

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: FEBRUARY 2, 2017

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER  
FRASIER  
MCDEVITT  
BROCK  
VANSELOW  
GERAGHTY  
SIMPSON  
VACANT

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:  
DR. KRISTINE DUFFY, PRESIDENT  
REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:  
MATT SCHUETTE, AGENCY PARTNER  
KURT JAEGER, EXECUTIVE VICE PRESIDENT & CHIEF MARKETING DIRECTOR  
RONALD CONOVER, CHAIRMAN OF THE BOARD  
BRIAN REICHENBACH, COUNTY ATTORNEY  
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MONTESI  
LEGGETT  
BRAYMER

SUPERVISORS BEATY  
MACDONALD  
MERLINO  
SOKOL  
PATRICIA NENNINGER, PERSONNEL OFFICER  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
LARRY PALTROWITZ, SPECIAL COUNSEL FOR THE COUNTY  
SHAWN LAMOUREE, UNDERSHERIFF  
JACK DIAMOND, CITY OF GLENS FALLS MAYOR  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
DON LEHMAN, *THE POST STAR*  
MOLLY GANOTES, LEGISLATIVE OFFICE SPECIALIST

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*Please note, the following contains a summarization of the February 2, 2017 meeting of the Finance, Personnel & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://warrencountyny.gov/gov/comm/Archive/2017/personnel/Simpson/McDevitt>*

Ms. Seeber called the meeting of the Finance, Personnel & Higher Education Committee to order at 10:11 a.m.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Ms. Seeber stated prior to entering into an executive session to discuss Collective Bargaining negotiations she would like to offer privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, to provide a brief update on the College. Dr. Duffy proceeded with a brief Power Point presentation which contained a compilation of pictures of the construction of the NSTEM (*Nursing, Science, Technology, Engineering & Mathematics*) & WORC (*Workforce Readiness Center*) Projects, as well as the amount of funding included for Community Colleges in the Executive Budget. She noted even though they had requested that the funding remain at the same level for this year as it was last year, their funding was cut about 5% which equated to about \$200,000. She requested that the Committee members advocate to their Local Legislators on SUNY Adirondack's behalf.

Mr. McDevitt asked when the anticipated completion date was for construction was and Dr. Duffy replied that the Science addition was scheduled for completion this summer. She said this would allow them to move the classes out of the current space used for the Science program so the renovations could be completed there next year. She informed the WORC Building was scheduled to be open by January of next year with the anticipated completion of all construction during the summer months.

Ms. Seeber thanked Dr. Duffy for taking the time to provide the Committee with an update and she requested that she forward the information regarding advocacy to the Board so they could adopt a resolution.

Ms. Seeber announced an executive session was necessary for discussions concerning the Collective Bargaining negotiations.

Motion was made by Mr. Brock, seconded by Mrs. Frasier and carried unanimously to enter into an executive session pursuant to Section 105(e) of the Public Officer's Law.

Executive session was held from 10:14 a.m. until 10:48 a.m.

Upon reconvening, Ms. Seeber called for a motion to approve the terms and conditions of a new Collective Bargaining Agreement as agreed with CSEA.

The requested motion was made by Mr. Vanselow, seconded by Mrs. Frasier and carried unanimously, thereby authorizing the necessary resolution for the February 17<sup>th</sup> Board Meeting.

Proceeding to Agenda Item 3, Ms. Seeber apprised that Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, was present to provide an update on the 2017 County Health Plan. Mr. Schuette provided a brief overview of Jaeger & Flynn Associates, Inc. and the services they provided to the County. He proceeded to provide an overview of the agenda pertaining to what they would be discussing in 2017; *a copy of which is on file with the minutes*. Ms. Seeber thanked Mr. Schuette for his efforts and noted the County looked forward to providing these benefits to their employees and looked forward to hearing the updates they would be providing in the coming months.

Ms. Seeber informed Agenda Item 4A-F pertained to the following referrals from the Human Resources Director and/or Personnel Officer:

4A) *Human Resources*- Review of report on tracking of vacancies filled.

Jackie Figueroa, *County Human Resources Director*, apprised that a reporting of these positions was included in the Agenda and she encouraged anyone with questions to contact her directly.

4B) *Human Resources*- Request to amend Resolution No. 87 of 2015 to correct the budget code designated for the purpose of paying EAP for services.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

4C) *Human Resources*- Request for funding in the amount of \$2,100 to pay the monthly administration fee associated with the Health Reimbursement accounts administered by Jaeger & Flynn. (*Note: Committee approval is required to in order to refer to Finance to determine a funding source*).

Motion was made by Mr. Brock, seconded by Mrs. Frasier and carried unanimously to approve the request and refer same to the Finance Committee to determine a source of funding.

4D) *Human Resources*- Request to amend Resolution No. 536 of 2016 to amend Appendix B to update the Department Head Performance Evaluation form.

Motion was made by Mr. McDevitt, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Ms. Seeber requested that any Department Head who had not yet forwarded Ms. Figueroa a final copy

of the goals for the Department to do so by tomorrow. She stated that she looked forward to commencing with the mid-year review in April.

- 4E) *Human Resources*- Request for funding to replace five Novatime clocks and increase the annual software support due to equipment failure. (*Note: Committee approval is required to in order to refer to Finance to determine a source of funding*)

Motion was made by Mrs. Frasier, seconded by Mr. Brock and carried unanimously to approve the request and refer same to the Finance Committee to determine a source of funding.

- 4F) *Personnel Officer*- Request to amend the Table of Organization and Salary schedule to reduce the salary of Civil Service Technician I from \$45,000 to \$42,000, as well as for authorization to fill the position which currently vacant due to termination.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Moving along, Ms. Seeber stated that Agenda Item 5 pertained to a referral from the Health, Human & Social Services Committee, *Social Services*, regarding a request to authorize Jessica Missita, *Social Welfare Examiner*, to enroll in the "Policing and Society" course through SUNY Plattsburgh at a cost of \$573.05 for the course term beginning January 23, 2017. She noted that if this request was approved, Ms. Missita would be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Mr. Vanselow, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Continuing with the Agenda review, Ms. Seeber advised that Items 6A-B pertained to the following referrals from the Public Works Committee, *DPW*:

- 6A) Request to authorize Maja Tlokiska-Scroggins to enroll in the "Fundamentals of Intermediate Accounting" course through SUNY Adirondack at a cost of \$756.35 for the term extending from January 2017 through May 2017. If this request is approved, Ms. Tlokiska-Scroggins will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Mr. Vanselow, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 6B) Request to amend the Table of Organization and Salary Schedule to create the new position of Highway Manager #1, *Annual Salary \$71,904*, for training purposes. The Highway Manager #2 position will be deleted once the person filling that position retires.

Motion was made by Mr. Brock, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Ms. Seeber stated that Agenda Items 7A-B pertained to the following referrals from the Support Services Committee, *Information Technology*:

- 7A) Request to amend Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician II, *Annual Salary \$50,000*, as well as for authorization to fill same.

Motion was made by Mr. Geraghty, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 7B) Request to amend the Table of Organization and Salary Schedule to create the position of Temporary Computer Help Desk Technician, *Annual Salary \$20 per hour*, as well as for authorization to fill same.

Motion was made by Mr. Geraghty, seconded by Mr. Vanselow and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Ms. Seeber apprised that Agenda Items 8A-B pertained to the following requests/items to be discussed by the County Administrator:

- 8A) Request to amend the Salary Schedule to increase the salary of Security Officers and Commissary Clerk from \$17.41 per hour to \$17.76 per hour to clarify the two percent salary increase for part-time Security Officers and Commissary Clerk that was approved in the 2017 Adopted Budget.

Motion was made by Mr. Brock, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

- 8B) Request to amend the Salary Schedule to increase the salary of Voting System Support Specialists from \$17.50 per hour to \$19.50 per hour to clarify the salary increase for part-time Voting Specialists that was approved in the 2017 Adopted Budget.

Motion was made by Mrs. Frasier, seconded by Mr. Vansleow and carried unanimously to approve the request and the necessary resolution was authorized for the February 17<sup>th</sup> Board Meeting.

Moving on, Ms. Seeber pointed out that Section V of the agenda included one personnel-related pending item, as follows:

**Personnel -**

- 1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18<sup>th</sup> Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision. (Come back with update)

**Higher Education -** No items this month.

Mr. Geraghty apprised that he would provide an update on the item at the next Committee Meeting.

Concluding the agenda review, Ms. Seeber noted Item IV consisted of a listing of vacancies approved for filling by other Committees since the last Personnel Committee meeting, which included the following:

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| <b>County Clerk -</b>       | Recording Clerk FT, <i>Grade 7, Annual Salary \$30,959</i> , due to retirement.<br>Recording Clerk PT, <i>Grade 7, Annual Salary \$30,959</i> , due to resignation.<br>Motor Vehicle License Registration Clerk #7, <i>Grade 8, Annual Salary \$32,238</i> , due to resignation.<br>Motor Vehicle License Registration Clerk PT, <i>\$15.49/hour</i> , due to termination. |
| <b>EMP &amp; Training-</b>  | Employment & Training Counselor, <i>Grade 9, Annual Salary \$33,367</i> , due to termination.  |
| <b>Information Tech-</b>    | Computer Help Desk Technician, <i>Annual Salary \$35,000</i> , due to resignation.   |
| <b>Mental Health-</b>       | Office Specialist #1, <i>Grade 7, Annual Salary \$30,959</i> , due to retirement.<br>Office Specialist #2, <i>Grade 7, Annual Salary \$30,959</i> , due to creation.   |
| <b>Office of</b>            | Grant Administrator, <i>Annual Salary \$20,000</i> , due to creation.  |
| <b>Emergency Services -</b> | 3 <sup>rd</sup> Deputy Emergency Services, <i>Annual Salary \$5,309</i> , due to funding being reinstated.   |
| <b>Public Works-</b>        | Building Maintenance Worker #12, <i>Grade 6, Annual Salary \$29,322</i> , due to resignation.  |

**Sheriff-** MEO Light #6, *Grade 5, Annual Salary \$28,121*, due to promotion.  
MEO Medium #8, *Grade 7, Annual Salary \$30,959*, due to retirement.  
Automotive Mechanic #9, *Grade 9, Annual Salary \$33,367*, due to retirement.  
Cleaner #8, *Grade 2, Annual Salary \$25,281*, due to retirement.  
Patrol Lieutenant #2, *Annual Salary \$91,534*, due to retirement.  
Patrol Sergeant TBD, *Annual Salary \$70,456*, due to retirement.  
Patrol Officer TBD, *Annual Salary \$40,390*, due to retirement.

**Social Services-** Keyboard Specialist \$2, *Grade 3, Annual Salary \$25,823*, due to resignation.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Simpson, Ms. Seeber adjourned the meeting at 11:08 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board