

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: SEPTEMBER 28, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
FRASIER
MCDEVITT
MONTESI
BRAYMER
GERAGHTY
SIMPSON
HYDE

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
RONALD CONOVER, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS MERLINO
SOKOL
STROUGH

COMMITTEE MEMBERS ABSENT:

SUPERVISOR BROCK
VANSELOW
LEGGETT

MARY ELIZABETH KISSANE, FIRST ASSISTANT COUNTY ATTORNEY
BENJAMIN BOTELHO, SECOND ASSISTANT COUNTY ATTORNEY
PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
ROBERT LYNCH, DEPUTY COUNTY TREASURER
MIKE WILD, TOWN OF QUEENSBURY RESIDENT
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the September 28, 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. Montesi, 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 extended privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, to provide an update on the College. Dr. Duffy apprised the Fall Semester was off to a great start, but the parking limitations were a challenge due to the on-going construction projects and she suggested anyone planning on visiting the campus to plan accordingly. She mentioned as part of the updates to the College's Strategic Plan, they would be offering several planning sessions which would include participation by different stakeholders and constituents to provide the College with some ideas for their future vision. She said since Warren County was one of the College's sponsors, one of the groups who would be part of the planning sessions would consist of Supervisors. She said a representative of the College would work with Amanda Allen, *Clerk of the Board*, to set up a time for everyone to be able to participate; however, she noted, if they were unable to attend a session, the College was always open to feedback. She advised the goal was to gather all of the ideas from the campus community, as well as the external community throughout the fall following which they would be synthesized into information shared with their Board in terms of their large goals over the next three to five years. She added this would be updated on an annual basis, as it was becoming less of a trend to create five year strategic plans when the world was changing so rapidly. She said they would like to set their general direction and then update the

objectives, as well as how they operated on an annual basis. She remarked she was hopeful the County would be able to participate in the sessions.

Dr. Duffy advised the College was also working with SUNY on their State Budget advocacy for this year. She said the strategy consisted of what they would be requesting the State to fund in terms of Community Colleges. She said she would keep the Committee members apprised as that unfolded. She added she would look for any type of support the Committee members would provide to assist them with advocating to the State to determine their funding.

In conclusion, Dr. Duffy informed as they settled in for the semester, enrollment was still ahead of what it was during the same timeframe last year and in particular with full-time students. She added there was also a significant increase in enrollments for high school students taking college courses. She mentioned in relation to this, a study was just released from the Community College Research Foundation out of Columbia which truly demonstrated a student even taking one college course during high school significantly increased their ability to graduate from college. She commented they were pleased to see more students taking advantage of those opportunities while they were in high school to get a head start on their college education.

Mr. Montesi questioned whether a lease was in place for the new location of the Culinary Center and Dr. Duffy replied in the negative. She explained they hoped to wrap up working through the terms, as well as with their architect on reviewing the cost estimate and gathering their bid documents together within the next few weeks following which they would sign the lease. Mr. Montesi inquired whether the College leased the current location on Bay Road in the Town of Queensbury, as well and Dr. Duffy replied affirmatively. He then inquired whether the lease price would be more than what they currently paid for the Bay Road location and Dr. Duffy replied in the affirmative. She explained since the square footage of the new space would almost double that of the current space, the cost would be more.

Mr. McDevitt inquired as to the typical course a high school student would enroll in and Dr. Duffy replied typically they usually enrolled in most of the general education types of areas such as an english, history, some science courses, some language courses, businesses classes, etc. She said it was all dependent upon the high school, as the process required any teacher in the high school interested in teaching the College's course to qualify the same way an adjunct instructor would have to qualify to teach on campus. She added this was regulated by the College's accrediting body so it did limit it sometimes because they may not have the same qualifications as an instructor they would hire on campus. She stated the reason students typically enrolled in the general education type courses related to the fact that these credits were portable so even if a student chose not to enroll at SUNY Adirondack they would be able to transfer those credits to other institutions.

Mr. Geraghty inquired how many applications were submitted for the Excelsior Scholarship and of which how many were awarded. Dr. Duffy advised 116 students enrolled this semester qualified for the Excelsior Scholarship and the amount of aide they were awarded, which took into account other scholarships and grants received, added up to about \$175,000. She mentioned there were 250 applicants for the Excelsior Scholarship which meant about half did not qualify because they had other grant funding. She informed student eligibility was first determined for the PELL and TAP grants, as well as any other outside scholarships, including those awarded by the SUNY Adirondack Foundation. She continued, if there was a gap in the amount of tuition, that would be what the Excelsior Scholarship would cover if the student met the other requirements.

Mr. Geraghty pointed out the Governor continued to tout the State Tax Cap which looked as if it could be made permanent; he questioned whether the State operated campuses were subject to the same restrictions and Dr. Duffy replied in the negative. She explained this related to the fact that the College was State allocated and funded as a real State Agency. She said she did not believe the 2% State Tax Cap would be applicable to them because it was County based and the money that was allocated to the State operated campuses which had nothing to do with the Counties.

Proceeding with the Agenda review, Ms. Seeber informed Agenda Item 2A-C 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. *Report provided for informational purposes.*
- 2B) Human Resources Budget presentation by the County Human Resources Director.

Ms. Seeber offered privilege of the floor to Jackie Figueroa, *County Human Resources Director*, who proceeded with a review of the 2018 Budget Request for the Human Resources Department, a copy of which is on file with the minutes.

- 2C) Civil Service Budget presentation by the Personnel Officer.

Privilege of the floor was extended to Patricia Nenninger, *Personnel Officer*, to review Agenda Item 2C which pertained to a review of the 2018 Budget Request for the Civil Service Department, a copy of which is on file with the minutes.

Ms. Braymer entered the meeting at 10:11 a.m.

Continuing with the Agenda review, Ms Seeber apprised that Agenda Item 3 pertained to a referral from the Criminal Justice & Public Safety Committee, *Sheriff*, requesting to amend the Table of Organization and Salary Schedule to delete the positions of Computer Programmer and Computer Support Technician at the Sheriff's Office effective October 23, 2017.

Mr. Montesi advised these positions had been transferred into the Information Technology Department.

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 October 20th Board Meeting.

Agenda Items 4A-E, Ms. Seeber stated pertained to the following referrals from the Health, Human & Social Services Committee:

- 4A) *Countryside Adult Home*- Request to amend the Table of Organization and Salary Schedule to delete the position of Institutional Aide #4 (part-time 32 hours) and create and fill the new position of Institutional Aide #16 (full-time), *Grade 3, Annual Salary \$26,585*, effective October 23, 2017.

Motion was made by Mrs. Frasier, seconded by Mr. Montesi and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board Meeting

- 4B) *Countryside Adult Home*- Request to amend the Table of Organization and Salary Schedule to delete the position of Institutional Aide #4 (part-time 24 hours) and create and fill the new position of Institutional Aide #17 (full-time), *Grade 3, Annual Salary \$26,585*, effective October 23, 2017.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board Meeting

- 4C) *Countryside Adult Home*- Request to amend the Table of Organization and Salary Schedule to delete the position of Institutional Aide #7 (part-time 24 hours), to offset the increase in hours resulting from the deletion of two part-time Institutional Aide positions to make them full-time.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board Meeting

- 4D) *Department of Social Services*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Caseworker #8, *Grade 18, Annual Salary \$44,101*, effective October 23, 2017.

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board Meeting

- 4E) *Veterans' Services*- Request to amend the Table of Organization and Salary Schedule to create the new position of Van Driver (per diem), *Grade 2, Annual Salary \$12.5129/hour*, effective October 23, 2017.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the October 20th Board Meeting.

Prior to adjourning, Ms. Seeber noted there were no pending items to discuss this month and 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:

- Public Health-** Registered Professional Nurse #32, *Grade 19, Annual Salary \$45,079*, due to resignation.
Registered Professional Nurse, *Grade 19, Annual Salary \$45,079*, due to retirement.

- Probation-** Probation Officer Trainee #1, *Grade 16, Annual Salary \$41,158*, due to retirement.

- Public Works-** Automotive Mechanic #9, *Grade 9, Annual Salary \$34,351*, due to retirement.
Motor Equipment Operator- Light #3, *Grade 5, Annual Salary \$28,951*, due to promotion.
Motor Equipment Operator- Light #12, *Grade 5, Annual Salary \$28,951*, due to promotion.
Motor Equipment Operator- Light #13, *Grade 5, Annual Salary \$28,951*, due to promotion.
Building Maintenance Worker #11, *Grade 6, Annual Salary \$30,187*, due to promotion.

Social Services- Social Welfare Examiner #21, *Grade 8, Annual Salary \$33,189*, due to termination
Social Welfare Examiner #3, *Grade 8, Annual Salary \$33,189*, due to promotion.
Keyboard Specialist #4, *Grade 3, Annual Salary \$26,585*, due to promotion.

Ms. Seeber once again offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response, Ms. Seeber asked whether anyone had any additional business to be brought before the Committee. Mr. Geraghty requested an executive session to discuss the performance of a particular individual.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to enter into executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:15 a.m. until 11:24 a.m.; Chairman Conover and Messrs. Sokol and Strough entered the meeting during the executive session.

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

Motion was made by Mr. Geraghty, seconded by Mr. Montesi and carried unanimously to authorize the County Attorney's Office to contract with Outside Counsel for a period of up to two months, and the necessary resolution was authorized for the October 20th Board Meeting.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Montesi, Ms. Seeber adjourned the meeting at 11:25 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board