

**INTERNAL MANAGEMENT
COMMITTEE MEETING
LAKE PLEASANT, NY
WEDNESDAY
NOVEMBER 9, 2011**

Members present:

Bob Edwards, Bill Farber, Barry Hutchins, John Frey, Ermina Pincombe, Brian Towers, Clark Seaman and Neil McGovern

**INTERNAL MANAGEMENT
9:00 AM**

Bill announced that they have changes in job titles. Tracy has some proposals and that will be done in open session.

There are some changes in the budget because of specific job performance and should be done in executive session.

A motion was made to enter into Executive Session to discuss the specific job performance of certain employees by Mr. Hutchins, seconded by Mr. Edwards. Carried.

A motion was made to open the session by Mr. McGovern, seconded by Mr. Frey. Carried.

Bill reported the Board discussed specific performance of several employees and no action was taken.

Bill introduced Tracy. Tracy addressed the Committee on personal services. Regarding Kelly King; last year, when the Building Department went under the Highway scope it was up in the air on what we were going to do. At that time it was decided to move Kelly to an administrator position. She worked 40 hours most of the year in that roll. Tracy wanted her to move to step 10. The Board approved step 9.

Tracy reported that Kelly has implemented many savings at the Building Department. He also relies on her for a lot of Highway duties. Tracy is asking for Kelly to go to 40 hours permanent because he feels the work load is there.

Bill stated Kelly at 35 hours is \$32,345. Tracy requested \$40,256. For 40 hours it would be \$36,965. Tracy requested moving her to step 10 or a 40 hour increase.

Tracy reported Dan Williams will be retiring in March of 2012. Tracy would like to move Dan Fish to Senior Custodian and drop the grade from a 19 to a 16, Mark Stuart to Maintenance Mechanic from a Laborer. Dan Fish and Mark would be at \$34,126. He would like to move Bonnie Barton from part-time to full-time. He did put a line in for part-time staff in case he needs someone. With the changes this still leaves the department flat for the budget.

Tracy would like to move Dan Fish and Mark Stuart to their new titles on January 1st and Bonnie Barton after Dan Williams leaves.

Tracy left at this time.

Kim Byrne entered at this time.

Kim discussed the point that her hours are being cut beginning of next year. She did reach out to some of the Supervisors last week. She has a concern for her office, last year hours for her part-time position were cut and with her hours being cut this coming year she feels it isn't beneficial to the County.

One Work Source has improved each year. Her temp help is doing just clerical now that her hours were cut. She feels that there are other ways to recoup the \$4,000 other than to cut her salary.

Brian asked if there's money that is not being recouped. Kim reported most people are going back to school because there aren't any jobs being offered and that is where they are spending the money from her office.

Neil stated they want the admin dollars but they also want clients served.

Bill stated it is a balance; we went from a program that was 95% admin dollars to a program where we were getting little or no admin money.

Kim stated she thought they wanted less admin.

Neil stated we are looking for true accounting and we need to be creative in the way she uses the hours.

Bill suggested that the Internal Management should meet with Kim at the end of the year to create a schedule for the 21 hour employee so it is clear who is working when.

Brian stated that when Kim came to see him, she was concerned with the lack of training. Kim stated Beth used to go to all the trainings when she was Personnel Officer.

Kim reported there was a Civil Service training that was 5 weeks long, at different times. She wasn't able to do the training because of office coverage.

Bill asked if it would be helpful to change the temp help to be more flexible to cover this kind of training.

Brian values what Kim brings to other employees, Kim needs to set the example.

Bill would like Kim to put together some ideas on training that she thinks would be good and have an Internal Management Committee meeting.

Ermina asked Kim if she had any other training. Maybe she should attend leadership training. Neil asked Kim to come with some training ideas in 2012 and the Internal Management Committee will look at it.

Brian stated that he doesn't think there will be any decision today.

Kim thanked everyone and left at this time.