

Controller
July 2, 2008
11:00 AM
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky
Commissioner Angela M. Zimmerlink
Commissioner Vincent A. Vicites
Controller Sean Lally
Deputy Controller Jeanine Wrona
Dominick Carnicella, Director of Human Resource Department
Kathy Winkler, Administrative Assistant

Consider approving the creation of an Accounting Supervisor at non-union supervisory pay grade 13 Step A, \$16.25/hr (\$31,687.50).

Discussion:

Commissioner Zimmerlink requested a job description for the requested position.

Controller Lally explained that there is not a job description.

Commissioner Zapotosky clarified that there is not a job description and asked if there is a predefined job description?

Jeanine Wrona explained there are a job description for the Accounting Manager position but not one for a supervisor position.

Controller Lally suggested the abolishment of the Auditor position in order to deal with this position he is requesting being created.

Commissioner Zimmerlink questioned the staff compliment. There is a Controller, Deputy Controller, Second Deputy/Auditor, payroll, receiveable, payable and administrative Assistant. Which one of those are you asking to have abolished?

Controller Lilly explained there are two auditor positions and would request to abolish one of the auditor positions.

Commissioner Zimmer link asked at what salary would the auditor position be at currently?

Jeanine Wrong explained that Shelby held a dual position and her salary was at \$15.93.

Commissioner Zapotosky explained this would be the Auditor position and asked Dominick Carnicella what the starting salary would be for the Auditor position.

Dominick Carnicella explained the starting position would be \$12.85 per hour at Pay Grade 15 Step A SEIU.

Consider approving the creation of an Accounting/Auditing Manager at non-union supervisory pay grade 17 step A \$19.01/hr (\$37,069.50).

Controller Lilly explained the reason he is proposing the creation of this position is a suggestion from the auditors that come in from the State. They feel there should be more management positions overseeing the employees that are in the Controller's office. By putting the most qualified person in that position would increase the productivity of the office.

Commissioner Vicites the amount of money from the position that you want to abolish and then the position that you want to create please explain this item to me.

Controller Lilly explained that Shelby our current auditor makes \$15.93 per hour; her salary has already been budgeted into the 2008 budget. By eliminating an auditor position and an accountant supervisor position at \$12.85 per hour that is already accounted for. That is a non-issue.

Commissioner Zapotosky stopped Controller Lilly due to confusion with the positions that were being discussed. The commissioner questioned if the discussion was in regards to the Accounting Audit Manager or the Accounting Supervisor? By virtue of the elimination of Shelby's salary for the balance of 2008 and the abolishment of the auditor at \$12.85 per hour would cover the remaining portion of this year for the position that is being discussed.

Controller Lally agreed that is correct.

Jeanine Wrona explained that the Auditor position that exists has not been filled and the money for that position has been budgeted.

Commissioner Zapotosky mentioned that the Accounting/Auditor Manager position was created in 2001 but was never filled. There was discussion regarding the position earlier this year and was delayed. At that time there was a continuation of services from Susquehanna.

Controller Lilly explained that if this position were created the use of the Susquehanna group would be less, as the Accounting Supervisor would take on some of the duties that Susquehanna does currently.

Commissioner Vicites stated that every year when preparing the budget the staff complement is set then that is what should be in place for the entire year. There are times

when it is necessary to make changes due to unforeseen issues. Now we are half way through the year and we are making changes that may be covered this year due to positions not being filled but you are creating a liability for future years because you haven't considered it for your budget. What is the increase to the budget for next year?

Controller Lally gave a figure of \$48,961.71 would be the increase to the budget that would include medical benefits.

If we utilized the newly created position it could decrease the amount that we pay out to Sam Lynch by 60%.

Commissioner Vicites feels that this request is premature because there isn't even a job description for the position, it is not clear how much additional funding will be needed in future budgets and there is a non union pay study that we want to have done in order to address issues like this. This is something that the Human Resource department should be a part of in order for this newly created position to fit into our pay scale properly.

Controller Lilly stated his concern is that after July 11th he will not have an auditor on his staff at that point to oversee the staff.

Commissioner Zapotosky explained to the controller that the salary board has concerns regarding the 2009 budget increase in his department but understand what the controller is trying to accomplish.

Commissioner Vicites stated that having the funds available this year is fine but he feels that we should check on what the salary should be in the future. We don't want to create any more inequities. His concern is for the one position that doesn't have a job description.

Dominick Carnicella explained that this came in front of the salary board in February 2008 at Pay Grade 15 Step A and he did adjust the salary to the \$37,000.00 figure.

Commissioner Zimmer link questioned how the salary jumped from \$31,000.00 to \$37,000.00?

Dominick Carnicella explained that he had the salary set at Pay Grade 15, which is where it falls on the current pay scale. When the pay study is done it may be adjusted up to a different amount.

Commissioner Zapotosky or it may not be.

Commissioner Zimmer link stated there are four items that she would like to bring up.

1. Need a job description for the Accounting Supervisor position
2. Abolish an Auditor, which is a union position. This would need approval from the Union.

3. Salary board members did say they want to postpone any decisions made for non union positions until the pay study is complete.
4. It was the controller's choice to not fill the additional Auditor position.

Controller Lally agreed with Commissioner Zimmerlink and would concede to hiring the person at the current salary. Putting someone in the position Shelby has vacated does not feel the needs of our office.

Commissioner Zimmerlink asked if the person who has interest in the position that is currently on staff have the qualifications.

Controller Lally explained that she has a degree and meets the requirements for the job. He stated that he would concede to the \$34,000.00 so that he wouldn't have to wait any longer to create and fill the position.

Commissioner Zimmerlink stated that the salary board members decided to pursue the pay study completion before making any salary increases. She understands that it is very frustrating because the Director of OHCS has experienced the same frustration.

Controller Lally requested that the salary board approve the motion that is on the floor and he would be willing to forego the Accounting Supervisor position. My budget has the funding that is needed for the Accounting/Auditor Manager position this year. Then we could look at the additional position when the pay study is completed. He would like to have someone on staff in this position in the future that has a Bachelors of Science degree.

Commissioner Vicites stated the position was created and exists in the office at \$34,000.00.

Jeanine Wrona explained that it was created in 2001.

Commissioner Vicites commented that it was voted on and created.

Dominick Carnicella added that the position was created at Pay Grade 11 originally.

Commissioner Vicites stated that the position exists on the books.

Controller Lally that he wasn't sure what the position was created at.

Commissioner Vicites suggested that the original resolution be found and see what Pay Grade it was created at.

Commissioner Zimmerlink stated that if there is a resolution then the position should be filled at the Pay Grade that was proposed is what should be followed.

Controller Lally stated that he doesn't feel he will be able to find someone with that degree for the proposed salary.

Commissioner Zimmerlink questioned why if the position already exists why the motion reads to create a position.

Commissioner Zaposky stated that until the Pay Study is done he would not support that type of figures.

Commissioner Vicites stated that he would not be in favor of moving forward on this.

Controller Lally what if we go with pay grade 11.

Commissioner Vicites explained that we could only work within the boundaries that are dictated by the budget. The salary board is only an administrative tool.

Commissioner Zaposky stated that the controller has the option to fill both Auditor positions as they were budgeted for in 2008. This resignation just gave you the option to come back to us and request the change and the issue of Susquehanna.

Controller Lally stated that if we go back and find the resolution and it has \$30,000.00 salary set for the Accounting/Auditor Manager and will this board accept that.

Commissioner Zimmerlink stated that this board does not give out permission because the job is already created. What the controller needs to make sure of is if the position is funded in their budget. You would need to get with the Human Resource department to go over this.

Controller Lally mentioned that being in office for six months now I have evaluated the situation and how things are going this is a position that I need in my department. I am not trying to create inequities

Commissioner Zimmerlink suggested that the controller should have a plan prepared for budget time.

Dominick Carnicella added that he feels that there should be equity across the board. He feels that abolishing the Auditor positions would need to be discussed with the Union. Also he spoke with John Felice and if the salary board would want to create the position Felice would be able to provide a job description for the Accounting Supervisor. Both Sean and Jeanine spoke with Dominick regarding the functions that the positions would have.