

Minutes

Administrative Services Committee

December 10, 2018, 5:00 pm, Room 331

Gerace Office Building, Mayville, NY

Members Present: Scudder, Davis, Muldowney, Starks

Members Absent: Himelein

Others: Tampio, Ames, Abdella, Hemmer, Griffith, Dennison, Wisniewski, Bentley

Chairman Scudder called the meeting to order at 5:20 p.m.

Approval of Minutes (11/13/18)

MOVED by Legislator Starks, SECONDED by Legislator Davis

Unanimously Carried

Privilege of the Floor

No one chose to speak at this time.

Proposed Local Law Intro 10-18- A Local Law Amending the Chautauqua County Code of Ethics

Mr. Abdella: There was a memo that accompanied the draft local law. I would say the most noteworthy thing is that previously only the chair of the water and sewer district boards had been required to file the annual disclosure statements. Recently the various districts are embarking on significant capital projects that need the approval of the entire board and in those cases the board is actually approving the award of engineering agreements and the award of construction bids in the (*inaudible*)- to the extent that there are significant financial decisions made by those boards even though they are volunteer boards. It's the recommendation that those board members be subject to the same disclosure requirements as other county officials who are similarly approving contractual agreements on behalf of the County.

Legislator Starks: Are there other volunteer boards where that's required or is this the first?

Mr. Abdella: I think this would probably be the only one because in most cases the boards are just advisory- they make recommendations. It's a separate corporation in a way that's

created by the County, but for instance, the County Soil and Water Conservation District- they are on the list as well. I'll mention that the County Land bank board also files annual disclosure forms and they're listed here.

Legislator Starks: Are they volunteer as well?

Mr. Abdella: They are volunteer.

Legislator Starks: I was just curious because it puts a lot of weight on being a volunteer and shows the responsibility of it.

Mr. Abdella: In that case, notwithstanding that they're volunteer and unpaid; they are making significant financial decisions.

Chairman Scudder: That's why I wanted it to come through because they're making decisions on millions of dollars.

Legislator Starks: It certainly highlights the responsibility of that position.

Chairman Scudder: All in favor?

Unanimously Carried

Proposed Resolution- Setting Salary for Emergency Medical Technician

Mr. Griffith: Good evening. As you know, we're going to start a basic ambulance service and we need to hire emergency medical technicians. Working with the HR Department- they set the salary grade for emergency medical technicians at a grade 4- \$14.20-\$18.02 per hour.

Legislator Davis: Mr. Chairman, I'm not wanting to spend more money, but I do question that amount. I've spoken with contractors in the past who told me they don't roll out of bed for under \$15 an hour. I can go get a cup of coffee or a burger somewhere and someone is going to make \$12 an hour, but someone is going to work on me if I code for \$14 an hour? I'm just questioning if we're able for that amount of money to procure the quality of people that we need.

Chairman Scudder: That hit me also.

Legislator Starks: I agree.

Chairman Scudder: Again, not wanting to spend more-

Mr. Griffith: I understand completely. I take my guidance from the HR Department who does the surveys to come up with the pay scale. In all honesty I also have a question as far as-I'm not worrying about hiring people, I think we'll be able to hire people- it will be to retain good people and that would be my concern. That's a decision-

Mr. Abdella: Just to clarify. In this resolution as written you would be adopting it on December 19th, but it's my understanding that HR has not actually completed its work. This is a tentative recommendation and they have more work before they will finalize-

Chairman Scudder: This creates it and then we can go further with it down the road?

Mr. Abdella: Right.

Legislator Muldowney: This will get it moving.

Mr. Griffith: It's important that we get it moving.

Legislator Starks: I was just wondering what grade 5 is?

Ms. Wisniewski: As Steve Abdella stated there has been discussions with John and the HR Department. It has not been finalized of what this was. We have some analysis that we have to do further and there was some information that was requested. To answer your question about what's a grade –

Legislator Starks: I just assumed that's the next place it would go.

Ms. Wisniewski: Yeah. A grade 4 starts at \$14.20, 5 is \$ 14.59 and a grade 6 is \$15.10. So, from our initial analysis without too much facts behind it- just looking at some basic facts it would be a grade 6 that we would be looking at recommending for this position. We do believe that by the 19th for your meeting that we may be able to have a more confirmed grade for you. At this time it's just-

Chairman Scudder: A grade 6 goes \$15.10 to what?

Ms. Wisniewski: \$15.10 - \$19.26.

Chairman Scudder: OK.

(Cross-talk)

Mrs. Dennison: I just want to establish a comment on the budget for the EMT's. The 2019 budget is based on a grade 4, but it is based- with the part timers, not only in this position but in a number of different positions- we really budget one large lump sum for part timers. So, the budget for the EMT's we're assuming it's based on 13 positions and each of them working 19.6 hours at a grade 4 step one to step two. If the final grade is higher, then the budget challenge would be completing the work with fewer hours.

Chairman Scudder: Do you have a total on that?

Mrs. Dennison: I can figure it out.

Legislator Davis: The thought is that 13 individuals at that step one or step two at a grade four- 13 individuals would be available and willing to work for that amount of money. Like I said, if I go get a hamburger from a \$12 an hour employee and I code-

Chairman Scudder: Just chew it up really well.

(Cross-laughter)

Legislator Davis: I just want to make sure-

(Cross-talk)

Mrs. Dennison: It would be \$187,550.

Chairman Scudder: That's the lump?

Mrs. Dennison: Scratch that. It would be \$191,455.

Legislator Starks: That's a grade 4?

Mrs. Dennison: That's 13 positions working 19.6 hours a week at the average of a step one and step two because they start at step one and automatically go to step two after six months- so, the average annual rate of pay would be \$14.45 per hour. That equates to \$191,000 budgeted for EMT's in 2019.

Legislator Starks: What would it be if it was approved at a grade 6?

Mrs. Dennison: It would be an additional \$11,925 assuming that we still had thirteen positions and they all worked 19.6 hours.

Legislator Starks: The challenge would be finding \$12,000.

Mr. Griffith: We could do it. We could find that \$12,000.

Chairman Scudder: This is very unusual that we're asking for a higher pay grade.

Mrs. Dennison: That is just the additional wages. There will be additional fringe costs.

Chairman Scudder: All in favor? Opposed?

Unanimously Carried

Other-

Proposed Resolution- Compensation for County Coroners

Mrs. Dennison: This resolution is to establish a new method for paying the coroners. That method was changed earlier this year. The Coroners, prior to April of this year, were paid \$70-\$80 per day. Starting April 15th it was changed to \$150 per case and that is what is currently in place. The Department of Health and Human Services would like to change the compensation to be a base pay of \$5,000- \$15,000 a year plus \$150 per case. That change would go into effect January 1st of 2019.

Legislator Starks: They want a base plus per case?

Mrs. Dennison: Correct.

Legislator Starks: What was budgeted for?

Mrs. Dennison: This is in keeping with what was budgeted. What was budgeted was a base pay of \$5,000-\$10,000- three positions at \$5,000 and one position at \$10,000 with additional cases added. The number of cases ranges from 60- 90 depending on the position. What was currently budgeted between the four coroners is a salary of \$74,500. This is keeping within what was budgeted because the base pay for the four individuals does fall within that \$5,000-\$15,000 range. There is some possibility that the budget could be exceeded because it depends on how many cases there are. Right now the budget is based on 330 cases for the year.

Chairman Scudder: Kathleen, you're saying that with what's written here we are at \$74,500?

Mrs. Dennison: What is in the budget now is \$74,500. This resolution does not fix a number. It does not specify a particular salary, it just specifies the range and \$150 per case and we don't know how many cases there will be.

Chairman Scudder: According to the budget we had three at \$5,000 and one at \$10,000?

Mrs. Dennison: Correct. We have three coroners at 90 cases per year and one at 60 cases per year. We're budgeted for 330 cases and a salary between \$5,000 and \$10,000.

Legislator Davis: We budgeted for \$150 per case, so we're just adding to that amount?

Mrs. Dennison: No, the budget does include a base salary.

Legislator Starks: Why is this coming through now?

Mrs. Dennison: That's a good question. If my memory serves me- when we do the budget we really were just establishing a dollar amount to cover coroner expenses. The budget does not really define how the people are paid.

Mr. Abdella: It does not set the compensation. This was awaiting budget passage before you could pass a separate resolution to actually approve that compensation.

Legislator Starks: I know you may not know the answer to this question, but I know there was discussion about training and other things that the coroners participated in- did they all participate in whatever it was that Mrs. Schuyler wanted them to participate in?

Mrs. Schuyler: I don't know. My impression was that it was a plan for next year. Right now they are just paid \$150 per case. So, the concept is that she would like them to get training and that they should be compensated for-

Legislator Starks: I think the concept was additional money, additional expectation –

Mrs. Schuyler: Yes.

Chairman Scudder: If we have three at \$5,000 and one at \$10,000 why can't we just have the range from \$5,000- \$10,000? Why is it \$15,000?

Mrs. Dennison: I can only comment that from- there was a lot of discussion when the budget was proposed for the coroners because it is a departure from how they're currently paid. It's not a departure financially. The 2018 budget for their compensation is \$80,000, so we're looking at actually a little bit less of a budget for next year.

Chairman Scudder: Depending on the number of cases.

Mrs. Dennison: Yes. I think that the- when we discussed this whole concept that the Department of Health and Human Services would have liked to see the primary coroner at \$15,000 stipend. There was so much concern about the compensation method that they kind of backed off from that a little bit. I think they want to leave the door open to increase that compensation.

Mr. Abdella: I suppose some of that might relate to if there was a vacancy at any particular time and the remaining coroners were going to be asked to do more work they might get additional pay.

Mrs. Dennison: Yes. I was just going to say essentially the same thing. I think the department would like to have one primary person with increased duties and expectations. The other thing was in addition to the training there was scheduling. The one coroner that is budgeted at \$10,000, the expectation is that he would essentially schedule all the coroners, figure out who is on call and who's available.

Chairman Scudder: If we fix this range from \$5,000- \$15,000 who's to say they don't all get \$15,000? Who sets that?

Mr. Abdella: That would be the commissioner who is their appointing authority.

Chairman Scudder: Christine Schuyler?

Mr. Abdella: Yes.

Chairman Scudder: So, she could say you all get \$15,000?

Mr. Abdella: Subject to your budget appropriations. I mean, its \$74,000 is what's there-

Chairman Scudder: That's really where she has to stay?

Legislator Davis: Unless there are more cases.

Mr. Abdella: It will come back to you if there is excess unexpected volume.

Mrs. Dennison: As with any other department, if Health and Human Services finds that they want to exceed the appropriation they would need your approval to that.

Legislator Starks: I'm not opposed to the way she wants to compensate them. I just know that there was a conversation about changes in compensation and changes in expectations. I just wanted to make sure that was still the line of thinking.

Mrs. Dennison: That is still part of the plan. Oh, and the resolution does reference administrative educational duties and requirements.

Chairman Scudder: Anymore questions? All in favor? Opposed?

Unanimously Carried

MOVED by Legislator Starks, SECONDED by Legislator Davis to adjourn.

Unanimously Carried (5:45 p.m.)

Respectfully submitted and transcribed,
Olivia L. Ames, Committee Secretary