

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: NOVEMBER 30, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SEEBER
MCDEVITT
LEGGETT
BRAYMER
GERAGHTY
SIMPSON
HYDE

OTHERS PRESENT:

PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, ACTING COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
BROCK
VANSELOW
MONTESI

SUPERVISORS DICKINSON
MACDONALD
MERLINO
SOKOL
STROUGH
MIKE SWAN, COUNTY TREASURER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

Please note, the following contains a summarization of the November 30, 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 10:02 a.m.

Motion was made by Mr. Simpson, 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.

Travis Whitehead, *Town of Queensbury Resident*, apprised of his displeasure with the recent appointment of a new County Attorney, opining that the County should have expanded their search to find a candidate with more than five years experience. He also spoke about the vacant County Administrator position, commenting there were some serious concerns to be taken into account for one candidate the Board may be considering. Ms. Seeber advised the County Administrator vacancy would be discussed later in the meeting, admittedly primarily in executive session, but she said the public would be allowed to speak on the matter, as well, during the discussion that took place during open session.

Moving on to the Action Agenda items, Ms. Seeber extended privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, who provided a brief update on the ongoing construction projects at SUNY Adirondack. She also advised the Committee that during a recent shopping trip to a local outlet store, she had run into a SUNY Adirondack Alum who was originally from New Jersey, but had attended SUNY Adirondack and had subsequently moved to the area permanently and was now a resident and taxpayer of Warren County.

Continuing the Agenda review, Ms. Seeber informed Agenda Items 2A-B 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) *Human Resources*- Ratifying the actions of the Chairman of the Board in executing the contract with Novatime for employee time keeping system.

With regard to Item 2B, Jackie Figueroa, *Human Resources Director*, advised she had been working with Novatime on rates and services for the contract renewal which would take place on January 1, 2018. She said the contract terms had changed from a flat fee to a per employee cost of \$2.35 which was a decrease from the previous contract. She advised in order to take advantage of the new contract terms, they had to agree to them by November 30th which was why the request was seeking ratifying authorization. A brief discussion ensued.

Motion was made by Mr. Leggett, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 15th Board Meeting.

Ms Seeber apprised that Agenda Items 3A-C pertained to the following referrals from the Health, Human & Social Services Committee:

- 3A) *Social Services*- Request to amend Resolution No. 408 of 2017 to change the deletion date for the Resource Assistant #2 position from November 21, 2017 to January 31, 2018 to allow time to fill the Resource Coordinator position and train a new employee.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 15th Board Meeting.

- 3B) *Veterans' Services* - Request to amend the Table of Organization and Salary Schedule to create new position of Van Driver #5 position (per diem), *Grade 2, Annual Salary \$12.5129 per hour*, effective December 18, 2017.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 15th Board Meeting.

- 3C) *Veterans' Services* - Request to amend the Table of Organization and Salary Schedule to create new position of Van Driver #6 (per diem), *Grade 2, Annual Salary \$12.5129 per hour*, effective December 18, 2017.

Motion was made by Mr. Geraghty, seconded by Mr. Simpson and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 15th Board Meeting.

Agenda Item 4, Ms. Seeber announced, pertained to discussion regarding proposed revisions to Local Law No. 12 of 2011 which could possibly become a referral to the Legislative & Rules Committee; she advised Mr. Geraghty would speak on this item.

Mr. Geraghty explained there were some questions as to how a vacancy in an At-Large or City of Glens Falls Ward Supervisor position would be filled as there seemed to be varying statues confusing the matter. He said he hoped the Committee would be in favor of referring this issue to the Legislative & Rules Committee in order for that group to direct counsel to review the matter and determine whether the positions were appointed by the Town or City or by the Board of Supervisors. Discussion was held on the matter at the conclusion of which it was the consensus of the Committee to refer the matter to the Legislative & Rules Committee, as suggested by Mr. Geraghty.

Moving on, Ms. Seeber announced Agenda Item 5 concerned a request from the County Attorney's Office to create the new position of Health Information Manager, *Grade 20, \$22.60/hr.*, effective December 17, 2017. Mary Elizabeth Kissane, *County Attorney*, explained a letter had been received from the State of New York seeking certain Medicaid information maintained for Westmount patients. She further explained that because the Medicaid software system used was proprietary, they were seeking to hire someone familiar with it who could find the records requested by the State and forward them on; she added that she did not anticipate this position would be needed for more than six months.

After a brief discussion, 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 December 15th Board Meeting.

Ms. Seeber stated Agenda Item 6 pertained to the review of new applications submitted for the County Administrator position, as well as the salary studies and comparisons previously prepared for this position. She noted they would require any executive session on this matter, but she would like to hold as much discussion as possible on the matter in open session.

Ms. Braymer commented that she hoped there would be a thorough vetting of candidates for the County Administrator position which would include second interviews; she added she was aware of one person who had applied for the County Attorney position and had not received an interview, which she found disappointing. Additionally, she advised last evening she had tried searching for the County Administrator vacancy position and was unable to find it on the County website, nor any of the larger job posting websites, such as Monster.com. Ms. Figueroa acknowledged that the job posting had expired on November 17th and she had been awaiting direction as to how she should proceed. Mr. Geraghty interjected that he had asked Ms. Figueroa to establish written rules for filling key vacancies, such as this one, so there would be clear direction for the Board in the future. Ms. Seeber said she had thought the advertisement had continued to run as seven new applications had been submitted. She questioned whether the Committee was in favor of setting tentative dates for interviews of the additional candidates and it was the consensus of the Committee to enter into executive session to review the resumes received before making any decisions on interviews. Mr. Geraghty pointed out that Agenda Item 7 also called for an executive session to discuss the employment history of a particular person and he suggested that both matters be discussed in the same session.

Motion was made by Mr. Leggett, seconded by Mr. Simpson to enter into executive session to discuss matters leading to the possible appointment of a particular person, as well as to discuss the employment history of a particular person, pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:30 a.m. until 11:29 a.m.

Upon reconvening, Ms. Seeber announced no action had been taken in executive session.

A motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to create the new position of Part Time Temporary Counsel to the Board of Supervisors, *\$95/hr., not to exceed 16 hours per week*, effective December 1, 2017 and extending until February 28, 2018, and the necessary resolution was authorized for the December 15th Board Meeting.

With respect to the County Administrator position, it was the consensus of the Committee to direct Ms. Figueroa to continue to run the ad for the County Administrator position and hold interviews for the current applicants selected in 30-minute intervals on the morning of December 19th and the afternoon of December 20th. Ms. Seeber asked anyone with specific questions they would like to ask applicants to submit them to Ms. Figueroa by December 11th in order to prepare for the interviews.

Resuming the agenda review, 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. Figueroa indicated there was no update on this matter and she advised this information would pertain to the 2019 insurance renewal.

Finally, 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 Attorney- 1st Assistant County Attorney, *Annual Base Salary \$71,494*, due to promotion.
Self-Insurance- Self-Insurance Specialist, *Grade 12, Annual Base Salary \$37,835*, due to retirement.

Mr. Leggett commended and thanked Ms. Seeber for the time and effort she had put forth in her position as Chair of the Personnel & Higher Education Committee this past year.

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 11:37 a.m.

Respectfully submitted,
Molly Ganotes-Gleason, Legislative Office Specialist
As transcribed by Amanda Allen, Clerk of the Board