

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: AUGUST 30, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY  
FRASIER  
MCDEVITT  
LEGGETT  
BRAYMER  
SIMPSON  
HYDE  
DIAMOND  
LOEB  
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
JENNIFER HOWE, ASSISTANT TO THE 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  
DAVE SHANTZ, ASSISTANT VICE PRESIDENT  
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  
HOGAN  
MAGOWAN  
STROUGH  
WILD  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
MIKE SWAN, COUNTY TREASURER  
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT  
DON LEHMAN, *THE POST STAR*  
THOM RANDALL, *ADIRONDACK JOURNAL*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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COMMITTEE MEMBER ABSENT:

SUPERVISOR MERLINO

*Please note, the following contains a summarization of the August 30, 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. Simpson and seconded by Mr. Leggett to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Leggett requested that Ryan Moore, *County Administrator*, clarify the statement he made at the prior meeting regarding the State and Federal aid associated with the staffing changes which were approved for the Department of Social Services. Mr. Moore stated that the impact to the County Budget when State and Federal reimbursements were factored in, resulted in a net cost of \$7,500.

Mr. Geraghty called the question and the motion to approve the minutes of the previous Committee meeting as outlined above was carried unanimously.

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 a joint meeting of the Personnel & Higher Education and Finance Committees with their Washington County counterparts was scheduled for September 7<sup>th</sup> at SUNY Adirondack and any updates would be provided then.

Mrs. Frasier entered the meeting at 10:02 a.m.

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) Update by Jaeger & Flynn Associates regarding health benefits renewal for 2018-2019 plan year.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, to review Medicare Advantage, health, dental and vision plan renewals. Mr. Schultz provided an overview of the renewal proposal during which the Committee members posed a number of questions that were answered by Mr. Schuette with input from Kurt Jaeger, *Executive Vice President & Chief Marketing Director*, and Dave Shantz, *Assistant Vice President*.

A discussion ensued following which a motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to authorize renewal of the Medicare Advantage Plan as presented By Jaeger & Flynn Associates, Inc., to include Option 3 with Humana. The necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

Mr. Geraghty announced a motion was also required to authorize health insurance options as presented by Jaeger & Flynn Associates to include dental insurance with Delta Dental and authorizing vision insurance with Empire Blue View Vision as outlined on page 7 of the handout provided by Mr. Schuette; a copy of which is on file with the minutes. The necessary motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to authorize the health, dental and vision insurance renewals as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

Continuing with the Agenda review, Mr. Geraghty advised Agenda Item 3 pertained to a referral from the County Facilities Committee, *Airport*, concerning a request to amend the Table of Organization and Salary Schedule and create and fill the new position of Building Maintenance Mechanic #6, *Grade 13, Base Annual Salary \$38,990*, and delete the positions of Airport Facility Maintenance Mechanic, *Annual Salary \$48,558*, Senior Airport Facility Maintenance Mechanic, *Annual Salary \$53,223*, Airport Maintenance Mechanic- STA, *Annual Salary \$850*, and Senior Facility Maintenance Mechanic-STA, *Annual Salary \$850*, effective September 24, 2018.

Ms. Braymer remarked she was pleased they were deleting the positions which would result in a savings. Mr. Loeb explained the savings would be realized because they would no longer be required had to pay DPW employees at the higher grade when they worked at the Airport.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

Mr. Geraghty stated Agenda Item 4 concerned a referral from the Health, Human & Social Services Committee, *Countryside Adult Home*, involving a request to reclassify the position of Account Clerk #2 (Part-Time), *Grade 4, Annual Base Salary \$33,529 pro-rated to \$16.12 per hour*, to Sr. Account Clerk

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(Part-Time), *Grade 7, Annual Base Salary \$38,328 pro-rated to \$18.43 per hour*, effective September 24, 2018.

Motion was made by Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty apprised Agenda Items 5A-D pertained to the following referrals from the Public Works Committee, *DPW*:

- 5A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Engineer I #3, *Annual Salary \$55,000*, and delete the positions of Assistant Engineer #2, *Annual Salary \$46,260*, and Deputy Superintendent of Public Works, *Annual Salary \$96,035*, effective October 1, 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 September 21<sup>st</sup> Board Meeting.

- 5B) To amend the Table of Organization and Salary Schedule to create and fill the new position of Environmental Analyst, *Grade 14, Annual Base Salary \$39,917*, effective October 1, 2018.

Motion was made by Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

- 5C) To increase the salary of the Senior Civil Engineer position, from \$73,649 to \$83,000 effective October 1, 2018.

Motion was made by Mr. McDevitt, seconded by Mr. Simpson and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

- 5D) To increase the salary of Highway Manager #2 from \$73,989 to \$76,989 effective October 1, 2018.

Mr. Geraghty noted this individual would also receive signature authority, allowing him to act in the Superintendent's absence.

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 September 21<sup>st</sup> Board Meeting.

Mr. Geraghty informed Agenda Item 6 concerned a referral from the Support Services Committee, *Information Technology*, pertaining to a request to create and fill the new position of Computer Help Desk Technician I-Temp, *\$21.15 per hour*, effective September 24, 2018 - December 31, 2018 at a total cost not to exceed \$3,000.

Motion was made by Mr. Loeb, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 21<sup>st</sup> Board Meeting.

Continuing to the pending items portion of the Agenda, Mr. Geraghty advised the County Attorney had received notification from Catherine Atherden, *Town of Queensbury Ward 3 Councilwoman*, and Robert Curtis, *Clerk, City of Glens Falls*, of their interest in serving as the Alternate Government member on the County Ethics Board. He said following a review by the County Attorney, a decision would be rendered at next months 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:

- Airport-* Airport Maintenance Worker, *Grade 8, Base Annual Salary \$34,102.*
- Public Works-* Sr. Engineering Technician, *Annual Salary \$37,835, due to promotion.*
- Sheriff-* Patrol Officer #41, *Annual Salary \$40,390, due to resignation.*
- Social Services-* Caseworker #9, *Grade 16, Base Annual Salary \$42,290, due to resignation.*

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded Mrs. Frasier, Mr. Geraghty adjourned the meeting at 10:44 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board