

9/8/16-via email

Dear Mr. Armstrong:

My name is Janine Gandy-McKinney and I am the Village Clerk for the Village of Monticello, who performed payroll duties from April 2015- mid July of 2016.

I am aware that when your auditor's came to audit the Village of Monticello, there was numerous mistakes and error's found in the payroll. But I ask that you would please understand the plight that I was put in and I feel that it was a set up by the Village Manager in order to get me terminated. Please be aware that had no prior experience in payroll or the functions of payroll prior to the Village of Monticello at the end of April, 2015.

Prior to Mrs. Li leaving, I was assisting her with the payroll, which is a function solely of the Treasury Department, not the Village Clerk and it is documented in a resolution that was passed in March of 2010(attached) along with another bunch of duties that have been given to me, the Village Clerk. I was assisting her because her Deputy Treasurer had resigned in March of 2015 and Mrs. Li went on vacation in April 2015 for two weeks and left no one to do the payroll. According to both of them, Mr. Sager and Mrs. Li, they had a conversation about me assisting with the payroll being that the Treasurer and Clerk fell equal in Chain of Command and the Village Organizational Chart(attached). Needless to say, no one informed me of this conversation until Mrs. Li was walking out the door that Friday for her vacation and payroll was due that following Monday. With no training at all and barely even knowing how to logon to the payroll system, I was left to do payroll. I was told by Mr. Sager that Mrs. Li and I will rotate bi-weekly once she returned from her vacation and that I would be trained. Upon Mrs. Li's return, I was blamed for all of the payroll mistakes and was ridiculed by Mrs. Li and laughed at. Despite the numerous mistakes that I made with the first payroll, I was more or less still stuck doing payroll by myself with all of my other Village Clerk responsibilities because Mrs. Li refused to do it. I asked to be trained several times and was told by Mr. Sager and Mrs. Li that it was not necessary because I was already doing it, but I was constantly blamed for the mistakes I made doing payroll. Another young lady was hired, to learn payroll in May of 2015, which I was "supposed" to train, but left in September 2015 because she was afraid of being blamed for the payroll mistakes. She also asked that she and I be formally trained by the payroll company and her request was also refused by Mr. Sager and Mrs. Li. Once Mrs. Li left on October 30<sup>th</sup>, 2015, it fell on me completely, again along with all of my other Village Clerk responsibilities. Once Mrs. Li left, I emailed the Mayor and Board (my direct Supervisors) regarding my concerns and issue's with that type of responsibility falling on me (attached) along with my refusal to do it. Days after that email, the Mayor, Mayor Solomon, met with me in November and asked me to continue doing it for the best interest of the Village and its employees and made the comment that it seems like I was only blowing up a smoke screen anyway because I knew that there was no one else in the Village that knew how to do it.

On December 4<sup>th</sup>, 2015, Melissa DeMarmels was hired as the Village Treasurer and refused to do the payroll and made the comment of if I was doing it, I should continue because she had no knowledge of doing payroll and that there was no need to re-create the wheel, so the Board went along with her denial to do a primary function of her job duties and I continued to perform a job with no experience and that was completely out of my duties.

In April of 2016, Mr. Sager finally hired another Account Clerk to do payroll and Mr. Sager insisted that she be properly trained by the Payroll Company along with the Treasurer and myself. He also made it clear that the treasurer will still not be expected to do the payroll, but it will be the position of this Account Clerk and Mr. DeMarmels will only receive the training as a reference because she has a full plate already and that I would still be expected to step in and do payroll if Mrs. Tully is out or off. But I went for more than a year doing numerous payrolls with no training at all.

Sincerely,

A handwritten signature in cursive script, appearing to read "Janine Gandy-McKinney".

Janine Gandy-McKinney  
Village Clerk/Tax Collector