

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

**PERSONNEL COMMITTEE MEETING**

**Date:** August 28, 2008

**Location:** Howes Cave Administrative Complex

**Members Present:**

Phillip Skowfoe  
Meredith McNeil  
David Parker  
Edward Wesnofske

**Members Absent:**

**Others Present:**

Gilbert L. Chichester  
Olga Podmajersky  
Glenn Packard  
Barbara Corrigan  
John Thayer – late arrival

**1. Opening**

Chairman Skowfoe called the meeting to order at 10:05 a.m.

**2. Minutes of Previous Meeting --**

Mr. Skowfoe indicated he was not present at the previous meeting therefore he would skip approval of the previous meeting minutes.

**3. Approve Agenda**

Mr. Skowfoe saw no need to approve the agenda.

**4. Executive Director Leave Time -**

Mr. Chichester distributed the Policy with the Form currently in use. He noted that copies of the form were signed through October 2007 by the previous committee chairman William Strevy. The remaining forms need signature by Mr. Skowfoe.

Mr. Skowfoe asked the committee's opinion of the form. Mr. Parker indicated it looked okay to him.

Mr. Skowfoe noted that there is no explanation of what he does throughout the month and felt some documentation of the duties performed should be included.

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Mr. Parker asked what level of detail Mr. Skowfoe wanted included. He felt the job description provides the list of duties.

Discussion ensued.

Mr. Skowfoe indicated he was looking for a rough accounting of what he has done.

Mr. McNeil noted the position is salaried professional position and this is unnecessary.

Mr. Wesnofske supported Mr. McNeil explaining that the information Mr. Chichester brings to committee meetings is a reflection of the work performed.

Ms. Podmajersky shared that a written monthly summary had been provided in the past, approximately a page summarizing items that were often reported verbally in the Executive Director's report.

Mr. Skowfoe indicated that would be appropriate.

Mr. Chichester noted that the more detailed the report requested the slower things get done.

Mr. Skowfoe made the following motion:

**MOTION:** The Personnel Committee receives a monthly report covering highlights of what was done by the Executive Director during the month.

Second: Mr. Wesnofske

All in Favor

There was discussion regarding how employees are informed of the time they have remaining based on an audit done by Ms. Podmajersky. Mr. Chichester indicated this was distributed with paychecks. Mr. Skowfoe asked that this be included on the monthly form.

Mr. Parker made the following motion:

**MOTION:** Leave Time Accruals be included on the Executive Director's Leave Time Form. This will be provided by the Director of Finance and Administration who will sign the monthly form verifying the accruals are accurate.

Second: Mr. Wesnofske

All in Favor

**5. Creation of Full-Time Weigh Station Operator position -**

Mr. Chichester distributed the job description for the Weigh Station Operator and Resolution #36 – Resolution Authorizing the Filling of One Full Time Weigh Station Operator Position and Allocating the Position to Pay Grade "E"

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Mr. Chichester explained that this full time position existed in the past and was paid the same rate as the transfer station operator. Transfer station operators are also required to run the scale house in addition to their other duties. The Weigh Station operator position is to work strictly in the scale house which is why Management believes the position should be at the pay grade "E" one less than the transfer station operator. Management is asking that the Committee approve the position and the change of pay grade.

One issue for this change is to help prevent part time hours going over 20 hrs per week. This has been a problem recently.

Mr. Skowfoe wanted a cost of FT vs. PT weigh station operators.

Mr. Wesnofske pointed out that there is a limited pool of part time employees, which is why MOSA is running up against the PT hourly limit. It is important to watch these hours so the PT workers are not seen as FT or prorated employees which would then require that MOSA provide pro rated benefits.

Ms. Podmajersky asked why not hire more PT workers.

Mr. Wesnofske noted that is not easily done, MOSA has lost PT workers and been unable to replace them.

Mr. Parker supported this change so staff could deal with real issues rather than get caught up in scheduling issues associated with PT limits.

Ms. Podmajersky asked what effect this would have on the Senior Account Clerk typist currently working at the ATS location.

Mr. Chichester indicated that the goal was to change the title of a position already approved for hire from a transfer station operator to a weigh station operator.

Mr. Skowfoe felt the experience listed on the job description limited potential candidates. He felt that we should request this be changed by the Montgomery County Civil Service Officer so it was not as stringent.

Mr. Chichester indicated that we are looking for some experience we are paying a good wage.

Mr. Parker felt that the job description left many areas open due to restrictions about what can be put in job descriptions. His feeling is the general population is stupid. Discussion ensued.

Mr. Wesnofske said the Weigh station operator should be someone with more experience than an individual coming directly out of High School. They are like the intelligence of the

organization and also need to take some responsibility for moving equipment and directing customers on the site.

Ms. Podmajersky asked if management knew who this would be. Mr. Chichester responded that he anticipated Ms. Van Deusen, currently employed as a PT weigh station operator at the Oneonta Transfer Station, will receive the position.

Mr. Packard told the committee he was unable to obtain quality people for a part time position. These people are dealing with cash, customer service issues and become the face of MOSA.

Ms. Podmajersky asked who did this position in WTS. Noting to her knowledge is was Mr. Crouse because Mr. Chichester told the Board he likes that position.

Mr. Chichester insisted that he did not say that and he did not like being accused of saying something that he did not say.

**MOTION:** Mr. Wesnofske moved the Resolution Authorizing the Filling of One Full Time Weigh Station Operator Position and Allocating the Position to Pay Grade "E".

Second: Mr. Parker

All in Favor: Mr. Parker, Mr. Wesnofske, Mr. McNeil

Opposed: Mr. Skowfoe – "I don't have the facts I need the cost analysis"

Ms. Corrigan noted that there are other issues besides costs, unemployment cost have increased, we are losing part time people and unable to replace them, the new scale system is operated by this position and we are collecting more information for analysis.

## **6. Compensation System -**

Mr. Chichester handed out a packet with a cover Memo. The packet contents were reviewed and attention was brought to Section 803 of the Employee Handbook entitled "Fair Treatment".

The packet highlighted the need for a compensation system. It defined a compensation system and put forth the concept of The Equity Theory. It pointed out the need for establishing both internal and external equity in a compensation system. The Point Factor worksheet was included in the packet which is used for analyzing internal equity of positions. The salary range was established through the use of published resources for the area to address external equity.

It was explained that once the range is established the system moves to a more personal level regarding the evaluation of the individual in each position. These forms were included. General information was provided based on the recommendation of our labor counsel – Bill Wallens.

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Mr. Parker asked who wrote the duty statements. Mr. Chichester noted the Civil Service job descriptions were used.

Mr. McNeil indicated that the procedure used to determine the dollar value of each position was a standard procedure used in industry and county government.

Mr. Skowfoe asked what was expected of the committee at this time.

Mr. Wesnofske summarized the problem of having no official compensation system or policy. With no system each management position is discussed on an as needed basis. It was discussed last in 2005 when the previous Director of Finance was still at MOSA. There was a review of the Salary Survey, and the Board guessed what would keep the employee. The Board was wrong and the employee left. He noted in his experience he had not seen an organization without a compensation system. With changing Board members there is no continuity in the way compensation is handled. A system would be important to maintaining some consistency to the compensation system.

Mr. Parker noted that the change in the Board members is a key point.

Mr. Skowfoe believes the salary range belongs in Finance committee.

Mr. Parker said the range may belong in Finance but the system itself is totally a personnel function.

Mr. Skowfoe asked if we were currently within the ranges. Ms. Corrigan indicated that MOSA was currently within the distributed ranges.

There was discussion regarding how other compensation system are set up: steps within ranges representing COLA increases, Mr. Parker indicated he preferred the system be based on performance.

Mr. Skowfoe passed around the results of some salary research that he had done for environmental waste managers.

The information was reviewed by those present and different comments made and questions asked regarding if the position were municipal and the meaning of different column headings was asked. Mr. Wesnofske made comments regarding the compensation at OCRRA, Rockland Cty, and Oneida Herkimer.

Mr. Chichester distributed the updated OCCRA Salary Survey which was annualized through 2008.

Further discussion continued regarding the compensation system.

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Mr. Skowfoe noted it does not matter how MOSA deals with salaries if MOSA is not cost effective you price yourself out of business.

Mr. Wesnofske noted that the compensation system needed to be addressed so MOSA is able to make fair equitable salary decisions.

**MOTION:** Mr. Parker made the motion that the Finance Committee review the Compensation ranges presented in the system.

Second: Mr. Wesnofske

All in Favor.

Mr. Chichester confirmed that the goal was to parcel the system into two pieces. The range would be addressed by the Finance Committee and the system remains under the Personnel committee.

Mr. Parker and Mr. McNeil agreed with this approach.

Mr. Chichester asked if there would be no further activity until the Finance committee reports back.

Mr. Parker said the two processes should occur parallel.

Mr. Skowfoe indicated the system would be reviewed again at the next committee meeting.

**MOTION:** Mr. Wesnofske motioned the committee move into executive session to address the following issues:

Update on Potential Litigation

Labor Management Matters

Executive Director Employment Agreement

Mr. Parker seconded the motion.

All in favor

The Committee came out of Executive Session at 12:03 p.m.

**7. Closing -**

The committee adjourned at 12:04 p.m.

Respectfully submitted,

Barbara G. Corrigan  
Director of Finance and Administration