

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: NOVEMBER 2, 2017

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER  
FRASIER  
MCDEVITT  
LEGGETT  
BRAYMER  
GERAGHTY  
SIMPSON  
HYDE

OTHERS PRESENT:

PATRICIA NENNINGER, PERSONNEL OFFICER  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
MARY ELIZABETH KISSANE, ACTING COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
DICKINSON  
SOKOL  
STROUGH

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BROCK  
MONTESI  
VANSELOW

MIKE SWAN, COUNTY TREASURER  
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JEFFERY TENNYSON, SUPERINTENDENT OF PUBLIC WORKS  
BUD YORK, WARREN COUNTY SHERIFF  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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Please note, the following contains a summarization of the November 2, 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 10:01 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 inquired whether anyone was present to provide an update on SUNY Adirondack, but there was not. Supervisor Seeber informed she had attended a meeting at SUNY Adirondack yesterday with Chairman Conover and Mr. Geraghty during which the College discussed their plans moving forward and how they would be reaching out to the community.

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) *Human Resources-* Review of report on tracking of vacancies filled. *Report provided for informational purposes.*
- 2B) *Personnel-* Request to amend the Table of Organization and Salary Schedule to create the new position of Test Administrator #2, \$18.00 per hour/per diem, effective November 20, 2017.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 17<sup>th</sup> Board Meeting.

2C) *Personnel*- Request to amend the Table of Organization and Salary Schedule to create the new position of Test Administrator #3, \$18.00 per hour/per diem, effective November 20, 2017.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 17<sup>th</sup> Board Meeting.

Continuing with the Agenda review, Ms Seeber apprised that Agenda Item 3 pertained to a referral from the County Facilities Committee, *Airport*, requesting to amend the Table of Organization and Salary Schedule to create the position of Airport Manager Temp./part-time (up to 20 hours a week) at a rate of \$39.92 per hour, to retain Ross Dubarry, *Airport Manager*, on a part-time basis until the Airport Manager position was sufficiently covered.

A motion was made by Mr. Simpson and seconded by Mr. Leggett to approve the request.

A lengthy discussion ensued following which Mr. Simpson amended his motion, and Mr. Leggett his second, to note the position would be in effect for ninety days, as well as to change the effective date from November 2<sup>nd</sup> to November 20<sup>th</sup>.

Mr. Simpson called the question and the motion was carried by majority vote, with Ms. Seeber voting in opposition, to approve the request to amend the Table of Organization and Salary Schedule to create the position of Airport Manager Temp./part-time (up to 20 hours a week) as outlined above and the necessary resolution was authorized for the November 17<sup>th</sup> Board Meeting.

During the discussion the Committee directed Jeffrey Tennyson, *Superintendent of Public Works*, to provide monthly updates regarding the work completed by Mr. Dubarry to the County Facilities Committee.

Agenda Item 4, Ms. Seeber stated, pertained to a referral from the Criminal Justice & Public Safety Committee, *District Attorney*, requesting to amend the Table of Organization and Salary Schedule to reclassify the position of Crime Victim Specialist, *Grade 14, Current Salary of \$47,792*, to a Senior Crime Victim Specialist, *Grade 17, Annual Base Salary of \$52,640*, which would incur an additional cost of \$4,848 which would be covered by grant funding.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the request and the necessary resolution was authorized for the November 17<sup>th</sup> Board Meeting.

Moving on, Ms. Seeber pointed out that Section V of the agenda included one personnel-related pending item, as follows:

**Personnel** - The Committee requested that the representatives of Jaeger & Flynn Associates, Inc. prepare an analysis on possible incentives the County could offer to encourage retirees to change their health plan from Empire Blue Cross to CDPHP to discuss at a future meeting.

Ms. Seeber inquired whether representatives of Jaeger & Flynn Associates, Inc. would be present at next month's meeting to provide an update on the matter and Jackie Figueroa, *County Human Resources Director*, replied in the affirmative. She noted this only pertained to health insurance for retirees.

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:

- Buildings and Grounds-* Building Maintenance Worker #2, *Grade 6, Annual Base Salary \$30,187*, due to retirement.
- Countryside-* Leisure Time Activity Aide #3 PT, *Grade 3, Annual Base Salary 26,585*, due to resignation.
- Social Services-* Senior Caseworker #6, *Grade 18, Annual Base Salary \$44,101*, due to resignation.  
Caseworker TBD, *Grade 16, Annual Salary \$41,158*, due to promotion.
- Sheriff-* Communications Officer #18, *Annual Salary \$37,393.40*, due to resignation.(Emergency Fill)

Mr. Thomas requested going forward that requests which involved salaries paid through grant funding, such as in Agenda Item 4, note that the position was contingent upon receipt of the grant funding.

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 10:34 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board