

PERSONNEL COMMITTEE MEETING MINUTES  
February 6, 2018

The Personnel Committee of the Broome County Legislature met on Tuesday, February 6, 2018 in the Legislative Conference Room, Sixth Floor, Edwin L. Crawford County Office Building, Binghamton, New York.

Members Present: J. Shaw (Chair), G. Baldwin, C. O'Brien, K. Wildoner, M. Whalen (voting representative for M. Kaminsky)

Members Absent: None

Others Present: M. Sopchak, R. Weslar, A. Martin, R. O'Donnell, Legislature; J. Garnar, K. McManus, H. McCrory, C. Cramer, County Exec's Office; J. Knebel, S. Kane, OMB; S. Cornwell, J. Worhach, DA; L. Boulton, DPW; R. Kaufman, Health; L. Schuhle, T. Eaton, OFA; F. Evangelisti, Planning; T. Behan, Personnel; R. LaClair, J. Gerchman, WPNH

The Personnel Committee meeting was called to order by the Chairman at 4:01 PM. Mrs. O'Brien made a motion to move the agenda, seconded by Mr. Baldwin.

The Committee took the following action with regard to the matters before it:

#3 RESOLUTION AUTHORIZING PERSONNEL CHANGE REQUEST FOR THE DEPARTMENT OF HEALTH

Carried. Ayes-5, Nays-0

#4 RESOLUTION CONFIRMING APPOINTMENT OF LISA M. SCHUHLE AS DIRECTOR OF THE OFFICE FOR AGING

Ms. Schuhle introduced herself to the Committee and shared her goals and visions for the department.

Carried. Ayes-5, Nays-0

#7 RESOLUTION AUTHORIZING REVISION OF THE WELLNESS IN NUTRITION (WIN) PROGRAM GRANT FOR THE OFFICE FOR AGING AND ADOPTING A REVISED PROGRAM BUDGET FOR 2017-2018

Carried. Ayes-5, Nays-0

#8 RESOLUTION AUTHORIZING REVISION OF THE EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM (EISEP) GRANT FOR THE OFFICE FOR AGING AND ADOPTING A REVISED PROGRAM BUDGET FOR 2017-2018

Carried. Ayes-5, Nays-0

#9 RESOLUTION AUTHORIZING REVISION OF COMMUNITY SERVICES FOR THE ELDERLY (CSE) GRANT FOR THE OFFICE FOR AGING AND ADOPTING A REVISED PROGRAM BUDGET FOR 2017-2018

Carried. Ayes-5, Nays-0

#22 RESOLUTION AUTHORIZING TRANSFER OF FUNDS FOR THE WILLOW POINT NURSING HOME

Carried. Ayes-5, Nays-0

#27 RESOLUTION AUTHORIZING RENEWAL OF THE WELFARE FRAUD PROGRAM GRANT FOR THE OFFICE OF THE DISTRICT ATTORNEY AND ADOPTING A PROGRAM BUDGET FOR 2018-2019

Carried. Ayes-5, Nays-0

#29 RESOLUTION APPOINTING JOSEPH J. BERTONI AS LEGISLATIVE ASSISTANT

Carried. Ayes-5, Nays-0

#32 RESOLUTION AUTHORIZING REVISION OF THE TRAFFIC DIVERSION PROGRAM GRANT FOR THE OFFICE OF THE DISTRICT ATTORNEY AND ADOPTING A REVISED PROGRAM BUDGET FOR 2018

Carried. Ayes-5, Nays-0

Following the Resolutions, Legislator Jason Shaw, Personnel Officer Tom Behan and WPNH Administrator Ryan LaClair updated the committee on County employment matters (handouts attached).

There being no further business to come before the Committee at this time, a motion to adjourn was made by Mr. Baldwin, seconded by Mr. Whalen. The meeting adjourned at 4:29 PM.

	A	B	C	D	E	F	G	H	I	J	K
1	<b>Dept Stats</b>	New Hires	Terminates	Promotions	Demotions	Rehires	Current Employees as of 01/31/18	Males as of 1/31/18	Females as of 1/31/18	Temps as of 01/31/18	PT as of 01/31/18
2	Jan-18	43	42	45	4	15	2058	933	1123	330	490
3	Dec-17	19	62	11	4	2	2049	932	1116	335	493
4											
5	<b>By Department:</b>										
6	<b>January</b>										
7	Arena	0	0	0	0	0	59	23	36	52	50
8	Audit	0	0	0	0	0	8	5	3	0	2
9	Aviation	1	2	0	0	0	21	18	3	4	4
10	Coroners	0	0	0	0	0	4	1	3	0	4
11	County Clerk	3	1	2	0	0	31	4	27	1	7
12	Co Executive	0	0	0	0	0	9	2	7	3	2
13	Co Legislature	0	0	0	0	0	19	16	3	0	15
14	District Attorney	6	3	2	1	1	47	25	22	0	4
15	DSS	9	4	18	0	2	348	63	285	7	9
16	Elections	0	1	1	0	0	45	24	21	35	39
17	Emergency Svcs	1	0	0	0	1	75	53	22	23	22
18	Enjoie Golf	0	0	0	0	0	4	4	0	1	0
19	Fleet Mngnt	0	0	0	0	0	3	3	0	0	0
20	Forum	0	0	0	0	0	1	1	0	0	0
21	Highway	1	0	1	0	0	57	54	3	0	0
22	IT	0	0	4	0	0	34	24	10	1	2
23	Law	0	0	2	0	0	21	11	10	0	0
24	Library	0	0	0	0	0	22	7	15	0	8
25	Mental Health	0	0	0	0	0	5	0	5	0	1
26	OET	0	0	0	0	1	13	4	9	0	1
27	OFA	0	1	0	0	0	86	11	75	33	54
28	OMB	0	0	0	0	0	14	3	11	0	0
29	Parks	0	1	0	0	0	19	16	3	3	1
30	Personnel	0	0	0	0	0	18	2	16	9	9
31	Planning/BMTS	0	1	0	0	0	15	6	9	1	2
32	Probation	0	0	1	0	1	45	18	27	0	0

	A	B	C	D	E	F	G	H	I	J	K
33	Public Defender	0	0	0	0	0	27	12	15	0	0
34	Public Health	1	2	1	1	1	100	24	76	13	36
35	Public Works	1	5	1	0	0	64	54	10	17	16
36	Purchasing	0	0	0	0	0	4	1	1	2	2
37	Real Property	0	0	0	0	0	17	5	12	8	6
38	Risk and Insurance	0	0	0	0	0	6	3	3	0	0
39	Road Machinery	1	0	0	0	0	12	12	0	0	0
40	Security	0	0	0	0	1	78	58	20	41	41
41	Sheriff	2	3	2	0	0	248	200	48	11	11
42	Solid Waste	0	1	0	0	0	23	16	7	5	5
43	STOP DWI	0	0	0	0	0	1	0	1	0	0
44	Transit	0	0	3	1	1	98	87	11	2	25
45	Veterans	0	0	0	0	0	4	3	1	1	2
46	Weights	0	0	0	0	0	2	2	0	0	0
47	WPNH	17	17	7	1	6	351	58	293	57	110
48											
49											
50	<b>Totals</b>	<b>43</b>	<b>42</b>	<b>45</b>	<b>4</b>	<b>15</b>	<b>2058</b>	<b>933</b>	<b>1123</b>	<b>330</b>	<b>490</b>

# February Personnel Committee Meeting

## Monthly Employment Numbers

- Any unusual activity?

## Departmental Vacancy Numbers

- Vacancies by department?

## 2017 Exam Stats

- 183 Exams Administered
- 1,717 Students
- How many passed?
  - Only have stats for “decentralized” exams, which take place in our offices
  - Of those, 286 students passed
  - And 113 of them became employed
- Personnel hours dedicated to the tests:
  - Jill- 25 hours / week
  - Robin- 30 hours / week
  - Michelle- 30 hours /week
  - Kelly- 10 hours / week
  - This includes all of the preparation work, such as: preparing announcements; posting announcements; proofreading; establishing civil service lists when results come in; sending certifications to departments; reviewing applications; answering phone calls; etc.
- BC collects a fee from most applicants. NYS takes their share and whatever is left over, BC keeps. This is “probably” enough to pay for the mailings, but not the salaries of those involved.
- The entire process is dependent-upon NYS rules.
- It would be great to be able to allow exam takers to register-for and pay-for exams online.