

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: JUNE 26, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
MCDEVITT
BRAYMER
SIMPSON
HYDE
LOEB
MERLINO

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
RONALD F. 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
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
SARAH MCLLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS FRASIER
LEGGETT
DIAMOND
SOKOL

Please note, the following contains a summarization of the June 26, 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. Merlino, seconded by Mr. Loeb and carried unanimously to approve the minutes of the previous Committee meetings, 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 thanked the Committee for their support on the Adirondack Community College operating budget for Fiscal Year 2018-2019 and providing for the necessary public hearing, apprising she would be happy to answer any questions they may have. She stated she did not have much of an update other than to inform the construction projects were wrapping up and the work continued on the new Culinary site. Mr. Geraghty thanked Dr. Duffy for the tour of the new building following the conclusion of the June 1st meeting.

Chairman Conover requested that Dr. Duffy explain what would occur if one of the two Counties did not approve the budget for Fiscal Year 2019-2019. Dr. Duffy informed both Counties had to adopt Resolutions to move the request forward for public comment at their July Board meetings which were scheduled on the same day. She said at the July Board Meeting there would be an opportunity for the public to comment on the proposed budget. She mentioned representatives from the College would attend both meetings to answer any questions that may arise, apprising generally they tried to coordinate with the two Counties to allow them to go from one meeting to the other. She continued, barring anything unusual the budget would be adopted following which the College submitted it to SUNY for final approval in August. Chairman Conover asked Dr. Duffy to elaborate on what would occur should the budget not be approved by both Counties. Dr. Duffy stated she would be meeting with the Washington County Finance Committee to have further

discussions regarding the budget to and answer any outstanding questions, as there were differing opinions on their Board regarding the Budget request. She mentioned if for some reason Washington County voted to not approve their contribution to the operating budget or if they rejected the budget entirely it would result in some challenges for the College. She stated if the contribution was rejected the chargeback rate would be impacted, as well. She remarked they were feeling rather positive in terms of where Washington County stood and thoroughly understood their actions with regards to trying to be sensitive to their taxpayers. She said she believed they would have another opportunity for further discussion regarding the College's Budget request and the impact it would have if they chose not to approve it with Washington County at their upcoming Finance Committee meeting. Chairman Conover questioned whether Washington County's Board meeting was scheduled before Warren County's Board meeting and Dr. Duffy responded that the meetings were scheduled for the same day and time.

Ryan Moore, *County Administrator*, inquired whether another resolution from Warren County would be required should Washington County reject the Budget thereby requiring the College to make changes and Dr. Duffy replied in the affirmative. Dr. Duffy added this delay would put the College in a bind since their fiscal year commenced on September 1st. Mr. Moore asked whether no further action from this Board would be required if Washington County were to move forward with the current budget proposal and Dr. Duffy responded in the affirmative.

Moving along, Mr. Geraghty apprised Agenda Items 2A-C pertained to the following Items/Requests to be discussed by the Human Resources Director and/or Personnel Officer:

- 2A) *Civil Service*- Request for a new contract with Glens Falls Hospital Center for Occupational Health to provide medical exams for police and patrol officer candidates.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

- 2B) *Human Resources*- Review of report on tracking of vacancies filled. *Report provided for informational purposes.*

Mr. Geraghty advised as per his request from last month another column had been added to the report which indicated whether the employee left the position as a result of a promotion, retirement or to work elsewhere. He encouraged all to review the report each month before the Committee meeting and bring any questions they may have.

- 2C) *Human Resources*- Request to amend Resolution No. 559 of 2012 to make changes to the Wellness Program and Committee.

Jackie Figueroa, *County Human Resources Director*, apprised they had changed some language from the previous resolution which was adopted in 2012 to remove references to any specific vendors such as the County's benefits broker, insurance carrier, etc. She added they were removing the limit of the number of general employees on the Committee, as she did not believe it should be limited to four since there were a significant number of departments within the County. She concluded by stating they had inserted a sentence which indicated the Committee could request funds if they felt it was necessary to offer incentives for some of the programs because there had previously been specific language indicating that expenses would never be incurred. She explained while this made the process a little more flexible, they were still required to present any requests for funding to the full Board for approval.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

Continuing with the Agenda review, Mr. Geraghty advised Agenda Item 3 pertained to a referral from the Criminal Justice & Public Safety Committee, *District Attorney*, concerning a request to create the new position of On-Call Pay, *Annual Salary of \$33,832 - includes fringe benefits*, retroactive to January 1, 2018. The on-call pay provision was authorized by Resolution No. 294 of 2017 but funding was inadvertently omitted from the 2018 Budget because this position was not created in the Salary Schedule. *Note: a request will be presented to the Finance Committee for \$33,832 to cover the cost of on-call pay for 2018.*

Motion was made by Mr. Simpson, seconded by Mr. McDevitt and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

Mr. Geraghty stated Agenda Items 4A-B pertained to the following referrals from the Support Services Committee, *County Attorney*:

- 4A) Request to create and fill the new position of Legal Assistant-Real Estate, *Annual Salary \$40,000 - \$50,000 depending on experience*, effective July 23, 2018. *Note: although this position is not included in the 2018 Budget, funds are available in the departmental contract code to cover the expense.*

Mary Elizabeth Kissane, *County Attorney*, informed she was requesting to create and fill a new position whose duties would consist of working on the County foreclosure process from beginning to end rather than continuing to contract out for abstract services. She pointed out Saratoga County had a similar position within their County Attorney's Office with the same duties. She said she was requesting to create the position so all of the foreclosure work could be completed in-house rather than having to contract out for the abstract portion of the process. She said this employee would handle the entire foreclosure process including the abstracting, mailings, notices, as well as working closely with the County Treasurer and Real Property Tax Services Offices. She mentioned she was not requesting any additional funds to be added to her budget, as she could transfer the funds set aside for paying for the abstracts to salaries to pay for the position. Mr. Geraghty added this change should result in an estimated savings of around \$20,000, as the current amount budgeted for abstracts was \$80,000.

Ms. Braymer stated she was pleased to hear about the savings and the efficiencies that would result from doing the work in-house; however, she said, she did not understand how the money could still be in the budget this year, as she believed they had already completed some abstracts for this year's foreclosure. Ms. Kissane explained the abstracts were completed up until the foreclosure following which they commenced acquiring abstracts for the following year's foreclosure action in August through the end of the year resulting in them budgeting for both years in one budget. She said this meant they had only completed abstracts going up to the foreclosure resulting in freeing up the funds set aside to pay for the abstracts from August on. She estimated she would not have the position filled until December.

Mr. Beaty inquired whether the County expended \$80,000 to out source the abstract services and Ms. Kissane responded although \$80,000 was the amount that was budgeted for this purpose they did not expend all of the money. Mr. Beaty asked how much was expended to currently out source these services and Ms. Kissane replied \$67,880 was expended in 2016 and in 2017 \$50,030 was spent. She explained the amount they expended was dependent upon the number of abstracts they required. Mr. Beaty remarked if on average they expended \$58,000 on these services, he did not understand how any savings could be realized. Mike Swan, *County Treasurer*, interjected what occurred was they would bill anyone with delinquent taxes that required an abstract on their property when they paid their taxes. He said this meant the cost for this service was not coming out of the County Budget, as the person who had defaulted on their taxes was paying for that abstract. Mr. Beaty asked what the actual cost was for this outside service and Mr. Swan replied what was being proposed was to use the money that was typically set aside to pay for the abstract to pay the salary of an employee who would be working on the entire foreclosure process. He added this would also free up the employee in Ms. Kissane's office who was doing the work now to do more legal work for Ms.

Kissane. He added the efficiencies gained from having one person working on the entire process would be significant.

Mr. Beaty advised he believed the addition of this position would actually result in an increase in County expenses rather than a savings if the salary of the position ended up being within the higher end of the salary range, which, he noted, was what typically occurred with new hires. He remarked he did not foresee how a savings could be achieved when benefit and retirement costs were factored in along with a salary of \$50,000.

A discussion ensued following which a motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

- 4B) Request to create and fill the new position of Secretary to the County Attorney-Temporary, *Annual Salary \$45,084 pro-rated - not to exceed 32 hours per week*, effective June 23, 2018. *Note: although this position is not included in the 2018 Budget, funds are available for transfer within the existing departmental budget to cover the expense.*

Motion was made by Mr. Loeb and seconded by Mr. Simpson to approve the request to create and fill the new position of Secretary to the County Attorney-Temporary as outlined above.

Mr. Geraghty apprised one of the staff members in the County Attorney's Office was retiring in December and the desire was to have them remain an employee on a temporary basis for training purposes. He added there were funds available within the existing budget to cover the expense.

Ms. Braymer questioned whether the plan was to bring this employee back in January on a part-time temporary basis and Mr. Geraghty replied in the negative. Mr. Geraghty stated the plan was for this to go into effect when a new full-time Secretary to the County Attorney was hired to allow the temporary employee train their replacement.

Mr. Geraghty called the question and the motion to approve the request to create and fill the new position of Secretary to the County Attorney-Temporary as outlined above was carried unanimously and the necessary resolution was authorized for the July 20th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty apprised Agenda Items 5A-B involved the following requests from the Clerk of the Board:

- 5A) Request to amend Resolution No. 193 of 2012 to change the language concerning the designated alternate for the Park Operations & Management Committee from the Superintendent of Public Works to a member of the Board of Supervisors to be designated by the Chairman of the Board.

Amanda Allen, *Clerk of the Board*, explained the Park O&M Committee was established by Resolution No. 193 of 2012 which included language that indicated the Superintendent of Public Works could serve as an alternate Committee member in the absence of regular Warren County representatives to make a quorum. She apprised this presented them with a conflict of interest since the Superintendent of Public Works was the one who established and drove the agenda for the Committee meetings. She said the thought was to change this to an additional member of the Board that the Chairman would designate. She added this would also assist with ensuring they had a quorum at the Committee meetings, as this had recently been an issue that occurred frequently for these meetings. She pointed out the Committee members consisted of four members from the County and two from the Village of Lake George resulting in a total of four members having to be present in order to make a quorum. She commented the hope was that this would clear up the process and assist them with having a quorum for future meetings.

Ms. Braymer questioned whether this meant the Chairman could designate someone to serve for a particular meeting and Mrs. Allen replied in the negative. Mrs. Allen explained the members of the Committee listed on the Standing Committee list would be changed for Park O&M to include a designated alternate. She said she believed the intent was to appoint Mrs. Frasier to the Committee since she had previously served on it.

Motion was made by Mr. McDevitt, seconded by Mr. Merlino and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

Mr. Geraghty stated Agenda Item 6 pertained to a suggestion by Supervisor Simpson to appoint Supervisor Michael Wild to fill Warren County's remaining vacant representative position to the Warren-Washington Counties Industrial Development Agency.

Mr. Simpson recommended that the Committee support this appointment, as he believed Mr. Wild would be a good addition to the Agency due to his background in business and the fact that he was a forward thinker.

Mr. Wild asked for some direction from the Committee in terms of what the expectations were of him. Mr. Simpson stated the first thing Mr. Wild would be tasked with following approval of his appointment was to go online and take the required ABO training which would explain the authority granted to the Industrial Development Agency by the State. He said Mr. Wild would use his background in business when reviewing proposals that were brought before the agency for consideration of certain benefits they could offer.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

Mr. Geraghty apprised it was necessary to address Agenda Item 5B which he had inadvertently skipped over. He said the Item pertained to a request from the Clerk of the Board to amend Resolution No. 262 of 2018, Approving Standard Work Day and Time Reporting, to include additional submissions.

Motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 20th Board Meeting.

Continuing to the pending items portion of the Agenda, Mr. Geraghty extended privilege of the floor to Mr. Moore to discuss the County Employee of the Month Program. Mr. Moore apprised the idea behind this was to have an employee of the month chosen by Supervisors; however, he noted, he was unsure whether this encompassed the entire Board, a sub-Committee, or this Committee; he said it was the discretion of the Board as to who would be involved. He said some of the things suggested were to have the Department of Public Works create a sign that could be moved around which would designate a parking space for the employee of the month so they had preferential parking for the month, a certificate of appreciation presented at the Board Meeting, establishing a location for an employee of the month photo that would be placed somewhere in the Municipal Center Building where the public had access, such as in the area by the Department of Motor Vehicles, as well as discussion regarding a monetary award. He apprised the opinion from the State that the County Attorney's Office received was that there should not be an issue as long as the award was less than \$75. He mentioned since the funds should not come from the County coffers because it would constitute a gift which was not permissible, the suggestion was for Supervisors to contribute \$30 a year resulting in the employee of the month being awarded \$50 for their accomplishment. He emphasized the Supervisors were under no obligation to contribute the \$30, but it was an option if they wanted to consider it. He informed the process that would be followed would allow Department Heads to nominate one of their employees as the employee of the month through an application that was due on the day of the Board meeting prior to where the employee would be honored to allow them a sufficient amount of time to complete the required review. He stated another proposal was submitted to honor a Department

Head four times a year; however, he noted, he felt it would be more appropriate for this to occur once a year during a designated month considering the ratio of Department Heads to employees.

Mr. Geraghty questioned whether any sort of criteria would be developed in order to be eligible for the award such as the employee submitting a suggestion which resulted in cost savings and Mr. Moore responded that he had envisioned a letter from the Department Head stating why that employee should be considered for employee of the month that could include some cost savings the employee had developed or a suggestion for a safety initiative in certain departments. He advised he would suggest leaving it to the discretion of the Department Head to allow them to distinguish someone for what they felt was exemplary service.

Ms. Braymer suggested they consider using the \$600 to pay for a party for all of the employees over the past year who had been selected as the employee of the month, as well as the Department Head who had been selected for the year. Mr. Driscoll recommended that they consider listing some of the criteria or recommendations for what they were looking for, as he was aware that within some departments morale building such as bringing in a dish to share went along way to strengthen relationships.

A motion was made by Mr. Simpson, seconded by Ms. Braymer and carried unanimously to move forward with implementing the employee of the month program.

With regards to the County Ethics Board, Mr. Geraghty asked Ms. Kissane if there had been any interest with regard to the inquiries they had made and Ms. Kissane responded that she had not received any responses in the positive to their inquiries. Ms. Braymer reminded Mr. Geraghty she had suggested they look into whether Diana Palmer from the City of Glens Falls would be interested in becoming a member. Mr. Geraghty questioned whether Ms. Palmer was a member of any of the political committees and Ms. Braymer replied in the negative. Ms. Kissane advised she had mailed a letter of inquiry to Ms. Palmer to which she received no response. Ms. Braymer stated Ms. Palmer had indicated to her she was interested in becoming a member and she apprised she would notify her to contact Ms. Kissane.

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:

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| <i>Buildings and Grounds -</i> | Building Maintenance Worker #2, <i>Grade 6, Base Annual Salary \$31,017</i> , due to resignation.
Cleaner #12, <i>Grade 2, Base Annual Salary \$26,743</i> , due to creation in the 2018 Budget. |
| <i>County Administrator -</i> | Assistant to the County Administrator, <i>Annual Salary \$68,288</i> , due to retirement.
Assistant to the County Administrator-PT, <i>Annual Salary \$68,288 pro-rated to not to exceed 28 hours/week - position duration not to exceed 6 months</i> , due to creation. |
| <i>County Attorney -</i> | Secretary to the County Attorney, <i>Annual Salary \$45,084</i> , due to resignation. |
| <i>County Treasurer-</i> | Accounting Technician, <i>Grade 19, Base Annual Salary \$46,318</i> , due to creation. |
| <i>Health Services -</i> | Supervising Public Health Nurse #6, <i>Annual Salary \$69,272</i> , due to retirement. |
| <i>Public Works -</i> | HEO #15 STA (<i>seasonal</i>), <i>Grade 10, Base Annual Salary \$600 (pro-rated)</i> , due to creation.
HEO #16 STA (<i>seasonal</i>), <i>Grade 10, Base Annual Salary \$600 (pro-rated)</i> , due to creation. |

*Social Services - Social Welfare Examiner #44 (HEAP), Grade 8, Base Annual Salary \$34,102, due to creation.
Secretary, Grade 4, Base Annual Salary \$28,589, due to reclassification.*

Ms. Braymer asked if anyone was aware of whether the Sheriff had any luck filling his vacant Resource Officer positions for the local School Districts Mr. Simpson responded that the Sheriff's Office was still working on filling these vacancies. Mr. Moore added that Sheriff York had mentioned at the Committee meeting he was reaching out to all of his contacts in hopes of finding more candidates to fill those positions.

Mr. Geraghty announced an executive session was required to discuss the employment history of a particular individual.

Motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously to enter into executive session pursuant to Section 105(f) of the Public Officers Law.

Executive session was held from 10:30 a.m. until 10:38 a.m.

Upon reconvening Mr. Geraghty called for a motion to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant to the County Administrator to \$72,342. The necessary motion was made by Mr. Simpson, seconded by Mr. Merlino and carried unanimously and the necessary resolution was authorized for the July 20th Board Meeting.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded Mr. McDevitt, Mr. Geraghty adjourned the meeting at 10:38 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board