated she will work with the Personnel Department and move forward with the process.

Chairman Jonke stated that the grant will expire in September of 2023.

Director Cunningham stated that is correct and there is an option to reapply for the grant.

Youth Services Specialist Pamela Zeller stated that the Youth members of the County's programs presented during Traffic Safety Month. She stated they were phenomenal. She stated they were submitted as a secondary report to the State. She stated she believes those presentations played an important role in the awarding of this grant to Putnam County.

Chairman Jonke expressed appreciation to all who were involved and put the hard work into the grant application.

Legislator Addonizio questioned how the issue of drunk driving is being addressed.

Youth Bureau Executive Director Cunningham stated there are several methods used to address drunk driving in Putnam County. She stated that the SIDNE (Simulated Impaired Driving Experience) program is used. She stated that the SIDNE program is implemented in school districts across the County for high school seniors that would like to park on campus. She stated that the Youth Court is youth-led, which has shown to be very effective. She stated that youth who come before the Youth Court are guided through the court process. She stated that there is also a collaborative effort with the Department of Motor Vehicles. She stated that any youth who would like to take their permit test must sign a contract with their parent.

Youth Services Specialist Zeller stated that the Youth Bureau has a partnership with CoveCare in the event of an incident relating to substance abuse or anger management. She stated that National Prevention Week falls within Traffic Safety Month.

Legislator Nacerino stated it is a wonderful program. She stated that education on this matter is crucial. She stated that she lost her niece to a teen drunk driving related accident. She stated that the impact on families is devastating. She stated that she likes the expansion to the tri-County area, Dutchess and Westchester. She stated moving forward with the program is so crucial and important. She is in support of any program and effort that can raise awareness to this very important issue.

Legislator Albano expressed thanks for the work done through these programs.

Legislator Montgomery expressed thanks for the time put into applying for the grant. She stated as a member of the Traffic Safety Board, she is willing to help with anything necessary.

Youth Services Specialist Zeller stated her appreciation and stated the program has always had the support of the Traffic Safety Board.

Chairman Jonke made a motion to approve Budgetary Amendment 22A052/ Youth Bureau/ Full-Time Highway Safety Grant Position; Seconded by Legislator Nacerino. All in favor.

Item #5 - Approval/ Fund Transfer 22T125/ District Attorney/ Increase Starting Assistant District Attorney Salary/ District Attorney Robert Tendy

Chairman Jonke stated that he did meet with District Attorney Tendy yesterday regarding this agenda request. He stated District Attorney Tendy is present and he will speak to his request for his department.

District Attorney Robert Tendy stated there is an advertisement for an experienced Putnam County District Attorney (ADA) to replace someone who recently left the District Attorney's Office, recently, for a job with a significant pay increase and responsibilities. He stated that the advertisement seeks someone who is experienced in sex crimes and special victims cases. He stated that the advertisement reflects a salary range of \$70,000 to \$75,000. He stated that the advertisement has been out for a month and that not a single resume has been received. He stated

next to his advertisement are two other advertisements that reflect the same job responsibilities, but with a pay scale of \$15,000 to \$20,000 more. He stated that he is requesting to increase the salary for the ADA position to at least \$75,000 instead of including the range in hopes of someone responding. He stated that he put in a request to meet with the Legislature next month about a salary structure for his department. He stated that in the past it was easier to convince experienced attorneys to take a position in Putnam. He stated that recently, neighboring counties and the five (5) boroughs have increased their pay scales. He stated that the pay disparities are so large now that a good quality of life in Putnam is no longer worth the pay cut to attorneys. He stated that this Special Victims Assistant District Attorney vacancy needs to be filled as soon as possible.

Chairman Jonke stated that he has been a proponent for a minimum salary for attorneys who work for Putnam County either in the Law Department or the District Attorney's Office. He stated that the amount on the advertisement is too low to attract educated attorneys. He stated that he is supportive of increasing the amount on the advertisement to \$75,000.

Legislator Nacerino questioned who the other counties are that have the competing advertisements.

District Attorney Tendy answered that they belonged to Dutchess and Ulster County.

Legislator Nacerino stated that this is an ongoing struggle with both the District Attorney's Office and the Law Department. She stated that it is complicated from a fiscal standpoint to redo salary structures. She questioned why the conversation is not being had during budget season.

Chairman Jonke stated that the discussion is being had due to the timing of the vacancy.

Legislator Nacerino stated that District Attorney Tendy stated he sent a request to the Legislature regarding his department and a salary structure proposal. She stated such a discussion should be conducted during the budget season.

Chairman Jonke stated that despite it not being budget season, he is in favor of starting the discussion outside of the Legislature's budget season.

Legislator Nacerino stated that conversations can be had but that no changes would occur until 2023. She stated that it is crucial to attract the right candidate to do the important work in the District Attorney's Office. She stated that she is in support.

Legislator Addonizio expressed her support for the request.

Legislator Albano stated he supports this request and agrees that it is good to look at the District Attorney's proposed salary structure ahead of the Legislature's budget process.

Legislator Sayegh stated that she supports this. She stated she supports anything to help the District Attorney's Office hire qualified strong Attorneys. She stated that their work keeps residents safe and criminals accountable.

District Attorney Tendy stated that the office does a very good job at training the ADAs. He stated often times the ADAs will go through the training and then leave for another job.

Legislator Montgomery stated that she is in support of paying boots on-the-ground County employees what is deserved. She stated that someone with the education and training that the position is asking for deserves more than \$71,000. She stated that real estate and taxes are going up in Putnam County. She stated she will support this request. She stated that the more notice about the salary structure the District Attorney is proposing the better.

Chairman Jonke stated when he was speaking with District Attorney Tendy, he suggested that he bring his salary structure proposal to the Legislature ahead of the budget process. He stated the Legislature has a very tight schedule once the budget process begins. He stated the District Attorney bringing his proposal forward with afford the members of the Legislature time to review it.

Legislator Nacerino stated that the procedure is for a department to prepare a budget and bring it before the County Executive. She questioned whether District Attorney Tendy is presenting to the Legislature prior to the County Executive. She advised that he meet with the County Executive first.

District Attorney Tendy stated he will send the information to the County Executive and request a meeting.

Legislator Gouldman stated he is not in support of approving this request. He stated he believes this should be addressed during the budget season.

Chairman Jonke stated that the vacancy is current and therefore, this should be approved now. He stated that the Legislature had no issue granting Towns and Villages \$5 million last week.

Legislator Nacerino stated that this item is meant to adjust the advertisement.

District Attorney Tendy stated that the position being advertised generally starts at a salary about \$86,000 in other offices.

Chairman Jonke made a motion to approve Fund Transfer 22T125/ District Attorney/ Increase Starting Assistant District Attorney Salary/ District Attorney Robert Tendy; Seconded by Legislator Addonizio. All in favor.

Item #6 - Approval/ Budgetary Transfer 22T129/ IT/GIS Department/ Create GIS Program Specialist Position

Director of Information Technology/GIS Thomas Lannon stated that there is an employee in the department that is ready for retirement. He stated that the individual has a lot of institutional knowledge. He stated that it is important to offload the expertise onto someone new. He stated a candidate responded to a position advertisement who is moving to Putnam County in August,

and who would be a good fit for this position. He stated that he has had discussions with the County Executive, Commissioner of Finance William Carlin, and the Director of Personnel and they agree it is important to create this position and have the candidate train with the current employee.

Chairman Jonke questioned whether the position being vacated by the retiring individual would also be filled along with the newly created position.

Director Lannon stated that is his intention. He stated he would also like to recreate the position at that time. He stated that only a small amount of GIS is done in the department. He stated that the department would like to begin a program where every County asset is put into a map. He stated that there is not enough time to do this. He stated currently any GIS work is done by an individual whose primary responsibility is tax maps. He stated he felt that there should be two people in the position. He stated for now the goal is to get the new employee in for training.

Legislator Albano stated that if there is going to be a vacancy in the department, it is imperative to train someone new.

Chairman Jonke stated that there has been discussion of utilizing GIS more for many years. He stated that to achieve the level of GIS mapping desired, there must be teams of individuals working on the project.

Legislator Montgomery questioned whether there will be a time when Towns can utilize this resource.

Director Lannon stated that Towns have begun using GIS, but he does not think they have all the assets inputted.

Legislator Montgomery questioned if in the future would this information be shareable with the Towns.

Director Lannon stated absolutely, and it is being done now. He stated the County mapped the historic district of Cold Spring. He stated also the Carmel School District requested mapping so they could plan their bus routes. He stated that any data received is shareable. He stated that GIS is very underutilized in Putnam County.

Legislator Nacerino stated that she is very supportive of this position. She stated that it is a necessary position to move forward in County projects.

Chairman Jonke made a motion to approve Budgetary Transfer 22T129/ IT/GIS Department/ Create GIS Program Specialist Position; Seconded by Legislator Addonizio. All in favor.

Item #7 - Approval/ Budgetary Transfer 22T138/ Emergency Services/ Dispatch Center Overtime

Bureau of Emergency Services Commissioner Kenneth Clair stated that the Bureau is requesting an additional \$110,000 for the rest of the year. He stated that one additional dispatcher has been hired and is currently training. He stated that with the consolidation of the existing dispatchers from the Sheriff's Office, additional training is required for dispatchers. He stated that almost every dispatcher was out with COVID, creating an eight (8) day sick time for most of them. He stated this had to be covered along with vacation and sick time. He stated that two new dispatchers will be hired to fill vacancies and will need training. He stated that will bring them to a total number of 20 Dispatchers for the County's 911 Call Center.

Chairman Jonke stated that this is not unexpected. He stated that this was anticipated because of consolidation and training.

Commissioner Clair stated that training is being done while they are working. He stated that the Sheriff's Office has assisted in training the 911 dispatchers to answer police calls. He stated there is training underway to answer Fire and EMS calls. He stated that the Bureau has cut everything that was possible. He continued to speak to that.

Legislator Nacerino agreed with Chairman Jonke that this is not unexpected. She stated that this must be done to bring the project to fruition.

Chairman Jonke made a motion to approve Budgetary Transfer 22T138/ Emergency Services/ Dispatch Center Overtime; Seconded by Legislator Nacerino. All in favor.

Item #8 - Approval/ Budgetary Transfer 22T139/ IT/GIS Department/ Temporary Radio Systems Coordinator Position

Director Lannon stated that the radio project is moving along and the equipment is soon to be deployed. He stated that there have been multiple meetings to develop talk groups. He stated that now there must be work done to track all communication, put the radios together, and schedule the installation of the radios. He stated that a coordinator is needed to bring all of this to fruition. He stated that he proposed \$14,400 be put in for ten (10) hours a week for forty-eight (48) weeks per year at an hourly rate of \$30. He stated that this is a not-to-exceed number. He stated this would not be needed for more than two (2) years.

Legislator Nacerino questioned who would meet the requirements for the position.

Director Lannon stated that it would have to be someone experienced in radio systems, particularly Motorola. He stated that there are two (2) candidates looking for a part-time position. He stated that it is a very specific job, but that the two (2) candidates have extensive backgrounds.

Legislator Montgomery questioned whether funding for the project will come from the recently approved ARPA money.

Director Lannon stated Commissioner of Finance Bill Carlin looks at it as one pool of money. He stated Commissioner Carlin stated that it was easier to take the money from the project and move it around as needed.

Legislator Montgomery questioned whether the original grant summary stated that this position was necessary.

Director Lannon stated that he does not believe it was, but that the State identified it as necessary and that the grant funding can cover the cost.

Commissioner Clair stated that this position is necessary. He stated he foresees it becoming a full-time position. He stated that other counties have this. He stated that he is familiar with the two (2) candidates and that they have extensive radio background.

Chairman Jonke stated that there is no fiscal impact.

Chairman Jonke made a motion to approve Budgetary Transfer 22T139/ IT/GIS Department/ Temporary Radio Systems Coordinator Position; Seconded by Legislator Nacerino. All in favor.

Item #9 - FYI/ Accident Report - Duly Noted

Item #10 - FYI/ Incident Report - Duly Noted

Item #11 - Other Business

Item #11a.- Approval/ Salary Adjustment/ County Executive's Confidential Secretary
(Tabled from the June Personnel Mtg.)

Chairman Jonke made a motion to Waive the Rules and Accept the other business: Salary Adjustment/ County Executive's Confidential Secretary *(tabled from June Personnel Meeting)*; Seconded by Legislator Nacerino. All in favor

Chairman Jonke stated that there was a scheduling conflict last month. He stated that Director of Personnel Paul Eldridge was not present at last month's meeting and therefore, the item was tabled.

Director Eldridge apologized for being absent at last month's meeting. He stated the request asks that the Confidential Secretary of the County Executive have an increase in salary to the amount in the budget. He stated that the amount listed in the budget is \$60,000. He stated that there are four positions in the County Executive's budget, other than an intern. He stated that the Director of Constituent Services has not been filled since the beginning of the year. He stated that the Confidential Secretary in the County Executive's office was hired January 24, 2022, and has been fulfilling both the responsibilities of the Confidential Secretary and the Director of Constituent Services. He stated that he wants to leave the Director of Constituent Services position unfilled for the remainder of this year. He stated there is a savings of approximately \$45,000 by not filling it. He stated that the increase in salary from \$50,000 to \$60,000 will also generate some savings because it was not increased in the first half of the year. He stated that this

is only for the remainder of the year. He stated if the position of the Director of Constituent Services was to be filled, the Confidential Secretary salary would go back to the \$50,000. He stated that there is currently no intention of filling the Director of Constituent Services position.

Chairman Jonke questioned why the Confidential Secretary was not hired at the higher salary at the beginning of the year.

Director Eldridge stated that at the beginning of the year it was unclear as to whether the Director of Constituent Services position would be filled. He stated that the individual has stepped up to take care of both positions and that this should be recognized.

Legislator Montgomery questioned whether it is common practice for the Legislature to see the qualifications of the person being approved.

Director Eldridge stated that it is not typically common practice unless it is a civil service position. He stated that this position is an exempt class position. He stated that he would be happy to share the qualifications with Legislator Montgomery, upon approval from the County Executive.

Legislator Montgomery stated that she would appreciate that considering her past experience with the County Executive's office being that she does not receive any response. She stated that she only receives a response from the County Executive when she makes a comment at a meeting that generates reaction. She stated that she hopes this will change with this new individual. She stated she approves of saving money by not filling the position of Director of Constituent Services. She stated she would like to receive meaningful communication from the County Executive's office as opposed to advertisements.

Legislator Sayegh stated that she understands the component of saving money. She stated that she does not understand back paying to the hire date. She stated that she has no idea what this individual has done or whether they have lived up to Constituent Services. She stated that she would understand a pay increase, but not back paying. She stated that she does not support the back pay part of this request.

Director Eldridge stated this effort is to recognize the employee for the extra work that the individual has taken on. He stated when an employee takes on additional duties the County tries to account for that.

Legislator Nacerino stated that Legislator Sayegh has a valid point. She stated that the appointments made by the County Executive are at her discretion. She stated that the Legislature has no authority to determine whether the individual is qualified or not. She stated that despite this, the lines are blurred regarding when the individual stepped into the second role. She stated that there could be a compromise with three (3) months of back pay as opposed to six (6) months.

Chairman Jonke stated that this was done for another employee. He stated that if the Confidential Secretary started taking the Director of Constituent Services phone calls on their first day, then

the Confidential Secretary should receive the same treatment as the other case. He stated that he knows the individual is very qualified.

Legislator Nacerino stated that the circumstances of the other employee were different. She stated she was unaware that there was a person appointed to the Confidential Secretary position until she saw it on the Personnel June agenda.

Chairman Jonke stated that is another story.

Director Eldridge stated that it should be considered that the incumbent who left was at a \$60,000 salary and this request is to bring the salary up to what was budgeted for the position.

Chairman Jonke questioned why the individual was not started at \$60,000 if that was the budgeted salary.

Director Eldridge stated that it is common practice to start new employees at a lower salary.

Chairman Jonke questioned why management could not make the adjustment.

Director Eldridge stated that they can, however this is an effort to be transparent. He stated that the previous incumbent was not doing Director of Constituent Services work. He stated this individual is highly qualified, and he would have no problem sharing their qualifications.

Legislator Montgomery stated that the previous incumbent was in the position for twelve (12) years and had reached the salary of \$60,000. She questioned, if you bring this Confidential Secretary, a new hire, in at a salary of \$60,000, where does the salary will go from here.

Director Eldridge stated that this is being done because the individual is handling two (2) positions.

Chairman Jonke facilitated further discussion.

Chairman Jonke made a motion to approve Approval/ Salary Adjustment/ County Executive's Confidential Secretary; Seconded by Legislator Nacerino. All in favor.

#11b – Request Other Business Discussion Item Tonight at Personnel Committee Meeting

Chairman Jonke stated there was a request from Legislator Montgomery that came in earlier this day. He stated that because of the late submission of this request he is not going to put it on the agenda as other business. He stated that this could possibly be discussed during the August Personnel Meeting. He requested that Legislator Montgomery put in a memo to Personnel Director Eldridge her thoughts and questions related to her request for discussion. He stated he did speak with Legislator Montgomery after receiving her request and he said at that time he would consider putting this matter on for discussion, but after giving it further consideration, he would like to put it on the August Personnel Meeting agenda. He facilitated further discussion.

Item #12 – Adjournment

There being no further business at 6:53PM Chairman Jonke made a motion to adjourn; Seconded by Legislator Nacerino. All in favor.

Respectfully submitted by Legislative Intern, Tanya Ramirez.