

**Personnel Committee  
Meeting Minutes  
February 28, 2008  
Mary Sheeley – Chairperson**

**Call to Order:** The Personnel Committee was called to order at 6:05 on February 28, 2008.

**Members Present:** Mary Sheeley, Robert Parete, Laura Petit and Philip Terpening.

**Members not present:** Frank Dart, Paul Hansut and Robert Aiello were excused. The Criminal Justice Committee met at the same time because of a snow postponement.

**Others Present:** Brenda Bartholomew (Personnel), David Lyons (Personnel), Edward Brown (Mental Health), Cynthia Ruiz (UCAT) and John Akus (UCAT).

Prior to the call to order of the meeting Al Sindone of VESID spoke on behalf of Melissa Potolski. Ms. Potolski is deaf and is seeking employment with the Sheriff's Office as a database clerk typist. The Criminal Justice Committee will submit a resolution for approval for a new position. This position will be funded initially with State funds. Upon approval, the Personnel Committee will put on the March agenda.

**Review and approval of the meeting minutes:**

The Committee approved the minutes. Robert Parete asked that the questions submitted by him regarding the County Health Care changes be officially documented. These questions are attached. The response will be available at the March meeting.

Motion made by Robert Parete to accept the minutes, second by Philip Terpening. All in favor.

**Resolution:** **Mental Health** Resolution refer to

1. Amending the 2008 Ulster County Budget – Transferring personnel monies between divisions and creating a non-benefited part-time Fiscal Unit Leader position.

Mental Health requested a new part-time position as a Fiscal Unit Leader (Grade 20), for 14 hours a week. The incumbent of the Fiscal

Unit Leader is retiring in the spring of 2008 and it is necessary to allow the proper training in the Fiscal Division. This is funded by deleting a Chemical Dependency Specialist position (position number 4220 1214).

Financial Impact is a savings of \$20,497.

Motion made by Philip Terpening second by Laura Petit. All in favor.

**Resolution:** Amending the 2008 Ulster County Budget – reclassifying an encumbered Automotive Mechanic II position to Lead Automotive Mechanic at **Ulster County Area Transit**.

2. The Director of UCAT requested an upgrade for John Akus. The Personnel Department conducted a classification review and desk audit and found that the reclassification of the position is warranted. Pending Legislative approval, the Personnel Department has appropriately reclassified the encumbered full time position of Automotive Mechanic II (grade 10) (position number 5630 1180) to Lead Automotive Mechanic (grade 12) and has allocated such to the non-competitive class of the classified civil service pending approval by the New York State Civil Service Commission.

Financial Impact is \$353 additional County dollars.

Motion made by Philip Terpening second by Robert Parete.

**Other Business:**

**The March meeting will initially meet at the Personnel Department next month at 5:45 pm to discuss a retractable filing system due to the loss of the Conference Room.**

The Committee has requested that the Personnel Department talk with Administration to keep them apprised of the value of current vacancies.

**Adjournment:**

Meeting adjourned at 6:50. Motion made by Robert Parete second by Philip Terpening.