

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: AUGUST 31, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
FRASIER
MCDEVITT
BROCK
MONTESI
LEGGETT
BRAYMER
GERAGHTY
SIMPSON
HYDE

COMMITTEE MEMBER ABSENT:

SUPERVISOR VANSELOW

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
ANN MARIE SOMMA, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES &
TREASURER
JOHN E. JABLONSKI, VICE PRESIDENT FOR ACADEMIC AFFAIRS
REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:
MATT SCHUETTE, AGENCY PARTNER
PAULA WEBER, AGENCY PARTNER
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, FIRST ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
MERLINO
SOKOL
STROUGH
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
JENNIFER HOWE, EXECUTIVE ASSISTANT TO THE COUNTY HUMAN
RESOURCES DIRECTOR
MAUREEN SCHMIDT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
MIKE SWAN, COUNTY TREASURER
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the August 31, 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 10:17 a.m.

Motion was made by Mr. Montesi, 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.

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 extended privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, to provide an update on the construction of the NSTEM (*Nursing, Science, Technology, Engineering and Mathematics*) and WORC (*Workforce Readiness Center*) buildings. Dr. Duffy apprised construction was moving along well, noting there were two full workdays remaining to get the NSTEM building ready for classes which commenced next Wednesday morning. She mentioned the construction on the WORC building was moving along ahead of schedule and the renovations to Warren Hall were ongoing. She stated everyone should have received an invitation to the ribbon cutting ceremony for the NSTEM Building scheduled for next Friday at 4:15 p.m. following which they would be offering tours of the building. She reminded them a joint meeting

of the Personnel & Higher Education Committee with Washington County was scheduled for the same day as the ribbon

cutting ceremony, but at 9:30 a.m. to discuss the Colleges Capital request. She said the Agenda for that meeting would be distributed as soon as they received approval from the SUNY Adirondack Board of Directors on the Capital requests that would be discussed at the meeting. In regards to enrollment, Dr. Duffy informed she was pleased to report enrollment had increased for first time new students and Student Housing was at full occupancy.

Dr. Duffy reminded them the College had been working for several months now on expanding their Culinary Program and to take advantage of moving it into a facility located the downtown area of the City of Glens Falls. She mentioned the College had been fortunate enough to be awarded funding through the Downtown Revitalization Initiative which the State had provided \$10 million to be allocated toward projects in the downtown area in an effort to revitalize the City. She apprised they had been working for several months on determining a location and how they were going to finance the expansion of the Program, etc. She commented she was pleased to announce they had received a formal final funding commitment letter from Empire State Development to support fitting up and equipping the space they selected to house the new Culinary Arts Center for the College which was double the size of the current space, allowing them to increase enrollment and offer more culinary opportunities in the Program such as baking courses. She said this would also allow them to keep up with what was occurring in the culinary field and provide support to the large tourism industry in the region. She advised Empire State Development was committing \$1 million toward the total cost of \$1.3 million to expand the Program. She explained the funding was fully reimbursable; however, she noted, they did not have the funds available to front the costs because of the three construction projects they currently had underway. She informed Ann Marie Somma, *Vice President for Administrative Services & Treasurer, SUNY Adirondack*, had spoken with Mike Swan, *County Treasurer*, and other Board members about the possibility of the County providing the College with the funding they required with the understanding that the College would pay the County back when the funds were reimbursed to them. She stated the proposed term of the Project was from November of this year until March of next year following which they would submit all of the invoices to Empire State Development for reimbursement. She mentioned they had been told the timeframe to receive reimbursement was typically 3-6 months, but if they finished the Project before March they could submit the invoices to move the reimbursement process along sooner; however, she said, in order to remain transparent she wanted to ensure they were aware the County may not be fully reimbursed until September of 2018.

A lengthy discussion ensued during which Dr. Duffy and Ms. Somma answered questions posed by the Committee members following which a motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve authorizing a lending of \$1 million in reimbursable funding to SUNY Adirondack for the Culinary Expansion Project contingent upon review and approval by both the County Attorney and County Treasurer's Office with funds expected to be reimbursed in full upon receipt of State Grant funding and refer same to the Finance Committee. The necessary resolution was authorized for the September 15th Board Meeting.

Mr. Merlino entered the meeting at 10:53 a.m.

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) Jaeger & Flynn Associated to demonstrate the employee view of their Benefits Administration System, Employee Navigator, and a review of voluntary vision options.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, who apprised the Employee Navigator was an online paperless benefits administration system that would assist the County with becoming more efficient and provide an easier way to remain both Benefit and Affordable Care Act compliant. He mentioned SUNY Adirondack had the Employee Navigator in place for two years now without any significant issues occurring.

Mr. Schuette advised prior to completing a demonstration of the Employee Navigator System he had a few things he would like to review with the Committee, the first of which pertained to the announcement by Blue Shield of Northeastern New York that they would be adding Telemedicine to their policies as of October 1st. He said since this date did not coincide with the County's renewal date of December 1st, he would suggest completing a roll out to employees on the Program with Open Enrollment effective December 1st, as it was more practical to align these at one time. He explained Telemedicine was a different way to "see or have a doctors visit", as the visit would occur over the phone or on your device or laptop through the Doctors on Demand Network. He said he could review the benefits more in detail as they approached the roll out date; however, he noted, he believed it would be a benefit because the claim cost for these visits was less for the County and the employee. He added this was an optional benefit that employees were not required to use.

Mr. Schuette apprised the next item he would like to discuss concerned offering employees voluntary benefits such as a Voluntary Vision Plan for the employees to choose from. He explained a voluntary plan was 100% employee paid by those who elected to participate. He provided an overview of the Warren County Voluntary Vision Plan Analysis; *a copy of which in on file with the minutes*. He remarked that he thought these plans were "good bang for the dollar" because they were deducted from the employees pay on a pre-tax basis and Empire Blue Cross Blue Shield participated with all of the large chain eyeglass providers such as Vision Works, Sears, Pearl Vision, etc., as well as with a few local optometrists.

Privilege of the floor was extended to Paula Weber, *Agency Partner, Jaeger & Flynn Associates*, who proceeded with a webex presentation of the employee view of Employee Navigator which Mr. Schuette noted was part of the original proposal they submitted to the County and had no additional cost associated with it.

2B) Review of the recommendations from the Reallocation Committee.

Jackie Figueroa, *County Human Resources Director*, apprised that this Item referred to the twenty-one positions the Reallocation Committee reviewed, of which they were recommending twelve for Reallocation. She explained some of the positions were being recommended for Reallocation due to the job duties and qualifications associated with them and others because of recruitment and retainment issues primarily for positions within the Department of Public Works. She said this would allow the County to be more competitive with what the Towns were paying similar positions. She said the recommendations were listed on the first page by the position and the second and third pages listed them by employee but without any employee information. She added the financial impact was also included within the listing.

Supervisor Seeber inquired whether any action was required by the Committee and Ms. Figueroa responded since the titles would be moved to new grades effective January 1st within the CSEA (*Civil Service Employees Association*) Agreement, she felt a resolution was required.

Mr. Geraghty apprised they had discussed this matter during the contract negotiations with the CSEA during which the Union representatives agreed to hold off on these requests until they could be brought before the Reallocation Committee for consideration. He mentioned he felt it was necessary to make the adjustments to the DPW positions in particular to address the retention issues and he hoped to receive the support of the full Board on this going forward.

Ms. Braymer questioned whether the Union officials should review the Reallocation before it was approved by the Committee and Ms. Figueroa replied that they already had, as the membership for the Reallocation Committee consisted of members appointed by the Board, as well as those appointed by the Union.

Mr. Simpson stated as Chairman of the Public Works Committee, he would like to thank the Reallocation Committee and all those involved in the process because retention had been a significant issue for some time now within the DPW and he felt this was a step in the right direction to address it.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the recommendations of the Reallocation Committee and the necessary resolution was authorized for the September 15th Board Meeting.

2C) Review of the draft job posting for the County Administrator position.

Ms. Seeber advised the Agenda contained a copy of the proposed job announcement for the County Administrator position which would be transmitted based upon their previous discussions. She mentioned in addition to the advertisement, the Agenda included a listing of where the advertisement had previously been posted and the cost associated with it. She said there were a few ideas she would like to discuss in terms of reducing the advertising costs for the position which Ms. Figueroa would explain in detail to ensure the Committee was comfortable moving forward in this direction.

Ms. Figueroa informed in light of the discussion regarding the significant cost in relation to the previous advertisements that were placed for the position, she was suggesting that they do a press release which would refer individuals to the posting on the County website. She said by doing it this way, she felt they would obtain more coverage without having to deal with the additional cost of a printed advertisement. She added she was unsure how successful the printed advertisements were since the majority of job seekers searched for positions online nowadays.

Ms. Braymer remarked she was pleased with the job description and the fact that no deadline was included for when resumes had to be received by, as she thought this was one of the mistakes they had made with the previous job posting. She suggested they distribute the press release to publications located in other cities such as Syracuse, Buffalo and New York City in the hopes of attracting more candidates to apply.

Ms. Seeber asked anyone with ideas regarding posting sites to notify her and/or Ms. Figueroa so they could be added to the distribution list for the press release. She apprised provided there were no further comments pertaining to the job announcement, they would be moving forward with it in its current form. She referred them to the recruiting timeline included in the Agenda which she provided a brief overview.

A discussion ensued.

2D) Review of the updated Exit Interview form.

Ms. Figueroa advised an administrative directive was given about eighteen months ago notifying Department Heads to contact the Human Resources Department when employees resigned to allow an exit interview to be conducted; however, she noted, the majority of the time the Human Resources Department was not aware of an employees resignation in time to conduct these interviews. She explained the form before them today required Department Heads to offer exit interviews to employees who resigned. She added the exit interview was optional, noting exiting employees were not required to have one, but this ensured everyone was offered the opportunity. She apprised if the consensus of the Committee was to move forward with the form, then the administrative directive would be updated and the County Administrator's Office would distribute it to the Department Heads and the Committee concurred.

Ms. Seeber thanked Ms. Figueroa for developing the form, as she believed it was important moving forward to hear from employees who wished to discuss their reasons for leaving.

2E) Review of report on tracking of vacancies filled.

Ms. Seeber apprised that a reporting of these positions was included in the Agenda..

Continuing with the Agenda review, Ms Seeber apprised that Agenda Items 3A-B pertained to the following referrals from the Health, Human & Social Services Committee, *Social Services*:

3A) Request to amend the Table of Organization and Salary Schedule to set the salary of the Part-Time Community Services Worker at \$15 per hour.

A motion was made by Mr. Montesi and seconded by Mrs. Frasier to approve the request as outlined above.

Maureen Schmidt, *Commissioner of Social Services*, stated she had inadvertently presented the request before the Health, Human & Social Services Committee with the wrong salary. She explained the correct salary for the position was \$15.95 per hour.

Mr. Montesi amended his motion and Mrs. Frasier amended her second to approve the request to amend the Table of Organization and Salary Schedule to set the salary of the Part-Time Community Services Worker at \$15.95 per hour. Ms. Seeber called the question and the motion was carried unanimously and the necessary resolution was authorized for the September 15th Board Meeting.

3B) Request to amend the Departmental Table of Organization and Salary Schedule to reduce the salary of the Assistant Social Services Attorney position from \$71,400 to \$65,000 and for

authorization to fill same due to resignation. *Note: this request was not reviewed and approved by the Health, Human & Social Services Committee but is being brought forth with the authorization of the Committee Chair, Supervisor Frasier, in order to meet the need to amend the salary and fill the position as quickly as possible.*

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 September 15th Board Meeting.

Ms. Seeber announced that Item 4 had been withdrawn and there were no pending items to discuss. She reminded them of the deadline tomorrow for all Department Heads to submit their self evaluations. She said the Supervisors who were members of Evaluation Teams had about two weeks to complete their evaluations and submit them to Ms. Figueroa, as the evaluations would be commencing at the end of September.

Mr. Simpson advised as Chairman of the Public Works Committee he had two requests to fill vacant positions for the DPW which occurred following the August 21st Committee meeting which required addressing. He said the County Administrator and Budget Officers had provided the necessary approval for the positions which were as follows:

- 1) Motor Equipment Operator - Medium #8, *Grade 7, Annual Salary \$31,872*, due to resignation.

Motion was made by Mr. Montesi and seconded by Mr. Leggett to approve the request as outlined above.

Mr. Geraghty stated that he conveyed to Jeffery Tennyson, *Superintendent of Public Works*, that these type of requests should go through the Committee process; however, he noted, he understood the urgency to obtain all of the required approvals on these requests to ensure there was no impact on the construction season.

Ms. Seeber called the question and the motion to approve the aforementioned request was carried unanimously.

- 2) Motor Equipment Operator-Medium #23, *Grade 7, Annual Salary \$31,872*, due to promotion.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above.

Prior to adjourning, Ms. Seeber noted Agenda 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:

- | | |
|-------------------------|--|
| County Clerk- | Recording Clerk, PT, <i>Grade 7, Annual Salary \$31,872 pro-rated to \$15.3233 per hour</i> , due to resignation.
Motor Vehicle License Registration Clerk PT, <i>Grade 8, Base Salary \$33,189 pro-rated to \$15.9562 per hour</i> , due to vacancy. |
| Health Services- | Public Health Liaison, <i>Grade 7, Annual Salary \$31,872</i> , due to vacancy.
(Emergency Fill) |

Information Tech - Computer Help Desk Technician I #1, *Annual Salary \$40,000*, due to resignation. (Emergency Fill)

Public Works- Motor Equipment Operator-Medium #2, *Grade 7, Annual Salary \$31,872*, due to promotion.
Motor Equipment Operator- Light #16, *Grade 5, Annual Salary \$28,951*, due to promotion.

Real Property- Real Property Clerk, *Grade 4, Annual Salary \$27,824*, due to promotion.

Sheriff- Patrol Officer #39, *Annual Salary \$40,390*, due to retirement.
Cook Manager, *Annual Salary \$38,635.70*, due to resignation.
Cook #2, *Annual Salary \$33,666.49*, 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 Mr. Montesi, Ms. Seeber adjourned the meeting at 11:11 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board