

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MAY 4, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
FRASIER
MCDEVITT
BROCK
MONTESI
LEGGETT
BRAYMER
GERAGHTY
SIMPSON
HYDE

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANSELOW

OTHERS PRESENT:

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
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
MACDONALD
MERLINO
SOKOL
STROUGH
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
PAT AUER, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
LARRY PALTROWITZ, LEGAL COUNSEL FOR THE COUNTY
MICHAEL WILD, TOWN OF QUEENSBURY RESIDENT
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the May 4, 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/>

Supervisor Seeber called the meeting of the Personnel & Higher Education Committee to order at 10:05 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Montesi 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 she moved on to Agenda Item 1 which pertained to SUNY Adirondack/Higher Education information. She stated there was no report from the College; however, she noted, there were two items concerning the College she would like to draw their attention to. She pointed out at the bottom of the second page of the Agenda there was a note referencing the joint meeting of the Personnel & Higher Education and Finance Committees with Washington County scheduled for 9:30 a.m. on June 2nd at SUNY Adirondack. She requested that the Committee members mark this meeting on their calendars, as they would all need to be in attendance to discuss the Colleges update Budget. Ms. Braymer inquired where the meeting would take place and Ms. Seeber responded that it was generally scheduled in the Regional Higher Education Hall in the Rec Room but once a location was finalized it would be emailed to the Committee members.

Ms. Seeber congratulated Andrew Paolano, who had been chosen to receive Warren County's 2017 Certificate of Excellence award as he graduated with an Associate's Degree in Liberal Arts & Sciences:

Humanities and Social Science on May 18, 2017 at 6:00 p.m. She added the Certificate of Excellence would be presented to Mr. Paolano at the June 14th Board Meeting. She stated Mr. Paolano was looking forward to receiving the award in front of his friends and family at the Board Meeting.

Proceeding with the Agenda review, Ms. Seeber informed that Agenda Items 2A-E consisted of the following items/requests to be discussed by the County Human Resources Director and/or Personnel Officer:

2A) Quarterly Update from Jaeger & Flynn Associates.

Ms. Seeber requested that Mike Swan, *County Treasurer*, explain to the Committee members why these quarterly updates were so imperative prior to receiving the quarterly update from Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, regarding the 2017 County Health Plan.

Mr. Swan stated when Jaeger & Flynn Associates took over managing the County health plan he notified them it was necessary for the County to determine how to move forward with health care as economically as possible. He advised it was determined the best way to remain informed regarding the matter was to have them provide quarterly updates pertaining to their review of the different processes. He informed the goal was to develop a plan to present to the Committee concerning how to proceed in the future to maintain the current level of healthcare benefits for the employees in a fiscally responsible way for the County and its employees. He remarked he believed it was imperative for the issues with the current prescription plan to be addressed. He said he was pleased with the relationship the County had with Jaeger and Flynn Associates, as a number of good ideas had been exchanged and the amount of communication with them had been suitable.

Privilege of the floor was offered to Matt Schuette, *Agency Partner, Jaeger & Flynn*, who proceeded with an update on the 2017 County Health Plan. He reviewed in detail the documents he distributed concerning Minimum Premium versus Self-Funded and a Self-Funded Analysis with Immature Claims during which Mr. Schuette and Kurt Jaeger, *Executive Vice President & Chief Marketing Director*, answered a number of questions posed by the Committee members. Copies of the documents distributed are on file with the meeting minutes.

A motion was made by Ms. Braymer and seconded by Mr. Montesi to forward to the Finance Committee the discussion concerning implementing a Stop-Loss on the County's prescription plan when the rates become available. Ms. Seeber called the question and the motion was carried unanimously regarding Stop-loss on the County's Prescription Plan as outlined above.

A lengthy discussion ensued following which it was determined a joint meeting of the Personnel & Higher Education and Finance Committees would be scheduled in June specifically for the purpose of reviewing and discussing the options presented by Jaeger & Flynn Associates concerning a Self-Insured Prescription Plan.

2B) 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.

Prior to continuing with the Agenda review, Ms. Braymer voiced her concerns that they had not addressed moving forward with the hiring process for a full-time County Administrator. She commended Mr. Geraghty for the work he was doing as the Acting County Administrator; however, she remarked, she felt it was time for them to commence the process to fill the position with a permanent full-time employee. She pointed out Mr. Geraghty had indicated there were some items that required more attention than he could provide. She stated by having a full-time County Administrator in place the items that required more attention could be better served and Mr. Geraghty concurred.

A discussion ensued following which a motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to authorize Ms. Figueroa to commence the process of filling the County Administrator position beginning with providing information relative to the process (including development of a somewhat fluid timeline) for discussion at the next regular Personnel & Higher Education Committee meeting.

Ms. Seeber acknowledged Mr. Geraghty for his efforts as Acting County Administrator; she noted she looked forward to working with him to fill the position.

Mr. Montesi questioned whether Larry Paltrowitz, *Legal Counsel for the County*, was present for this meeting or Finance and Mr. Paltrowitz replied he was unsure which meeting it fell under but he was present for an executive session regarding collective bargaining negotiations. Ms. Seeber interjected she would call for a motion to enter into an executive session at the appropriate time.

- 2C) Request to amend Resolution No. 167 of 2017, *Amending Table of Organization and Warren County Salary and Compensation Plan for 2017*, to correct a clerical error and to update the salary of the Early Intervention Service Coordinator position from \$42,837 to \$40,837 in accordance with the recently adopted CSEA contract.

Ms. Seeber called their attention to a clerical error on the Agenda, incorrectly listing the salary amounts. She noted the correct amounts were depicted in the back-up included within the Agenda which outlined the increase as being from \$40,837 to \$44,101.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the May 19th Board Meeting.

- 2D) Proposed changes to Warren County Plans and Policies to revise Out of Unit employee policies to match CSEA negotiated policy changes and benefit contribution levels (outline attached).

Mr. Leggett questioned whether this request pertained to an update to the language in the contract and Brian Reichenbach, *County Attorney*, replied in the negative. He explained the request before them was to alter the policies pertaining to non-contract employees to mirror those of the contract employees.

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 May 19th Board Meeting.

- 2E) Review of proposed changes to Resolution Request Form No. 12 (*Notice of Intent to Fill Vacant Positions*).

Ms. Figueroa advised one of the reasons she was requesting the changes was to address the concerns expressed by some of the Supervisors regarding the fact that the report on tracking of vacancies filled did not include those that were backfilled due to promotion. She explained the number of positions backfilled due to promotion varied depending on the size of the department which meant it could refer to one position or several. She stated the update would allow them to view every position being filled. She continued, another change was the addition of last name which would provide more definition. She

informed she was requesting that the date of vacancy be added to ensure positions were not filled before they became vacant. She apprised that the last change was the addition of a line for the Personnel Officer to sign off on, as prior to this there was no specific place set aside on the form for this purpose which was required.

A discussion ensued following which a motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request to amend the form, as well as to update the Warren County Plans & Policies as necessary, and the necessary resolution was authorized for the May 19th Board Meeting.

Continuing with the Agenda review, Ms. Seeber advised that Agenda Item 3 pertained to a referral from the County Facilities Committee, *Buildings and Grounds*, concerning a request to amend the Table of Organization and Salary Schedule to create the position of Cleaner #2, *Grade 2, Annual Salary \$26,027*, and delete the position of Laborer #17, effective July 9, 2017.

Motion was made by Mr. Geraghty, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the May 19th Board Meeting.

Ms. Seeber stated Agenda Item 4 concerned a referral from the Criminal Justice & Public Safety Committee, *Sheriff*, regarding a request to amend the Table of Organization and Salary Schedule to create the position of Patrol Officer #63, *Annual Salary \$42,409.50*, effective May 22, 2017.

A motion was made by Mr. Montesi and seconded by Mrs. Frasier to approve the request to amend the Table of Organization and Salary Schedule as outlined above .

Ms. Braymer voiced her concern that it had been conveyed additional Patrol Officers would be needed in the future and the impact this would have on the County Budget.

A discussion ensued following which Ms. Seeber called the question and the motion was carried unanimously to approve the aforementioned request as outlined above and the necessary resolution was authorized for the May 19th Board Meeting.

Agenda Item 5, Ms. Seeber apprised, pertained to a referral from the Health, Human & Social Services Committee, *Health Services*, concerning a request to amend the Table of Organization and Salary Schedule to create the five new positions of Animal Control Officer #1-5 Per Diem to be paid a per animal bite rate of \$40 per hour (rate includes mileage).

A motion was made by Ms. Braymer and seconded by Mr. Montesi to approve the request to Amend the Table of Organization as outlined above.

Mrs. Frasier encouraged the Committee to support the request, as this was an appropriate solution to the issues that had come to fruition regarding the management of dog bites by the Department. Mr. Montesi added the Health Services Department was responsible for responding to dog bites that were reported within the County.

Mr. Leggett pointed out the request was for five Per-Diem employees but the resolution request form included within the Agenda packet stated "may hire up to ten individuals for per diem work as necessary" and he questioned which figure was accurate.

Privilege of the floor was extended to Pat Auer, *Public Health/Patient Services*, who explained she was unsure how many per-diem employees would be required but the plan was to reach out to the former Town Animal Control Officers that had experience to inquire whether they would be interested in the position. She stated thus far the response they received from the ones they had contacted had been positive.

A discussion ensued following which Ms. Braymer amended her motion and Mr. Montesi amended his second to approve the request to amend the Table of Organization and Salary Schedule to create up to ten new positions of Animal Control Officer #1-10 Per Diem to be paid at a rate of \$40 per animal bite (rate includes mileage) effective retroactive to May 4, 2017 and the necessary resolution was authorized for the May 19th Board Meeting.

Continuing with the Agenda review, Ms. Seeber advised Agenda Item 6 concerned a referral from the Support Services Committee, *Self-Insurance*, pertaining to a request to amend the Table of Organization and Salary Schedule to create the position of Self-Insurance Specialist, *Grade 12, Annual Salary \$37,835*, and delete the position of Account Clerk, effective January 1, 2018.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the May 19th Board Meeting.

Concluding the Agenda review, Ms. Seeber noted there were no pending items to discuss and 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:

- Board of Elections -* Deputy Commissioner #2, *Annual Salary \$44,000*, due to resignation.
Voting Systems Technician, *\$15.00 per hour*, due to promotion.
Voting System Support Specialist, *\$19.50 per hour*, due to promotion.
- Buildings & Grounds-
Countryside -* Cleaner #8, *Grade 2, Annual Salary \$26,027*, due to resignation.
Institutional Aide #4, *Grade 3, Annual Salary \$20,658*, due to resignation.
Institutional Aide PT #4, *Grade 3, Annual Salary \$15,494*, due to promotion.
- Information -
Technology* Computer Help Desk Technician I #2, *Annual Salary \$40,000*, due to creation.
Computer Help Desk Technician II #2, *Annual Salary \$50,000*, due to creation.
- Parks, Recreation -
& Railroad* Building Maintenance Mechanic#4, *Grade 13, Annual Salary \$36,859*, due to retirement.
- Public Works-* Motor Equipment Operator-Light #21, *Grade 5, Annual Salary \$28,951*, due to retirement.
- Social Services-* Resource Assistant #2, *Grade 12, Annual Salary \$36,822*, due to retirement

Ms. Seeber announced an executive session was necessary and she asked Mr. Reichenbach to elaborate on the reason for it. Mr. Reichenbach apprised that an executive session was required to receive an update from Mr. Paltrowitz concerning the current collective bargaining negotiations pursuant to Article 14 of the Civil Service Law.

Motion was made by Mr. Geraghty, seconded by Mr. Montesi 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 11:19 a.m. until 12:14 p.m.

Upon reconvening, Ms. Seeber announced no action was taken during the executive session.

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 12:15 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board