

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

PERSONNEL COMMITTEE MEETING

Date: September 14, 2006

Location: Howes Cave Administrative Complex

Members Present:

Edward Wesnofske
Meredith McNeil
Martha Clarvoe
Joan Bent

Members Absent:

Others Present:

Gilbert L. Chichester
William Strevy
Rudolph Laguna
Olga Podmajersky

1. Opening

Chairman Wesnofske opened the meeting at 12:30 p.m.

2. Minutes

The minutes of the July 27, 2006 meeting were approved unanimously.

3. Resignation of Marijeanne Broadwell – Mr. Wesnofske asked if all had received a copy of the resignation letter submitted by Ms. Broadwell. All indicated that they had.

Mr. Wesnofske indicated that this raised the question as to how to best handle the financial affairs of the Authority. He pointed out that contract arrangements were solicited and discussed with a firm known as CFO for Hire, LLC. Based upon the proposal submitted, the cost for a person to become oriented to the Authority was \$95 per hour. This would come to approximately \$209,000 on an annual basis; although their proposal did not propose such a full time arrangement. CFO for Hire, Inc. could continue after the initial learning phase by providing 12 to 18 hours of service per week for a fixed monthly fee that would range between \$5,700 and \$7,500. This fee would be established prior to the completion of the initial orientation period of approximately 30 to 45 days. The \$5,700 rate would amount to approximately \$68,400 per year.

Mr. Wesnofske took the position that these rates were undesirable. He did not feel that contracting was a solid solution.

Ms. Bent expressed similar feelings. She did not feel that the Authority would get good value for the part time efforts of the contractor. There was no guarantee that the contractor wouldn't get pulled out.

It was expressed that the Director of Finance and Administration position was a unique and important position to the Authority. It was observed that the position is not just a number crunching position but that there were numerous responsibilities that need to be covered by the person in this position. It was felt that someone needed to be hired as soon as possible so they could begin to come up the MOSA learning curve. No one in the organization is able to fill the void. It was felt that a motion was needed to move forward and begin the hiring process.

Personnel Committee Meeting
September 14, 2006

Mr. McNeil indicated that he had brought up the thought of going outside and he felt that there could be some advantages to going outside the organization for someone to keep the books. By doing so, he felt that MOSA would be isolated from people leaving the Authority high and dry. A contractor would be bound to provide continuous services by contract. He felt that more than one person at a firm could provide such service.

He indicated that his experience as Town Supervisor was that by having a firm that was experienced in public accounting there was the advantage that the independent firm stayed current on the issues and applied them to all their municipal customers. This saved the towns from trying to find individuals that keep themselves current on all the changes that develop in the accounting field. He indicated that CFO for Hire, LLC might represent the high side of contracting for services.

He also expressed his feelings that as Treasurer he had worked closely with Melissa Morlang and felt that he could always go to her and get information. He could also see advantages to having a person in-house if the right person can be found.

Ms. Clarvoe indicated that she did not have strong feelings one-way or the other. She did feel that whichever way was chosen, the person serving the Authority should be working at MOSA. She asked if it would be appropriate to do both, i.e. have someone on contract as well as a person in-house. It was felt that it should be one way or the other and not both. The Board needs to decide and move forward with the thought that adjustments may need to be made as necessary.

It was also felt that when planning it would be best to have someone in-house for sake of continuity. If the work is farmed out, it is expensive, piece meal and part time without any real long-term commitment on the part of the person or persons assigned.

Joan Bent indicated that for a small organization, the position is critical given that there are numerous responsibilities that would not be appropriate for a contracted person to assume.

Mr. Strevy indicated that he preferred to have a person in-house.

There was discussion as to the appropriateness to have the position handle both finance and administration responsibilities. Ms. Bent expressed her feeling that the job needs to be defined and filled accordingly.

Mr. Wesnofske indicated that the organization had changed in that it now had a Director of Operations and Safety. He felt that moving to fill the position as it had been was not dictated at this time.

Joan Bent raised the need of having someone that could deal with the implementation of the new scale system.

Ms. Podmajersky felt the position was a Director of Finance with computer skills. She was in favor of hiring someone in-house.

Personnel Committee Meeting
September 14, 2006

Mr. Laguna indicated that after considering the potential costs for contracting out and listening to the other points made, he liked the idea of moving to hire someone in-house.

Mr. McNeil indicated that if we outsource, someone has to feed the information to the external person.

Mr. McNeil made the motion to recommend to the Governing Board that the Authority begin recruiting a person to oversee the financial affairs of the Authority. Ms. Clarvoe seconded the motion and all were in agreement.

The Executive Director was asked to draft a job description for the position.

Mr. Chichester pointed out that the hiring process will take several months and in the mean time, there are many financial details that need to be addressed. The monthly financial statements need to be prepared and reviewed. The accounting system must be balanced and closed out at the end of each month. These areas and others will require some external oversight.

Ms. Podmajersky recommended that someone or a firm with upper level expertise in auditing and finance be hired.

Ms. Clarvoe made the motion that the Executive Director be authorized to engage professional services, while a search is undertaken for a full time person, to assure that all records are kept in order. This was seconded by Ms. Bent and unanimously approved.

4. Executive Director's Employment Contract

At 1:15 p.m. Mr. McNeil made the motion for the committee to go into executive session for the purpose of discussing the development of a new employment contract with the Executive Director. Martha Clarvoe seconded the motion, which was unanimously adopted.

At 2:05, Mr. Wesnofske made the motion to come out of executive session. The motion was seconded by Mr. McNeil and unanimously adopted.

5. Adjournment

Mr. McNeal made the motion to adjourn at 2:06 p.m. The motion was seconded by Ms. Bent and unanimously approved.

Respectfully submitted,

Gilbert L. Chichester,
Executive Director