

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MARCH 2, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
FRASIER
MCDEVITT
BROCK
LEGGETT
GERAGHTY
SIMPSON
HYDE

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DICKINSON
MACDONALD
MERLINO
SOKOL
STROUGH
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANSELOW
MONTESI
BRAYMER

Please note, the following contains a summarization of the March 2, 2017 meeting of the 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/>

Ms. Seeber called the meeting of the Finance, Personnel & Higher Education Committee to order at 10:01 a.m.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier 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.

Commencing with the Agenda review, Ms. Seeber offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response Ms. Seeber apprised she had asked Dr. Kristine Duffy, *President, SUNY Adirondack*, to attend the meeting today to provide a brief update on the College, as well as to elaborate on how the College's Culinary Program was associated with the Downtown Revitalization grant awarded to the City of Glens Falls. Dr. Duffy apprised that the construction of the NSTEM (*Nursing, Science, Technology, Engineering & Mathematics*) & WORC (*Workforce Readiness Center*) Projects continued to move forward on schedule and she invited anyone interested and seeing the progress to contact her. She informed she had attended Community College Advocacy Day in Albany, New York yesterday where she met with several Legislators to determine the progress of the Budget for the College. She requested approval of a resolution she provided in support of State Base Aid Increase for Adirondack Community College. She said the purpose of the resolution was to request that the funding remain at the same level for this year as it was last year to prevent them from having to cut their Budget.

In regards to the Culinary program, Dr. Duffy advised that the City of Glens Falls had first approached the College about considering some sort of presence downtown when they were compiling their application for the Governors Downtown Revitalization Initiative. She said following the City being awarded the grant, the College and the City continued their discussions regarding the College locating their Culinary Program in the downtown area of the City as part of the Revitalization efforts. She stated they had toured many possible locations downtown for the Program; however, she noted, in order to justify them relocating their Program the change had to be cost neutral to the College and proven to

be in their best interest, as well as the students to do so.

A discussion ensued.

Ms. Seeber called for a motion in support of the resolution provided by D. Duffy concerning a State Base Aid Increase for Adirondack Community College. The necessary motion was made by Mr. McDevitt and seconded by Mr. Simpson.

Mr. Leggett asked whether he was correct in stating that the College was awarded about 29% in funding from the State but was supposed to receive 33% and Dr. Duffy replied in the negative. She explained that the Statute was set at a rate of 33% but that amount had not been provided to the College since 1971 which was why they continuously implored for the State to follow the Statute.

Mr. Brock pointed out statistics showed that the United States was manufacturing twice as much as they did thirty years ago but with 2/3rd of the people because of automation. He said the forecast for the future predicted that many of the low end jobs would be gone within a few years. He stated this meant in order to achieve a middle class income education would be required.

Dr. Duffy informed in order to address this the College continuously worked with the local manufacturing companies to cater programs towards their employment needs.

Ms. Seeber called the question and the motion in support of the resolution regarding a State Base Aid Increase for Adirondack Community College carried unanimously. The necessary resolution was authorized for the March 17th Board Meeting.

Ms. Seeber acknowledged Dr. Duffy's effort in taking the time on such short notice to meet with the Regional Director of Warren Center Nursing Home to discuss scholarship opportunities that were being established and some additional educational reimbursements for students that were enrolled in the Colleges Nursing Program. Dr. Duffy stated that they had not only connected them with the College's Nursing Program and Continuing Education Department, but also with the Nursing Program at the Washington-Saratoga-Warren-Hamilton Essex BOCES. She said the goal was to try and assist Centers in filling the vacancies at all of their locations throughout the region.

Continuing with the Agenda review, Ms. Seeber informed Agenda Item 2A-E pertained to the following items to be Discussed by the Human Resources Director and/or Personnel Officer:

2A) 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.

2B) Update on Education Reimbursement Request process.

Ms. Seeber apprised these updates came about through frustrations regarding the confusion associated with how Department Heads facilitated the process when an employee requested an educational reimbursement of a job related course at a previous Committee meeting. She stated that the revised forms had been reviewed and approved by the County Administrator, Chairman of the Board and the Human Resources Department. She advised the intent behind instituting a more direct form was for the County to provide easier and equal access to all employees to fully utilize this program. She informed a motion was required adopt the revised form.

A discussion ensued following which a motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the revised Education Reimbursement forms as presented and the necessary resolution was authorized for the March 17th Board meeting.

- 2C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Sheriff's Security Supervisor - Part Time from \$17.20/hour to \$18.25/hour retroactive to January 1, 2017.

Motion was made by Mr. Simpson, seconded by Mr. Brock and carried unanimously to approve the request and the necessary resolution was authorized for the March 17th Board Meeting.

- 2D) Request to amend the Table of Organization and Salary Schedule to create the position of Principle Account Clerk, *Annual Salary \$42,000*, and delete the position of Civil Service Technician I, *Annual Salary \$42,000*, effective March 19, 2017 to address technical Civil Service Classification issues.

Motion was made by Mrs. Frasier and seconded by Mr. McDevitt to approve the request.

Mr. Leggett inquired whether the title of the position was Principle Account Clerk or Principle Personnel Clerk and Patricia Nenninger, *Personnel Officer*, responded that the correct title was Principle Personnel Clerk. She stated the title changes were necessary to address technical Civil Service Classification issues.

Mrs. Frasier amended her motion and Mr. McDevitt amended his second accurately reflect that the new position being created as Principle Personnel Clerk and the motion carried unanimously. The necessary resolution was authorized for the March 17th Board Meeting.

- 2E) Request to amend the Table of Organization and Salary Schedule to create the position of Senior Personnel Clerk, *Annual Salary \$35,024*, and delete the position of Senior Civil Service Clerk, *Annual Salary \$35,024*, effective March 19, 2017 to address technical Civil Service Classification issues.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the March 17th Board Meeting.

- 2F) Request to amend the Table of Organization and Salary Schedule to create the position Senior Personnel Clerk-Temp, *Annual Base Salary \$35,024*, and delete the position of Senior Civil Service Clerk-Temp, *Annual Base Salary \$35,024*, effective March 19, 2017 to address technical Civil Service Classification issues.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the March 17th Board Meeting.

Moving along, Ms. Seeber stated that Agenda Item 3 included a referral from the Criminal Justice & Public Safety Committee, *Sheriff*, pertaining to a request to amend Resolution No. 76 of 2017, *Amending Table of Organization and Warren County Salary and Compensation Plan for 2017*, to separate and correct the salary increases for the Commissary Clerk (*from \$17.12 to \$17.46*) and Security Officer (*from \$17.41 to \$17.76*) positions to accurately reflect the salaries adopted in the 2017 Budget.

Motion was made by Mr. Leggett, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the March 17th Board Meeting.

Continuing with the Agenda review, Ms. Seeber advised that Item 4 pertained to a Request/Item to be discussed by the County Administrator regarding a discussion on Resolution No. 501 of 2012, *Providing for Background Checks of Candidates for Managerial Level Employment with the County of Warren*.

Mr. Geraghty advised rather than continuing to pay a contractor to perform the background checks on candidates for managerial level employment, the Sheriff's Office could do it at no cost.

A brief discussion ensued following which a motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to amend Resolution No. 501 of 2012 to allow the Sheriff's Office to perform background checks and the necessary resolution was authorized for the March 17th 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 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision. (Come back with update)

Mr. Geraghty stated that he felt direction from the Committee members was required as to whether they would like the matter pursued further or removed from the pending items. He said currently no mechanism was in place to provide compensation to anyone filling in for a Department Head for an extended period of time.

Supervisor Frasier advised she felt a policy should be in place to compensate individuals assuming all of the duties of a Department Head for an extended period of time.

A lengthy discussion ensued following which it was determined that Mr. Geraghty would contact neighboring Counties to determine whether they had policies in place to address this matter and report back to the Committee.

Prior to adjourning Ms. Seeber informed that the all Committee Chairs had been asked to take the time to review their Department goals and provide a final goal back to the Human Resources Department by this Friday. Ms. Figueroa informed all of the goals had been submitted to her. Ms. Seeber stated the next step was to work on a schedule for the mid-year reviews which would commence in April. She reminded them each member of the Committee would be assigned to different departments to manage those evaluations. She said the reviews would be managed by the Chair of the Personnel & Higher Education Committee, the Chairman of the Board, the Acting County Administrator, Human Resources, the Chair of the Committee and one floating member of the Personnel & Higher Education Committee.

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:

Public Health -

Clinical Health Nurse #38, *Grade 19, Annual Salary \$43,787*, due to retirement.

Registered Professional Nurse #8, *Grade 19, Annual Salary \$43,787*, due to resignation.

Registered Professional Nurse #12, *Grade 19, Annual Salary \$43,787*, due to retirement.

Public Works -

Heavy Equipment Operator, *Grade 8, Annual Salary \$32,238*, due to retirement.

Highway Construction Supervisor, *Grade 10, Annual Salary \$34,675*, due to promotion.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded by Mrs. Frasier, Ms. Seeber adjourned the meeting at 10:36 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board