

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: OCTOBER 4, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
HYDE
MERLINO
SOKOL

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:
DR. KRISTINE DUFFY, PRESIDENT
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
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

COMMITTEE MEMBERS ABSENT:

SUPERVISORS SIMPSON
DIAMOND
LOEB

SUPERVISORS BEATY
DRISCOLL
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
WAYNE LAMOTHE, COUNTY PLANNER
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
ROB YORK, DIRECTOR, OFFICE OF COMMUNITY SERVICES
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
MIKE SWAN, COUNTY TREASURER
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
THOM RANDALL, ADIRONDACK JOURNAL
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the October 4, 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. Sokol, seconded by Mr. Merlino 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 thanked those who were able to attend the ribbon cutting ceremony for Adirondack Hall on September 7th and the one for the Culinary Center on September 26th. She informed the Seasons Restaurant would officially be opening next week and would be offering lunch and dinner.

Dr. Duffy announced Dr. Kristina M. Johnson, *Chancellor, SUNY*, would be on campus a week from tomorrow for a tour during which a meet and greet would be offered and she encouraged those whose schedule allowed to attend. She apprised an email that included additional details would be distributed to everyone shortly.

In regards to enrollment, Dr. Duffy apprised this years figures were slightly lower than last year's, which was in keeping with the national trend impacting higher education institutions all over of the Country. She noted their decline was not quite as extensive as what some of their peer Community

Colleges were facing. She stated enrollment was down not only in Community Colleges, but also many other institutions due to the decline in the high school population. She mentioned their accelerated business program was launched with a full cohort and was meeting the needs that they had hoped when the program was created. She said those enrolled were all working full-time, but able to balance working towards their degree two nights a week. She informed one shortfall they had which she believed would be made up during the Spring Semester was within the High School Program due to the timing of the courses. She added she felt they would be exceeding their budgeted goal for this program.

In conclusion, Dr. Duffy advised they would commence with their budget advocacy within the next month, apprising she would keep the Committee members posted about what their approach would be, as well as what the requested amount would be from the State.

Mr. Geraghty asked what the occupancy of the student housing was and Dr. Duffy replied that they were providing housing to 402 students which was right where they needed to be. Mr. Merlino noted his schedule had not allowed him to attend prior tours of the new SUNY Adirondack facilities and he questioned whether he might be able to schedule an appointment to see them; Dr. Duffy responded this could absolutely be accomplished and she encouraged him to contact her office to schedule a visit at his convenience.

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.*

Mr. Leggett entered the meeting at 10:06 a.m.

2B) *Human Resources*- Human Resources Budget presentation by the County Human Resources Director.

Mr. Geraghty offered privilege of the floor to Jackie Figueroa, *County Human Resources Director*, who proceeded with a review of the 2019 Budget Request for the Human Resources Department, a copy of which is on file with the minutes.

2C) *Civil Service*- Budget presentation by the Personnel Officer.

Privilege of the floor was extended to Patricia Nenninger, *Personnel Officer*, to review Agenda Item 2C which pertained to a review of the 2019 Budget Request for the Civil Service Department, a copy of which is on file with the minutes.

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 Salary Schedule to increase the salary of Airport Maintenance Worker from \$0 to \$34,104 retroactive to September 24, 2018.

Motion was made by Mr. Leggett, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

Mr. Geraghty stated Agenda Item 4 concerned a referral from the Economic Growth & Development Committee, *Planning*, involving a request to amend the Table of Organization & Salary Schedule to change the GIS Coordinator position from part-time (32 hrs/week) to full time effective October 29, 2018.

Motion was made by Mr. Merlino, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty apprised Agenda Item 5 pertained to a referral from the Health, Human & Social Services Committee, *Social Services*, regarding a request to reclassify the position of Community Services Worker #2, *Grade 8, Base Annual Salary \$34,102*, to Sr. Community Services Worker, *Grade 11, Base Annual Salary \$37,256*, effective October 22, 2018.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

Mr. Geraghty informed Agenda Item 6 concerned a request from the Clerk of the Board for authorization to enroll Warren County in the National Association of Counties (NACo) for the annual membership fee of \$1,314. *Note: this expense was not included in the 2019 Budget Request.*

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 October 19th Board Meeting.

Moving along, Mr. Geraghty advised Agenda item 7 concerned a request to appoint G. Travis Whitehead to fill Warren County's vacant position on the Warren-Washington Counties IDA & CDC due to the resignation of Louis Tessier.

Motion was made by Mr. McDevitt, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the October 19th Board Meeting.

Continuing to the pending items portion of the Agenda, Mr. Geraghty asked Mary Elizabeth Kissane, *County Attorney*, whether she had any updates pertaining to the membership of the Warren County Ethics Board. Ms. Kissane stated the alternate government member position was vacant, advising she had received emails indicating their interest in the position from Catherine Atherden, *Town of Queensbury Board Member*, and Robert Curtis, *Clerk, City of Glens Falls*. She stated it was necessary for the Committee to determine which one they would like to appoint to the position.

Mr. Geraghty apprised Mr. Curtis had a number of years of experience working in government, but he was not familiar with Ms. Atherden.

A discussion ensued following which Mr. Geraghty called for a show of hands in support of appointing Mr. Curtis; Mr. Geraghty, Mrs. Frasier, Messrs. McDevitt, Leggett and Merlino raised their hands. Mr. Geraghty then called for a show of hands in support of appointing Ms. Atherden; Ms. Braymer, Ms. Hyde and Mr. Sokol raised their hands.

Mr. Geraghty called for a motion to appoint Mr. Curtis to the vacant Alternate Government member position on the Warren County Ethics Board. The necessary motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the appointment as outlined above and the necessary resolution was authorized for the October 19th 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:

<i>Buildings and Grounds-</i>	Building Maint. Worker #6, <i>Grade 6, Base Annual Salary \$31,107</i> , due to promotion.
<i>Fire Prevention & - Building Code Enforcement</i>	Fire Prevention & Building Code Enforcement Officer (PT), <i>Grade 17, Base Annual Salary \$22,151.50</i> , due to resignation.
<i>Health Services-</i>	Registered Professional Nurse/CHN #11, <i>Grade 19, Base Annual Salary \$46,318</i> , due to promotion.
<i>Office for the Aging-</i>	Meal Site Cook #7, <i>Grade 2, Base Annual Salary \$26,743</i> , due to resignation.
<i>Probation-</i>	Probation Officer Trainee, <i>Grade 16, Base Annual Salary \$42,290</i> , due to retirement.
<i>Public Works-</i>	Highway Construction Supervisor II, <i>Grade 18, Base Annual Salary \$45,313</i> .

Ms. Braymer advised that the staff at the Cedars Meal Site were concerned that the Supervisor position there was not being filled and she asked whether anyone could recall why this was. Mrs. Frasier advised that Dee Park, *Director, Office for the Aging*, had planned on holding off on filling the position to determine whether the meal site could handle the workload without it. Mr. Geraghty questioned whether any specific concerns had been expressed and Ms. Braymer responded that the staff was concerned with the increased workload since the position had been vacated. Mrs. Frasier stated she would meet with Ms. Park to discuss these concerns.

Ms. Braymer informed she would like to apologize on the record to the Volunteer Drivers for the Meals on Wheels Program, apprising she never meant to indicate they were doing anything inappropriate. She added she was fully supportive of these volunteers and she noted she was immensely appreciative of their efforts to deliver meals to the senior citizens of the County on a daily basis.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Merlino and seconded Mr. McDevitt, Mr. Geraghty adjourned the meeting at 10:18 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board