

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MAY 31, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
SIMPSON
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:
MATT SCHUETTE, AGENCY PARTNER
KURT JAEGER, EXECUTIVE VICE PRESIDENT & CHIEF MARKETING DIRECTOR
RONALD CONOVER, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
DICKINSON
DRISCOLL
HOGAN
STROUGH
WILD
MIKE SWAN, COUNTY TREASURER
JOANN MCKINSTRY, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
LARRY PALTROWITZ, LEGAL COUNSEL FOR THE COUNTY
NICHOLAS CAIMANO, TOWN OF QUEENSBURY RESIDENT
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
CHRISTOPHER SOUTH, *SUN COMMUNITY NEWS*
DON LEHMAN, *THE POST STAR*
GORDON WOODWORTH, *CHRONICLE*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BRAYMER
HYDE
DIAMOND

Please note, the following contains a summarization of the May 31, 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 10:18 a.m.

Motion was made by Mr. Loeb, 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 moved on to Action Agenda Item 1 advising the joint meeting of the Personnel & Higher Education and Finance Committees was scheduled for tomorrow at SUNY Adirondack so representatives were not in attendance. He implored with the Committee members to attend to ensure there was a quorum of the Committee or no action could be taken on the items presented by the College.

Moving along, Supervisor Geraghty apprised Agenda Items 2A-B pertained to the following requests:

- 2A) Supervisor Simpson suggests to appoint Nick Caimano to fill one of Warren County's two vacant representative positions to the Warren-Washington Counties Industrial Development Agency.

Mr. Simpson stated that Mr. Caimano was in attendance should anyone have any questions for him. He added that Mr. Caimano had previously served as the Chairman of the Warren-Washington Counties Industrial Development Agency and he recommended the Committee approve the appointment.

Motion was made by Mr. Loeb, seconded by Mr. Simpson and carried unanimously to approve the appointment of Nick Caimano to the Warren-Washington Counties Industrial Development Agency as outlined above and the necessary resolution was authorized for the June 15th Board Meeting.

- 2B) Chairman Conover suggests amending Resolution No. 12 of 2018 to appoint Kevin Hajos, *Superintendent of Public Works*, to serve as Designated Alternate to represent Warren County on the Policy Committee of the Adirondack-Glens Falls Transportation Council for the term expiring December 31, 2018.

Motion was made by Mr. Merlino, seconded by Mr. Leggett and carried unanimously to amend Resolution No. 12 of 2018 as outlined above and the necessary resolution is authorized for the June 15th Board Meeting.

- 2C) Chairman Conover suggests amending Resolution No. 14 of 2018 to appoint Kevin Hajos, *Superintendent of Public Works*, to serve on the Planning Committee of the Adirondack-Glens Falls Transportation Council for the term expiring December 31, 2018.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to amend Resolution No. 14 of 2018 as outlined above and the necessary resolution is authorized for the June 15th Board Meeting.

Continuing the Agenda review, Mr. Geraghty apprised Agenda Items 3A-C 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.*

Mr. Loeb inquired how many County employees there were and Jackie Figueroa, *County Human Resources Director*, replied there were around 800. Mr. Loeb advised he felt there had been a significant amount of employee turnover since the beginning of the year and he asked whether this was standard or something they should be concerned with. Mr. Geraghty suggested adding another column to the report which would indicate whether the employee left the position as a result of a promotion, retirement or to work elsewhere. Ms. Figueroa apprised she could do a turnover report which would include all of the positions which were vacated as a result of promotions. She added traditionally employees retired at the beginning of the year. Ryan Moore, *County Administrator*, pointed out the three positions referenced on the Agenda for the Public Defender were a result of an individual resigning following which two employees were promoted. Mr. Loeb questioned whether the turnover rate was typical and Mr. Geraghty replied he felt it was, but a detailed report would be provided at the next Committee meeting. Mr. Leggett stated he felt a significant amount of the employee turnover pertained to retirements and Mr. Geraghty concurred.

3C) *Human Resources*- Brief update by Jaeger & Flynn Associates regarding County benefits.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, who apprised he was present to provide an update on County employee benefits for 2018. Mr. Schuette proceeded to provide an overview of an agenda he distributed pertaining the Working Group action items, benefits and Municipal Cooperative Health Benefit plan; *a copy of the agenda is on file with the minutes.*

With regards to the Municipal Cooperative Health Benefit plan, Mr. Geraghty asked whether it was more advantageous for the smaller municipalities to join the County's plan and Mr. Schuette replied it was difficult to predict, but it could be. Mr. Schuette explained as a result of putting into place a better wellness program, the County's self-insured plan should offer a better rate than the community rate did; however, he noted, there could be individuals in the towns who were considered high utilizers which would negatively impact the County's self-insured plan if they were to become members.

Mr. Sokol pointed out a few years ago the Health Services Department had experience with Telemedicine and he suggested that Mr. Schuette contact them for ideas on how to extradite the promotion process in a better way. Mr. Loeb asked Mr. Schuette to elaborate on why small communities could not get good claim data. Mr. Schuette apprised the County had a self-insured plan in which 90% of the premium was based upon claims from individuals utilizing doctors and prescriptions, surgeries, etc. all of which they had access to whereas in a community rated plan under 100 there was no claims experience available because the carriers were not obligated by law to provide this information. He continued, because of this the County would not be aware of the risk they were bringing into their pool.

Chairman Conover requested going forward that Mr. Schuette communicate with the Budget Officer as soon as he had a sense of where the County stood in relation to claims due to its possible impact on the County Budget and the employees. Mr. Geraghty pointed out that Mr. Thomas was a member of the Working Group so he was provided with firsthand knowledge of any issues that may arise. Mr. Schuette apprised the County had evaded a significant amount of expenses by switching to self-insurance such as taxes, insurance company margin, etc. and now even more through the use of Telemedicine; however, he noted, the cost of care was still rising. He continued, they would manage the program to the best of their ability, but there would be "peaks and valleys" in terms of the total cost of claims each year.

3B) *Human Resources*- Discussion concerning appointments to the Reallocation Committee.

Mr. Geraghty apprised he had inadvertently skipped over Agenda Item 3B which pertained to the Reallocation Committee. He explained as part of the CSEA (*Civil Service Employees Association*) Agreement, the County had a Reallocation Committee which met once a year. He said it was necessary to update the membership due to some personnel changes which he outlined for the Committee.

Mr. Loeb inquired what the duties of the Committee were and Mr. Geraghty responded the Committee met once a year with representatives of the CSEA (*Civil Service Employees Association*) to discuss any concerns they may have regarding the grades of certain positions they would like to have changed following which they made recommendations as to what they felt was appropriate. He pointed out a number of positions within the DPW had been changed through this process.

Motion was made by Mr. Leggett, seconded by Mrs. Frasier and carried unanimously to approve the appointments as provided on the agenda attachment and the necessary resolution was authorized for the June 15th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty stated Agenda Item 4 concerned a referral from the County Facilities Committee, *Airport*, regarding a request to amend the Table of Organization and Salary Schedule to increase the salary of the Airport Manager from \$74,768 to \$80,000 effective July 1, 2018.

Motion was made by Mr. Simpson and seconded by Mr. Sokol to approve the request to increase the salary of the Airport Manager from \$74,768 to \$80,000 as outlined above.

Mr. Thomas voiced his opposition to such a substantial salary increase, as he felt increasing it by a couple thousand, rather than \$5,000, would be more appropriate. Mr. Geraghty requested that Kevin Hajos, *Superintendent of Public Works*, address the Committee regarding the request.

Mr. Hajos apprised he believed everyone was aware that the preferred candidate had previously worked for the County in the roll of Airport Manager and had over 25 years of experience; he apprised the person would be unwilling to accept the position for a salary that was less than \$80,000. Mr. Hajos remarked he personally felt the individual was worthy of the salary. Mr. Thomas stated he would support the salary increase since Mr. Hajos was in favor of it; however, he noted, they needed to keep in mind this was an on-going annual expense for the County.

Mr. Geraghty called the question and the motion to amend the Table of Organization and Salary Schedule as outlined above was carried by majority vote, with Mr. McDevitt voting in opposition, and the necessary resolution was authorized for the June 15th Board Meeting.

Resuming the agenda review, Mr. Geraghty advised Agenda Item 5 involved a referral from the Economic Growth & Development Committee, *Planning*, pertaining to a request to amend Resolution No. 186 of 2018 to change the hours specified for the Construction Cost Coordinator position from "20 hours per week" to "not to exceed 1,040 hours per year", as well as to clarify that the annual salary is \$53,562, pro rated to \$25.75 per hour.

Mr. Loeb asked whether this individual handled all of the County's construction projects and Mr. Geraghty replied this individual was charged with working on the grant projects that required an inspection by the County.

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

Mr. Geraghty advised Agenda Items 6A-B pertained to the following referrals from the Health, Human & Social Services Committee, *Social Services*:

- 6A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Social Welfare Examiner #44, *Grade 8, Annual Salary \$34,102*, and delete the position of Temporary HEAP Examiner #4, *Grade 6, Annual Salary \$6,768*, effective June 18, 2018.

- 6B) Request to amend the Table of Organization to reclassify the position of Intake Clerk #6, *Grade 4, Annual Salary \$28,589*, to Secretary, *Grade 4, Annual Salary \$28,589*, effective June 18, 2018, as well as to fill the Secretary position.

Motion was made by Mr. Loeb and seconded by Mrs. Frasier to approve the requests as outlined above.

Mr. Thomas pointed out if approved the Social Welfare Examiner position would result in about \$10,000 in on-going expenses. Mr. Geraghty pointed out 75% of the salary was funded by the State thereby resulting in the County being responsible for the remaining 25%. Mr. Loeb stated HEAP (*Home Energy Assistance Program*) had historically been a seasonal program; however, he noted, an increase in the need which was on-going had caused the Department of Social Services to reevaluate their staffing and add this as a full-time annual position rather than a seasonal one.

Mr. Moore stated he had spoken to the Commissioner of Social Services yesterday regarding the increase in cost if this position was approved during which the Commissioner had indicated an openness to having less than three Temporary HEAP examiners should it be determined they could handle the workload without having any disruptions to the service. He said the Commissioner had explained a number of different factors associated with this request at the Health, Human & Social Services Committee meeting, one of which was that air conditioning was a part of this program adding a year-long component to it. He added since SNAP (*Supplemental Nutrition Assistance Program*) benefits were also tied to this it reached out to more than just the HEAP program and this individual would be able to assist with serving the gap in other service areas if the HEAP activity was slowing down.

Mr. Geraghty called the question and the motion to approve the request as outlined above was carried unanimously and the necessary resolution was authorized for the June 15th Board Meeting.

Continuing with the agenda review, Mr. Geraghty stated Agenda Item 7 concerned a referral from the Public Works Committee, *DPW*, regarding a request to amend the Table of Organization and Salary Schedule to create and fill the positions of HEO #15 STA, *Annual Salary \$600*, and HEO #16 STA, *Annual Salary \$600*, and delete the positions of Highway Construction Supervisor STA #10, *Annual Salary \$600*, and Highway Construction Supervisor #8 STA, *Annual Salary \$600*, effective June 1, 2018. *Note: this request was not previously reviewed and approved by the Public Works Committee.*

Mr. Loeb inquired whether Mr. Hajos had been able to fill his temporary seasonal positions and Mr. Hajos replied he had been able to fill four of the five positions. Mr. Hajos apprised typically what occurred was they would move the temporary positions into permanent positions as vacancies occurred.

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

Moving along, Mr. Geraghty apprised Agenda Items 8A-B pertained to the following Requests/Items to be discussed by the County Administrator:

- 8A) Request to fill the position of Assistant to the County Administrator, *Annual Salary \$68,288*, due to retirement. *Note: This request was not previously reviewed by the Support Services Committee.*
- 8B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant to the County Administrator - PT (*up to 28 hours per week for a maximum*

of six months), Annual Salary \$68,288 pro-rated to \$37.5208 per hour, for training purposes. Note: this request was not previously reviewed and approved by the Support Services Committee.

Mr. Loeb requested that Mr. Moore elaborate on the request since it had not been vetted at the Support Services Committee meeting. Mr. Moore apprised the reason he was requesting an Assistant to the County Administrator - PT, was to allow JoAnn McKinstry, *Assistant to the County Administrator*, to come in a few days a week to assist with training her replacement; however, he noted, he was unsure at this time what the timetable for the position would be. He said they needed to begin actively recruiting and interviewing for the position which would more than likely result in a gap in time where Ms. McKinstry would attend to some of the critical duties she handled. He continued, the amount of training depended on who was hired and whether they had experience with the County, as well as what type of experience they had. He said there were a number of unanswered questions that related to the recruitment of the individual who would back-fill the position on a full-time basis. He added although the request called for 28 hours per week, this would only be in the event that there was a busy week with work on the budget, the financial plan, etc. which required Ms. McKinstry to come in more than a few days per week, but her intent was to try and work two days per week.

Motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve both Items 8A and 8B as outlined above and the necessary resolution was authorized for the June 15th Board Meeting.

Resuming the agenda review, Mr. Geraghty advised Agenda Item 9 pertained to a Request/Item to be discussed by the County Treasurer regarding a request to amend the Table of Organization and Salary Schedule to create and fill the position of Accounting Technician, *Grade 19, Annual Salary \$46,318*, effective June 18, 2018. *Note: If approved, funding in the amount of \$30,995 is requested to cover the cost of the position for the remainder of the year, as well as for the purchase of a desk and chair. This item is listed on the Finance Committee Agenda to approve the creation and filling of the position (as the oversight Committee) as well as to determine a source of funding as these monies are not available within the Treasurer's existing budget.*

Mike Swan, *County Treasurer*, apprised he was requesting a new position for his Office due to the workload being larger than what his current staff could handle involving occupancy tax and the County Health insurance. He said as a result of a State audit a few years ago the County was cited for not doing enough enforcement and auditing for the occupancy tax. He said they tried to do this work with the existing staff, but they found it not to be feasible, as the enforcement was lacking and required more attention. With regard to the health insurance, he advised his Office had taken on a larger role in reconciling the health insurance with regards to the per member fee. He said this required his staff to reconcile the data from the Human Resources Department and Jaeger & Flynn Associates to ensure that they had the exact count for the right number of people so the correct amount was paid. He added as a result of the County switching to being self-insured rather than receiving a monthly bill from the insurance carrier they received one that involved more work to reconcile to ensure the County was paying the correct amount and that the right people were on that list. He stated that he had worked with the Personnel Officer to create a title, grade and basic job description for the position, but a full list of the job duties was still being worked on by the Personnel Officer. He informed the position would be split evenly between working on occupancy tax and the health insurance reconciliation.

Mr. Geraghty questioned whether a portion of the salary could be paid with occupancy tax funds, as he believed a portion of these funds were set aside for the Treasurer's Office. Mr. Swan stated when the

occupancy tax law was first adopted it included allocating 10% of whatever was collected to his Office as an administrative fee; however, he noted, during his tenure as County Treasurer the rate was reduced to 3% which equated to about \$120,000 on an annual basis. He said as was the case with sales tax income this was counted as a revenue for his Department, but it actually flowed into the Unappropriated Surplus General fund. He added he thought it would be sensible for them to pay for part of the position with occupancy tax funds. He mentioned although he could not speak to the specifics regarding occupancy tax collections due to restrictions placed on him by the law, he believed the amount collected would significantly increase through the enforcement efforts associated with this position.

A lengthy discussion ensued during Mr. Swan pointed out Albany County had three employees whose sole duties were to work on occupancy tax enforcement, registrations, collections, and audits while most other Counties in the State had one employee dedicated for this purpose and his Office had been dedicating about one hour a day on this work.

During the discussion Mr. Thomas pointed out if the Committee approved the request the total cost for the position was around \$67,000 when benefits were factored into it.

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

Next, Mr. Geraghty stated that Agenda Item 10 pertained to a Request/Item to be discussed by the Warren County Sheriff regarding a request for a new contract with the Town of Queensbury School District for the Warren County Sheriff's Office to provide law enforcement services within the Queensbury School District in the form of two school resource officers/school security officers at a cost not to exceed \$60,000 for the 2018-2019 school year. This agreement would mirror the one approved for the Hadley-Luzerne School District by Resolution No. 192 of 2018.

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

Mr. Geraghty called for a motion to enter into executive session to discuss collective bargaining negotiations. The necessary motion was made by Mr. Leggett, seconded by Mr. Simpson and carried unanimously to enter into executive session pursuant to Section 105 (e) of the Public Officers Law.

Executive session was held from 11:07 a.m. until 11:25 a.m.

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

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to authorize a resolution providing voluntary recognition of Corrections Officers as a separate group and authorizing a collective bargaining agreement with Alliance and the new Corrections Officers group to be signed July 1, 2018 and the necessary resolution was authorized for the June 15th 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 they would hold off on this discussion until next month to allow himself and Mr. Moore to discuss it.

Mr. Geraghty stated that there were letters being distributed to prospective new members of the Ethics Board and he hoped to be able to fill the Ethics Board vacancies at the July meeting.

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:

- Buildings and Grounds -* Janitor, *Grade 4, Annual Salary \$28,589*, due to resignation.
- Countryside -* Food Service Helper- Temporary, *Grade 2, Annual Salary \$26,743*, due to creation.
- District Attorney -* Crime Victim Specialist Part-time, *Grade 14, Annual Salary \$27,940*, due to creation.
- Health Services -* Infant Feeding Advocate, (Part-Time 20 hours) *Grade 3, Annual Salary \$27,316 pro-rated to 20 hours per week*, due to resignation.
WIC Nutrition Facilitator, (Part-Time 20 hours), *Grade 16, Annual Salary \$42,290 pro-rated not to exceed 20 hours per week*, due to resignation.
Public Health Nurse #8, *Grade 21, Annual Salary \$49,528*.
Registered Professional Nurse/CHN #15, *Grade 19, Annual Salary \$46,318*, due to retirement.
- Probation -* Senior Account Clerk, *Grade 7, Annual Salary \$32,749*, due to retirement.
- Public Defender -* Assistant Public Defender #3, *Annual Salary \$58,653*, due to resignation.
Assistant Public Defender #7, *Annual Salary \$53,925*, due to promotion.
Assistant Public Defender #6, *Annual Salary \$48,878*, due to promotion.
- Public Works -* MEO Light #27, *Grade 7, Annual Salary \$32,749*, due to promotion
- Sheriff -* Patrol Officer #44, *Annual Salary \$40,390*, due to resignation. (Emergency Fill).
Patrol Officer #45, *Annual Salary \$40,390*, due to resignation. (Emergency Fill).
- Social Services -* Support Investigator #4, *Grade 8, Annual Salary \$34,102*, due to promotion.
Sr. Caseworker #3, *Grade 18, Annual Salary \$45,313*, due to promotion.
Caseworker TBD, *Grade 16, Annual Salary \$42,290*, due to promotion.
- Treasurer -* Accountant, *Annual Salary \$70,477*, due to resignation.
Junior Accountant, *Annual Salary \$55,839*, due to promotion.
Senior Account Clerk, *Grade 7, Annual Salary \$32,749*, due to promotion.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Loeb and seconded Mr. McDevitt, Mr. Geraghty adjourned the meeting at 11:27 a.m..

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board