

STEBEN COUNTY ADMINISTRATION COMMITTEE

Tuesday, February 11, 2020

9:00 a.m.

*Legislative Committee Room
Steuben County Office Building
Bath, New York*

****MINUTES****

COMMITTEE: Brian C. Schu, Chair Carol A. Ferratella Kelly H. Fitzpatrick

STAFF: Jack K. Wheeler Christopher Brewer Brenda Mori
Jennifer Prossick Nate Alderman Jennifer DeMonstoy
Craig Patrick Andy Morse Hank Chapman
James Allard Patty Barood Tina Goodwin
Darlene Smith Vince Spagnoletti Steve Orcutt
Noel Terwilliger Kathy Muller Lise Reynolds

LEGISLATORS: Scott J. Van Etten K. Michael Hanna Jeffrey P. Horton
Steven P. Maio John V. Malter Gary B. Roush

ABSENT: Robin K. Lattimer, Vice Chair Gary D. Swackhamer

OTHERS: Mary Perham
James Post, *The Leader*

I. CALL TO ORDER

Mr. Schu called the meeting to order at 9:00 a.m. and asked Ms. Mori to lead the Pledge of Allegiance.

II. APPROVAL OF MINUTES

MOTION: APPROVING THE MINUTES OF THE JANUARY 14, 2020, MEETING MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

III. EXECUTIVE SESSION

MOTION: TO ADJOURN REGULAR SESSION AND RECONVENE IN EXECUTIVE SESSION PURSUANT TO PUBLIC OFFICERS' LAW, ARTICLE 7§ 105.1.F. THE MEDICAL, FINANCIAL, CREDIT OR EMPLOYMENT HISTORY OF A PARTICULAR PERSON OR CORPORATION, OR MATTERS LEADING TO THE APPOINTMENT, EMPLOYMENT, PROMOTION, DEMOTION, DISCIPLINE, SUSPENSION, DISMISSAL OR REMOVAL OF A PARTICULAR PERSON OR CORPORATION MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

MOTION: TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN REGULAR SESSION MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

IV. DEPARTMENT REQUESTS

A. Personnel

1. **16B Waiver – Conflict Defender** – Mr. Alderman stated the Conflict Defender is requesting a 16B Waiver to create one, part-time Assistant Conflict Defender position, Management Grade H. The Conflict Defender has indicated that they currently have two Conflict Defenders. Their caseloads are increasing, they are

getting a lot of discovery materials and two people cannot cover 1,400 square miles. Mr. Alderman stated he would recommend approval of this position. Mr. Wheeler explained this position is covered under Hurrell-Harring and the cost will be offset by State revenues. This should also help to divert cases from having to go to Assigned Counsel.

MOTION: WAIVING THE 16B PROCESS AND AUTHORIZING THE CREATION OF ONE PART-TIME ASSISTANT CONFLICT DEFENDER POSITION, MANAGEMENT GRADE H, IN THE CONFLICT DEFENDER'S OFFICE MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

2. **16B Waiver – District Attorney** – Mr. Alderman stated the District Attorney is requesting a 16B Waiver to create one part-time Assistant District Attorney position, Management Grade H. Mr. Baker explained he had a shared services contract with Schuyler County for a part-time ADA. Schuyler County can no longer fulfill this contract. He requested authorization to create one part-time ADA and the cost would be the same as what they were paying through the contract with Schuyler County.

Ms. Fitzpatrick asked Mr. Baker to define part-time? Mr. Baker replied part-time is 50 percent; they would be working 20 hours per week. This position would be covering the eastern half of the County.

MOTION: WAIVING THE 16B PROCESS AND AUTHORIZING THE CREATION OF ONE PART-TIME ASSISTANT DISTRICT ATTORNEY POSITION, MANAGEMENT GRADE H, IN THE DISTRICT ATTORNEY'S OFFICE MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

3. **Request for District Attorney to Hire Above Mid-Point** – Mr. Baker requested authorization to hire an Assistant District Attorney, Bruce Rosekrans above the mid-point of Grade H, which would be step 8. The salary would be \$74,775 annually. Mr. Rosekrans has over 35 years of experience, 20 of which was as Assistant District Attorney in Wayne County. Currently, Mr. Rosekrans is handling the implementation of the new discovery requirements and that is going very smoothly. Ms. Fitzpatrick asked is this is a full-time or part-time position? Mr. Baker replied this is a full-time position at 100 percent in-house employee.

MOTION: AUTHORIZING THE DISTRICT ATTORNEY TO HIRE A FULL-TIME ASSISTANT DISTRICT ATTORNEY, BRUCE ROSEKRANS, AND SETTING HIS SALARY ABOVE THE MID-POINT AT \$74,775 MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

4. **16B Waiver – Public Defender** – Mr. Alderman stated the Public Defender is requesting a 16B waiver to create one Typist, Grade IV position; one Senior Typist, Grade VI position; 1 Paralegal Assistant, Grade XI position; and one Senior Assistant Public Defender position, Management Grade I. Mr. Wheeler explained all of these positions are budgeted and covered under the Hurrell-Harring settlement. The Senior Typist position is the most critical as Hurrell-Harring requires the Public Defender to have a Data Control Officer. The other positions are to fill the needs and requirements of Hurrell-Harring.

MOTION: WAIVING THE 16B PROCESS AND AUTHORIZING THE CREATION OF ONE TYPIST POSITION, GRADE IV; ONE SENIOR TYPIST POSITION, GRADE VI; ONE PARALEGAL ASSISTANT POSITION, GRADE XI; AND ONE SENIOR ASSISTANT PUBLIC DEFENDER POSITION, MANAGEMENT GRADE I MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

5. **Reclassification – Office of Community Services** – Mr. Alderman stated Dr. Chapman is requesting the reclassification of one vacant Recreation Therapist position, Grade XII to a Social Work Assistant position, Grade XII. Dr. Chapman explained the Recreation Therapist position was created about 20 years ago and the individual who held that position retired in November. He no longer needs a Recreation Therapist, but

does need care management services and that is what a Social Work Assistant does. There is no difference in cost.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE VACANT RECREATION THERAPIST POSITION, GRADE XII TO A SOCIAL WORK ASSISTANT POSITION, GRADE XII IN THE OFFICE OF COMMUNITY SERVICES MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

6. **Reclassification – Office of Community Services** – Mr. Alderman stated Dr. Chapman is requesting the reclassification of one zero-based Staff Psychologist position, grade XIX to an Assistant Director of Community Services position, Management Grade I. Dr. Chapman stated for the past eight years he has run the department without a deputy and he is at a point now with managed care that he needs to have an individual to help oversee the programs and make day to day decisions. This would also be the start of a succession plan. Dr. Chapman stated the individual he has in mind for this position is Lynn Lewis who is a Mental Health Coordinator. She has 30 plus years of experience in the field as she has worked for us for the past 24 years and prior to that worked at the St. James inpatient unit. He is asking to hire her above the mid-point of Grade I at \$89,376 which is step 11 in the grade. He does have money available in the budget to cover this. She will continue to oversee the Children & Youth Program and he will delegate some of her duties to other staff to free up time to do deputy duties. Dr. Chapman stated at some point in the future he would envision filling her current position. Mr. Wheeler commented the reason for hiring her above the mid-point is her current salary in the union grade is higher as a clinical practitioner. Dr. Chapman stated her current salary is \$82,757.

MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE ZERO-BASED STAFF PSYCHOLOGIST POSITION, GRADE XIX TO AN ASSISTANT DIRECTOR OF COMMUNITY SERVICES POSITION, MANAGEMENT GRADE I MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

MOTION: AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES TO HIRE THE ASSISTANT DIRECTOR OF COMMUNITY SERVICES POSITION ABOVE THE MID-POINT AT \$89,376, CONTINGENT UPON THE LEGISLATURE APPROVING THE RESOLUTION RECLASSIFYING THE POSITION MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

B. Purchasing

1. **Quarterly Copy Paper Award** – Mr. Morse recommended awarding the quarterly copy paper bid to the low bidder, W.B. Mason for \$25.17 per case.

MOTION: AWARDING THE QUARTERLY COPY PAPER BID TO THE LOW BIDDER, W.B. MASON FOR \$25.17 PER CASE MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

C. Information Technology

1. **Request for Inter-Municipal Agreements** – Mr. Wolverton requested authorization to enter into Inter-Municipal agreements with the municipalities and the school districts for the purpose of printing tax bills. He commented they also provide IT services to the City of Corning.

MOTION: AUTHORIZING INTER-MUNICIPAL AGREEMENTS WITH THE MUNICIPALITIES AND THE SCHOOL DISTRICTS FOR THE PRINTING OF TAX BILLS, AS WELL AS FOR PROVIDING INFORMATION TECHNOLOGY SERVICES TO THE CITY OF CORNING MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0. Resolution Required.

D. Department of Social Services

1. **Personnel** – Ms. Muller informed the committee that she has two attorney vacancies in the department. She would like to appoint the current Social Services Attorney to the Senior Social Services Attorney position and hire that individual above the midpoint. This individual has 28 years of experience and came from Chemung County. She requested authorization to hire at Management Grade I, Step 8 for an annual salary of \$82,246. Mr. Van Etten asked is this a full-time position? Ms. Muller replied yes.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO HIRE A SENIOR SOCIAL SERVICES ATTORNEY ABOVE THE MID-POINT AT \$82,246 MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Ms. Muller requested authorization to hire a Social Services Attorney above the mid-point at Management Grade H, Step 8 for an annual salary of \$74,775. This individual has 18 years of experience and also comes from Chemung County. Ms. Fitzpatrick asked is this a full-time position? Ms. Muller replied yes.

MOTION: AUTHORIZING THE COMMISSIONER OF SOCIAL SERVICES TO HIRE A SOCIAL SERVICES ATTORNEY ABOVE THE MID-POINT AT \$74,775 MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

E. County Manager

1. **Renew Vehicle Lease Agreement** – Mr. Wheeler requested authorization to renew the vehicle lease agreement with Enterprise Fleet Management, Inc. We have 16 vehicles that we lease at a monthly rate of \$5,800 per month. We have had a great experience. These vehicles are replaced every three to five years and our mechanics are doing just regular maintenance. Mrs. Ferratella asked has this amount increased since we initially started this? Mr. Wheeler replied we initially started with 5 vehicles and over the past two years have added vehicles. The entire motor pool is lease vehicles. We are encouraging the Department of Social Services, Probation and Office of Community Services to lease their vehicles as well.

MOTION: AUTHORIZING THE COUNTY MANAGER TO RENEW THE VEHICLE LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC. MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

2. **Part-Time Court Security and 911 Dispatcher Pay** – Mr. Wheeler stated we have part-time temporary Court Security Officers and 911 Dispatchers that have not had a rate increase since 2013. Currently they receive \$16.00 per hour. With the changes to minimum wage and the fact they have not received an increase in many years, he is proposing to increase the rate to \$17.00 per hour effective upon adoption. This will have an overall impact on the budget of approximately \$14,000; \$12,000 for the Court Security Officers and \$2,000 for the 911 Dispatchers.

Ms. Fitzpatrick asked for an explanation of temporary part-time? Mr. Wheeler explained this is a civil service designation and individuals can be appointed for up to 18 months. They do not receive the benefits of a permanent part-time individual. Mr. Alderman explained these employees work as needed. We have been doing it this way for the past 20 years. The Sheriff can use these positions wherever and whenever needed. The difference is that permanent part-time employees work 20 hours per week every week.

Mr. Maio asked what do permanent part-time employees get paid? Sheriff Allard replied they are paid \$18.36 per hour. Mr. Wheeler explained we have enough in the overall salaries budget to cover this increase in wages. Mr. Van Etten asked are a lot of these employees retired officers? Sheriff Allard replied almost all of them are retired corrections officers and they can also carry a weapon.

MOTION: AUTHORIZING AN INCREASE IN SALARY FOR TEMPORARY PART-TIME COURT SECURITY OFFICERS AND TEMPORARY PART-TIME 911 DISPATCHERS TO \$17.00 PER HOUR MADE BY MS. FITZPATRICK. SECONDED BY MRS. FERRATELLA. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Mrs. Ferratella asked how many vacancies do we have at 911? Mrs. Goodwin replied we have three vacant full-time positions. The dispatcher test was given a couple of weeks ago and we are waiting to see the results of that.

MOTION: TO ADJOURN MADE BY MRS. FERRATELLA. SECONDED BY MS. FITZPATRICK. ALL BEING IN FAVOR. MOTION CARRIES 3-0.

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature

****NEXT MEETING SCHEDULED FOR****

**Tuesday, March 10, 2020
Legislative Committee Room
9:00 a.m.**

**Please send agenda items to the Clerk of the Legislature's Office
NO LATER THAN NOON
Wednesday, March 4, 2020**