

**PERSONNEL COMMITTEE MEETING  
HELD IN ROOM 318  
PUTNAM COUNTY OFFICE BUILDING  
CARMEL, NEW YORK 10512**

**Members: Chairman Jonke, Legislators Addonizio & Gouldman**

**Tuesday** **6:00p.m.** **March 11, 2025**  
**(Protective Mtg. to Immediately Follow)**

The meeting was called to order at 6:00PM by Chairman Jonke who requested Legislator Gouldman Addonizio in the Pledge of Allegiance. Upon roll call Legislators Addonizio, Gouldman and Chairman Jonke were present.

**Item #3 - Approval/Personnel Committee Meeting Minutes - December 10, 2024**

Chairman Jonke stated the minutes were accepted as submitted.

**Item #4 - Approval/ Budgetary Transfer 25T052/Real Property – Funds to Extend Temporary Part-Time Employee, Clerk/ Director Real Property Trish McLoughlin**

Chairman Jonke welcomed Director Real Property Trish McLoughlin to speak to this request.

Director Real Property Trish McLoughlin stated an employee in the Real Property Office left. She stated it was just as they had to begin the billing process. She stated that process with just herself and the other employee in her department presented a big challenge. She explained a past person who worked for the County was contacted and she was interested in taking the part-time position on a temporary basis. She stated the individual was able jump right in, because she had experience in the Real Property Office. She explained because the Temporary Employee was able to cover the responsibilities of their front office, she and the full-time employee were able to complete the billing process. She spoke to the value of this Temporary employee, whose knowledge has assisted other departments. She stated in addition to the Temporary Employee's experience in the Real Property Office she also is a Title Searcher, which brings the department to another level. She stated she works 12 hours a week. She shared her focus and strategy to address the longevity of the Department. She stated her request is to use the excess funds from the employee who left the department. She explained that person made a higher salary than the full-time employee who has been hired. She stated this request is to utilize the excess funds to pay to continue to keep the Temporary Employee. She stated the Temporary Employee has been taking the lead on training the new full-time employee in the responsibilities of the front office, and both are doing a great job. She stated the fact that the department is so small, and things happen that can cause employees to be out, she believes keeping this Temporary Employee on is a wise investment for the County.

Chairman Jonke requested clarification that this request would fund the Temporary Employee until the end of 2025. He questioned if Director McLoughlin's plan is to extend the Temporary Employee in the Budget Process.

Director Real Property Trish McLoughlin stated that is correct.

Legislator Ellner expressed his appreciation that Director McLoughlin carried her projections out to the end of the year.

Legislator Montgomery questioned if any of the positions being discussed are Civil Service positions that require an exam.

Director Real Property Trish McLoughlin stated yes, the front position is. She stated the Full-Time Employee hired did take the exam and scored in the top three (3) and was hired from the County's Civil Service list. She stated a Temporary Employee is not required to take the test.

Legislator Addonizio stated for the purpose of information for the Public, if this request is approved it will be a zero fiscal impact for 2025.

Chairman Jonke made a motion to Approve Budgetary Transfer 25T052/Real Property – Funds to Extend Temporary Part-Time Employee, Clerk; Seconded by Legislator Addonizio. All in favor.

**Item #5 - Approval/ Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**

Deputy Commissioner of Mental Health, Social Services and Your Bureau Nicolle McGuire stated this is a request for a reclass in DSS from a Temporary Youth Aid to a Part-Time Youth Program Specialist. She stated the hours will remain the same, 28 hours a week. She stated they wanted to make this employee a County worker. She stated one of the responsibilities of this individual is the Youth Business Market, which was a hit in the Summer of 2024. She spoke to the other programs this Part-Time Employee handles. She explained where the funding would be coming from and that it will be a zero fiscal impact in 2025.

Chairman Jonke made a motion to Approve Budgetary Amendment 25T053/ DSS – Reclass Temporary Youth Aid to a Part-Time Youth Program Specialist; Seconded by Legislators Addonizio. All in favor.

**Item #6 - Approval/ Budgetary Amendment 25T054/ DSS – Paralegal Position – Salary/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**

Chairman Jonke stated at the request of the Commissioner Servadio and Fiscal Manager Kristen Wunner of the Mental Health, Social Services and Youth Bureau this item will be tabled to a future meeting. He stated they reported that there is additional information pending related to this request.

Chairman Jonke made a motion to Table to a Future Meeting Agenda Item #6- Budgetary Amendment 25T054; Seconded by Legislator Gouldman. All in favor.

**Item #7 - Approval/ Budgetary Amendment 25T055/ DSS - Salary Increase Child Support Specialist I/ Commissioner of Mental Health, Social Services and Youth Bureau Sara Servadio**

Deputy Commissioner of Mental Health, Social Services and Your Bureau Nicolle McGuire stated the employee in the Coordinator of Child Support position retired. She explained during the time of said position being vacant, the employee in the role of Child Support Specialist I covered the responsibilities. This request is to compensate the employee in the Child Support Specialist I position, with funds from a vacant position in their department.

**Item #8 – FYI/ Accident Report – Duly Noted**

**Item #9 – FYI/ Incident Report – Duly Noted**

**Item #10 – Other Business**

**Item #11 – Adjournment**

There being no further business at 6:11PM Chairman Jonke made a motion to adjourn; Seconded by Legislators Addonizio and Gouldman. All in favor.

Respectfully submitted by Deputy Clerk Diane Trabulsy.