

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MARCH 8, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
LEGGETT
BRAYMER
HYDE
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS DICKINSON
MAGOWAN
LARRY PALTROWITZ, SPECIAL COUNSEL TO THE COUNTY
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MCDEVITT
SIMPSON
DIAMOND

Please note, the following contains a summarization of the March 8, 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/>

Mr. Geraghty called the meeting of the Personnel & Higher Education Committee to order at 1:00 p.m.

Motion was made by Mr. Loeb, seconded by Mr. Sokol 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.

Mr. Geraghty apprised prior to commencing with the Agenda review it was necessary to discuss a request from the County Attorney's Office that the Special Counsel to the Board of Supervisors be permitted to work an additional eight hours this week to assist their Office with work on the County tax foreclosure process.

Mr. Loeb asked Mary Elizabeth Kissane, *County Attorney*, for a further explanation. Ms. Kissane advised her Office was required to go through three boxes of abstracts to ensure all who should be noticed were. She said this consisted of going through each abstract, pulling out the addresses that needed to be noticed, entering them into the computer system and going through all the documents to determine whether there had been any satisfactions, as well as what liens existed, all of which had to be completed by this Monday. She said her request was to have Brian Reichenbach, *Special Counsel to the Board of Supervisors*, work all day tomorrow which equated to an additional eight hours to assist her Office with this process so it was completed by the deadline on Monday.

A motion was made by Mr. Merlino and seconded by Mr. Leggett to approve the request to allow the Special Counsel to the Board of Supervisors to work an additional eight hours this week.

Mr. Loeb questioned whether eight hours was a sufficient amount of time to be able to assist them with meeting the deadline and Ms. Kissane replied if it was not she would come in this weekend to finish it up. Mr. Sokol questioned whether the funds were available within the budget to pay for the additional hours and Ms. Kissane responded Mr. Reichenbach was under the purview of the County

Administrator's Office. Mr. Geraghty advised funds were available within his Department's Budget to cover the expense.

Mr. Geraghty called the question and the aforementioned motion was carried unanimously and the necessary resolution was authorized for the March 16th Board Meeting.

Moving along, Mr. Geraghty announced an executive session was required for the purpose of interviewing potential candidates for the positions of Director of Public Health/Patient Services and Commissioner of the Department of Social Services and to discuss potential separation agreement with a County employee which Larry Paltrowitz, *Special Counsel to the County*, would be present to advise them on.

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

Executive session was held from 1:03 p.m. until 3:53 p.m.; Ms. Braymer and Mrs. Hyde and Messrs. Dickinson Magowan and Paltrowitz entered the meeting during the executive session.

Upon reconvening Mr. Geraghty announced no action was taken during the executive session. He called for a motion to appoint Ryan Moore as County Administrator at a salary of \$110,000. The necessary motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to appoint Ryan Moore as County Administrator and the necessary resolution was authorized for the March 16th Board Meeting.

Mr. Geraghty called for a motion to appoint Ginelle Jones as Director of Public Health/Patient Services at a salary of \$95,000; motion was made by Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to appoint Ginelle Jones as Director of Public Health/Patient Services and the necessary resolution was authorized for the March 16th Board Meeting.

Mr. Geraghty called for a motion to appoint Christian Hanchett as Commissioner of the Department of Social Services at a salary of \$95,000; motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously to appoint Christian Hanchett as Commissioner of the Department of Social Services and the necessary resolution was authorized for the March 16th Board Meeting.

Mr. Geraghty advised all of the aforementioned appointments were subject to background checks and the position of Commissioner of the Department of Social Services was subject to meeting the State criteria for the Department.

Prior to adjourning, Mr. Geraghty stated that Countryside Adult Home required authorization to fill the following vacant positions:

- 1) Cleaner, *Grade 2, Annual Salary \$26,743*, due to promotion.; and
- 2) Institutional Aide #16, *Grade 3, Annual Salary \$27,316*, due to promotion.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above. *Copies of the Notices of Intents to Fill Vacant Positions are on file with the minutes.*

He mentioned for those who were not present in the beginning of the meeting that Mr. Reichenbach's hours had been extended for an additional eight hours this week to provide the County Attorney's Office with assistance on the County tax foreclosure process.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Merlino, Mr. Geraghty adjourned the meeting at 3:55 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board