

Office of Human & Community Services
June 25, 2008
11:00 AM
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky
Commissioner Angela M. Zimmerlink
Commissioner Vincent A. Vicites
Deputy Controller Jeanine Wrona
Dominick Carnicella, Director of Human Resource Department
Tammy Boyle, Administrative Assistant
Michelle Shumar, Director

Consider the review and presentation of the following:

Supervisory Non-Union

Director from Pay Grade 15 \$22.26 (\$43,407.00) to a proposed Pay Grade 18 \$24.33 (\$47,443.50)

Assistant Director from Pay Grade 15 \$17.57 (\$34,261.50) to a proposed Pay Grade 16 \$18.10 (35,295.00)

Maintenance Manager from Pay Grade 13 \$16.25 (\$31,687.50) to a proposed Pay Grade 14 \$16.74 (\$32,643.00)

Operations Manager from Pay Grade 11 \$15.02 (\$29,289.00) to a proposed Pay Grade 13 \$15.93 (\$31,063.50)

Non Supervisory Non-Union

Program Specialist from Pay Grade 12 \$12.02 (\$23,439.00) to a proposed Pay Grade 16 \$14.06 (\$27,417)

Technology Manager from Pay Grade 13 \$12.48 (\$24,336.00) to a proposed Pay Grade 16 \$14.06 (\$27,417) (Vacant position)

Purchasing Manager from Pay Grade 10 \$11.14 (\$21,723.00) to a proposed Pay Grade 16 \$14.06 (\$27,417)
(Vacant Position).

Discussion

Commissioners Zapotosky and Vicites explained that their opinion has not changed on the OHCS items.

Commissioner Zimmerlink asked if there has been any movement on the requested salary increases.

Dominick Carnicella explained that the discussion for a pay study to be done is the direction that he understood was to be taken.

Commissioner Zimmerlink questioned where the things are as far as the pay study goes?

Jeanine Wrona explained that the last study that was done cost the County \$24,000.00.

Commissioner Zimmerlink stated that the Felice and Assoc. contract does have language on a pay study but it would be an additional cost. Is the salary board going to put out an RFQ regarding a pay study to be done?

Dominick Carnicella stated that under the contract a pay study would be considered additional services with an additional compensation.

Commissioner Zimmerlink questioned if Felice and Assoc. will make the recommendation that there be no salary adjustments made to non-union employees prior to this study being done. This would be for supervisor and non-supervisory positions in the non-union unit?

Michelle Shumar asked what the timeline for the pay study to be done will be in order for the directors of the different departments to be able to prepare their budgets for the upcoming year.

Commissioner Zapotosky suggested that the request be placed on the July commissioners meeting agenda.

Commissioner Zimmerlink questioned if the salary board should request this item be on the July commissioners meeting agenda due to preparation for the budget and as to where the funding will come from to have the study done this year as the funds were not budgeted in 2008.

Rudy Dutko questioned if Felice and Assoc. has a conflict of interest in this process due to the fact that they negotiate the contracts

Commissioner Zapotosky disagreed with this comment and asked if this issues was brought up the last time Felice did a pay study.

Commissioner Vicites said he doesn't feel that to be a conflict. We will need to utilize the information that the human resource department has to prepare a pay study.

President Judge Capuzzi stated that the pay study should be done by who ever is in as the contract service person in order for them to implement the study.

Consider approving the addition of Two (2) part-time and Three (3) full-time Small Bus Transit Operator positions on an as needed basis at SEIU Pay Grade 7 Step A, \$9/80/hr (\$19,110.00).

Commissioner Zapotosky questioned if this full time positions part of what we allotted last salary board meeting?

Michelle Shumar explained that these positions are additional positions. There was five (5) new full time positions created at the last salary board meeting. Because of the various issues that we are dealing with regarding the contracted transportation providers at this time and because one of the contractors is not interested in contracting with us any longer we may need to use county employees to provide this service.

Commissioner Zapotosky asked how many drivers are needed if the contractor would not continue to participate with the county.

Michelle Shumar explained that the five positions that were added and two part-time plus the additional three full-time positions on stand by or an as needed basis. This item was placed on the commissioner's agenda.

Commissioner Zimmerlink stated that Michelle Shumar sent an email either the morning of the salary board meeting or the evening before.

Michelle Shumar explained that she sent the email the evening before around 7:30PM.

Commissioner Zapotosky asked that he be able to review the additional routes and vehicles that would be used due to the contractor pulling out from the county.

Commissioner Zimmerlink asked Dominick Carnicella, Human Resource Director if he was aware of the situation regarding the request of additional drivers and why the request was being made.

Dominick Carnicella explained that he was aware of the issue regarding the sub-contractor but was not given any specific information on how many routes the county may have to take over.

Commissioner Vicites asked about the five positions that were created at the last salary board meeting.

Michelle Shumar explained that with the problems the county is having with one particular sub contractor there might be a need to have the additional personal ready to go so that service is not interrupted. The one sub contractor is not sure they are able to continue due to rising costs they must absorb.

Commissioner Vicites asked if the county is reimbursing the sub contractors appropriately.

Michelle Shumar stated that the county is reimbursing properly and the information was provided to the commissioners in a report that was submitted at 7:30PM the evening before the salary board.

Commissioner Vicites commented that he is hesitant to hire additional full-time staff if there is not a need for them. The impact on our retirement fund and the health benefits is a concern to the commissioner. There are advantages to contractors versus employees of the county because of the cost to the county. There are problems across the State regarding fuel costs and this is a real concern.

Commissioner Zimmerlink explained that Michelle Shumar had requested fifteen (15) full-time positions are created at last month's salary board meeting and that was reduced to five (5) full-time positions. Those positions were requested at an as needed basis. The reason request was due to the outcome of the negotiations with the sub contractors and there may be an issue with another of the sub-contractors, Edenfield Stages may not be able to enter into a contract with us. The salary board is not taking any steps toward be proactive because we have had the document since June 13th and today is June 24th.

Commissioner Zapotosky agreed with Commissioner Zimmerlink regarding the issue of Edenfield Stages but has only recently been made aware of the issue concerning Edenfield Stages and the county solicitor is handling that issue. He questioned if there is an urgency regarding the three (3) full-time positions and asked if the board could at least create the two (2) part-time positions at this time?

Michelle Shumar stated that she would need the part-time positions in order to offset the services the county provides on the weekends. The three (3) full-time as needed would be needed as a possibility.

Commissioner Zapotosky asked if the five (5) positions that were created at the last salary board meeting has been filled?

Dominick Carnicella explained that there were interviews being conducted at the time to fill the positions in order to meet the needs of the Para transit routes.

Commissioner Vicites commented that there is no reason for anyone to become upset over the discussion that is taking place. The salary board meeting is the time in order for these board members to hold discusses and asks questions.

Commissioner Zimmerlink commented that the board members should read their minutes but it's difficult to do so when the minutes are given to the board members at the last minute.

Commissioner Vicites stated that that rule should apply to all employees who are to provide information to the salary board members not just one employee.

Commissioner Zapotosky stated that he will support the two part-time but will hold off on the three (3) full-time positions until he receives more information regarding those positions.

Motion made by Commissioner Zimmerlink

Motion dies for lack of a second

Consider approving the addition of two (2) part-time Small Bus Transit Operator positions at SEIU Pay Grade 7 Step A, \$9.80/hr (\$19,110.00).

Motion made by Commissioner Zimmerlink
Seconded by Commissioner Zapotosky

Roll Call Vote

Commissioner Zapotosky	Yea
Commissioner Vicites	Nay
Commissioner Zimmerlink	Yea
Deputy Controller Wrona	Yea

Motion carries three Yea and one Nay

Domestic Relations
June 25, 2008
11:00 AM
Commissioner's Conference Room

Roll Call:

Commissioner Vincent Zapotosky
Commissioner Angela M. Zimmerlink
Commissioner Vincent A. Vicites
Deputy Controller Jeanine Wrona
Dominick Carnicella, Director of Human Resource Department
Tammy Boyle, Administrative Assistant
President Judge Conrad Capuzzi
Richard Zidek, Director of Domestic Relations

Consider approving the addition of two (2) Enforcement Officer's at UMWA pay scale \$15.16/hr (\$29,560.19).

Discussion:

President Judge Capuzzi explained that the two enforcement officer positions were placed on the agenda due to an audit that was done by the State.

Richard Zidek explained that the workload in the Domestic Relations Office has expanded and due to the caseload if the department doesn't meet their goal then the possibility of losing they're federal funding.

Commissioner Zimmerlink asked where the funding would come from?

President Judge Capuzzi explained that it would come from the 4-D fund.

Motion made by Commissioner Vicites
Second made by Commissioner Zimmerlink

Roll Call Vote

Zapotosky	Yes
Vicites	Yes
Zimmerlink	Yes
Wrona	Yes
Capuzzi	Yes

Motion carries unanimously

Consider approving the creation of a Secretary I position at SEIU Pay Grade 3, Step A, \$8.59/hr (\$16,750.50).

Discussion:

Richard Zidek that there is an abundance of paperwork that must be completed prior to DRO going to court on a case.

Commissioner Vicites asked if the Union is agreeable to the creation of the position.

Commissioner Zimmerlink stated that she couldn't imagine the Union opposed to a collective bargaining unit position being created.

Commissioner Vicites questioned what would be done with the part-time position.

President Judge Capuzzi asked that it remain on the staff compliment for now.

Motion made by Commissioner Zimmerlink

Second made by Commissioner Zapotosky

Roll Call Vote

Zapotosky Yes

Vicites Yes

Zimmerlink Yes

Wrona Yes

Capuzzi Yes

Motion carries unanimously