

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MAY 3, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
SOKOL

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
ANN MARIE SOMMA, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES &
TREASURER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
DRISCOLL
STROUGH
WILD
MIKE SWAN, COUNTY TREASURER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
HYDE
DIAMOND
LOEB
MERLINO

Please note, the following contains a summarization of the May 3, 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 10:35 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, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, to provide an update on SUNY Adirondack. Dr. Duffy advised their focus today was to provide a briefing on the status of the colleges budgeting process and she extended privilege of the floor to Ann Marie Somma, *Vice President for Administrative Services & Treasurer, SUNY Adirondack*. Ms. Somma commenced by encouraging any of the new Committee members to contact her with any questions they may have regarding the budgeting process. She informed they were currently working on finalizing their budget for the 2018-2019 fiscal year which began on September 1st. She apprised the three main revenue sources for operating revenues for SUNY Adirondack were as follows: State Aid from the State; Local Share which was derived from support from the sponsor Counties, as well as chargebacks to other Counties for students that attend the college and live outside of Warren and Washington Counties; and student revenue in the form of tuition and fees. She mentioned in a perfect world each of those shares would contribute 33.3333% of the colleges operating revenue each year. She stated based on the enacted State budget for the upcoming year the college was anticipating only \$68,000 in additional State aid from the State; however, she noted, it was important to keep in mind this represented 28% of their operating revenues. She added although it was close to the 33.3333%, they had asked for they were hoping to be awarded more.

Ms. Somma reminded them they would be requesting a 2% increase in the sponsors contribution for next year, equating to \$68,000 of which Warren County's share would be about \$39,000. She explained this increase would keep their sponsor contribution at just 12% of operating revenues; she mentioned as a result of their Saratoga County site, as well as the Residence Hall, they did receive about 12% of their operating revenue from chargebacks, noting that this was a rather high percentage as compared to other community colleges in New York State. She said the sponsor share added together with the chargeback contribution equated to about 24% of their operating revenue coming from the Local Share. She apprised the third source of revenue was derived from the students, mentioning last week the SUNY Adirondack Board of Trustees approved their tuition and fee schedule which included a 3.8% increase in tuition that brought the full-time New York State resident rate to \$2,280 per semester or an increase of \$84. She said the students would continue to bear the majority of the financial burden, representing 48% of the colleges operating revenue. She advised although they would like this figure to be closer to 33%, but realized this was not realistic; therefore, she stated, their goal was to keep this figure under 50%. Despite the tuition increase, she mentioned how SUNY Adirondack continued to provide a quality education at an affordable price, pointing out their tuition rate was at the bottom third in New York State for community colleges. She remarked they were proud of the fact that they were not only fiscally responsible with the funding provided, but also that they provided a good education based on these funds.

Ms. Braymer asked whether the full tuition amount was covered for those who were awarded the Excelsior Scholarship. Dr. Duffy advised the college was paid the 2016-17 tuition rate for those who were awarded the Excelsior Scholarship. She added the Excelsior Scholarship only covered tuition, but if a student was awarded NYS TAP (*New York State Tuition Assistance Program*) grant, the TAP would pay the difference. She added they estimated a loss of revenue as a result of the Excelsior College paying the 2016-17 tuition rate to be about \$55,000. Ms. Braymer inquired whether the payment amount would increase to the 2018-19 tuition rate next year and Ms. Somma replied in the negative. She explained the Excelsior Scholarship froze tuition rate at the 2017-18 rate for four years, advising their request to change this to two years was denied. She announced the SUNY Adirondack Board of Trustees was scheduled to vote on the Colleges proposed 2018-19 budget on May 24th following which a joint meeting with the between Warren and Washington Counties would be held on June 1st from 9:00 a.m. until 11:00 a.m. at the College. For those who were unaware, she apprised this was an annual meeting where the two Counties met to discuss the upcoming budget, as well as the financial health of the college. She remarked they were grateful for the County's continued support and they looked forward to sharing their budget with them.

Mr. Geraghty thanked Dr. Duffy and Ms. Somma for attending today's meeting and advised he looked forward to the joint meeting on June 1st. Dr. Duffy reminded them graduation was scheduled for May 11th and she encouraged everyone to attend. Mr. Geraghty stated that Mr. McDevitt would be attending on behalf of the County.

Continuing the Agenda review, Mr. Geraghty apprised Agenda Items 2A-B pertained to 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*- Request to amend Resolution No. 205 of 2017 to make technical corrections and updates to the Out-of- Unit Policies to bring language in line with current practice and bargaining agreement language.

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

Moving along, Mr. Geraghty stated Agenda Items 3A-B concerned the following referrals from the Health, Human & Social Services Committee:

- 3A) *Countryside*- Request to amend the Table of Organization and Salary Schedule to create the position of Food Service Helper, PT-Temp. (Not to exceed 20 hrs/week), *Grade 2, Annual Salary \$26,743 (pro-rated for temp)*, effective May 16, 2018 until June 30, 2018.

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

- 3B) *Health Services*- Request to amend the Table of Organization and Salary Schedule to increase the salary of the Supervising Public Health Nurse #6 (Disease Program), from \$66,000 to \$69,272.32, as well to fill, effective May 16, 2018.

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

Resuming the agenda review, Mr. Geraghty advised Agenda Item 4 pertained to a request/item to be discussed by the County administrator concerning discussion regarding the Sheriff's Alliance contact and the separation of the Corrections Officers to create their own contract. He explained the purpose of the request was to divide the Corrections Officers and jail support staff including the janitorial and clerical workers into two separate unions resulting in the creation of Alliance I and Alliance II. He mentioned all interested parties were in agreement regarding this change.

Mr. Leggett inquired whether the idea behind this related to the fact that they were two different classes of workers and Mr. Geraghty replied in the affirmative. Mr. Geraghty advised in past years it had been difficult coming up with a workable contract due to the vast differences in the job duties. He added this request originated from the union last year, but they held off on making a decision until they could clearly vet it.

Ryan Moore, *County Administrator*, informed the County's labor attorney would be meeting with the labor attorney for the Sheriff's Alliance following which a resolution would be brought before the full Board which would authorize the agreement for the Alliance II group under the same terms for the support staff as were agreed to for the Corrections Officers union.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the May 15th Board Meeting.
Note: subsequent to the meeting, it was determined that a resolution would be brought before the Board at a later date when the agreements were prepared.

Next, Mr. Geraghty apprised Agenda Item 5 pertained to a request/item to be discussed by the County Treasurer involving a request to authorize enrollment in job-related courses: Monica Stark *Senior Account Clerk*, to enroll in Calculus for the Life, Management, & Social Sciences I at SUNY Plattsburg. Course begins July 16, 2018; Cost: \$1,000. If this request is approved, Ms. Stark will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Mike Swan, *County Treasurer*, stated that one of his employees was working toward her accounting degree and would be taking this course during the summer semester though SUNY Plattsburg. He informed the total cost of the course was \$1,000 of which the employee would be eligible to be reimbursed for \$500 if they completed the course with a grade of a "C" or better. Mr. Moore added that he had reviewed the paperwork and concurred that this calculus course was applicable to her current job duties.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the May 3rd Board Meeting.

Continuing to the pending items portion of the Agenda, Mr. Geraghty stated with regards to the County Employee of the Month Program that he planned on compiling a plan to be presented at the June Committee meeting.

Mr. Geraghty inquired whether anyone had any further suggestions for potential Ethics Board members, but no response was given. Mr. Leggett asked whether anyone was going to follow up with the individuals who were suggested as possible members at the previous meeting and Mary Elizabeth Kissane, *County Attorney*, responded that she had contacted the four individuals who were suggested by the Committee members. She said she had a phone conversation with Jim Campinell, *First Ward Councilman, City of Glens Falls*, during which he indicated to her he was interested and would forward her something in writing, but as of yet she had not received anything from him. She apprised she had also talked to Robert Smith, *Town of Queensbury Resident*, who indicated to her he would also be interested in serving, but she had not gotten responses from former Supreme Court Judge Krogmann, or James Underwood, *Town of Queensbury Zoning Board of Appeals*.

Mr. Geraghty asked whether Mr. Smith's wife was a County employee and Mr. Leggett replied in the affirmative. Mr. Geraghty voiced his concern that this was a conflict of interest and could cause issues. Mr. McDevitt concurred with Mr. Geraghty, adding another issue was that Mr. Smith was an employee of the County Court. He added since Judge Krogmann was retired he did not foresee any issues with him being appointed as a member. Mr. Geraghty remarked he felt they should avoid appointing spouses of current County employees.

Ms. Braymer advised Mr. Campinell indicated to her he did not believe he was eligible to serve due to his membership on the Democratic Committee for the City of Glens Falls. Mr. Geraghty suggested they seek out others who could serve with the goal of bringing the matter to a conclusion at the June meeting.

Ms. Kissane stated the Ethics Law which governed the Board of Ethics required the Board to be made up of three members and two alternates. She continued, the Board was further split into government and non-governmental members of which there were currently two non-governmental members remaining on the Board. She apprised if the Committees desire was for these members to remain on the Board then she would suggest coming up with governmental members to appoint because there

currently were none. She explained Edna Wells was no longer a member of the Town Board; therefore, she stated, they would have to appoint her to an alternate non governmental position on the Board if they would like her to remain on the Board. Mr. Geraghty stated they would concentrate on filling the two governmental vacancies. Ms. Kissane added these members could not be members of a political party Committee.

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:

Health Services- Public Health Nurse #16, *Grade 21, Annual Salary \$49,528*, due to promotion.

CHN #11, *Grade 19, Annual Salary \$46,318*, due to retirement - **Emergency Fill**

CHN #22, *Annual Salary \$46,318*, due to retirement - **Emergency Fill**

Public Health Nurse #10, *Grade 21, Annual Salary \$49,528*, due to promotion - **Emergency Fill**

Supervisor Public Health Nurse #7, *Annual Salary \$69,272.32*, due to retirement - **Emergency Fill**

Planning- Construction Cost Coordinator (Part-Time 20 hrs), *Annual Salary \$53,562 pro-rated to 20 hrs per week*, due to retirement.

Social Services- Caseworker #31, *Grade 16, Annual Salary \$42,290*, due to resignation.
Supervisor Case B #3, *Grade 20, Annual Salary \$48,301*, due to promotion.
Senior Account Clerk, *Grade 7, Annual Salary \$32,749*, due to retirement.
Social Welfare Examiner, *Grade 8, Annual Salary \$34,102*, due to promotion.
Intake Clerk (HEAP), *Grade 4, Annual Salary \$28,589*, due to promotion.
Medicaid Clerk #1, *Grade 5, Annual Salary \$29,747*, due to promotion.
Intake Clerk #4, *Grade 4, Annual Salary \$28,589*, due to promotion.
Intake Clerk #7, *Grade 4, Annual Salary \$28,589*, due to promotion.

Mr. Geraghty requested the Committee keep in mind that they needed to focus on finding a replacement for Wayne LaMothe, *County Planner*, advising that Mr. LaMothe had indicated he would like to retire within the next few years and possibly come back part-time. He said he had asked the Human Resources Department to search for qualified candidates, as this department had taken on a lot of additional work over the past year or so and were in need of qualified candidates to ensure a smooth transition when Mr. LaMothe retired.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Simpson and seconded Sokol, Mr. Geraghty adjourned the meeting at 10:53a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board