

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: NOVEMBER 29, 2018

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY  
MCDEVITT  
LEGGETT  
BRAYMER  
SIMPSON  
HYDE  
LOEB  
MERLINO  
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
DRISCOLL  
HOGAN  
MAGOWAN  
MIKE SWAN, COUNTY TREASURER  
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS  
FRANK MOREHOUSE, SUPERINTENDENT OF BUILDINGS  
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 MEMBERS ABSENT:

SUPERVISORS FRASIER  
DIAMOND

Please note, the following contains a summarization of the November 29, 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 11:07 a.m.

Motion was made by Mr. Simpson, seconded by Mr. McDevitt 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.

Moving along Mr. Geraghty stated Agenda Items 3A-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.*
- 2B) *Human Resources-*Request to fill the vacant position of HR Clerk (24 hours/week), *Base Annual Salary \$19,200 (15.3846/hr)*, due to creation effective January 1, 2019.

Ms. Braymer asked what the job duties for the position would be and Jackie Figueroa, *County Human Resources Director*, replied this individual would provide administrative support including data entry, maintaining personnel records, etc. She added she had the full job description available in her office for anyone to review. Ms. Braymer inquired whether this was an existing position and Mr. Geraghty replied in the negative. He explained the position was created during the budgeting process and would become effective on January 1, 2019. Ms. Braymer stated her understanding was this position would be responsible for the employee wellness program. Ryan Moore, *County Administrator*, apprised this

individual would be taking over some of the clerical duties of the two existing employees within the Department to allow them to handle employee wellness program, as they were better suited for the task.

Motion was made by Mr. Simpson, seconded by Mr. Loeb and carried by majority vote, with Ms. Braymer voting in opposition, to approve the request as outlined above and the necessary resolution was authorized for the December 21<sup>st</sup> Board Meeting.

Continuing with the Agenda review, Mr. Geraghty stated Agenda Items 3A-B concerned the following Requests/Items to be discussed by the County Treasurer:

- 4A) Request to authorize enrollment in job-related courses: Monica Stark *Junior Accountant*, to enroll in Auditing at SUNY Plattsburg. Course begins January 28, 2019; Cost: \$1,000. If this request is approved, Ms. Stark will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.
  
- 4B) Request to authorize enrollment in job-related courses: Monica Stark *Junior Accountant*, to enroll in Money and Banking at SUNY Plattsburg. Course begins January 7, 2019; Cost: \$1,000. If this request is approved, Ms. Stark will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Mike Swan, *County Treasurer*, apprised this individual had started in his office as an intern and had since obtained an Associates Degree in accounting and was continuing on to pursue a Bachelors Degree from SUNY Plattsburg. He added both courses related to the individuals current position.

Mr. Loeb remarked providing this type of assistance to employees was beneficial to them and he added he had taken advantage of a similar program when he worked at the Glens Falls Hospital.

Motion was made by Mr. McDevitt, seconded by Mr. Loeb and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 21<sup>st</sup> 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:

- Buildings and Grounds-* Senior Custodian, *Grade 10, Base Annual Salary \$37,633*, due to resignation.
- Health Services-* Children with Special Needs Program Manager, *Grade 21, Base Annual Salary \$50,816*, due to promotion.
- Office Specialist, *Grade 7, Base Annual Salary \$33,600*.
- Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*.
- Public Health Program Coordinator, *Grade 18, Base Annual Salary \$49,492*.
- WIC Nutrition Facilitator- Part-Time, *Grade 16, Base Annual Salary \$43,390 ( up to 20 hrs)*.
- Quality Assurance Evaluator #3-PD, *Annual Salary Up to \$2,000/\$100/Unit*.

Quality Assurance Evaluator #2-PD, *Annual Salary \$100/Unit.*  
Quality Assurance Evaluator #1-PD, *Annual Salary \$100/Unit.*  
Community Health Nurse #20- Part-Time, *Grade 20, Base Annual Salary \$49,557/Prorated*, due to retirement.  
Public Health Nurse #35, *Grade 21, Base Annual Salary \$50,816*, due to retirement.  
Public Health Nurse #22, *Grade 21, Base Annual Salary \$50,816.*  
Registered Professional Nurse #11, *Grade 19, Base Annual Salary \$47,523.*  
*Public Works -* MEO (L) #3, *Grade 7, Base Annual Salary \$32,749*, due to resignation.  
Highway Construction Supervisor #1, *Grade 12, Base Annual Salary \$37,835*, due to promotion

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

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board