

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MARCH 29, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
HYDE
LOEB
MERLINO
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR DIAMOND

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
RONALD CONOVER, CHAIRMAN OF THE BOARD
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
DRISCOLL
HOGAN
MAGOWAN
MIKE SWAN, COUNTY TREASURER
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
JASON CARUSONE, DISTRICT ATTORNEY
MANON AFFINITO, DIRECTOR, VICTIM ASSISTANCE PROGRAM
BUD YORK, WARREN COUNTY SHERIFF
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
THOM RANDALL, *ADIRONDACK JOURNAL*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the March 29, 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 10:01 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Leggett 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.

Ms. Hyde entered the meeting at 10:02 a.m.

Commencing with the Agenda review, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, to provide an update on SUNY Adirondack. Dr. Duffy advised construction was moving along on time and on budget. She said they were currently working on finishing the renovations to the old science building, noting she was impressed with the labs for the Nursing Program. She stated they were anticipating moving the faculty for the Science and Nursing Programs into the space by the end of May, thereby allowing them to have all summer to ensure everything was in place for the fall semester. Dr. Duffy informed renovations had recently been completed on the bathrooms in Warren Hall and the parking lot was opened up resulting in a better parking situation for students and employees. Dr. Duffy advised the work was continuing on the new Culinary Center with

the major work concerning the fit up scheduled to be completed by the end of April. She said this meant they would have the summer months to get everything into place to ensure it was ready for the Fall Semester.

With regard to the State Budget, Dr. Duffy informed they were awaiting the final word from the State regarding funding for Community Colleges. She stated she had heard that the State did not recognize the funding formula redesigned by the Community Colleges they had hoped would be considered; however, she noted, both the State Assembly and Senate initially indicated a slight increase per FTE (*Full-Time Equivalent*) for Community Colleges. She remarked she hoped this remained in the State Budget otherwise they stood to lose between \$300,000-\$400,000 a year already after cutting the Colleges Budget in anticipation of what the amount might be. She mentioned the difference between what the State Legislature was stating now and where it could end up would influence SUNY Adirondacks's tuition increase all while taking into account faculty replacements when key positions retired while still being able to meet the needs of their program.

Dr. Duffy remarked she was pleased to report they were tracking ahead of where they were last year in regards to enrollment for the Fall 2018. She said she was well aware that figure could change between now and the start of the Fall Semester, but the indicators were strong.

Dr. Duffy proceeded with a brief overview of the handout entitled "Adirondack Agenda 2.0: Planning Framework: Strategic Planning Framework, a copy of which is on file with the minutes. She explained the plan encompassed the next three years and was developed based on the input received from their sponsors, local business and community leaders, as well as the Colleges staff and students. She apprised their new Events Coordinator, who was scheduled to start working next week, had extensive experience in terms of booking, hotel sales, conventions and conferences. She said she felt given this region the College would be able to support some of the conversations that were occurring pertaining to tourism. She remarked this was a great region to sell in the summer, noting they could provide and asset to bring more people to the area. She stated this was one example of an investment she believed would also generate some revenue for the College that would be used to invest back into the institution. She informed their governing bodies were in the process of approving this plan, apprising she anticipated it would be adopted and put into place by the Fall Semester.

Supervisor Leggett inquired whether the College had reached the point in the plan where it was broken down into objectives and tasks and Dr. Duffy responded the next step was to distribute the plan to all of the units across the College and request that they provide input as to how they could support the institutional goals thereby resulting in a "top down bottom up" approach. She commented she believed this would result in engaging their employees more in being part of moving the institution forward.

Mr. Loeb inquired how SUNY Adirondack was working with local manufacturing companies to provide them with the skilled workforce they required while continuing to provide higher education. Dr. Duffy apprised they had spent the last five years trying to transition into a comprehensive community college so that they did not have to give up the liberal arts core/general education in order to also prepare students directly into work. She advised it was a core value for them to maintain that balance; however, she noted, they had commenced with developing programs that were directly related to responding to the local industry. As an example, she apprised they had gathered all of the areas larger and smaller advanced manufacturing business leaders for a meeting about 1.5 years ago to determine how the College could assist them following which a program called Mechatronics which combined electrical, mechanical, automation and robotics to be able to create the technician positions that a number of local

advanced manufacturing companies required. She said the program was currently working its way through the State's governance process for it to be approved. The second thing she felt was relevant was the Colleges Early College Career Academy Programs; however, she noted, the challenge was low enrollment levels in these programs which was why increasing this pipeline had become a large priority for them. She stated the Early College Career Academy Programs were for Advanced Manufacturing, IT Network Cyber Security, Business Entrepreneurship and New Media. She remarked she thought this was one of the best programs they had been able to work in partnership with K-12 because students were being exposed to those professional areas much earlier in their high school career, but it was still a work in progress. She mentioned the most significant challenge they dealt with not only in the K-12 setting, but also right into college was math which had resulted in them investing substantial resources into improving math outcomes at the high school and college level. She added they did not want to lose the fact that having a solid general education background was about teaching students and how they layered on some of those training opportunities was what they had been working on developing over the past few years.

Supervisor Braymer suggested that Dr. Duffy have the Events Coordinator touch base with the Tourism Department to assist them with attracting Sports Camps to the region. Dr. Duffy informed she had met with the Tourism Department and discussed in particular the Adventure Travel Writers Association Conference which was scheduled for next year. She said they had reached out to their Department Head for Adventure Sports to see how they could collaborate on the event.

Dr. Duffy provided an overview of a handout she distributed concerning SUNY Adirondacks accelerated degree in Business Administration that would be launched this fall, a copy of which is on file with the minutes. She informed the focus group for this program was comprised of those who were working and were looking to complete a degree they had already started or to start one to offer them opportunities to advance in their particular career area. She mentioned this followed a national model of how they could be more responsive to the working adult who could not commit to a full-time schedule.

Dr. Duffy distributed stickers of Eddy Rondack, the official mascot of the SUNY Adirondack Timberwolves. She added they had been developing a lot of buzz around Eddy Rondack.

In conclusion, Dr. Duffy apprised that about every ten years the College went through a major self study to examine how they were doing internally as compared to the standards that were set by the Middle States Commission on Higher Education. She explained they were the body that accredited the College to allow them to award financial aid which was critical for the livelihood of the College. She stated they were fully accredited and expected to remain that way; however, she noted, this was the process they had to go through. She said it would take about 1.5 years to complete the work required of them with the actual visit from the Middle States Commission on Higher Education occurring in April of 2020. She advised she would ensure that the Board remained updated throughout the process. She added this also provided them with the opportunity to step back as an institution and examine what they had accomplished and what they still needed to work on in order to meet the highest standards in higher education.

Dr. Duffy extended an invitation to any of the new Supervisors who had a desire to learn more about the Colleges budgeting process and suggested they contact her to set up a time to meet with representatives of the College who worked in the budgeting process.

Mr. Geraghty questioned whether Dr. Duffy was aware of why the State was providing less funding for Community Colleges and she replied from the State and Legislatures perspective they had provided an increase per year to the allocation per FTE. She said in their minds this increase meant they had boosted their investment; however, she noted, because the College had fallen behind during the years they received no new money if everything worked out as planned they would finally be slightly ahead of where they were in 2008. She said the second piece of this involved enrollment decline across the Community College system based on the demographics everyone was aware of. She apprised this meant even if the per FTE amount was increased since enrollment has stagnated it ended up being an amount which was less than the prior years amount all while costs continued to creep up. Mr. Geraghty inquired whether the applications for the Excelsior Scholarship, which offered free tuition to those who qualified, were received and Dr. Duffy responded that the application process for this particular scholarship had just opened up last week for the Fall Semester.

Continuing the Agenda review, Mr. Geraghty offered privilege of the floor to Bud York, *Warren County Sheriff*, who addressed the Committee relative to part-time officers for school security. Sheriff York advised everyone was well aware discussion concerning school security had been accelerating. He informed following his recent meeting with officials from the Hadley Luzerne School District they met with their School Board and obtained authorization to request that the Sheriff's Office enter into a contract with them to provide law enforcement services within their school district. He said he was seeking approval to enter into a contract with them to accept payment in an amount not to exceed \$60,000 for the school year calendar to place a part-time officer within their school.

Mr. McDevitt inquired whether Sheriff York had an opinion regarding arming school personnel versus placing a trained officer in the schools and Sheriff York responded he did not believe any of the school districts had reached a point where they would like to consider arming their school personnel. He said following the Sandy Hook's school shooting he had offered to place part-time officers within area school districts, but they had indicated to him they were not interested in this option. He continued, as an alternative the Sheriff's Office now had an office located in each school district within the County and he mandated that his patrol officers visit these offices. He stated this familiarized the children and school officials with these patrol officers since they visited the schools on a daily basis. He informed he felt placing a part-time officer in the schools was a better solution than arming school officials because these officers were specifically trained for these situations during their careers in law enforcement. He added a number of other school districts within the County had expressed interest in entering into a contract with the Sheriff's Office for this service, as well.

Supervisor Braymer thanked Sheriff York for providing the Committee members with a copy of the contract to review. She voiced her opposition with arming school personnel, as she wanted the children to be safe, but she was uncomfortable placing more guns within the schools. She concurred that a County Sheriff's Officer would have the proper training to deal with these situations. She asked whether the \$60,000 was a sufficient amount of money to cover all of the costs associated with placing an officer within the school and Sheriff York replied it did not cover the cost of the weapons and some of the other materials. Shawn Lamouree, *Warren County Undersheriff*, added the Sheriff's Office had the ability to absorb the cost of getting the program in place at Hadley Luzerne School; however, he noted, as other school districts came on board this would be a cost that would be passed along to them. Ms. Braymer remarked she would support this request because it came directly from the school district, as she believed this was their decision to make.

A discussion ensued during which it was clarified that all future requests for contracts with other school districts for these services would be presented to the Criminal Justice & Public Safety Committee. Sheriff York advised the only reason he presented the request today was because it was brought before him following this month's Criminal Justice & Public Safety Committee meeting. He added his Committee Chairman, Mr. Leggett, had provided him with permission to present the request today.

A motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve the request and forward same to the Finance Committee.

Moving along Mr. Geraghty offered privilege of the floor to anyone present wishing to address the Committee on any matter. There being no response, he moved on to Agenda Items 3A-B which pertained to the following Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:

- 3A) *Human Resources*- Review of report on tracking of vacancies filled. *Report provided for informational purposes.*
- 3B) *Human Resources*- Request to amend Resolution No. 129 of 2018 to correct the title and effective date listed for a reduction of hours under the Office for the Aging for Meal Site Cook #9.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 20th Board Meeting.

Moving along, Mr. Geraghty stated Agenda Items 4A-B concerned the following referrals from the Criminal Justice & Public Safety Committee, *District Attorney*:

- 4A) Request to amend the Table of Organization and Salary Schedule to create the new position of Crime Victim Specialist-Part-time, *Grade 14, Annual Salary \$27,940*, effective April 23, 2018.

Motion was made by Mr. Leggett, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 20th Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the District Attorney from \$183,400 to \$197,600, effective retroactive to April 1, 2018 to comply with statutory requirements as mandated by New York State. *Note: This request is pending approval of the request for a transfer of funds in the amount of \$14,200 from the Contingent Account to cover the cost of the salary increase by the Finance Committee.*

Motion was made by Mr. Loeb, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 20th Board Meeting.

Resuming the agenda review, Mr. Geraghty advised Agenda Items 5A-B pertained to the following referrals from the Economic Growth & Development Committee, *Planning*:

- 5A) Request to amend the Table of Organization and Salary Schedule to create the position of Junior Planner, *Grade 12, Annual Salary \$37,835*, as per the salary study performed by the County Human Resources Director, and delete the position of Planner, *Annual Salary \$16,000*, effective July 1, 2018.

Motion was made by Mrs. Frasier, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the April 20th Board Meeting.

- 5B) Request to amend the Table of Organization and Salary Schedule to change the Construction Cost Coordinator position from full-time to part-time, *Annual Salary \$53,562 pro-rated to 20 hours per week*, effective April 23, 2018.

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 April 20th Board Meeting.

Next, Mr. Geraghty apprised Agenda Items 6A-B pertained to the following Requests/Items to be Discussed by the County Administrator:

- 6A) Discussion regarding whether revisions are required to the ideas submitted for the County Employee of the Month Program.

Mr. Geraghty advised he would like to hold off on this discussion until the new County Administrator was on board to allow him time to review it and provide feedback.

- 6B) Review of the salary study and comparisons for the position of Superintendent of Public Works.

Jackie Figueroa, *County Human Resources Director*, distributed copies of the salary survey to the Committee members, a copy of which was on file with the minutes. Mr. Geraghty stated the salary survey was convoluted, as the salary range for the position was all over the place because it was based upon the responsibilities of the position within the other counties. He informed the current salary for the position was \$109,000. Ms. Braymer questioned whether anyone could point out the salaries for the position in counties that were similar to Warren County and Mr. Geraghty replied he was unsure. He said some of the positions were only charged with overseeing the Department of Public Works while others encompassed other departments, as well. He pointed out the Superintendent of Public Works would be overseeing the Departments of Public Works, Parks, Recreation & Railroad, the Airport, Solid waste and Buildings and Grounds. He apprised he felt setting the salary at \$105,000 may be appropriate, but he was unsure. Mr. Loeb pointed out two new Department Heads were recently hired at salaries of \$95,000, noting he felt there should be some consistency with this. Mr. Magowan suggested they narrow down the comparison by looking at the budgets of the other counties and using the ones with a similar amounts to Warren County. Mr. Geraghty suggested a special meeting be scheduled the week of April 9th to allow the Committee members time to review the data and return to Committee to make a final determination prior to the April 20th Board meeting, and the Committee members concurred.

Mr. Geraghty stated Agenda Item 7 pertained to a Request/Item to be Discussed by the County Attorney concerning County Ethics Board Membership.

Mary Elizabeth Kissane, *County Attorney*, advised she had received a request to review the County Ethics Board membership and possibly replace some of the members. Mr. Geraghty stated that there were members who needed to be replaced due to no longer being affiliated with government and some who had moved out of the area. He stated historically this was handled through the County Attorney's Office through suggestions and he requested that the Committee members bring their recommendations to the Special Personnel & Higher Education Committee meeting that would be

scheduled the week of April 9th. He said anyone with questions regarding the process should contact Ms. Kissane.

With regard to the one pending item listed, Mr. Geraghty stated it was his understanding this item could be removed from pending items since the position would not be filled.

Concluding the agenda review, 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:

<i>Airport-</i>	Airport Manager, <i>Annual Salary \$74,768</i> , due to resignation.
<i>Countryside-</i>	Cleaner, <i>Grade 2, Annual Salary \$26,743</i> , due to promotion. (Emergency Fill) Institutional Aide #16, <i>Grade 3, Annual Salary \$27,316</i> , due to promotion. (Emergency Fill)
<i>Health Services-</i>	WIC Coordinator Nutritionist, <i>Annual Salary \$51,934.69</i> , due to retirement. WIC Assistant, <i>Grade 5, Annual Salary \$29,747</i> , due to resignation. Registered Professional Nurse #1, <i>Grade 19, Annual Salary \$46,318</i> , due to resignation. Registered Professional Nurse #39, <i>Grade 19, Annual Salary \$46,318</i> , due to resignation. Director of Public Health/Patient Services, <i>Annual Salary \$95,000</i> , due to retirement.
<i>Probation-</i>	Probation Officer Trainee #2, <i>Grade 16, Annual Salary \$42,290</i> , due to retirement.
<i>Public Works-</i>	Senior Engineering Technician, <i>Grade 12, Annual Salary \$37,835</i> , due to resignation. MEO Medium #3, <i>Grade 9, Annual Salary \$35,296</i> , due to lateral transfer. Superintendent of Public Works, <i>Annual Salary To be Determined</i> , due to resignation.
<i>Sheriff-</i>	Patrol Officer #19, <i>Annual Salary \$40,390</i> , due to retirement.
<i>Social Services-</i>	Caseworker #18, <i>Grade 16, Annual Salary \$42,290</i> , due to resignation.

Ms. Braymer inquired who the new First Assistant County Attorney was, as she had not had the chance to go introduce herself to her yet, and Mr. Geraghty replied her name was Amy Levine.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Ms. Braymer and seconded by Mr. Loeb, Mr. Geraghty adjourned the meeting at 10:42 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board