

**Charter Transition Team Meeting**  
**June 10, 2008**  
**4:00 PM**  
**Chambers, 6<sup>th</sup> Floor, COB**

Attendance:

Members: Legislator Gary Bischoff, Chairman  
Legislator Jon Decker  
Legislator Phil Terpening  
Legislator Wayne Harris  
Dr. Gerald Benjamin, SUNY New Paltz  
Marianne Collins, SUNY Ulster  
Louis Klein, Attorney

Staff: Arthur Smith – County Administrator’s Office  
Bea Havranek, Eric Stock – County Attorney’s Office  
Paul Hewitt – County Treasurer’s Office  
Meg Dellay – Assistant to Charter Transition Team

Public: Cindy Bell, Lee Cane – LWV  
Emily Johnson – LWV and Youth Board  
Krista Barringer – Youth Bureau  
Aaron McCasland, Jim McCasland

Agenda

1. Administrative Code
2. Third Informational Meeting
3. Financial Org / Subcommittee Report
4. Other

**Wayne Harris opened the meeting at 4:08 pm. (Gary arrived shortly thereafter.)**

**1. Administrative Code –**

Bea responded to QUESTIONS FROM PREVIOUS MEETING:

- Can a department head hold two titles? No, per Brenda Bartholomew, Personnel Officer.
- Minutes and Reports available on the web? Bea reported it should be ok. Apparently, this is already being done by some departments and committees.

Bea reviewed CHANGES TO ARTICLES PREVIOUSLY COVERED:

- Bonding – added to Comptroller and Commissioner of Social Services. (Bonding already included in Articles of Commissioner of Finance and Sheriff.) Some counties bond County Executive, County Clerk and Director of Purchasing – still under consideration.

- Intermunicipal Relations/ Article 37 (p.98) – Bea added suggestion from Legislator Mary Sheeley to include “*or his or her designee*” to the membership of the Intermunicipal Collaboration Council related to the majority and minority leaders of the Legislature in order to cover current practice. Also added minutes.

Lou Klein suggested “designee” be added to the Mayor of Kingston, since BOCES and UC Town Supervisors also are allowed representatives.  
Motion by Lou Klein. Seconded by Phil Terpening.

Discussion ensued about the intent of Charter. Will adding “designee” invite a substitute to attend? Jerry Benjamin said the purpose was to bring the principle policy makers together, especially with their role on the impact on taxes. Marianne Collins concurred, foreseeing only meeting once or twice a year. However, it’s not possible to command the presence of people not under the reach of the Charter. Wayne Harris suggested leaving language as it is in the Charter.

Call to vote. Vote: 4 yes - Bischoff, Decker, Klein, Terpening; 3 no - Benjamin, Collins, Harris. Motion carried to add “*or his or her designee*” after the Mayor of Kingston.

Bea added: “*Any designee appointed by the majority or minority leader pursuant to this paragraph shall be a member of the Legislature.*” Now she will also add: “*Any designee appointed by the Mayor of Kingston will be a duly elected official.*”

Bea continued with NEW ARTICLES:

- Department of Employment and Training / Article 38 (p.99, §A38-1) – Reports and deputy director added. Bea noted that the Workforce Development Board is called the Workforce Investment Board by the Department of Labor and Code of Federal Regulations Title 20, Chapter V, 661 (C). Minutes added to board duties. Marianne Collins, who has served on this Board, offered to talk to Nancy Schaefer to make sure board responsibilities are covered.
- Department of Tourism / Article 39 (p.101) – Reports and deputy director added.
- Traffic Safety / Article 40 [p. 102, §40-1 (A)] – Bea added “*The Coordinator shall serve as the Executive Secretary and Administrative Officer of the Traffic Safety Board,*” which follows NY Vehicle and Traffic Law §1674. After discussion about changing language to “may serve,” it was decided to leave as “shall serve”. In addition, it was decided to eliminate §A40-3 (C) from Traffic Safety Board. Also, minutes added to board duties.
- Youth Bureau / Article 41 (p.104) – Reports added. Language included under deputy director to follow other departments. Bea added language to Youth Board from NYSCRR Section 165-1.1 and suggestions from Youth Director:  
(1) Membership to include “*two of whom shall be youth (between the ages 16-21).*” Lou Klein suggested adding “*at least two*” – all agreed; and (2) “*The Board shall encourage diverse representation indicative of the entire community. Membership shall reflect a balance between government and non-government*”

*representatives who are directly concerned with the well-being of youth and to represent the community to which it serves.”* Minutes also added to board duties.

- Community Corrections / Article 42 [p.106, §42-1 (A)] – Bea added “*within limits of appropriations*” as suggested by Art Smith. Also Bea added “*or other qualifying title*” after the Director title to allow the current Director of Probation, Bob Sudlow, to continue to oversee Community Corrections. There is a Community Corrections Specialist who reports to Bob Sudlow. Under §42-1 (B)(2), Bea added language to clarify intent of program: “*within the confines of county and state legal procedures and laws*” for indigent individuals “*within the Community Corrections Program.*” Reports added. Deputy Director language added to charter’s Assistant Director to follow other departments.
- Safety Department / Article 43 [p.108, §A43-1 (A)] – Bea added “*in compliance with all civil service laws*” to cover current Safety Officer who is in competitive position. Reports and deputy language added.
- Insurance Department / Article 44 (p.109) – Reports and deputy language added.
- General and Transitional Provision / Article 45 (p.111) – Bea noted a few minor changes to include Administrative Code language. Repealer Clause (p. 113) lists local laws to be repealed that are in conflict with the Charter or already covered in the Charter, or part of which needed to be incorporated into Administrative Code.

Bea reported remaining items: 1) proofread Administrative Code, and 2) take the Rules of Order out of Administrative Code to be voted on separately by the Legislature.

Gary had a few legislators approach him with questions about Admin Code:

- Information Services / Article 15 – Is there some reason the authority of department head to appoint and remove employees is included in this department but no others? Bea said the powers and duties listed are from Local Law 5 of 1993. It was decided to remove §A15-1 (B)(2)(a) since all department heads have this authority.
- Office of the Aging / Article 23 – No state statutory requirements; Bea added responsibilities from job classification to clarify duties. Gary more concerned with future role and appropriations available. Suggestion to move “*as may be directed and or appropriated by the County Legislature*” from end of sentence at §A23-1 (B)(10) to end of sentence of (B)(1). All agreed it would allow more flexibility to future assignments or reduction of duties.

**2. Third Informational Meeting on July 2, 2008** – Gary announced the Third Informational Meeting will immediately follow a public hearing on the Ethics Law at 6 PM. He will be returning from Ireland that day and expects to attend, but will not present anything. Legislators were mailed Articles 15-37 on 5/28/08. Immediately after this meeting, Meg will send out Articles 38-45. Bea will cover all new articles, plus any changes to previously distributed articles in a power point presentation on July 2<sup>nd</sup>.

### **3. Financial Organization / Staffing Sub-Committee Report** –

First, Jerry Benjamin expressed appreciation to County Auditor Bob Wenzel for the additional information Bob emailed re Program and Performance Audits.

Arthur Smith distributed a Summary of Recommendation of Executive Office Staffing by the Staffing Sub-Committee (Bob Wenzel, Adele Reiter, Paul Hewitt and Art Smith), with the following highlights: \*\*see attached\*\*

- Review of County Executives duties as enumerated in §C-25 of the Charter.
- Recommended Staffing for County Executive Office: Deputy County Executives (2); Senior Management Analyst; Management Analyst; Confidential Secretary.
- Recommended Staffing for Budget Office: Budget Director; Deputy Budget Director; Sr. Management Analyst; Management Analyst; Confidential Secretary.
- Recommended Staffing for Grant Administration: Grants Administrator; Management Analyst.
- Staffing comparisons show an increase from eight to thirteen positions with the addition of two new offices – Budget Office and Grant Administration.
- Memo from Brenda Bartholomew, Personnel Officer, for salary recommendations for the Executive Branch, including Budget Office and Grant Administration.

The Sub-Committee stressed the following points:

- Duties of County Executive listed in the Charter are NOT INCLUDED in present Administrator's Office.
- Title of management analyst is a broader title than research or budget analyst to allow broader qualifications.
- Grant Administrator – County use to have a stand alone department for grants that was NOT part of Administrator's office. It was eliminated in late 1980's with some positions moved to other departments. However, there is NO coordinated tracking system and overall administrative oversight is needed.
- Grant Administrator could stand on its own or within Executive's Office. It is a position sorely missed in the county.
- Current \$50,000 grant writer fee paid out would be reduced.
- Staffing comparisons are misleading – basically three more positions added to present Administrator's Office, plus two grant positions.
- The current Administrator's Office is really understaffed. Increasing from 8 to 11 is a conservative jump. Essentially, same staff numbers when Budget was \$150 Million as it is now with \$325 Million Budget.
- Staffing Sub-Committee was given job to look at staffing recommendations only, i.e., how many people needed to get job done properly. Therefore, sub-committee submitted a staffing analysis not a financial plan.
- Budgetary considerations a separate issue to be addressed further. Budget Office could be directed to make budget neutral.

Comments from CTT members:

- Additions discussed; will commensurate reductions be discussed?
- Reductions may not be possible except in Legislative office. However, the possibility of adding Budget Officer for Legislature was just discussed last month.
- Grant Administrator is not in Charter – may have to look at Administrative Code or in County Executive Office.
- Grant Administrator as a separate request from CTT to Legislators?

- Preferable to be head-count neutral and budget neutral.
- Is that possible with added responsibilities in Executive & Comptroller Offices?
- Need contextual information for addressing options.
- Are there any other financial, budget-type personnel from other departments (like Public Works or Sheriff's Office) that can be transferred to Executive branch?
- May not be possible to transfer employees due to inability to transfer title to title.
- Concern that change does not add substantially to cost of government.
- Maybe add Legislative Budget person who is bipartisan appointment.
- Possible to have one attorney for majority and minority counsel?

**3. Other** - Gary suggested we bill the state for reimbursement for charter expenses. Our most recent letter to Governor Paterson generated a letter from Mark Straub in the Department of State with the same response: "that section of Municipal Home Rule is not funded," with the suggestion to apply for shared services grants. \*\*see attached\*\*

**Meeting adjourned at 6:40pm.**

Respectfully submitted,  
Meg E. Dellay  
Assistant to Charter Transition Team