I. CALL TO ORDER

Mr. Malter called the meeting to order at 9:45 a.m.

II. GENERAL BUSINESS

A. Personnel

1. Reclassification – Sheriff’s Office – Mr. Wheeler stated we have food service workers at the Jail that have consistently been part-time, however they have been putting in more hours, to the point where they are working too many hours. Mr. Alderman explained traditionally these positions have been part-time and/or extra hires and under Civil Service Law they have to work on average half-time or under. There has been a need to have these individuals working more. He is requesting authorization to take a vacant, zero-based Dispatcher position, Grade X and reclassify that to a full-time Cook position, Grade VI in the Sheriff’s Office. This reclassification will allow us to solve the Civil Service issue. This reclassification will result in an increase of $3,000 - $4,000 over what we are currently paying right now for the part-time positions. Mr. Wheeler stated benefits will be in addition to this increased cost. However, because of the number of hours the part-time positions are working, technically they would be eligible for benefits.

Mr. Malter asked will you be filling the Dispatch position later on? Mr. Alderman replied no. Mr. Ryan asked will the other part-time food service worker positions continue to stay on? Mr. Wheeler replied I’m sure they will use at least one of those positions. At this point the other food service workers will continue to be part-time positions.

Mr. Mullen asked have these positions traditionally worked fewer hours and now they are working more hours? Mr. Alderman replied they probably traditionally worked more than they should have and then with COVID they have been working more. Mr. Wheeler stated from what I have seen the hours are certainly an issue, but they have not been as successful at getting more people to work less hours. Mr. Alderman commented it is difficult to recruit for these positions.

Mr. Malter asked how many are working in the kitchen full-time and part-time? With the numbers we have in the Jail I am surprised that we need additional employees as the Jail population has decreased dramatically. Mr. Wheeler clarified we are not adding additional employees; we are just moving one to full-time.
Mr. Malter asked is our overall cost going up? Mr. Wheeler replied yes, it will go up as the full-time position will now be eligible for benefits. We have estimated an increase of $2,000 for the salary. Mr. Alderman stated the way that we are doing this is voluntary as opposed to having the Department of Labor come in and tell us how to do it.

Mr. Mullen asked how many hours per week will this position be working? Mr. Alderman replied they will be working 40 hours per week. Currently as a part-time position they have been working 35 or so hours and really they should just have been working 19.25 hours.

Mr. Malter asked can you give us a report showing, prior to Bail Reform, what the costs were and staffing versus today and also include the average Jail population? Mr. Wheeler replied yes.

Mr. Van Caeseele asked how does COVID increase the number of hours that the food service workers had to work? Mr. Wheeler replied more of the temporary workers were just not willing to work due to COVID.

**MOTION: AUTHORIZING THE RECLASSIFICATION OF ONE VACANT, ZERO-BASED DISPATCHER POSITION, GRADE X IN THE SHERIFF’S OFFICE TO ONE COOK POSITION, GRADE VI IN THE SHERIFF’S OFFICE MADE BY MR. HORTON. SECONDED BY MR. RYAN FOR DISCUSSION.**

Mr. Van Etten commented one of the cooks at the Jail is from Caton and I heard from her during the summer about how tough it was to find people to work there part-time because of the nature of the job. I think this is a good thing to do.

**VOTE ON PREVIOUS MOTION: ALL BEING IN FAVOR. MOTION CARRIES 5-0.**

Respectfully Submitted by

Amanda L. Chapman
Deputy Clerk
Steuben County Legislature