

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: FEBRUARY 1, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
HYDE
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:
MATT SCHUETTE, AGENCY PARTNER
KURT JAEGER, EXECUTIVE VICE PRESIDENT & CHIEF MARKETING DIRECTOR
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DRISCOLL
MAGOWAN
STROUGH
WILD

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMPSON

PATRICIA NENNINGER, PERSONNEL OFFICER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
MIKE SWAN, COUNTY TREASURER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
PAT AUER, DIRECTOR, PUBLIC HEALTH
DEE PARK, DIRECTOR, OFFICE FOR THE AGING
DON LEHMAN, *THE POST STAR*
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD
**SEE SIGN IN SHEET FOR OTHER MEETING ATTENDEES*

Please note, the following contains a summarization of the February 1, 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 10:00 a.m.

Motion was made by Mr. McDevitt, 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, Mr. Geraghty offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response he inquired whether anyone was present to provide an update on SUNY Adirondack. Dr. Kristine Duffy, *President, SUNY Adirondack*, advised she was pleased to report the WORC (*Workforce Readiness Center*) building was now open and they held their first all college meeting in the new conference center last Friday. She explained the conference center had the capacity to hold up to 280 people when it was fully open, but it could also be divided into four separate sections. She remarked not only would this be an asset for the college, but also for the community, who could use it for events, conferences, etc. She informed the building also held their Continuing Education Department, as well as the new Entrepreneur Center. She added the building had been completed on time and within budget.

Dr. Duffy advised the other project that was on-going was the renovation of Warren Hall which held all of their Student Services offices. She said the bulk of the offices had moved back into that space and

she invited anyone interested in seeing the new facility to visit and do so. She mentioned the space included a new Student Success Center which was where the majority of their advising occurred.

Dr. Duffy stated the former Science Building was currently being renovated with the work anticipated to be completed at the end of this semester following which the Nursing Program would be moved into the new space. She said she was pleased to report the new Science addition was working well and a new salt water aquarium referred to as "The Reef" was now available. She apprised the Reef was very zen and worked well to calm individuals when they were having a bad day. She mentioned they had some great opportunities to partner with various vendors across the County to assist them with filling the aquarium.

In regards to the relocation of the Culinary Arts Center, Dr. Duffy informed the project was moving along, but was taking longer than they anticipated partly due to equipment they ordered not being available. She anticipated the space relocation would be complete during the Spring Semester.

Dr. Duffy informed this was the time of year when she and other Community College representatives advocated on behalf of all Community Colleges for funding in the State Budget. She said the Governor was implementing a cut to funding for Community Colleges across the State which was disappointing; however, she noted, they continued to move forward on their efforts to recommend a new funding formula for Community Colleges which had garnered support from SUNY. She said the Chancellor for SUNY had participated in her first Budget Hearing last week to present the redesigned formula for Community Colleges; she noted it was not only well received by the Committee, but also the Higher Education Committee whom the Chancellor had met with this week. She informed there appeared to be an understanding of the need to move away from an enrollment driven formula to one that was more stable to account for the fact that Community Colleges were so susceptible to enrollment fluctuation in relation to the state of the economy. She pointed out enrollment was higher during downturns in the economy and vice versa when it was stable. She apprised the goal was to try and stabilize their funding. She explained currently the college was funded based on the FTE (*Full-Time Equivalent*) level which accounted for one person enrolling in an average amount of thirty credits over the course of the year. She continued, the reason one FTE was not indicative to the number of students they actually served was because only 40% of their students were enrolled full-time. She stated two years ago they were funded based on 2,700 FTE's, but over the course of the year they served about 9,000 individuals between their credit courses and continuing education programs. She said this was why it had become so problematic for them in terms of the way they were funded which was why she was once again asking the County for their assistance with advocacy. She said she was working on a letter that she would like to have the County's endorsement on through a resolution in support of their efforts to rework the funding formula for Community Colleges. She apprised she would forward the letter on to the County within the next few weeks for review. Mr. Geraghty stated the County would be happy to support the efforts of the College.

Mr. Loeb remarked the Veterans' Services at the College were top notch and he thanked her for providing them.

Mr. Geraghty introduced the new members of the Committee; he noted they would be charged with filling some key positions within the County.

Continuing the Agenda review, Mr. Geraghty informed Agenda Items 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.

Jackie Figueroa, *County Human Resources Director*, advised the report included in the Agenda encompassed every position filled in 2017, but next month it would only include positions filled since the beginning of the year.

2B) *Human Resources*- A brief update from Jaeger & Flynn Associates regarding County benefits.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, who introduced himself and Kurt Jaeger, *Executive Vice President & Chief Marketing Director*, and apprised they were present to provide an update on County employee benefits for 2018. Mr. Schuette provided a brief overview of Jaeger & Flynn Associates, Inc. and the services they provided to the County. He proceeded to provide an overview of the agenda pertaining the changes they had made to the County Health and Prescription plans in 2017 and the savings realized by doing so; *copy of which is on file with the minutes*.

In regards to the pending item pertaining to incentives the County could offer to encourage retirees to change their health plan from Empire Blue Cross to CDPHP, Mr. McDevitt inquired if they had identified any reasons why the retirees would want to make the change and Mr. Schuette responded as it stood right now in terms of retirees who were considered 100% there was no incentive. He mentioned part of their plan in 2018 was to identify ways to provide incentives to entice these retirees to change their plans. Mr. McDevitt asked whether the Empire Blue Cross offered advantages over the CDPHP plan and Mr. Schuette replied in the affirmative. He said it provided more benefits to the retirees who lived out of the area.

Mr. Geraghty advised he had learned at this weeks NYSAC (*New York State Association of Counties*) meeting that some changes may be forthcoming with regard to how Towns were community rated and County's were experienced rated with regard to health insurance to allow shared services. He asked Messrs. Schuette and Jaeger to keep an eye on this, as he believed the insurance rules would be changed to allow towns to piggyback on to the County's insurance policies in the future. Mr. Jaeger interjected that this was something they would have to look into because the County's health plan was self-funded and this could have a dramatic impact since it was no longer an insured product.

2C) *Personnel*- Request to fill the vacant position of Principal Personnel Clerk, *Annual Salary \$43,218*, due to resignation.

Motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Moving along, Mr. Geraghty stated Agenda Item 3 pertained to a referral from the County Facilities Committee, *Airport*, regarding a request to amend Resolution No. 449 of 2017 to include an end date for the position of Temp Part-time Airport Manager of June 20, 2018.

Ms. Braymer inquired whether this request pertained to Ross Dubarry, *Temp Part-time Airport Manager*, and if so whether he was still working his other full-time position and Mr. Geraghty replied in the affirmative. Mr. McDevitt questioned what the end date for the position would be and Mr. Geraghty replied the County Facilities Committee had decided the end date for the position should be June 20th.

Motion was made by Mr. Diamond, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty advised Agenda Items 4A-F pertained to the following referrals from the Health, Human & Social Services Committee:

- 4A) *Health Services*- Request for Leah Howe, RN, to enroll in Job-Related course at Liberty University from March 26-May 18, 2018; Cost: \$1,390. If this request is approved, Ms. Howe will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Ms. Braymer, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 4B) *Health Services*- Request to amend the Table of Organization and Salary Schedule to delete the position of Long Term Coordinator and create and fill the new position of Supervising Public Health Nurse, *Annual Salary \$69,272.32*, effective March 1, 2018.
- 4C) *Health Services*- Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Public Health Educator and create the new position of Public Health Program Coordinator, *Grade 18, Base Salary \$45,313*, effective February 19, 2018.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the February 18th Board Meeting. *Note: Subsequent to the meeting it was determined that creation of the Public Health Program Coordinator position would be effective February 19th pending approval by the CSEA.*

- 4D) *Office for the Aging*- Request to amend the Table of Organization and Salary Schedule to reflect the following changes at Cedars Meal Site: To delete Food Service Helper #3, *Base Annual Salary \$23,987*; to delete Food Service Manager, *Base Annual Salary \$26,392*; to delete Food Service Helper #2, *Base Annual Salary \$25,512*; to delete Meal Site Cook #3, *Base Annual Salary \$21,510*; to reduce the hours of Meal Site Manager #2 to 10 hours per week; to reduce the hours of Meal Site Cook #4 to 10 hours per week; and to reduce the hours of Food Service Helper #6 to 15 hours per week.

Motion was made by Mr. Loeb and seconded by Mrs. Frasier to approve the request to amend the Table of Organization and Salary schedule to reflect the aforementioned changes at the Cedars Meal Site.

Ms. Braymer thanked Dee Park, *Director, Office for the Aging*, for attending the public meeting on Monday afternoon where these changes were discussed, as a number of Supervisors were attending NYSAC and unable to be present. She said she was aware that it was a difficult meeting to facilitate and she was appreciative of Ms. Park for making herself accessible and taking the time to talk to the residents, as well as answering her emails. She said she was aware that Ms. Park was asked to reduce her Department's Budget which was why she voted in favor of this request at the Health, Human & Social Services Committee meeting; however, she noted, following the meeting a number of residents had come to her with their concerns. She said she took note of these concerns because she did not receive calls very often since she was not a Supervisor of a Town and she would not be doing her job if she did not respond to these individuals. She stated the volunteers at the site had indicated to her

they were upset, as well, which was part of her concern. She surmised if they alienated the volunteers and they stopped serving the meals, the County would acquire an unforeseen expense to pay people to deliver and serve meals much like Washington County did. She added having over one hundred residents attend a meeting was significant which was why she felt compelled to respond to them. She stated she was aware Ms. Park had also had resistance from the staff with regard to alternative options to save money. She advised she felt it was necessary for the Board to ask the staff to determine what these alternatives could be and respond because the County did need to save money, but in a responsible way that protected the employees, while responding to the concerns of the residents and volunteers. She remarked she would like to hold off on this matter today to allow Ms. Park to discuss with the staff how essential it was for them to work together to find other ways to save money before this step was taken.

A lengthy discussion ensued during which Supervisors McDevitt and Beaty voiced their opposition to the request; Mr. Leggett entered the meeting at 10:19 a.m.

Mr. Geraghty announced an executive session was required to discuss the job performance of particular individuals.

A motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to enter into an executive session pursuant to Section 105 (f) of the Public Officer's Law.

Executive session was held from 10:26 a.m. until 10:55 a.m.; Ms. Braymer exited the meeting during the executive session.

Upon reconvening, Mr. Geraghty announced no action was taken during the executive session.

Mr. Geraghty called the question and the aforementioned motion to amend the Table of Organization and Salary schedule to reflect the changes at the Cedars Meal Site was carried by majority vote, with Messrs. McDevitt and Diamond voting in opposition and the necessary resolution was authorized for the February 16th Board meeting. *Subsequent to the meeting it was determined that the effective date for all of the changes at the Cedars Meal Site would be March 30, 2018*

- 4E) *Office for the Aging*- Request to amend the Table of Organization and Salary Schedule to reflect actual hours of meal site employees as follows: to reduce the hours of Meal Site Cook #11 (Wells Meal Site) to 25 hours per week; and to reduce the hours of Meal Site Manager #10 (Wells Meal Site) to 20 hours per week.

Motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously by majority vote, with Messrs. McDevitt and Diamond voting in opposition, to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Ms. Braymer entered the meeting at 10:59 a.m.

- 4F) *Social Services*- Request to amend Resolution No. 511 of 2017 to change the deletion date for the Resource Assistant #2 from January 31, 2018 to March 31, 2018 to allow time to fill the Resource Coordinator position and train a new employee.

Motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty apprised Agenda Item 5 pertained to a referral from the Support Services Committee, *Weights and Measures*, regarding a request to amend the Salary schedule to identify an hourly rate of \$23.50 (not to exceed \$8,000 for 2018) for the Weights and Measures Inspector (per diem) position.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Finally, Mr. Geraghty 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:

- Board of Elections* - Republican Deputy Commissioner of the Board of Elections, *Base Salary \$46,782*, due to resignation.
- Health Services* - Registered Professional Nurse (CHN#31), *Annual Salary \$46,318*, due to retirement.
WIC Nutrition Facilitator, *Grade 16, Annual Salary pro-rated to reflect hourly rate of \$20.33 not to exceed 20 hours per week*, due to resignation.
- Mental Health-Office for the Aging-* Mental Health Program Analyst, *Annual Salary \$54,053*, due to resignation.
Meal Site Manager #5, *Grade 2, Annual Salary \$19,520*, due to resignation (Emergency Fill)
- Public Works-* Highway Construction Supervisor, *Grade 10, Annual Salary \$35,698*, due to promotion.
- Purchasing-Real Property-* Purchasing Assistant, *Grade 7, Annual Salary \$32,749*, due to resignation.
Senior Real Property Clerk, *Grade 8, Annual Salary \$34,102*, due to resignation. (Emergency Fill)
- Sheriff-Social Services-* Communications Officer #4, *Annual Salary \$39,595.95*, due to retirement.
Commissioner of Social Services, *Annual Salary \$88,867*, due to retirement. (Emergency Fill)
Social Welfare Examiner #32, *Grade 8, Annual Salary \$34,102*, due to resignation.
Social Welfare Examiner # 23, *Grade 8, Annual Salary \$34,102*, due to retirement.
Social Welfare Examiner #22, *Grade 8, Annual Salary \$34,102*, due to retirement.
Social Welfare Examiner #25, *Grade 8, Annual Salary \$34,102*, due to retirement.
Caseworker #10, *Grade 16, Annual Salary \$42,290*, due to retirement.
- Weights and Measures-* Weights and Measures Inspector (per diem), *Annual Salary \$23.50 (not to exceed \$8,000 for 2018)*, due to creation.

Mr. Loeb inquired whether a motion was required to approve the aforementioned positions and Mr. Geraghty replied in the negative. He explained they were included on the Agenda for informational purposes only.

Mr. Geraghty pointed out privilege of the floor was offered at the beginning of the meeting to anyone present wishing to address the Committee on any matter and he inquired whether anyone present from the public would like to address the Committee prior to the meeting being adjourned.

Frank O'Keefe, *Volunteer Driver, Meals on Wheels*, stated he had been a volunteer driver for the Meals on Wheels Program for over twenty years now. He stated he had been asked by the seniors to be the spokesperson for the volunteers and the senior citizens. He commenced with a highlight of what he had stated at the public meeting held regarding the changes to the Cedars Meal Site the other day which included speaking favorably about the employees there and how the loss of their jobs may require them to seek public assistance, as well as how the County would lose volunteers if these changes were approved.

Mr. Geraghty apprised the Board members were appreciative of the Office for the Aging volunteers and all of the meals that were served throughout the County to senior citizens. He emphasized that no senior citizen would miss a meal as a result of the changes that were being made.

Diane Collins, *Warren County Resident*, advised she was not only a taxpayer of Warren County, but also a volunteer driver for the Cedars Meal Site. She voiced her concerns regarding the proposed changes to the Cedars Meal Site due to the efficiency of the site, as well as the consequences that may occur as a result of these changes. Following her comments, Mr. Geraghty thanked Ms. Collins for volunteering.

Virginia Winters, *Resident at Cedars*, informed although she was the one who was instrumental in arranging the meeting to allow the seniors, volunteers and employees of the site to voice their objections in a public forum though she did not want any credit for it. She voiced her objections to the proposed changes due to this being the only outlet of the day which allowed seniors to enjoy a meal while socializing with others rather than eating their meals alone in their apartments. She added that she felt the residents of Warren County should fight to stop this change from occurring because it would result in a portion of their tax dollars being allocated to Washington County.

Mr. O'Keefe distributed copies of the speech he had made at the public meeting regarding the proposed changes to the Cedars Meal Site to the Committee members for the record, a copy of which is on file with the minutes.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Loeb, Mr. Geraghty adjourned the meeting at 11:10 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board