

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

PERSONNEL COMMITTEE MEETING

Date: July 27, 2006

Location: Howes Cave Administrative Complex

Members Present:

Edward Wesnofske
Meredith McNeil
Joan Bent
Martha Clarvoe

Members Absent:

Others Present:

Gilbert L. Chichester
Rudolph Laguna

1. Opening

Chairman Wesnofske opened the meeting at 11:52 a.m.

2. Minutes

The minutes of the June 26, 2006 and July 6, 2006 meetings were approved unanimously.

3. Draft Principles for MOSA Senior Management Compensation and Time and Attendance Records for Senior Management

Mr. Wesnofske presented a revised draft of the "Principles for MOSA Senior Management Compensation" and "Time and Attendance Records for Senior Management" and reviewed the changes that had been made as the result of the July 6, 2006 Personnel Committee meeting.

Meredith McNeil moved to present the July 27th version, as attached, to the full board for consideration. Martha Clarvoe seconded the motion and it was unanimously approved.

4. Executive Director's Employment Contract

Ed Wesnofske gave an overview of past performance evaluations activities relative to the Executive Director. Mr. McNeil pointed out that past attempts to evaluate the Executive Director were without clear guidelines.

It was pointed out that part of the problem might evolve around a poor description of the expectations for the Executive Director. Joan Bent suggested that the committee work to develop a clear description of the expectations of the Executive Director and that this would lead to less confusion with regard to performing an evaluation.

Copies of existing job descriptions were distributed to committee members, the description from Civil Service and a description prepared by AMTEK, the human resource consultant that has provided services to the Authority in the past.

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The question was raised relative to any action taken by the Governing Board for the continuation of services by the existing Executive Director after the Employment Agreement expired at the end of 2004. It was pointed out that there was a verbal agreement established at the December 14, 2004 meeting as follows:

”Chairman Wesnofske stated that after discussions relating to the employment of management staff, and to avoid any confusion, the Authority has reached a verbal understanding with the Executive Director. The Authority will continue to provide payment for the Executive Director’s services and he will continue to work after December 31st while his Employment Agreement is being worked out. It will be referred to the Personnel Committee for their immediate consideration with hopefully a recommendation to the Board. If not there will be some Board activity on the matter.”

Additionally, Resolution Number 1 of 2006 entitled “Resolution Authorizing Compensation Adjustments and Extension of Contract Compensation Terms for the Executive Director and Director of Finance and Administration” was adopted to address the lack of employment agreements.

At this point, the committee went into Executive Session to discuss the terms of a new Employment Agreement with the Mr. Chichester. The motion was made by Joan Bent and seconded by Martha Clarvoe.

The committee came out of Executive Session and a motion was made by Martha Clarvoe and seconded by Meredith McNeil that the recommendation be made to the Governing Board to engage a consultant to review the health benefit plans that are available for MOSA employees (including those plans currently in place) and additionally engage a consultant to perform a salary survey for all management positions. All committee members agreed.

5. Adjournment

Mr. McNeal made the motion to adjourn at 1:25 p.m. The motion was seconded by Ms. Bent and unanimously approved.

Respectfully submitted,

Gilbert L. Chichester,
Executive Director