

BUDGET & SALARY REVIEW COMMITTEE

PRESENT:
Art Baer - Chairman
Roy Brown
Lawrence Andrews
Bart Delaney Jr.
Elizabeth Young

ABSENT:
Jesse DeGrootd –notified

ALSO PRESENT:
Gail DiCosmo – Clerk
Becky Leader- Dep. Clerk
Cathy Hogencamp
Kenneth Wilber – Treasurer
Holly Tanner – County Clerk
Michael O’Leary
Bernard Kelleher
David Robinson
John Rutkey
Diana Neceda
Paul Mossman

PRESS: 0

Chairman Baer called the meeting to order at 10:10 A.M.

Chairman Baer discussed the County’s financial position. It was decided that due to much uncertainty, they need to maintain a conservative budget.

County Clerk - H. Tanner gave a handout on a records management action plan.

Finish the Basement of 325 – Depending on cost either completely finish or complete a phase at a time. The cost would be \$50k - \$100k with a state contract.

Invest in box storage software. This will enable the county to utilize the storage facilities currently in use and the new phase in 325 to the fullest extent allowed.

Invest in records management software for active documents, scanning tracking, audit, and retrieval.

Encumbered for records management software upgrade - \$28,500 is available from 2009 that was not used. It was decided that steps should begin to address the records management issue.

It was also discussed that a part time person eventually needs to be brought in for records management.

Automated shelving is being used for everyday shelving.

Mental Health - M. O’Leary:

Resolution Request: To abolish Acting Deputy Director Title and permission to fill Deputy Director position. Noted that they would abolish the Accountant position. Salary - \$65,684. Motion by R. Brown, seconded by E. Young, motion carried. Refer to Finance.

Resolution Request: Create and Fill Community Mental Health Nurse Position. There is a large increase in the volume of people coming in. It is estimated that it would be cost neutral to the County, motion by L. Andrews, seconded by B. Delaney Jr., motion carried. Refer to Finance. M. O’Leary must come back in 6 months with a report.

Resolution Request: Permission to fill .2FTE Psychiatric Nurse Practitioner item at 2010 budgeted salaries. This is not a new position, it is vacant. A. Baer mentioned the hiring freeze. It was decided that M. O’Leary should first negotiate with the Union and then come back to the Committee.

Resolution Request: Salary adjustment for psychiatry. M. O’Leary completed a salary study. He is trying to make the salary more competitive. He stated that he crucially needs more doctors. It was discussed that part time people should not get sick and vacation leave, but that it should be made up in their salary. They will get back to him on this request.

Public Works - D. Robinson:

Resolution Request: To increase the salary for Secretary to Commissioner from a 2010 base salary of 37,413 to a 2010 base salary of \$39,652 retroactive to January 1, 2010. This salary is commensurate with similar positions within the County. The proposed 2010 base salary has been approved by the Budget and Salary Review Committee as part of the 2010 budget review process. The cost difference will be paid by and has been budgeted in the water and sewer funds. Motion to approve by B. Delaney Jr., seconded by L. Andrews, motion carried. **Refer to Finance.**

Highway - B. Kelleher:

Resolution Request: To fill position of Motor Equipment Operator II and any vacancies created there from. The position is vacant due to the termination of an employee and is needed to adequately staff the department. An existing MEO would be promoted to the MEO II position and then they would hire a person from the outside to fill that MEO I position at the appropriate starting salary. It was noted that they have had four people out all winter and there seasonal workers just covered this loss in employees. The idea of resource sharing was disused and B. Kelleher said they do this as much as possible. They have five retirements coming this year, motion to approve by B. Delaney Jr., motion seconded by E. Young, motion carried. **Refer to Finance.**

Resolution Request: To fill the position of Skilled Laborer I and any vacancies created there from. Position vacant due to the retirement of an employee. An existing laborer would be promoted to Skilled laborer I and then they would hire a laborer from the outside at the appropriate starting salary. It was decided to not fill the seasonal position discussed. Motion to approve by R. Brown, seconded by L. Andrews, motion carried. **Refer to Finance.**

J. Rutkey and D. Necida:

Presented the 3% raises for non union/management employees. It was decided to set forth with a **Local Law:** Establishing the salaries of certain officers of the County of Columbia. Motion made by R. Brown, seconded by A. Baer, motion carried.

They need to draft a resolution for Captain of Chief Corrections and the Captain of the Deputy Sheriffs. Proceeded to go forth with Local Law, and certain employees will have a resolution as to base salaries and or 3% raise. Noted that 3% is retro back to January 1, 2010. Discussion on Compliance Officer Stipend. 10 hours a week for \$10,000 every 6 months. Motion to pass by R. Brown, seconded by L. Andrews, A. Baer abstained from voting, motion carried.

DSS - P. Mossmann:

Resolution Request: Requesting authorization for the Commissioner of the Department of Social Services to fill a vacant, budget position of Social Welfare Examiner, GR1, 2010 Step 1 salary \$31,161, effective February 11, 2010. **Refer to Finance**
and

Resolution Request: Requesting authorization for the Commissioner of Social Services to create and fill One (1) Full-time Temporary position of Social Welfare Examiner, GR12, 2010 Step 1 salary \$31,161 with no fringe benefits, effective February 11, 2010 to July 11, 2010.

Motion taken on both resolutions together, motion by B. Delaney Jr., seconded by L. Andrews, motion carried. **Refer to Finance**

Resolution Request: Requesting authorization for the Commissioner of the Department of Social Services to fill a vacant, budgeted position of One (1) Caseworker, FP15, 2010 Step 1 salary \$38,949, effective February 11, 2010. **Refer to Finance**
and

Resolution Request: Requesting authorization for the Commissioner of the Department of Social Services to fill a vacant, budgeted position of One (1) Caseworker, FP15, 2010 Step 1 salary \$38,949, effective February 11, 2010. Motion taken on both resolutions together, motion by B. Delaney Jr., seconded by E. Young, motion carried. **Refer to Finance**

County Attorney - R. Fitzsimmons:

Resolution Request: Request to transfer \$305,000.00 from Contingent Account (AO-1990.00-4.000) To County Attorney Professional Services Assigned Counsel Account (AO-1420.00-4.429), motion to approve by R. Brown, seconded by L. Andrews, motion carried. **Refer to Finance**

With no further business a motion to adjourn at 12:32 P.M. by R. Brown, seconded by B. Delaney Jr., motion carried.