

**Human Resources Committee
June 5, 2008
3:30 p.m.
Scott Heyman Conference Room**

APPROVED 7/3/08

Present: J. Dennis, L. McBean-Clairborne, D. Kiefer, M. Sigler, W. Burbank

Legislators: C. Chock

Staff: A. Fitzpatrick, J. Thomas, Personnel Department; S. Martel-Moore, County Administration; C. Demarco, Mental Health Department employee; M. Pottorff, Legislature Office; A. LeMaro, Facilities Division; M. Reynolds, County Clerk's Office; E. Marx, Departments of Planning and Public Works

Guests: C. Talarczyk, LaBella Associates

Call to Order

Mr. Dennis called the meeting to order at 3:30 p.m.

Changes to the Agenda

There were no changes to the agenda.

Chair's Report

Mr. Dennis updated the Committee on the status of contract negotiations with bargaining units. At this point the White Collar Unit contract expires in 2008; the Corrections contract expires in 2008, the Blue Collar contract expires in 2009, and the Road Patrol unit is nearly in arbitration. He said there is a proposal from our consultant in the amount of \$17,000 to do mediation and arbitration, coupled with the consultant's cost to get the County to this point. This brings the total to approximately \$35,000. Mr. Dennis said he would like to compare one percent of the road patrol's salary to this cost.

Mr. Dennis said the consultant will be hired and the process of mediation and arbitration will begin soon. There will be a panel of three people, one from the County's side, one from the Road Patrol side, and the arbitrator. Ms. Fitzpatrick said the interest arbitration deliberations among the panel is closed; however, there is an open hearing prior to when the two parties make presentations to the third party neutral arbitrator on fact-finding issues and some interest arbitration issues. *Ms. Kiefer asked to be informed when a point comes when Committee members can attend.*

Mr. Dennis said the White Collar is expected to put forward a request to begin negotiations.

Personnel Report

Ms. Kiefer asked that this Committee begin reviewing personnel-related Administrative Manual Policies at the next meeting.

Ms. Fitzpatrick distributed a year-to-date Training Program Summary. In cases where employees were registered but did not attend, the department heads were notified. Ms. Thomas said the County contracts with TC3 Biz for these trainings.

Mrs. McBean-Clairborne said a question was raised at the last meeting with regard to light-duty work at the Jail. She asked what happens in situations where an employee of the Jail is out of work and whether they remain at home most of the time during these situations. Ms. Fitzpatrick said the law allows the County to create a light-duty post outside the Sheriff's Department but this has not been done because

of the nature of the work. She spoke of the difficulty in finding work for Corrections employees because most of the work found outside of the Jail would be considered "out-of-title" work. Ms. Fitzpatrick said the work cannot be out-of-title work and it is difficult to find work that isn't out-of-title that is outside of the Jail.

Mrs. McBean-Clairborne said at the last meeting Ms. Fitzpatrick stated she was going to provide the Committee with a list of the core trainings and mandatory trainings that are presently provided for County employees, and asked for a status report on this. Ms. Fitzpatrick said she met with Sue Greener of TC3 Biz, and department heads to discuss this. Ms. Greener has developed a training program, along with budget figures, that will be presented at the next meeting. Ms. Kiefer asked if this means that Tompkins County does not have its own existing list of core training requirements. Ms. Fitzpatrick said fifteen years ago it existed but the County lost specific staff that operated the program; outside of the mandatory programs we do not have core training lists.

Personnel Changes

Mrs. McBean-Clairborne reported the Solid Waste Division recently hired a candidate of color. She commended the outreach efforts that resulted in the hiring of a successful candidate and said Ms. Eckstrom, Solid Waste Manager, has set a nice model for departments trying to diversify their pool of applicants.

The Committee reviewed the summary of personnel changes with Ms. Fitzpatrick who noted that no employee was removed from County service for disciplinary reasons; generally employees leave County employment because they were filling positions with a finite duration of employment. The total number of staff is 790; this includes project assistants and seasonal laborers.

Ms. Fitzpatrick said the Information Technology Services Department, County Administration, and the Finance Department are working on a new payroll system, however, she does not anticipate a new functional system to be ready for approximately three years.

In response to a question, Ms. Fitzpatrick said individualized training records are not usually contained in an employee's personnel file unless the employee received a certificate.

Records Management

Ms. Thomas said Records Management is a mandated program. The following report is the result of a grant that was received in the amount of \$17,500 and a survey that was conducted. At the present time records are stored at the Old Library and in County departments. Discussions have taken place with the History Center about doing some type of intermunicipal cooperation and collaboration of records. In order to do that a determination had to be made about what the present status of County records is and what the potential growth over a ten-year period would be. At this time Ms. Thomas introduced Chris Talarczyk from LaBella Associates, who provided the Committee with the following presentation. Comments made during the presentation have been incorporated into the report.

New York State Archives LGRMIF Grant

1. Needs Assessment
2. Evaluate Building Options
 Long Term Solution

Records Management Master Plan

1. Records Management Program
2. Evaluation of (2) Pre-selected sites

Old Library
Bostwick Road

Records Management Program

1. Documentation of the type, volume, and character of current inactive records.
2. Growth projections over the next ten years

The number of records at the Old Library have been analyzed, an on-line survey was created, and meetings were held with staff involved in records management from County departments.

Summary of Findings

1. The volume of Countywide inactive records will increase by 30% over the next ten years.
2. 15% of the County's records are scattered offsite in 15 departments.
3. Valuable historic records should be maintained in climate-controlled situations that currently are not.
4. Vast majority of County records are in paper format.
5. Inactive records in Sheriff's Department, Health, and Mental Health that are confidential require unique security requirements. This is primarily why these records are not presently stored at the Old Library. Ms. Thomas believes that the Sheriff and Mental Health would likely store records in a new building if they were assured that there would be security. She noted there are some laws that state departments are responsible for records.

Ms. Thomas said prior to records being moved to the second floor of the Old Library, clients of alternative-to-incarceration programs did damage to many of the areas on that floor, in addition to being destructive to furniture. She also said the Board of Elections also shares the current space at the Old Library and there is no control over access. There is also no on-site parking for the public and no room for expansion. There is no estimate for the amount of space required for the Department of Social Services record storage.

To convert the existing building significant upgrades would be required:

1. Sprinkler system installation
2. Handicap Accessibility: accessible route, elevator replacement, accessible toilet rooms and facilities.

Capital Improvements would include: environmental system replacement, roof replacement, door replacement, exterior stair replacement, asbestos abatement ceiling replacement, building separations, and security system. Because of the high cost of dry chemical systems, this would only be used to address fires of very important records. Most of the area would have a sprinkler system. Another problem noted with the Old Library is that current shelves are 7 ft. in height and the ceiling is 7 ft. higher. This means there is a significant amount of space not being utilized.

Conceptual Project costs:

Construction:	\$5,210,112
Soft Costs:	\$1,042,022

Total Project Cost: \$6,252,135

Old Library is an inadequate record storage building

1. Urban location/lack of parking poor vehicle access
2. Lack of security/mixed use occupancy
3. No future expansion
4. Available space limited

5. Building integrity – significant building upgrades
6. Environmental systems antiquated
7. Reduces operating efficiency

Site Evaluation – Bostwick Road

Strategic Location

1. Infrastructure already in place.
2. Direct access to County roads.
3. Space for future expansion

Mission Statement:

Provide a proper environment for the management of records and materials that require permanent protection for historic and lifetime storage, upkeep, and preservation.

Building Design Goals and Objectives

1. Cost effective building design
2. Maximize operational efficiency
3. Maximize storage efficiency
4. Facilitate future expansion
5. Protect assets and building contents

Conceptual Project costs (for a pre-fabricated metal building, designed with 14 foot high storage):

Construction:	\$1,928,295
Soft Costs:	\$ 385,659

Total Project Cost: \$2,313,954 (This cost is approximately one-third of what it would cost to develop the Old Library)

Conclusion – Importance of Records Management Program:

1. Improve operational efficiency
2. Reduce potential litigation
3. Safeguard history
4. Relieve storage space on department sites

Key findings:

1. Comparison of floor space used to accommodate ten years inactive record storage:
Library: 10,600 sq. ft. Bostwick Road: 115,200 cu. ft.

Recommendation:

Bostwick Road Site:

Cost benefit to Tompkins County
Long-term solution
Cooperative Opportunities

Construction Cost Comparison

Old Library:	\$5,210,112
Bostwick Road:	\$1,928,295
Savings to Tompkins County -	\$3,281,817

Increased Operational Cost – Old Library

1. Operating facility on two levels – additional staff
2. Vehicular deliveries in congested urban areas – additional fuel costs

3. Annual energy use much higher. Conditioning 3x spatial volume than Bostwick Road site.

Build in 2008 at Bostwick Road

2008 - \$1,900,000

2018 - \$3,298,400

Savings to Tompkins County - \$1,398,400

Mr. Burbank asked to what extent are the County's records accessible to the public. Ms. Thomas said the County's records are not currently accessible to the public. A member of the public must make a request to a department for any record being sought. He also suggested making records available in a digital format. Ms. Thomas responded that is not part of this process but something to look to in the future. She stated the Records Management budget is currently \$32,000, of which \$18,000 is the County's cost.

Ms. Kiefer asked if the Bostwick Road location would involve additional transportation by employees to obtain access to records and whether these costs are reflected in the figures presented. Ms. Thomas explained that the County's Central Services Mail Carrier stops at the Bostwick Road site daily and would handle the transport of records in most cases. County staff would not need to drive to the Records Center unless there was an urgent need for the record.

Ms. Kiefer said the County Clerk is responsible by law for the County's records and asked Ms. Reynolds, Deputy County Clerk, what she thought about the proposal. Ms. Reynolds said the proposal is amazing and any new building would increase the County's ability to be awarded grants from the State Archives and Records Management Administration. Ms. Thomas said any cooperative effort with other municipalities would also make the County eligible for larger grants.

Mr. Burbank said he hopes the County would go beyond minimum requirements for energy efficiency. Mr. Lemaro said a decision needs to be made in the near future about the Old Library; the new building could go anywhere, but Tompkins County owns the Bostwick site.

It was MOVED by Mr. Sigler, seconded by Mr. Burbank, and unanimously adopted by voice vote, to move this presentation to the Facilities and Infrastructure Committee. MOTION CARRIED.

Appointments to the Workforce Diversity and Inclusion Committee

It was MOVED by Ms. Kiefer, seconded by Mrs. McBean-Clairborne, and unanimously adopted by voice vote, to approve the following appointment(s) to the Workforce Diversity and Inclusion Committee:

Larry Roberts – Community member representative; term expires December 31, 2010

Patricia Carey – County staff; term expires December 31, 2010

Cultural Competence in Tompkins County

At this time Mr. Dennis distributed a proposal for "Inclusion and Cultural Competency in Tompkins County." Mrs. McBean-Clairborne said she, Ms. Fitzpatrick, and Ms. Martel-Moore met with TFC Associates, which led to this TFC proposal. This proposal is meant to move what members received previously to the next level. She said the purpose of this proposal is to move the Inclusion and Diversity and Cultural Competence training to the next level by: (1) move what was offered previously and to implement, include, and infuse that training into the work of the County for Division Managers and Department heads; and (2) offering the training to all County staff. An important piece of this work deals with talking circles and having more open dialogue around the understanding and comfort around issues

of diversity and inclusion, previous trainings, and also happenings around the County. Mrs. McBean-Clairborne said the Workforce Diversity and Inclusion Committee has agreed to pay for this for 2008 with an approximate cost of \$4,000.

Mrs. McBean-Clairborne explained what cultural competency is. It is a way a In organization creates a cultural language that in everything it does, that inclusion and diversity is part of it. In order for everyone to know that something doesn't look right or needs to be included, one has to understand the impact of inclusion and diversity and how everyone is treated. It is the culture of the organization and also the culture of the people who are brought into the organization. Mrs. McBean-Clairborne said cultural competency means that it becomes the fabric of the organization. This becomes second-nature and everything that is done comes from a place of diversity and inclusion. *This will be coming back to the Committee at the next meeting more with specific costs.*

Follow-up from Budget and Capital Committee Meeting

Mr. Dennis said there was discussion at the June 12 Budget and Capital Committee about a variety of ways to achieve the Legislature's goal of a three percent tax levy increase. He said many of the ideas were personnel related. Ms. Fitzpatrick said the "list" of possible budget items/ideas went to all Department Heads meeting list via e-mail, with some other staff having access to the "list", which created unnecessary anxiety. The discussion at the May 29 Budget and Capital Committee meeting alleviated some ambiguity and anxiety on the part of department heads relating to items contained on the "list". The purpose of this report is to alert members of a situation that occurred that caused a stir and some angst among several County employees, particularly following the WIC debates that have recently taken place. Mr. Dennis said the County Administrator had taken responsibility for creating the list. Ms. Kiefer said the Chair of the Legislature took responsibility for the distribution.

Mr. Sigler spoke of communication issues he encountered surrounding the WIC issue. He also said the lack of transparency in County government can lead to many problems.

Committee Goals

This item was deferred to the next meeting.

Next Agenda

Ms. Kiefer requested that the Personnel Department submit a copy of its budget to the Committee so that it can be reviewed and discussed. In addition, she would like to hear about any concerns the Personnel Department has with the 2009 budget.

Approval of Minutes of April 3, 2008

It was MOVED by Mrs. McBean-Clairborne, seconded by Mr. Sigler, to approve the minutes of April 3, 2008, as corrected. MINUTES APPROVED.

Adjournment

The meeting adjourned at 5:20 p.m.