

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: JOINT MEETING - PERSONNEL & HIGHER EDUCATION AND FINANCE

DATE: APRIL 21, 2017

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**PERSONNEL & HIGHER EDUCATION OTHERS PRESENT:**

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SEEBER  
FRASIER  
MCDEVITT  
BROCK  
MONTESI  
LEGGETT  
BRAYMER

RONALD CONOVER, CHAIRMAN OF THE BOARD  
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISOR MACDONALD  
MARCY FLORES, PUBLIC DEFENDER  
MIKE SWAN, COUNTY TREASURER  
ANN MARIE SOMMA, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES &  
TREASURER  
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD

**PERSONNEL & HIGHER EDUCATION**

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS VANSELOW  
GERAGHTY  
SIMPSON  
HYDE

**FINANCE COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SOKOL  
SEEBER  
MERLINO  
BEATY  
FRASIER  
MCDEVITT  
VACANT

**FINANCE COMMITTEE MEMBERS ABSENT:**

SUPERVISORS DICKINSON  
STROUGH  
SIMPSON  
GERAGHTY

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*Please note, the following contains a summarization of the April 21, 2017 joint meeting of the Personnel and Higher Education and Finance Committees; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://warrencountyny.gov/gov/comm/Archive/2017/finance/>*

Ms. Seeber called the Personnel & Higher Education Committee meeting to order at 9:35 a.m.

Mr. Sokol called the Finance Committee meeting to order at 9:35 a.m.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the last Finance Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to the Committee members, a copy of same can be found on file with the meeting minutes.

Ms. Seeber announced the sole purpose of the joint meeting was to discuss a request from the Public Defender. Privilege of the floor was extended to March Flores, *Public Defender*, who provided an

overview of her request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Public Defender-Temp, *Annual Base Salary 22.8365 per hour*, effective April 24, 2017 for a duration not to exceed seven months, as well as to determine a source of funding for the associated expense as there were no funds available within the existing Public Defender budget. She informed that this position was essential for her office to continue to provide coverage to the Family Court on a temporary basis due to the medical leave of one of the Public Defenders. She stated she was unsure of when the employee would be returning to work; however, she noted, they had four months of sick time available to use before they would have to use their vacation and personnel time in order to continue to be paid while they were out. She stated she had worked with the County Treasurer's Office and Personnel Officer to determine the appropriate title and salary for the position.

Amanda Allen, *Clerk of the Board*, advised the County Treasurer's office had determined \$10,246.85 was a sufficient amount of money to fund the request for three months. She stated if additional funds were required Ms. Flores could return to the Committee to request such.

A discussion ensued following which a motion was made by Mr. Montesi, seconded by Mr. Brock and carried unanimously, on behalf of the Personnel & Higher Education Committee to approve the request to create the new position and forward same to the Finance Committee to determine a source of funding to pay for the position.

Mr. Sokol asked Mr. Thomas whether he felt the money should be transferred from the Contingent Account to pay for the salary or whether the Unassigned Fund Balance should be used and Mr. Thomas replied that the Contingent Account was preferable.

A motion was made by Mr. Merlino, seconded by Ms. Seeber and carried unanimously to provide Finance Committee approval to create the new position and transfer the funds required from the Contingent Account to cover the costs thereof for a three-month term.

The necessary resolutions from the Personnel & Higher Education Committee to create the position and from the Finance Committee to provide a transfer of funds to support the costs of the position for a three-month term were authorized for the April 21<sup>st</sup> Board Meeting.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Montesi and seconded by Mrs. Frasier, Ms. Seeber adjourned the meeting at 9:41 a.m.

There being no further business to come before the Finance Committee, on motion made by Mr. Merlino, seconded by Mr. Beaty, Mr. Sokol adjourned the meeting at 9:41 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board