

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: AUGUST 2, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
DIAMOND
MERLINO
SOKOL

OTHERS PRESENT:

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
HOGAN
MAGOWAN
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
MIKE SWAN, COUNTY TREASURER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS HYDE
LOEB

Please note, the following contains a summarization of the August 2, 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 11:02 a.m.

Motion was made by Mr. McDevitt, 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 advised SUNY Adirondack did not have anything to discuss today and so representatives were not in attendance.

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

- 2A) Review of report on tracking of vacancies filled. *Report provided for informational purposes.*
- 2B) Review of the Recommendations made by the Reallocation Committee.

Jackie Figueroa, *County Human Resources Director*, apprised twenty-three titles were reviewed by the Reallocation Committee, most of which were brought forth by the CSEA (*Civil Service Employees Association*), with the remainder originating from the Department Head or the Department Head in conjunction with the CSEA. She informed the twenty-three titles included eighty-nine employees. She advised of the twenty-three titles, they were recommending ten for Reallocation. She explained the reallocation would impact eighteen employees, most of which were in the Buildings and Grounds Department. Mr. Geraghty added the traffic positions within the DPW they had held off of making changes to last year were also reallocated. Mr. Geraghty noted he had expressed to the CSEA representatives that they were fortunate Warren County had reallocation included within the contract, as this was not typical for other counties. He added he believed the adjustments recommended by the Reallocation Committee were appropriate.

Mr. Thomas inquired whether the total increase on an annual basis as a result of the reallocation was \$37,500 and Mr. Geraghty replied in the affirmative. Ryan Moore, *County Administrator*, added the increases were included in the Multi-Year Plan. Ms. Braymer asked whether these increases would not go into effect in 2019 and Mr. Geraghty replied affirmatively.

Motion was made by Mr. Sokol, seconded by Mr. Simpson and carried unanimously to approve the recommendations of the Reallocation Committee and the necessary resolution was authorized for the August 17th Board Meeting.

Continuing with the Agenda review, Mr. Geraghty advised Agenda Items 3A-B pertained to the following referrals from the Health, Human & Social Services Committee, *Social Services*:

- 3A) Request to create and fill the new position of Deputy Commissioner, *Annual Salary \$78,500-\$82,500*, and to delete the position of Deputy Commissioner/Chief Legal Counsel, *Annual Salary \$84,408*, effective August 20, 2018.
- 3B) Request to create and fill the new position of Part-Time Assistant Social Services Attorney, *Annual Salary \$32,500-\$37,000*, effective August 20, 2018.

Motion was made by Mr. Simpson and seconded by Ms. Braymer to approve the requests as outlined above.

Mr. Diamond inquired how the salary range for the Deputy Commissioner was determined and Mr. Geraghty responded the salary was based upon a request from the Department Head. He added typically salary studies were completed for these types of positions, but he was unsure whether one was completed in this instance. Mr. Diamond questioned the historical salary of the previous Deputy Commissioner who had been in the position before the title was changed to Deputy Commissioner/Chief Legal Counsel and Ms. Figueroa replied she was unsure, as she had not been involved with these discussions. Mr. Simpson informed he was unsure of what the salary was, but he recalled the reason the position combined the Deputy Commissioner and Chief Legal Counsel positions was to alleviate the workload of the County Attorney's Office, as well as to save money.

Mr. Leggett apprised he would be more comfortable comparing how the proposed salary for this position compared to other Deputy and/or positions with similar responsibilities within the County before they set the salary to ensure it was appropriate. He pointed out there were some Department Heads whose salaries were well below the amount proposed for this position.

Mr. Geraghty called the question and the motion to approve the requests to amend the Table of Organization and Salary Schedule was carried by majority vote, with Mr. Leggett and Ms. Braymer voting in opposition, and the necessary resolutions were authorized for the August 17th Board Meeting.

Mr. Moore advised when State and Federal aid was factored the increase to the County Budget was \$7,500 more than when the two positions were combined.

Mr. Geraghty stated Agenda Item 4 concerned a request from him for a resolution authorizing out-of-State travel to attend the White House Conference with New York County Leaders on August 23, 2018.

Motion was made by Mrs. Frasier and seconded by Mr. Diamond to approve the request for out-of-state travel as outlined above.

Ms. Braymer inquired about the cost of the travel and Mr. Geraghty replied the total cost was \$536. Mr. Geraghty apprised he had responded to the invitation that was distributed to the full Board indicating his interest in attending. Mr. Simpson stated he planned on notifying Amanda Allen, *Clerk of the Board*, following the conclusion of the meeting that if his schedule permitted he also would like to attend. Mrs. Allen advised since it was out-of-State travel, a resolution was required.

A discussion ensued following which Mrs. Frasier amended her motion and Mr. Diamond amended his second to include authorization for Mr. Simpson to attend the White House Conference meeting, as well. Mr. Geraghty called the question and the motion to approve a resolution authorizing Messrs. Geraghty and Simpson to attend the White House Conference as outlined above was carried by majority vote, with Messrs. Geraghty and Simpson abstaining, and the necessary resolution was authorized for the August 17th Board Meeting.

With regards to the County Ethics Board, Mary Elizabeth Kissane, *County Attorney*, apprised she had heard from everyone the Committee had asked her to contact, and only Diana Palmer, *Third Ward Councilwoman, City of Glens Falls*, had indicated any interest. Ms. Kissane stated she felt compelled to notify the Board that by law she was required to represent the Ethics Board unless the Board appointed outside counsel for this purpose. She said she believed they should consider retaining an attorney to represent the Ethics Board if issues ever arose to ensure it was an autonomous body. She mentioned it would put her in a tough position if circumstances arose where she had to represent the Ethics Board on complaints against Supervisors.

Mr. Geraghty inquired what the process was if their desire was to appoint Ms. Palmer and Ms. Kissane replied a resolution was necessary in order to appoint or remove individuals from the Ethics Board.

Mr. McDevitt inquired what Ms. Palmer's position would be and Ms. Kissane replied the Committee needed to determine how they would like to restructure the Board. She explained currently Edna Wells and Gail Seaman were the two Governmental members on the Board; however, she noted, Ms. Wells was no longer a member of the Chester Town Board. She apprised the make up of the Ethics Board required two Governmental members and three non-Governmental members; she suggested they replace Chris Scoville, who was currently the alternate for the non-Governmental members and had moved out of the area, with Ms. Wells. She continued, informing should the Committee move forward with appointing Ms. Palmer, she would move into the Governmental position that Ms. Wells had filled with the other being filled with Ms. Seaman. She added they would also need to determine whether they would like Ms. Seaman to remain the permanent Governmental member or move Ms. Palmer into that position and appoint Ms. Seaman the alternate; she noted they could remove Ms. Seaman altogether if they so desired.

Motion was made by Ms. Braymer, seconded by Mr. Geraghty and carried unanimously to appoint Ms. Palmer to the Warren County Ethics Board as a Governmental Member and the necessary resolution was authorized for the August 17th Board Meeting.

Ms. Kissane inquired whether the Committee would like to appoint Ms. Seaman as the alternate Governmental member and Mr. Geraghty replied he felt that would be an appropriate subject for them to discuss in executive session.

Motion was made by Mr. Leggett, seconded by Mrs. Frasier and carried unanimously to change Edna Wells from a Governmental to a non-Governmental member on the Warren County Board of Ethics and the necessary resolution was authorized for the August 17th Board Meeting.

Mr. Geraghty apprised Mike Swan, *County Treasurer*, was present to discuss an item that was not on the agenda concerning a letter of credit and he offered privilege of the floor to him. Mr. Swan informed as a result of the County being self-insured, Blue Cross Blue Shield of Northeastern New York, who administered the County's health insurance claims for them, was requesting a letter of credit from Glens Falls National Bank in the amount of \$221,500 to provide them with the authority to reimburse themselves for the claims they paid on behalf of the County should a situation arise where the County had not reimbursed them for two months. He said this was a typical request, noting that the County continuously provided them with reimbursement.

Ms. Braymer asked whether Blue Cross Blue Shield of Northeastern New York would only be permitted take the amount due to them, rather than the entire \$221,500, and Mr. Swan replied the letter of credit would restrict access to the amount owed. He added the reason they requested a letter of credit in that amount was because this was the general cost for claims each month.

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to authorize the Glens Falls National Bank to issue a letter of credit as outlined above and the necessary resolution was authorized for the August 17th Board Meeting.

Mr. Geraghty requested an executive session to discuss matters relating to the appointment or removal of a member of the Warren County Ethics Board. Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officers Law.

Executive session was held from 11:22 a.m. until 11:25 a.m.

Upon reconvening, Mr. Geraghty called for a motion to remove Ms. Seaman from the Warren County Ethics Board. The necessary motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously, thereby authorizing the necessary resolution for the August 17th Board 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:

- Health Services-* Part-Time Public Health Liason (24 hrs), *Grade 7, Base Annual Salary \$15.74 per hour (pro-rated)*, due to promotion.
Registered Professional Nurse (#37), *Grade 19, Annual Salary \$46,318*, due to promotion.
- Probation -* Probation Officer Trainee #1, *Grade 16, Base Annual Salary \$42,290*, due to resignation.
Probation Officer Trainee TBD, *Grade 16, Base Annual Salary \$42,290*, due to promotion
Senior Probation Officer #3, *Grade 20, Base Annual Salary \$48,301*, due to retirement.
- Public Defender-* Assistant Public Defender #5, *Annual Salary \$56,595*, due to resignation.
(Emergency Fill)

Public Works- Maintenance Mechanic (court building), *Grade 8, Annual Base Salary \$34,102*, due to creation.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Merlino and seconded Mr. Simpson, Mr. Geraghty adjourned the meeting at 11:26 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board