

**COMMITTEE MEETING
LAKE PLEASANT, NY
TUESDAY
JULY 16, 2013**

**INTERNAL MANAGEMENT
COMMITTEE
1:00 PM**

Present: Bob Edwards and Clark Seaman

Also present: Bill Farber, Brian Towers, Brian Wells and Kim Byrne

Bob wanted to discuss his concerns before they asked Kim to join them.

Brian Towers stated he has reviewed all the emails and asked what the purpose of this meeting is.

Bill stated his understanding is that they were going to resolve some of the issues in regards to the emails. He feels that Kim has raised an issue with respect to both the qualifications and the process of Director of Patient Services. It is his understanding that there's also an outstanding issue with Stephanie Hutchins. There is also a question with respect to the Deputy Fire Coordinator qualifications.

Brian Wells questioned, if Kim tells us no, this is the way it has to be and I don't have the back ground to say no it isn't, what do we do.

Bill stated he's not sure there is a role for the Board of Supervisors in saying no just do it we're not going to comply with Civil Service, which I can't image would be the outcome. When the Fire Coordinator states he doesn't understand why his Deputy cannot serve because he was never a fire chief and neither had the previous Deputy per our Personnel Officer then it needs to be addressed. There is also a situation with Stephanie and we need to follow up and understand why something hasn't happened or what is happening so we can respond to the employee.

Brian Wells asked what Stephanie wants.

Bill stated Roberta asked for a change in title for two of her employees. The work that they are doing is different than what their current job classifications are. Roberta had Stephanie complete a job classification survey. Then six weeks went by with nothing done, Stephanie then emailed Kim about it and received an answer of "Oh, I've been busy". Bill stated Kim could say that Stephanie had taken one sentence out of context. But from what Stephanie presented and what Kim sent back in response, there seems to be a difference of opinion that we need to help sort through.

Going back to John as Deputy Fire Coordinator; Bob stated that he has a lot of experience. Bill stated this has nothing to do with Civil Service so we recognize that there is nothing in the job description currently that recognizes the experience that John Seifts has. But we feel being a Forest Ranger for thirty years, who managed emergency response situations etc., is the kind of experience we think provides that supervisory administration for the Deputy position. What do we have to do to amend the experience requirement on the qualifications? Bob stated this is the kind of thing that he hopes Kim follows through on.

Bill stated she should make a request to the Board on how we can get this changed to fit his experience.

Clark asked if they could submit their own qualifications.

Bill stated Civil Service is usually pretty fair about it unless you really try to stretch it in a direction that makes no sense or unless there's an agency that dictates what has to be required for a position of that nature. We need to have an understanding of how we are going to resolve this before leaving here today.

Regarding Beth's position of Director of Public Health, after the first email Bill saw on advertising for the public health position it became clear to Bill that State Civil Service was going to be suggesting that until we demonstrated to the contrary that it would be a tested position, Bill continued to explain.

Brian Towers just wanted an update as to where we are and questioned if we have advertised for Director of Patient Services and Bill stated we have advertised for Director of Public Health.

Bob then asked Kim to join the meeting.

Kim entered and Bob explained the reason for the meeting and asked her where are we in terms of Deputy Fire Coordinator.

Kim reported that she had spoken with Don that when we created the job description for Deputy Fire Coordinator one of the qualifications you need to have is to have been a chief or deputy chief for a fire department. John Seifts has outstanding qualifications except for the chief or deputy chief of a fire department.

Bill asked if these qualifications were submitted to State Civil Service and were they approved by them? Kim stated no, this is actually provisional so we could change it. A short discussion followed as to the qualifications for Fire Coordinator and Deputy Fire Coordinator. Kim suggested that they lower the qualifications for a Deputy versus the Coordinator.

Brian Towers asked Kim if we adopted these qualifications in 2007 and why in 2013 have we not sent this to civil service? Kim stated it is her error that she hadn't sent it in.

Bill suggested that we put in the description supervisory experience in emergency response/incident command structure as part of the qualifications.

Bob stated he feels this is a big part of this whole situation, communication is not good.

Bill stated the point of this meeting is to leave here with all of the issues resolved or at least understand what the courses of action will be.

Next Bob wanted to talk about Stephanie at Social Services.

Kim explained she has reviewed the new position duty statement from Roberta for Stephanie. She had questions and has been trying to contact Civil Service for three weeks to talk to the right person. Kim reported that a big part of Stephanie's job is child care and that requires a bachelor degree and Stephanie only has an associate's degree. Kim is not sure if it is guarded by specific

laws. Kim was told that she would have to contact OCFS not Civil Service for the laws. She has been leaving messages, but seems to be getting the wrong people. She reported it's not that she can't create the job; she wants to make sure by law for the Title 20 program that it needs to be a caseworker.

Brian Towers asked how we started down this road. Kim stated this happened when she lost people and rearranged the department.

Bill reported that is when Roberta came to the committee meeting and stated that she felt she had two people working out of their job titles, Stephanie is one and the other is Diane.

Brian Towers asked if we are putting our employee's eligibility at risk.

Kim stated technically she is still under the title she has always had. She just wanted to make sure before we create, by law she can serve in that position.

Bill suggested that Kim reach out to other counties to see if anyone has similar job titles or has something along these lines.

Kim reported she received information from State Civil Service in splitting the Director of Patient Services and Director of Public Health, we can separate them and for Director of Patient Services there is a State Civil Service test that Beth will need to take. She meets the qualifications, but again she will have to take a test.

Bill asked Kim a few questions regarding the history of the Director's position to refresh himself.

Bill then asked Kim does State Civil Service treat this as a promotional exam or is it open competitive. Kim replied it is open competitive, it's going backwards not moving up. The explanation that Kim received was for promotional if it looks like an increase in salary or grade. Bill stated he understands the concept of promotional what he doesn't understand is how it functions in this circumstance where you're having someone being displaced by a governmental change. Usually if you eliminate someone position there's a whole sequence of last one hired etc.

Brian Wells asked was the last time State Civil Service notified was when the position was split. Bill stated yes, Karen was Director of Public Health and Beth Waldron was Patient Services; when we combined the two directors that had not yet been submitted to State Civil Service.

Kim reported that she has received one application for Director of Public Health; Friday was the deadline. She then passed out the application. Bill reviewed and suggested that we setup an interview with her right away.

Kim reported that she received 10 applications for the Tourism Director's job and handed them out for the committee members to review. Kim reported that she hasn't looked the applications over yet so some may not qualify.

Bob asked if anyone had anything else.

Brian Wells reported that he doesn't feel he is a good fit being on the Health & Human Services committee, unless they split off the Department of Social Services because it is just so big. Bill addressed how this became. Bill asked Brian if he could hold out until the end of the year.

Bill stated they should probably review the committee list again, he thinks it would be a good idea because they are a large department. Bill also has reservations as to whether Board of Elections should be under Finance and not Central Government.

Bob stated he would like to re-initiate the department head evaluations. Bill asked Kim to email the Board the last evaluation form that they used for them to review. Bill stated that if his memory serves him we started out using the full employee evaluation and then we switched to an evaluation form that was more of a narrative and that didn't work well either. If we are going to do this maybe we need to pick some key categories from an evaluation. For instance one could be utilizing the performance evaluation system; one could be takes initiative etc. Historically when we used the full form the issue we had was people said they really don't know about attendance or promptness etc. Bill feels they need to pick five or six categories that all the committee chairs are going to be comfortable with and confident that they can evaluate their department heads on that basis.

Brian Towers thanked Kim for the clarifications on things that he was confused on.

Bill asked Kim to send out all the qualified applications to the Board members for the Tourism Director and also send out the one for Director of Public Health. He also asked her to setup the interview to get things moving forward.

As there was no further business, the meeting ended.