

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: JUNE 1, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
FRASIER
BROCK
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 MACDONALD
MERLINO
SOKOL
STROUGH
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
BRIAN LAFLURE, DIRECTOR, OFFICE OF EMERGENCY SERVICES/FIRE
COORDINATOR
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
LARRY PALTROWITZ, LEGAL COUNSEL FOR SUNY ADIRONDACK
MICHAEL WILD, TOWN OF QUEENSBURY RESIDENT
KARA LAIS, FITZGERALD MORRIS, BAKER & FIRTH
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MCDEVITT
VANSELOW
BRAYMER

Please note, the following contains a summarization of the June 1, 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 10:00 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 she announced they would forgo the review of Agenda Items 1A-B which concerned SUNY Adirondack/Higher Education until the end of the meeting to allow time for Larry Paltrowitz, *Legal Counsel for SUNY Adirondack*, to arrive.

Proceeding with the Agenda review, Ms. Seeber informed Agenda Item 2A-D consisted of the following Items/Requests 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. She informed the difference between the Incumbent Salary and the Salary Approved for the Board of Elections Deputy Commissioner #1 position related to a clerical error on the Notice of Intent to Fill Vacant Position form. She noted the individual was being paid at the same rate as the previous person.

2B) Discussion concerning appointments to the Reallocation Committee.

Ms. Figueroa explained as part of the CSEA (*Civil Service Employees Association*) Agreement, the County had a Reallocation Committee which currently had no members. She stated she had temporarily been appointed to the Committee pending the filling of the County Human Resources Director position but no other action had been taken since then. She informed a resolution was required to appoint a minimum of three members to the Committee.

Brian Reichenbach, *County Attorney*, advised that the contract with the CSEA called for three members from CSEA and three members appointed by the Board of Supervisors; however, he noted, as long as the CSEA was agreeable they could increase it to four members appointed by each agency.

Mr. Geraghty remarked he felt it was necessary to appoint himself, *as acting County Administrator*, Brian Reichenbach, *County Attorney*, Jackie Figueroa, *County Human Resources Director*, and Patricia Nenninger, *Personnel Officer*, to the Reallocation Committee since they were all involved in the negotiations with the CSEA.

Motion was made by Mrs. Frasier, seconded by Mr. Simpson and carried by majority vote, with Mr. Geraghty abstaining, to approve the appointments as outlined above and the necessary resolution was authorized for the June 14th Board Meeting.

2C) Discussion pertaining to Retiree Benefit Contribution Increase.

Ms. Figueroa stated a resolution was required to increase the retiree benefits contribution for Out-of-Unit and CSEA (*Civil Service Employees Association*) retirees by 2% effective July 1, 2017. She said she felt holding off on the effective date until July 1st allowed for adequate notice to be given to the active employees.

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 June 14th Board Meeting.

2D) Reporting travel- NYS Association of Personnel and Civil Service Officers Annual Training Conference at the Radisson Hotel Corning in Corning, New York from June 4-7, 2017.

Patricia Nenninger, *Personnel Officer*, informed she had received all of the necessary approvals to attend the NYS Association of Personnel and Civil Service Officers Annual Training Conference next week in Corning, New York.

Continuing with the Agenda review, Ms Seeber apprised that Agenda Items 3A-B pertained to the following referrals from the Criminal Justice & Public Safety Committee:

3A) *Public Defender*-Request to amend the Table of Organization and Salary Schedule to create the position of 8th Assistant Public Defender, *Annual Salary \$47,500*, effective August 1, 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 June 14th Board Meeting.

- 3B) *Public Defender*-Request to amend the Table of Organization and Salary schedule to create the position of Temporary Confidential Secretary to the 1st Assistant Public Defender, *Annual Salary \$34,500*, effective August 1, 2017 for training purposes. *(Please note this request was discussed during an executive session but no specific action was taken during the meeting to create the position).*

Motion was made by Mr. Brock, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the June 14th Board Meeting.

Moving along, Ms. Seeber stated that Agenda Item 4 pertained to a request from the County Administrator to amend the Workplace Violence Prevention Plan and Program.

Mr. Geraghty stated once a year they reviewed the policy and made any changes to it which were deemed necessary. Mr. Reichenbach said the title page was changed and a few minor changes were made on Page 2. He informed the change to the Emergency Response Plan to amend the Hide portion to become "Run, Hide, Fight" depending upon the circumstances may also be reflected in the Plan. Mr. Geraghty added there may be changes to where employees congregated during a bomb scare to provide more distance from the building.

A discussion ensued following which a motion was made by Mr. Brock, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the June 14th Board Meeting.

Returning to the SUNY Adirondack/Higher Education portion of the Agenda, Ms. Seeber informed Item 1B pertained to a request to appoint Patricia A. Pietropaolo, Ph.D., and Kathleen R. Grasmeder to the SUNY Adirondack Board of Trustees for a term commencing July 1, 2017 and terminating June 30, 2024 and she called for a motion approving such.

The requested 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 June 14th Board Meeting.

Ms. Seeber reminded the Committee members about the joint meeting of the Personnel & Higher Education and Finance Committees tomorrow at SUNY Adirondack at 9:30 a.m. and she encouraged all to attend. Mr. Sokol informed he had copies of the campus map for anyone who would like them. He said the meeting was scheduled in Building C.

Ms. Seeber apprised that SUNY Adirondack's proposed Budget had been released to the media and she encouraged all to thoroughly review it and bring questions and/or concerns to the meeting tomorrow to discuss with Washington County.

Prior to entering to an executive session, 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:

Office for the Aging -

Meal Site Manager #1, Grade 2, Annual Salary \$19,520, due to resignation.

<i>Public Defender-</i>	Confidential Secretary to 1 st Assistant Public Defender, <i>Annual Salary \$36,069</i> , due to resignation. 1 st Assistant Public Defender, <i>Annual Salary TBD</i> , due to retirement.
<i>Real Property-</i>	Senior Real Property Clerk, <i>Grade 8, Annual Salary \$33,189</i> , due to resignation.
<i>Social Services-</i>	Caseworker #35, <i>Grade 16, Annual Salary \$41,158</i> , due to resignation.

Ms. Seeber announced an executive session was necessary to discuss the collective bargaining agreement with SUNY Adirondack's Faculty Association. Mr. Reichenbach elaborated an executive session was necessary to discuss collective bargaining negotiations regarding the Faculty Association and to discuss collective bargaining or potential litigation with other collective bargaining organizations.

Motion was made by Mr. Geraghty, seconded by Mr. Leggett 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 10:12 a.m. until 10:58 a.m.

Upon reconvening Ms. Seeber requested that Mr. Reichenbach describe the correct terminology pertaining to the motion required. Mr. Reichenbach stated a motion was required approving a settlement that would be embodied in a Memorandum of Agreement between Adirondack Community College and the Faculty Association.

The necessary motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the settlement as outlined above and the necessary resolution was authorized for the June 14th Board Meeting.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Leggett and seconded by Mrs. Frasier, Ms. Seeber adjourned the meeting at 10:59 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board