

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: NOVEMBER 1, 2018

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
BRAYMER
SIMPSON
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

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 LEGGETT
HYDE

SUPERVISORS BEATY
HOGAN
DRISCOLL
MAGOWAN
STROUGH
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
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

Please note, the following contains a summarization of the November 1, 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, seconded by Mr. Sokol 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 that no one was present from SUNY Adirondack to provide an update.

Continuing, Mr. Geraghty apprised Agenda Item 2 pertained an Item/Request to be Discussed by the Human Resources Director concerning a review of report on tracking of vacancies filled. *Report provided for informational purposes.*

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

- 3A) *Countryside*- Request to amend the Table of Organization and Salary Schedule and create and fill the position of Food Service Helper #4 Part-time, *Grade 2, Base Annual Salary \$26,743*, and delete the position of Institutional Aide #7, *Base Annual Salary \$29,340*, effective November 26, 2018.

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 November 16th Board Meeting.

- 3B) *Social Services*- Request to create and fill the new position of Social Services Attorney, *Annual Salary \$77,500*, and delete the position of Assistant Social Services Attorney #1, *Annual Salary \$73,567*, effective November 19, 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 November 16th Board Meeting.

Mr. Geraghty stated Agenda Item 4 concerned a referral from the Public Works Committee, *DPW*, involving a request to amend the Table of Organization & Salary Schedule to create and fill the new position of Motor Equipment Operator Light #33, *Grade 7, Annual Salary \$32,749*, and delete the position of Working Supervisor #5, *Annual Salary \$38,199*, effective December 1, 2018.

Motion was made by Mr. Merlino, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the November 16th 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:

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| <i>Buildings and Grounds-</i> | Cleaner # 12, <i>Grade 2, Base Annual Salary \$26743</i> , due to resignation. |
| <i>County Clerk/DMV -</i> | Motor Vehicle Lic Reg Clerk #10, <i>Grade 8, Base Annual Salary \$34,102</i> , due to resignation.
Motor Vehicle Lic Reg Clerk PT, <i>Grade 8, Annual Salary \$34,102</i> . |
| <i>Planning-</i> | Office Specialist part-time, <i>Grade 7, Base Annual Salary \$15.74/hr (10-15hrs/wk)</i> . |
| <i>Pars, Rec & Railroad-</i> | Building Maintenance Worker #11, <i>Grade 6, Base Annual Salary \$31,017</i> , due to resignation. |
| <i>Public Works-</i> | MEO-Medium #4, <i>Grade 9, Annual Salary \$35,926</i> , due to resignation.
MEO-Medium #24, <i>Grade 9, Base Annual Salary \$35,926</i> , due to resignation. |

Prior to adjourning, a motion was made by Ms. Braymer to amend the Table of Organization and create the new position of Legal Intern for the Second Assistant County Attorney until the individual was admitted to the NYSBA (*New York State Bar Association*). Ms. Braymer stated that she was hopeful the individual in this position would be admitted to NYSBA shortly, but this had yet to occur. She said her understanding was that the County Attorney was agreeable to moving the Second Assistant County Attorney into this position once it was created. She advised of her opposition to hiring an unlicensed attorney for the Second Assistant County Attorney position; therefore, she apprised, she was offering this option as an alternative which she felt was more appropriate than letting the individual go. She added the individual would be in the Legal Intern position for a short period of time because they had already passed the NYSBA Exam and were awaiting induction.

Mr. Geraghty inquired whether there was a second to Ms. Braymer's motion and Mr. Loeb stated he would second the motion to bring the matter to the floor for discussion.

Mr. Loeb apprised he would like to return to Agenda Item 3B which pertained to the Social Services Attorney position which was competitive under Civil Service and required an exam; therefore, he stated, an appointment to the position would be on a provisional basis. He informed the Committee had voted unanimously to fill this position on a provisional basis and yet they were unaware of whether the individual who was offered the position could pass the Civil Service exam meaning the results of the exam would dictate whether this individual was qualified for the position. He added this was applicable to every Civil Service position in the County. He stated if Ms. Braymer's desire was to change the provisions for hiring an attorney who worked for the County, he would suggest she amend her motion to include requiring any attorney hired for a position within the County regardless of the department to be a licensed attorney. He added they should also require that any legal firm they contract with not permit unlicensed attorneys to work on matters concerning the County.

A discussion ensued following which Mr. Geraghty called for an executive session to discuss the performance history of a particular individual. Don Lehman, *The Post Star*, advised he did not believe an executive session was permissible for this purpose since they would not be discussing the performance history of a particular individual. Mr. Geraghty reaffirmed the purpose of the executive session was to discuss the performance of a particular employee.

The necessary motion was made by Mr. Sokol, seconded by Ms. Braymer and carried by majority vote, with Messrs. McDevitt and Loeb voting in opposition, to enter into an executive session pursuant to Section 105(f) Public Officers Law.

Executive session was held from 10:08 a.m. until 10:18 a.m.

Upon reconvening Mr. Geraghty asked whether anyone would like to comment before they voted on the motion to amend the Table of Organization and create the position of Attorney Intern for the County Attorney's Office for an annual salary of \$48,000. Ms. Braymer stated that her motion made no mention of the salary. She added the purpose of her motion was to address an issue they needed to resolve.

Travis Whitehead, *Town of Queensbury Resident*, questioned whether the matter would go before the full Board if approved by the Committee and Mr. Geraghty replied in the affirmative.

Mr. Geraghty called the question and the motion to amend the Table of Organization and create the new position of Attorney Intern in the County Attorney's Office failed, with Mr. Geraghty, Mrs. Frasier and Messrs. McDevitt, Simpson Diamond, Loeb and Sokol voting in opposition.

Mr. McDevitt apprised he would like to comment on the Cedars Meal Site and the potential for a new position to be created for that site. He stated it was his hope that the issue would be addressed sooner rather than putting it off further, as he felt the process was not moving along fast enough since they were dealing with an issue that related to the Committee members respect for senior citizens served by the site, as well as the viability, integrity and confidence the volunteers for the Meals on Wheels Program had in them as a governing organization. He reiterated his hope that the issue would be resolved quickly and that the Committee could show some leadership in this position.

Mrs. Frasier stated that she was working with Dee Park, *Director, Office for the Aging*, on the matter. Ryan Moore, *County Administrator*, apprised he would update the Committee the same as he had updated the Health, Human & Social Services Committee at their meeting on Monday. He stated an employee who was well respected by the residents of Cedars Senior Living Community, as well as the Meal Site staff there had increased their hours to an additional four hours a day in an attempt to address issues and complaints people may have. He added this employee communicated with Ms. Park on a daily basis for the purpose of addressing problems brought forward. He said he planned on contacting Ms. Park for an update on Friday.

Mr. Beaty questioned whether they were discussing the individual who was working with the seniors to address their concerns or whether they were referring to filling the Meal Site Manager position at the Cedars site and Mr. McDevitt replied his concern related to how quickly they could fill the manager position at the Cedars Meal Site. He stated he hoped they would be able to fill the position quickly in an effort to maintain the confidence of the population they served at the Cedars site. He voiced his urge for the Meal Site Manager position to be created as soon as possible to address the issues expressed by the seniors there.

Ms. Braymer advised she concurred with Mr. McDevitt and she made a motion to fill the Cedars Meal Site Manager position. Mr. Geraghty interjected that it was necessary for the request to be addressed by the Health, Human & Social Services Committee prior to the Personnel & Higher Education Committee taking any action. He added Ms. Braymer and Mr. McDevitt's concerns had been duly noted and a special meeting of the Health, Human & Social Services Committee could be scheduled if necessary.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Mr. Loeb, Mr. Geraghty adjourned the meeting at 10:23 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board