

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MARCH 30, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER
MCDEVITT
BROCK
BRAYMER
MONTESI
LEGGETT
GERAGHTY
SIMPSON
HYDE

OTHERS PRESENT:

RONALD CONOVER, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
GIRARD
MACDONALD
MERLINO
SOKOL
STROUGH

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SEEBER
VANSELOW

PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
MICHAEL WILD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENTHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the March 30, 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/>

In the absence of Committee Chair Seeber, Supervisor Frasier, as Vice Chair, called the meeting of the Personnel & Higher Education Committee to order at 10:00 a.m.

Motion was made by Mr. Simpson, seconded by Mr. Brock 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, Mrs. Frasier offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response she moved on to Agenda Items 2A-B which consisted of the following items/requests to be discussed by the County 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. Mr. Leggett questioned why some positions remained vacant while others were filled and Ms. Figueroa replied that they had commenced the process of filling all of the positions included on the report; however, she noted, many different factors impacted whether they were filled or not such as waiting for results of Civil Service Test to select an applicant from or that they were actively recruiting for the position.

2B) County Human Resources Director to discuss the Department Head evaluation process.

Ms. Figueroa explained that the evaluations for Department Heads were due tomorrow and that the meeting dates had been set for April 13, 28 and May 4, 2017. Mrs. Frasier requested that Ms. Figueroa resend the schedule to the Committee members to ensure they were aware of which evaluations they were participating with.

Moving along, Mrs. Frasier stated that Agenda Item 3 included a referral from the Health, Human & Social Services Committee, *Public Health*, pertaining to a request to amend the Table of Organization and Salary Schedule to create the position of Early Intervention Service Coordinator, *Grade 18, Annual Salary \$42,837 pro-rated to 24 hours per week at a rate of \$20.59 per hour*, effective April 24, 2017.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the April 21st Board Meeting.

Continuing with the Agenda review, Mrs. Frasier informed Agenda Items 3A-D pertained to the following referrals from the Support Services Committee:

3A) *County Attorney*- Request to amend the Table of Organization and Salary Schedule to create the position of 2nd Assistant County Attorney, *Annual Salary not to exceed \$50,000*, effective May 1, 2017. *Note: this item will be listed on the Finance Agenda to determine a source of funding.*

Mike Swan, *County Treasurer*, questioned whether a funding source had been determined to pay for the position and Mrs. Frasier stated the matter was being referred to the Finance Committee to make that determination.

Motion was made by Mr. Montesi, seconded by Mr. Brock and carried unanimously to approve the request and refer same to the Finance Committee to determine a source of funding to cover the cost of the position for the remainder of the year.

3B) *Information Technology*- Request to amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician I #2, *Annual Salary \$40,000*, effective April 24, 2017.

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 April 21st Board meeting.

3C) *Information Technology*- Request to amend the Table of Organization and Salary Schedule to create the position of Computer Help Desk Technician II #2, *Annual Salary \$50,000*, effective April 24, 2017.

Motion was made by Mr. Brock, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the April 21st Board meeting.

3D) *Information Technology*- Request to amend the Table of Organization and Salary Schedule to reduce the salary of the Computer Help Desk Technician position from \$47,989 to \$40,000

effective April 24, 2017; this position is currently vacant due to resignation and the salary is being reduced before filling. *Note: the request presented and approved at the March 22nd Support Services Committee meeting was to amend Resolution No. 76 of 2017 to reflect this change; however, it was subsequently determined that this action was not previously requested and, as such, was not included on the resolution.*

Mr. Brock inquired whether a salary range was provided for the position to better assist in the recruiting process and Ms. Figueroa replied in the negative. She stated although it would be easier to recruit for harder to fill positions such as the ones within the Information Technology Department if a salary range was used due to the fact that the County budgeted a specific amount for each position it was not possible to advertise the position with a salary range. Patricia Nenninger, *Personnel Officer*, advised she was working with Mr. Colvin to develop a salary range for these positions which would allow for more flexibility when filling them.

Motion was made by Mr. McDevitt, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the April 21st Board meeting.

Moving on, Mrs. Frasier 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.

Mr. Geraghty apprised he had no update at this time but would work with the County Attorney on the matter and report back to the Committee.

Concluding the agenda review, Mrs. Frasier noted Item VI consisted of a listing of vacancies approved for filling by other Committees since the last Personnel & Higher Education Committee meeting, which included the following:

<i>Civil Service -</i>	Senior Personnel Clerk, <i>Annual Salary, \$35,024</i> , due to creation. Principal Personnel Clerk, <i>Annual Salary \$42,000</i> , due to creation Senior Personnel Clerk-Temp, <i>Annual Salary \$35, 024</i> , due to creation
<i>Public Health -</i>	Infant Feeding Advocate, <i>Grade 3, Annual Salary \$25,823</i> , due to resignation.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Brock and seconded by Mr. Montesi, Mrs. Frasier adjourned the meeting at 10:09 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board