

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: JANUARY 23, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
HYDE
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
MAGOWAN
WILD

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER

Please note, the following contains a summarization of the January 23, 2018 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://www.warrencountyny.gov/gov/comm/Archive/2018/personnel/>

Supervisor Geraghty called the meeting of the Personnel & Higher Education Committee to order at 1:45 p.m.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Prior to commencing the Agenda review, Mr. Geraghty apprised that Jackie Figueroa, *County Human Resources Director*, would like to provide an update on the Performance Evaluation process. Ms. Figueroa advised the Department Heads would be submitting their goals to her by this Friday following which she would send an email to the Committee members notifying them which Department Heads they had been assigned to. She continued, she would be distributing the Department Head goals to the Chairs of their respective Committees to allow them to review them with the Department Head and make changes and/or approve them. She said there was a two week deadline for the Chairs and the Department Heads to come to an agreement on the goals following which they would be turned into the Human Resources Department.

Mr. Geraghty informed his objective was to streamline the process to ensure it moved along smoothly. He requested that anyone with conflicts contact Ms. Figueroa.

Moving along, Mr. Geraghty stated an executive session was required to discuss the resumes of potential candidates for the County Administrator and Commissioner of the Department of Social Services positions.

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

Mr. Sokol inquired whether the Committee was required to approve the minutes of the prior Committee meeting and Mr. Geraghty replied in the affirmative. He said the minutes would be approved following the conclusion of the executive session.

Mr. Geraghty called the question and the motion to enter into executive session as outlined above was carried by majority vote, with Ms. Braymer voting in opposition.

Executive session was held from 1:48 p.m. until 2:37 p.m.

Upon reconvening, Mr. Geraghty apprised that six candidates had been selected to interview for the County Administrator position and two candidates had been selected to interview for the Commissioner of the Department of Social Services. He stated the interviews would be scheduled for February 6th and 7th at 10:00 a.m. Mr. Diamond asked if the plan was to inquire whether these candidates were interested in the position or if interviews would be conducted and Mr. Geraghty replied that the individuals would be interviewed unless they indicated they were no longer interested in the position.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded by Mr. McDevitt, Mr. Geraghty adjourned the meeting at 2:39 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board