

**MONTGOMERY-OTSEGO-SCHOHARIE
SOLID WASTE MANAGEMENT AUTHORITY**

PERSONNEL COMMITTEE MEETING

Date: March 9, 2006

Location: Howes Cave Administrative Complex

Members Present:

Edward Wesnofske
Meredith McNeil
Charles Buck

Members Absent:

Others Present:

Gilbert L. Chichester
Rudolph Laguna
Olga Podmajersky

1. Opening

Chairman Wesnofske opened the meeting at 4:10 p.m.

2. Minutes

The minutes of the July 25, 2005 meeting were approved unanimously.

3. Director of Operations and Safety

Mr. Chichester pointed out that the first subject for discussion had been discussed at length during the last meeting of the Personnel Committee held on July 25, 2005. He distributed a copy of a job description for the position under discussion and indicated that it had been updated based upon the feedback received from the July 25, 2005 meeting.

Mr. Chichester pointed out that he was bringing this position forward for further consideration as the result of his review of the overall situation resulting from the resignation of Melissa Morlang. The pertinence was explained from the point of view that all management staff, including Ms. Morlang had picked up additional responsibilities that related to various aspects of field operations over the years due to the lack of any one person overseeing and coordinating the functional area relating to the operation of the transfer stations and the requirements for post closure monitoring at the landfills.

It was explained that when these additional duties, assumed by all members of management staff were separated; the needs were represented in the job description for a Director of Operations and Safety. The assumption of these duties by management staff has not only resulted in the duties not being facilitated completely and in such a manner that they could be maintained, as well as other activities not being completed, i.e. records management, proper handling of industrial waste, performance reviews as well as monitoring adherence to standard operating procedures.

There was discussion relative to the fact that there had been attempts to relate to the needs for oversight of the field operations by developing operational teams as well as putting an Operations Coordinator in place by using an existing union employee. Neither of these approaches was found to be satisfactory due to the perceived lack of authority that comes from a true managerial position. The need for concentrated efforts on formalized safety programs was also discussed with the full recognition of the true potential for serious incidents / accidents or significant fines. It was pointed out that the Public Employees Safety and Health Agency has a much greater presence than in the past and that the Authority needs to be current on all safety programs and concerns.

Discussion also developed around the need for backup for the maintenance functions in that the knowledge with regard to these areas is very limited. There is only one person that really has a handle on the details of the overall infrastructure in place, i.e. buildings and grounds.

Mr. Chichester pointed out that the last dedicated position of Director of Operations, which was in place up until about 1995, was funded at ~ \$40,000. He questioned that applicants would be found to be interested with the previously stated salary range given the expected qualifications. The committee discussed the fact that with the passing of ten years that a more investigative approach be taken. It was suggested that the position be advertised such that salary would be commensurate with candidates' education and experience. It was further suggested that the application ask for information on each candidate's salary history.

A motion was made by Meredith McNeil and seconded by Charles Buck that the recommendation be made to the Governing Board that the Executive Director be authorized to take the necessary steps to finalize the Director of Operations and Safety job description with the Personnel Officer, as well as to immediately proceed to advertise, interview and make a recommendation to the Board with regard to filling the position of Director of Operations and Safety. The Board would establish the salary for the position at the time that a candidate is recommended.

4. Director of Finance and Administration

Mr. Chichester indicated that it is not reasonable to expect that the Accountant can take on the responsibilities of two positions. He further indicated that it is critical that the Authority be in a position to maintain internal controls, i.e. checks and balances with regard to the handling of the Authority's finances.

The Director of Finance and Administration not only has major projects such as preparing and administering the budget along with preparing the GAT reports and preparing numerous annual reports; but the person in this position must monitor a number of dynamics such as overtime, part time activity, account balances as well as the appropriateness of purchasing activities and adherence to Authority policies relating to finance. We are also about to switch all transfer stations to a new scale / accounting interface. This has been in the making for several years and will take considerable time to install and train staff.

Mr. Chichester recommended that Marijeanne Broadwell be promoted into the position of

Director of Finance and Administration. Marijeanne has been instrumental in the development of numerous programs to maintain databases. She is very competent in developing custom reports to present data in meaningful ways. Marijeanne has been integrally involved in the development of the new scale system. He felt it appropriate to recognize her background and talents.

There was discussion about soliciting applications for the position of Director of Finance and Administration. Mr. Chichester was confident that candidates with more credentials may be found at a price, but likewise, he was confident that none would handle the tasks at hand any better than Marijeanne could having had eight years of experience with the Authority. He indicated that there are always situations that come up needing in depth research but any such situation can be resolved by conferring with our auditors. He felt that this was an opportunity to allow an employee who has put forth great effort for the Authority to develop skills and enhance her value to the Authority.

The Committee discussed the compensation for Marijeanne if she assumes the responsibilities for the Director's position. It was agreed that \$42,000 retroactive to January 1, 2006 was appropriate.

A motion was made by Ed Wesnofske and seconded by Charles Buck to recommend to the Governing Board that Executive Director be authorized to take the necessary facilitate the promotion of Marijeanne Broadwell to the position of Director of Finance and Administration with the salary being established at \$42,000 for 2006, retroactive to January 1, 2006. Marijeanne will be an employee at will governed by the provisions of the Employee Handbook.

5. Accountant

Mr. Chichester recommended that upon Marijeanne Broadwell's acceptance of the Director's position that the Accountant position be backfilled through advertisement in all the Authority's legal papers.

Meredith McNeil motioned that the Executive Director be authorized to take the necessary steps to facilitate the filling of the vacant Accountant position after advertising and interviewing all viable candidates. Mr. Chichester will make a recommendation to the Governing Board, which will establish the salary for the position.

6. Retiring Transfer Station Supervisor

Mr. Chichester informed the committee that the Transfer Station Supervisor at the Amsterdam Transfer Station is retiring in May. He indicated that given the low waste stream at the Western Transfer Station that he would recommend one supervisor be responsible for both transfer stations in Montgomery County. Mr. Chichester explained that, in the same fashion, the Schoharie Transfer Supervisor currently provides support to the Cooperstown transfer station.

The Committee approved making the recommendation to the Governing Board to abolish one Transfer Station Supervisor and create one new Transfer Station Operator and authorize the Executive Director to solicit applications, interview and fill the position.

7. Incident at the Amsterdam Transfer Station

Mr. Chichester made the committee aware of a break in that took place in mid-December at the Amsterdam Transfer Station. Steps taken to prevent future occurrences were discussed.

8. Draft Principles for MOSA Senior Management Compensation

Mr. Wesnofske presented proposed Principles for MOSA Senior Management Compensation to the committee for review and future consideration.

9. Adjournment

Mr. McNeal made the motion to adjourn at 6:30 p.m. The motion was seconded by Mr. Buck and unanimously approved.

Respectfully submitted,

Gilbert L. Chichester,
Executive Director