

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: SEPTEMBER 12, 2017

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER  
FRASIER  
MCDEVITT  
BROCK  
GERAGHTY  
SIMPSON

OTHERS PRESENT:

RONALD CONOVER, CHAIRMAN OF THE BOARD  
BRIAN REICHENBACH, COUNTY ATTORNEY  
BENJAMIN BOTELHO, SECOND ASSISTANT COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS MACDONALD  
SOKOL  
PATRICIA NENNINGER, PERSONNEL OFFICER  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS VANSELOW  
MONTESI  
LEGGETT  
BRAYMER  
HYDE

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*Please note, the following contains a summarization of the September 12, 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 12:17 p.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 stated the sole purpose of today's meeting was to discuss the job posting for the County Attorney position; she reminded them Brian Reichenbach, *County Attorney*, had recently submitted his resignation. She thanked Mr. Reichenbach on behalf of the full Board for the job he had done and all of his hard work. She said the Agenda included a copy of a Job Application Acceptance Notice and she asked Jackie Figueroa, *County Human Resources Director*, whether this version included the changes and/or additions made to it upon the suggestion of Mr. Reichenbach. Ms. Figueroa advised she had a copy of the updated Job Application Acceptance Notice with her which included the changes suggested by Mr. Reichenbach and she distributed copies to the Committee members; *a copy of the updated Notice is on file with the minutes.*

Ms. Seeber asked Mr. Reichenbach to provide an overview of the changes he had made. Mr. Reichenbach informed one of the changes he had suggested pertained to qualifications. He said he had added "admission to practice in the US District Courts for the Northern District of New York is desirable" because he felt having a candidate who was admitted to practice in Federal Court would be beneficial due to the Civil Litigation the County was faced with. In regards to the experience, skills and abilities of importance, he stated he had added the following: intellectual property, which he noted he had no prior experience with; experience defending local governments in Federal and State Courts, since there was a distinct difference between defending a municipality and a private person which was important to the performance of the position; and experience with FOIL (*Freedom of Information Law*), because the County Attorney's Offices received inquiries on how to handle FOIL requests or particulars under FOIL regularly. He added this skill set was not something a candidate would have unless they had been involved in government practice.

Ms. Braymer questioned whether the County was considering hiring from within in this instance and Ms. Seeber replied with previous job postings if there were internal candidates interested in the position they were welcome to go through the application process, as well. She said the Committee had the option of not advertising the

position outside of the County if they wanted to hire from within and she inquired what the pleasure of the Committee was.

A discussion ensued following which it was determined the consensus of the Committee was to advertise both internally and externally for the position in order to broaden the number of candidates who applied.

Ms. Seeber advised moving forward she would like to work with Mr. Reichenbach to determine where the job postings should be placed. She said they planned to use a press release for the position, the same as they had with the County Administrator position in order to get the information out there. She informed Ms. Figueroa was charged with identifying particular places the job posting should be distributed to. She noted it may be appropriate for them to consider adding back in the legal advertisements which were removed for the County Administrator position. She remarked she had full confidence that Mr. Reichenbach and Ms. Figueroa would identify the appropriate places for the job posting to be advertised. She added it may also be appropriate to forward the Press Release to all of the County Administrators and County Attorneys throughout the State as a good starting point.

Ms. Seeber referred to the proposed recruiting timeline for the position included within the Agenda which mirrored the one for the County Administrator position. She asked Mr. Reichenbach when he would be leaving and he replied he would be leaving at the end of September. She mentioned the First and Second Assistant County Attorney's, as well as the support staff would be managing the workload until a replacement was hired. She said the goal today was to obtain approval from the Committee on the job description so it could be posted as soon as possible. She apprised the plan was to review resumes following the review of the resumes submitted for the County Administrator position during an executive session at the Committee's October 17<sup>th</sup>. She reminded them Ms. Figueroa had voiced her concerns in the past about keeping resumes private and confidential until the Committee had the opportunity to review them privately. Ms. Figueroa added in order to be fair to the applicants who had not been selected for an interview, it was necessary for their names to remain private and out of the press.

A discussion ensued following it was the consensus of the Committee to move forward with the Job Application Acceptance Notice as presented.

Ms. Seeber wished Mr. Reichenbach well with his future endeavors, noting the full Board was appreciative of the hard work he had done for the County during his tenure.

Mr. Brock suggested posting the Job Application Acceptance Notice for the position at law schools across the State in the hopes of attracting more applicants. Ms. Seeber stated it was necessary for them to review how they posted the position in the past and out of that determine what had been successful in attracting the most applicants. She thanked Mr. Brock for his suggestion, as this would allow them to post the position at no cost thereby keeping the advertising expenses at a minimum.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded by Ms. Braymer, Ms. Seeber adjourned the meeting at 12:30 p.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board