

**Personnel Committee
Meeting Minutes
June 19, 2008
Mary Sheeley – Chairperson**

Call to Order: The Personnel Committee was called to order at 6:04 pm on June 19, 2008. The meeting was held at the Office of Human Relations, Flatbush Avenue, Kingston, New York.

Members Present: Robert Aiello, Philip Terpening, Frank Dart, James Maloney, Robert Parete and Laura Petit.

Members not present: Mary Sheeley.

Others Present: Brenda Bartholomew (Personnel), David Lyons (Personnel), Arlene Reynolds (Human Relations), Janice Sheocharan (Human Relations), Commission of Human Relations present including Modele Clarke, Nat Collins, Joan Gundersen, Audrey Steinhorn and Blance Vargas.

1. Review and approval of the meeting minutes:

The Committee approved the minutes. Frank Dart motioned to accept minutes of the May 29, 2008 meeting. Second by Philip Terpening. All in favor.

2. Conflict Defender Recommended Salaries

As requested by Andrew Kossover, the Ulster County Public Defender with approval by the Personnel Committee, the Personnel Department has reviewed Local Law Number 10 of 2008 with regard to function and responsibility as well as current Public Defender salaries and offers the salary recommendations for Conflict Defender positions.

The Conflict Defender has been created pursuant to subsection 4 (1) of Section 400 of the County Law and Section 10 of the Municipal Home Law, shall exist and function separately from, and independently of, the office of the Ulster County Public Defender and any other County legal office.

The Conflict Defender position is a part-time position. Additionally, two Assistant Conflict Defender full-time positions and four Assistant Conflict Defender part-time positions have been requested. All the positions are benefited. The salaries for the positions represent the lowest hourly rate for current Assistant Public Defender positions. The following salary recommendations were made to the Personnel Committee:

Title	Hours	Hourly rate	Salary
Conflict Defender	1,100	\$46.00	\$50,600
Assistant Conflict Defender	1,834	\$30.91	\$56,689
Assistant Conflict Defender	1,100	\$26.78	\$29,458

Motion to move to Criminal Justice and Safety Committee for approval made by Frank Dart, seconded by James Maloney. All in favor.

3. Emergency Management and Communications / 911 Dispatchers

Arthur Snyder, Director of Emergency Management and Communications presented memorandum to the Personnel Department outlining the increase in the volume of 911 calls, training and maintaining minimum staffing levels. The impact of these factors causes serious concern with regard to the County's ability to retain qualified dispatchers.

The Personnel Department concurs that the turnover rate for the titles of Emergency Services Dispatcher has increased considerably over the past two years. The Personnel Department believes that a problem exists and has been persistent enough to take a look at.

The Personnel Department presented the following options to the Committee for consideration to address the salary issue for 911 Dispatchers:

1. To consider a reallocation of grade for CSEA dispatchers, as such an Emergency Services Dispatcher grade 12 to grade 13 and Senior Emergency Dispatcher grade 13 to grade 14. Historically, the Personnel Department has not considered reallocation of grades because it opens the door for all titles. The additional cost is approximately \$56,000 annually, an average increase of \$2,100 per year for each employee.
2. To consider a reclassification of Emergency Services Dispatcher grade 12 to Senior Emergency Services Dispatcher grade 13 and a reclassification of Senior Emergency Services Dispatcher grade 13 to Chief Emergency Services Dispatcher grade 14 (or other appropriate titles).

Additionally, considering the extensive training in the first year of serving as an Emergency Services Dispatcher, a trainee title may be considered (entry level recruitment) and after completion of a full year traineeship the incumbent is appointed to the full performance title (grade 13).

The Personnel Department takes the position that an increase in the volume of work does not support a reclassification. However, argument is supportive regarding the increased complexity of work and consequence of error. The additional cost is approximately \$56,000 annually, an average increase of \$2,100 per year for each employee. If a traineeship title is adopted, the overall cost would be less.

3. To consider paying incumbents serving in the Emergency Services Dispatcher titles the seven hour rate for an eight hour day. The additional cost is approximately \$122,000, an average increase of \$4,600 per year for each employee.

Motion to move to Criminal Justice and Safety Committee for approval made by Robert Aiello, seconded by James Maloney. All in favor.

Other Business

Arlene Reynolds, Commission of Human Relations introduced her Board Commissions and gave an overview and update of issues within her scope of responsibilities, as well as the Boards.

Arlene explained that the New York State Division of Human Rights has asked for a Memorandum of Understanding to codify current practices between the Ulster County Human Relations Commission and New York State. A Resolution of such will be forthcoming in the July Personnel Committee meeting.

Adjournment:

Meeting adjourned at 7:15 pm. Motion made by Frank Dart, seconded by Laura Petit. All in favor.