

**COMMITTEE MEETING
LAKE PLEASANT, NY
THURSDAY
DECEMBER 3, 2015**

**INTERNAL MANAGEMENT COMMITTEE
9:00 AM**

Members present: Bob Edwards, Neil McGovern and Brian Wells

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

Mr. Farber explained the meeting was called because as part of the budget process they implemented some changes, some which require exams; some that are new positions etc., so he wanted everyone to recognize those changes that will take place in 2016.

Personnel Officer Byrne stated she has not received the timelines on the exams yet however she did change the two job titles that are on file for the Building Project Supervisor and Buildings Maintenance Mechanic. She reported because we eliminated these titles civil service stated we can't fill them within four years and we are beyond that.

Mr. Farber reported it's the civil service layoff process because we eliminated those titles and if you reinstate the titles within the four years you have to go back to the prior employee and offer them the position.

Officer Byrne stated she would reinstate the titles and the employees will need to take the tests which she has ordered. She also modified them so that they report to Superintendent Eldridge of Public Works.

She also changed the grade 20 on the Highway schedule as requested.

For the Senior Caseworker, she worked up the job description with Commissioner Bly. This exam was ordered as well and is a non-competitive test. This will be two grades higher than a Caseworker.

Next is Director Franko's request to create a Senior Community Health Nurse which is one grade higher than an RN which she is still working on. Officer Byrne reached out to State Civil Service to get a couple of questions answered. Director Franko was also speaking with DOH being it's a supervisory position to make sure they can do this.

Mr. Towers asked if this was a promotional test as well, Officer Byrne stated yes.

Officer Byrne is looking into when Ms. Warrington can officially move into the Director of Patient Services position.

Mr. Farber stated when Director Franko met with us she referenced her email exchange with the DOH. Her approval from the Department of Health was basically the department confirming or signing off on the verbal conversation they had, so there really isn't any documentation. He asked Director Franko to have another email conversation with DOH and confirm it in greater detail that Ms. Warrington has their approval to become Director of Patient Services.

Officer Byrne reported she reached out to Rita at DOH directly looking for something in writing that says they are doing a waiver and that Ms. Warrington has met the qualifications.

Mr. Farber continued to discuss.

Mr. Towers asked if Superintendent Eldridge meant to have Dan Fish supervising the cleaning staff.

The Chairman stated he believes so, but will double check with Superintendent Eldridge. Officer Byrne will confirm.

Officer Byrne asked Mr. Farber about the EMS line.

Mr. Farber stated we just changed Director Purdy's hours. We zeroed out the EMS Director's line in the budget and that position as it currently stands will terminate on December 31, 2015. We still need to sit down with Director Franko and Ms. Warner to figure out a plan. Mr. Farber stated that they need to check with other counties to see what the core tasks are for their EMS Directors so we have a template we can use.

Mr. Towers agreed that Ms. Warner needs to know what the Board expects.

Mr. Edwards asked Officer Byrne if she worked on the flex schedule request.

Officer Byrne stated she has not; she is still waiting for figures.

Mr. Farber was asked by the Sheriff regarding seasonal boat patrol, why John Rathbun is at step 2 and everyone else is at the hire rate. After some research they identified when John was hired he did get moved from the hire rate to step 1 treating him as if he was part-time. Then after four years he moved to step 2 which was in 2004 and nothing has changed since then. All the other boat patrolmen that keep returning have never been adjusted. This will need to be addressed.