

**PERSONNEL AND COMPENSATION COMMITTEE
MINUTES**

**MONDAY, MARCH 19, 2018
3:30 P.M.**

PRESENT: John S. Vero, Chairman,
Leigh J. Benton, Thomas J. Faggione, Paul Ruskiewicz,
Rob Sassi, Joel Sierra, Kathy A. Stegenga, Laurie R. Tautel

ALSO

PRESENT: L. Stephen Brescia, Chairman
Katie Bonelli, Majority Leader
Michael D. Paduch, Minority Leader
Mike Anagnostakis, Legislator
Barry Cheney, Legislator
Kevindaryan Lujan, Legislator
Antoinette Reed, Legislative Counsel
Steve Gross, Commissioner of Human Resources
Donna McCarey, Deputy Commissioner of Human Resources
Alison Tyack, Director of Personnel Management, Human Resources
Deborah Slesinski, Deputy Budget Director

Mr. Vero called the meeting to order at 3:30 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag. All members were present with the exception of Mr. Ruskiewicz who arrived at 3:40 p.m.

Mrs. Stegenga moved the request to create one (1) Associate Account Clerk II position, Grade 10 and create one (1) Senior Network Support Specialist position, Grade 16 within the Department of General Services, seconded by Mr. Sierra.

Mr. Burpoe noted that they were not adding new employees, it was basically a wash. They will add someone for the creation of the Associate Account Clerk II position. They are budgeted for five desktop technicians, they are doing away with one which is a Grade 12 and will not hire for that position because they will give up that position to bring in an Account Clerk which is a Grade 10 so there is a savings in the budget. They plan to have the Account Clerk handle all the centralized invoicing and all their fleet invoicing with the copiers, the cars, the gas cards, electric, cell phones and all the tablets. Anything related to fleets and there are a multitude, they want it all to come in, be paid and the contract managed by one individual.

Chairman Vero asked if they were moving someone up from another position and Mr. Burpoe responded that there are five people in the County on a list and they are canvassing that list.

Mr. Sassi confirmed that they are creating two positions and eliminating one position and Mr. Burpoe replied that he was budgeted for five desktop technicians but they are eliminating the additional desktop position to create the account clerk position and it is all within the budget.

Mr. Vero asked if they would replace the other desktop position in the future and Mr. Burpoe responded that they were confident that they are fine with the four that they have. He added that with the catastrophe they had last week when they had to close the Government Center, I.T. was here all weekend along with himself, his Deputy and they are up and running today as if nothing happened. He praised his staff and the Department of Public Works staff and everyone that was involved because they all pulled together and it could have been much worse.

Motion carried. All in favor with the exception of Mr. Ruszkiewicz who was not yet present.

Mrs. Stegenga moved the request to create one (1) Personnel Assistant, Grade 10 and create one (1) Receptionist (Spanish/English Speaking), Grade 06, seconded by Ms. Tautel.

Mr. Gross explained that they plan to take a vacant Personnel Technician, Grade 14 and trade that position in and create a Personnel Assistant, Grade 10 and create a Receptionist, Spanish/English speaking as there are none in the building. The individual will be in his office and if there are any departments that have any issues or need an interpreter to help translate they will make sure that individual is available for other departments. By doing this it results in a \$17,171 because they have the Personnel Technician budgeted so the benefits are already budgeted for that position and the other position there will be an increase/upgrade, basically a promotion within his department so there is someone already holding that position so benefits are not a cost factor.

Mr. Benton confirmed that Mr. Gross' department would be ok with only three Personnel Technicians and Mr. Gross confirmed they would. He clarified that they were not abolishing a position they are taking the funding.

Motion carried. All in favor.

On the motion of Mr. Sierra, seconded by Ms. Tautel, the meeting adjourned at 3:41 p.m.