

**COMMITTEE MEETING
LAKE PLEASANT, NY
MONDAY
DECEMBER 28, 2015**

**INTERNAL MANAGEMENT COMMITTEE
9:00 AM**

Members present: Bob Edwards

Also present: Bill Farber, Brian Towers, Rick Wilt, Dan Wilt and Kim Byrne

Personnel Officer Byrne updated the committee on the dates for the upcoming tests that she ordered. For Building Maintenance Mechanic and Building Project Supervisor it will be June 4th of 2016. Senior Caseworker will be May 14th of 2016. She still does not have a test date for Director of Patient Services.

She had a conversation with New York State Civil Service and Penny Warrington cannot be in the position of Director of Patient Services until she graduates in March to meet the minimum qualifications. Once that happens she can then be provisionally appointed to that position. Director of Public Health Franko will serve in that position until Ms. Warrington is qualified; there is no waiver for this position.

Mr. Towers asked if there is any value in ordering the test for the Director of Patient Services in anticipation of Ms. Warrington graduating.

Office Byrne stated that she has already ordered the test, she just doesn't know the test date as of yet.

Officer Byrne reported she is still discussing the job description with civil service for Senior RN.

Mr. Farber asked if the updates for the handbook have gotten out to all the employees for sign off. Officer Byrne stated she will check with Marj to see if she sent it out. She was going to send out just the updates and not the whole handbook.

Mr. R. Wilt suggested they just highlight the changes and every time there is a change use a different color with a notation at the end of the document on the colors. Then send it to the department heads for them to copy if an employee wants it.

Mr. Farber asked how the buyout went over.

Officer Byrne stated some wanted cash and some are happy with the card.

Mr. Towers asked what their final determination was on either cash or card.

Mr. Farber stated we just increased the benefit for this year and kept the card. We were concerned that the employees might be shocked at the percentage that they lost due to taxes with a cash buyout.

Officer Byrne reported that employees did ask how much cash they would receive and she told them that she couldn't answer that and she assumed it would be what it is now or more but she didn't know. She didn't think it would go down but she didn't know.

Mr. Farber stated these are pre-taxed dollars, so if we said we have been giving you twenty-two hundred dollars and if the idea was to give them twenty-two hundred in cash we would have to put up significantly more than that. We would also get into the issue of what people are claiming and he is not sure how they would do that.

Mr. Towers stated if what we are doing is the card right now he is fine with that. What they do at the town level is the gross amount that they are covering and then the taxes are coming out of it so they get a whole lot less that way.

A short discussion continued and the meeting ended.