

**PERSONNEL AND COMPENSATION COMMITTEE
MINUTES
MONDAY, SEPTEMBER 18, 2023
3:30 P.M.**

PRESENT: Thomas J. Faggione, Acting Chairman
Leigh J. Benton, L. Stephen Brescia,
Joseph J. Minuta, James D. O'Donnell, Michael D. Paduch

ALSO

PRESENT: Katherine E. Bonelli, Chairwoman
Betsy N. Abraham, Esq., Legislative Counsel
Kellie Lagitch, Chief Assistant County Attorney
Langdon Chapman, Commissioner of Human Resources
Alison Tyack, Deputy Commissioner, Human Resources
Denise Cross, Director of Personnel Management, Human Resources
Daniel G. Castricone, Risk Manager
Jennifer Ching, Deputy Risk Manager
Kerry Gallagher, Commissioner of Finance
Brian W. Titsworth, Deputy Commissioner, Infrastructure Services
Paul G. Martland, Vice President of Admin./Finance, Orange County Community College
Liz Matis, Budget Analyst

Acting Chairman Thomas Faggione called the meeting to order at 3:31 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag. All committee members were present with the exception of Chairman Robert C. Sassi and Legislator **Luján** who were absent and Legislator Benton who arrived at 3:33 p.m.

Mr. Brescia moved the request to reclassify Secretary and Administrative Assistant I, Grade 8, to Executive Secretary and Administrative Assistant, Grade 11, seconded by Mr. Minuta.

Mr. Castricone explained that anything that comes through the Risk Management Department whether it is health insurance or workers compensation, everything goes through their Administrative Assistant first. She handles a lot of confidential information and has been very supportive of our Deputy Manager. She has been a Grade 8 for a long time and after a desk audit performed by the Department of Human Resources, it is recommended that the position is reclassified and changed to a Grade 11. He mentioned that it was a mid-budget move but since they have had a vacancy all year for their Assistant Safety Control Officer, they will be under budget regardless.

Motion carried. All in favor.

Mr. Minuta moved to approve the request to create one (1) HVAC Technician, Grade 9 position, to operate, maintain, and repair various HVAC equipment throughout the County seconded by Mr. Benton.

Mr. Titsworth explained that they change about 800 air filters three times a year and there are about 425 different types of boilers, heaters, and air conditioning units that they take care of.

Mr. Paduch asked if they had someone in mind for the position.

Mr. Titsworth responded that they were told that there is a list. Once this is approved, they will hire off the list.

Motion carried. All in favor.

Mr. O'Donnell moved the request to create ten (10) part-time Campus Security Guard positions to adequately staff the college campuses with security guards, seconded by Mr. Minuta.

Mr. Martland stated that the security guards have been misclassified since they were created over ten years ago. They were called Parking Lot Attendants who were most likely seasonal employees. When the change was made to eliminate the title Parking Lot Attendants and create the title Campus Security Guards the classification carried over inadvertently, and no one noticed for many years. It was former Human Resources Commissioner, Steve Gross, who brought it to their attention in April 2021. When they were misclassified as seasonal there was no maximum on the number of hours they could work. Now with the correct classification, they are limited to 19 hours so they will need more guards.

Mr. Paduch confirmed that that the parking lot attendants are not going to be the security guards.

Mr. Martland responded that the parking lot attendants have been gone for more than ten years. The number of security guards was increased at that time and are now properly classified as a result of a settlement.

Mr. Benton asked about the settlement because this was the first he had heard about it.

Mr. Martland stated that it is not something that would normally come to their attention.

There was a question as to whether a discussion on the settlement was permitted to be discussed in an open forum.

Ms. Abraham noted that it was not relevant to the request for the positions.

Mr. Benton withdrew his question.

Motion carried. All in favor.

On the motion of Mr. Paduch, seconded by Mr. Minuta, the meeting adjourned at 3:49 p.m.