

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE

DATE: DECEMBER 2, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BEATY
THOMAS
MCDEVITT
BRAYMER
BRUNO

OTHERS PRESENT:

MIKE SWAN, COUNTY TREASURER
RYAN MOORE, COUNTY ADMINISTRATOR
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
AMANDA ALLEN, CLERK OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
SUPERVISOR MAGOWAN

COMMITTEE MEMBERS ABSENT:

SUPERVISORS MERLINO
DIAMOND

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
JAMES LAFARR, WARREN COUNTY SHERIFF
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the December 2, 2021 meeting of the Finance Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Note: Pursuant to New York State Legislation (S.50001/A.40001): "Notwithstanding the provisions of article 7 of the public officers law to the contrary, any state agency, department, corporation, office, authority, board, or commission, as well as any local public body, or public corporation as defined in section 66 of the general construction law, or political subdivisions as defined in section 100 of the general municipal law, or a committee or subcommittee or other similar body of such entity, shall be authorized to meet and take such action authorized by law without permitting in public in-person access to meetings and authorize such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed." All of the Committee members were physically present, aside from Mr. Bruno who participated remotely.

Mr. Beaty called the meeting of the Finance Committee to order at 1:19 a.m.

A motion was made by Mr. Bruno, 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 those in attendance, those participating remotely accessed the agenda via the Warren County website. A copy of the agenda is on file with the meeting minutes.

Mr. Beaty skipped ahead to reviewing Item 3A-C as follows:

- 3A) Request to authorize the County Treasurer to complete a Court Ordered property tax settlement for eleven parcels owned by Northwest Bay Partners LTD in the Town of Bolton with a total payment to the County of \$31,317.13.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 3B) Request to authorize Glens Falls National Bank & Trust to issue a letter of credit in the amount of \$253,500 on behalf of Warren County to Blue Shield of Northeastern New York as an alternative to pre-funding the health insurance account.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 3C) Request to appropriate funds in the amount of \$168,000 from the General Fund Unappropriated Surplus to Budget Code A.2490 439, *Community College Tuition, Misc. Fees*, to cover out-of-County Community College costs which have increased more than expected.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

Returning to Item 1, the Agenda review continued, as follows:

- 1) Request for transfers of funds as attached for Committee approval.

Motion was made by Mr. Bruno, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 2A) Journal Report of transfers was approved by the County Administrator staff for October 2021 - included for informational purposes.
- 2B) Request to extend the current contract with New York State Industries for Disabled, Inc. for mail services to include a 30 day termination clause for a term commencing January 1, 2022 and terminating December 31, 2022.

Ryan Moore, *County Administrator*, advised the request was to extend the contract for an additional year with the caveat allowing the County to terminate the contract should they decide to hire additional staff and manage mail in-house.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 2C) Request to adopt revised County Credit Card Policy to include credit cards with \$1,000 monthly limit to be issued in the names of the Public Defender and Director of Information Technology for general use purposes.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 2D) Request for a transfer of funds in the amount of \$89,017 from Budget Code A.1990 469.01, *Contingent Account, Others - Payments/Salaries*, to Budget Code A. 1420 110, (*County Attorney*), *Salaries-Regular*, to cover the 2022 salaries for employees within the County Attorney's Office.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4A) Request to amend the County Budget in the amount of \$3,000 to reflect receipt of a donation from Glens Falls National Bank for the purpose of utilizing for marketing to inform the public of the free services.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4B) Request to amend the County Budget in the amount of \$29,059.74 to transfer \$21,189.02 to Capital Project H292, *First*

Wilderness - Making the Connection, and \$7,870.72 to Capital Project H372, *First Wilderness Plan Implementation 2016*.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4C) Request to close capital projects and return remaining funds to the General Fund Unappropriated Surplus. *Capital Project names and remaining balances are listed in the agenda attachment.*

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4D) Request to increase Capital Project H372, *First Wilderness Heritage Corridor - Plan Implementation 2016*, in the amount of \$7,870.72.

Motion was made by Mr. Bruno, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4E) Request to increase Capital Project H292, *First Wilderness Heritage Corridor - Making the Connection*, in the amount of \$21,189.02.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 4F) Request to authorize a new contract with New York State Office of Information Technology Service's Geographic Information Systems (GIS) Program Office to acquire new imagery for Warren County in the Spring of 2022 in the amount of \$86,200 and to determine a source of funding to cover the cost of the contract.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request to authorize a new contract with New York State Office of Information Technology Service's Geographic Information Systems (GIS) Program Office as outlined above and to authorize the appropriation of \$86,200 from the General Fund Unappropriated Surplus to the Planning Budget to cover the cost of the contract. The necessary resolutions were authorized for the December 17th Board Meeting.

- 4G) Request to amend Resolution No. 206 of 2021 to extend the contract with L&S Energy to February 28, 2022.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 5A) Request to amend the County Budget in the amount of \$2,000 to reflect receipt of additional funding from Health Research Inc. to support current expenses associated with Bioterrorism grant.

Motion was made by Thomas, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 5B) Request to amend the County Budget in the amount of \$12,675 to allow for acceptance and pass-through of one-time 100% State Aid from the New York State Office of Mental Health to Behavioral Health Services North.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary

resolution was authorized for the December 17th Board Meeting.

Amanda Allen, *Clerk of the Board*, noted there was an additional request that went before the Health Services Committee this morning that was inadvertently left off of the agenda regarding a request to authorize the appropriation of funds in the amount of \$75,000 from the General Fund Unappropriated Surplus to the Office of Community Services budget to cover the cost of court-ordered NYS CPL 730 competency examination and restoration expenses.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 6) Request to amend County Budget in the amount of \$11,458 to reflect receipt of supplemental Child Care Disaster Relief and Recovery Funds.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 7A) Request to authorize a transfer of funds in the amount of \$2,152.46 from the Contingent Account to Budget Code A.9950 910, *Transfers, Capital Projects*, to cover the cost of outstanding liability associated with Capital Project H358, *Hazard Mitigation Grant Program*.

- 7B) Request to close Capital Project H358, *Hazard Mitigation Grant Program*, due to the project being completed.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 17th Board Meeting.

- 7C) Request to amend the County Budget in the amount of \$80,629 to appropriate funds into Budget Code A.3110 120, *General Sheriff's Law Enforcement, Salaries - Overtime*, from revenue collected for dedicated patrol services provided to the Village of Lake George and Six Flags Great Escape during the 2021 summer season.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

Mr. Beaty noted Agenda Item 7D had been withdrawn and replaced with Item 7E which pertained to a request to appropriate funds in the amount of \$534,200 from the General Fund Unappropriated Surplus to various Sheriff's Budget Codes to address deficits created from the ratification of collective bargaining agreements with the PBA (*Police Benevolent Association*), the Sheriff's Employees Alliance and unanticipated operating expenditures throughout the year.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 7F) Request for a transfer of funds in the amount of \$85,597 from Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to Budget Code A.3110 110, *2022 Law Enforcement Salaries - Regular*, to cover the cost of the increase to the Undersheriff's salary in the 2022 County Budget.

Motion was made by Mr. Thomas and seconded by Mr. McDevitt to approve the request as presented.

A motion was made by Ms. Braymer and seconded by Mr. Beaty to amend the request to include increasing the salary of the Director of Real Property Tax Services from the fifteen year increment her salary was set for 2022 to the twenty-five year increment which

accurately reflected her years of employment with the County. Mrs. Allen noted if the motion was amended to increase the amount of funding transferred this did not translate to an automatic salary increase for the Director of Real Property Tax Services, as the Personnel, Administration & Higher Education Committee would need to amend the Table of Organization and Salary Schedule for 2022 to increase the salary from what was budgeted to what they would like it to be increased to.

A discussion ensued during which it was noted there were insufficient funds in Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to cover this salary increase. During the discussion Chairwoman Seeber requested that Mr. Moore provide her with a chart displaying all County employees who were currently not being paid the increment that aligned with the years of experience they had with the County.

Motion was made by Ms. Braymer to table the request for transfer of funds from Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to cover the salary increase for the Undersheriff and the Real Property Tax Services Director in 2022 to send them back to their oversight Committees for discussion.

Mr. McDevitt indicated he would like to make a distinction between the Undersheriff and the Director of Real Property Tax Services positions. Ms. Braymer called for point of order, indicating she did not believe they were allowed to discuss when a motion to table was made. Mr. Beaty advised there was no discussion when a motion to table had been made. Chairwoman Seeber called for a point of order, apprising debate was permitted when a motion to table a matter for discussion at a later date was made; however, she noted, a second to the motion was required. Mr. Beaty inquired whether there was a second to the motion to table the request for transfer of funds from Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to cover the salary increase for the Undersheriff and the Real Property Tax Services Director in 2022, and Mr. Bruno agreed to second the motion.

Further discussion ensued during which Mrs. Allen clarified there were two separate Contingent Accounts, the first of which was the regular one that had \$275,000 budgeted for 2022 and the other was specifically to cover the cost of salary increases, adding the issue with the proposed amendment was there was an insufficient amount of funding to cover the proposed salary increases for the County Attorney's Office staff that was approved earlier in the meeting, as well as the increased being proposed for the Undersheriff and the Director of Real Property Tax Services. She stated if they would like to move forward with the amended motion which included the increase for the Director of Real Property Tax Services in 2022, then a separate motion was required to authorize a transfer funds from the 2022 Contingent Account into Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to cover this unbudgeted expense. She also noted because the original motion to approve the request, as presented to transfer of funds in the amount of \$85,597 from Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to Budget Code A.3110 110, *2022 Law Enforcement Salaries - Regular*, to cover the cost of the increase to the Undersheriff's salary in the 2022 County Budget was made by Mr. Thomas and seconded by Mr. McDevitt, Ms. Braymer and Mr. Beaty did not have the authority to amend the motion. Mr. Beaty asked what took precedence and Mrs. Allen apprised the motion to table took precedence, but it would only be for the transfer to cover the Undersheriff's salary in the 2022 County Budget.

A discussion ensued regarding the motion to table following which Mr. Bruno withdrew his second to the motion. Mr. Beaty announced the motion to table failed due to a lack of a second.

Mr. Beaty called the question and the motion to authorize a transfer of funds in the amount of \$85,597 from Budget Code A.1990 469.01 *Contingent Acct, Other Payments/Salaries*, to Budget Code A.3110 110, *2022 Law Enforcement Salaries - Regular*, to cover the cost of the increase to the Undersheriff's salary in the 2022 County Budget failed due to a lack of majority vote, with Mr. Beaty and Ms. Braymer voting in opposition, and Mr. Bruno abstaining.

Mr. Moore requested clarification that Chairwoman Seeber was seeking a comparison of the 2022 adopted salaries for non-Union employees as compared to their highest reachable increment and Chairwoman Seeber responded she was looking for a comparison for of their 2022 budgeted salaries as compared to their increment which encompassed their years of service to the County and not the number of years they had served in their current capacity. She added she would like this report to also reflect their years of service in their current position, as she believed this was an important distinction since it took time to adjust to adjust to new roles

and responsibilities. A brief discussion ensued following which it was determined Mr. Moore would prepare the report based on the years of service to the County.

Mr. Beaty noted Agenda Item 8A pertaining to a request to amend the County Budget in the amount of \$450 to reflect receipt of donations received from the Jason Foss Memorial had been withdrawn.

- 8B) Request to amend the County Budget in the amount of \$500 reflect receipt of insurance recovery payment for guiderail repairs.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 8C) Request to increase Capital Project H396, *East River Drive (CR 16) & Call Street (CR 32) Rehabilitation*), in the amount of \$16,371.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 8D) Request to increase Capital Project H381, *South Johnsburg Road (CR 57) over Mill Creek*, in the Town of Johnsburg in the amount of \$13,000.

Motion was made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 8E) Request for transfer of funds in the amount of \$10,000 to Budget Code A.1628 470, *Waste Management Containment Contracts*, to cover the local match of Public Education/Promotion/Outreach grant.

Motion was made by Mr. Bruno, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 8F) Request to amend the County Budget in the amount of \$10,000 to reflect receipt of New York State Department of Environmental Conservation Grant contract # DEC01-TO1100GF-3350000.

Motion was made by Mr. McDevitt, seconded by Mr. Thomas and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 9) Request to amend the County Budget in the amount of \$33,422 to reflect receipt of Empire State Development Matching Funds.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request and the necessary resolution was authorized for the December 17th Board Meeting.

- 10A) Request to allocate funding earmarked for combating aquatic invasive species in publicly accessible water bodies in Warren County other than Lake George and authorizing agreements for the year 2022.

- 10B) Request to authorize an agreement with and payment to the Lake George Park Commission for invasive species prevention and eradication efforts for Lake George, specifically for the Commission's 2022 Boat Inspection and Boat Washing Program.

- 10C) Request to authorize an agreement with the Adirondack North Country Association for promotional and economic development.
- 10D) Request to authorize an agreement with the Adirondack Park Local Government Review Board for funding of operating costs.
- 10E) Request to authorize an agreement with the City of Glens Falls for capital improvements and operation and maintenance for various recreational facilities.
- 10F) Request to authorize an agreement with Cornell Cooperative Extension Association of Warren County.
- 10G) Request to authorize an agreement with Cornell Cooperative Extension Association of Warren County for their youth camping program.
- 10H) Request to authorize an agreement with Economic Development Corporation, Warren County, New York, for economic development program for 2022.
- 10I) Request to authorize payment to the Lake Champlain-Lake George Regional Planning Board.
- 10J) Request to authorize an agreement with Lakes to Locks Passage for promotional and economic development.
- 10K) Request to authorize payment to Southern Adirondack Library System.
- 10L) Request to authorize agreement with the Warren County Historical Society for continuation of historical programs.
- 10M) Request to authorize an agreement with the Warren County Local Development Corporation to administer and perform economic development programs and initiatives, county and community planning services and grant/loan programs.
- 10N) Request to authorize payment to the Warren County Soil & Water Conservation District for 2022.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 17th Board Meeting.

- 11A) Request to authorize a resolution fixing the tax rates for 2022.
- 11B) Request to authorize a resolution levying unpaid school taxes and penalties.
- 11C) Request to authorize a resolution re-levying delinquent Village of Lake George taxes together with penalties and interest.
- 11D) Request to authorize a resolution levying uncollected sewer and water rents in several towns.
- 11E) Request to authorize a resolution acknowledging the request from the City of Glens Falls for levy of 2022 water rents.
- 11F) Request to authorize a resolution acknowledging requests from the Towns of Queensbury and Warrensburg for levy of 2021 property maintenance expenses.
- 11G) Request to authorize a resolution levying the sum of the Warrensburg-Thurman Consolidated Health District.
- 11H) Request to authorize a resolution crediting the Crandall Library district tax levy for the Town of Queensbury.
- 11I) Request to authorize a resolution acknowledging Town/City Exemption removals.
- 11J) Request to authorize a resolution authorizing payments to SUNY Adirondack.
- 11K) Request to authorize a resolution authorizing the Chair and Clerk of the Board to issue Tax Warrants.
- 11L) Request to authorize a resolution fixing the date of the Board of Supervisors annual Organization Meeting.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the December 17th Board Meeting.

- 12) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 3, 8A-B, 9, 10A-B, 11A-D, 12A-C, and 13.
 - 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**
Request to amend the 2022 Table of Organization and Salary Schedule to increase the salary of Civil Service Assistant from \$39, 973 to \$42,305 to reflect the correct years of service the individual in the position has with The County.

Item #12 - Referrals from the Personnel Committee, con't.

- 8) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**
Employment & Training Administration (Liza Ochsendorf, Director, Employment & Training Administration)
- A) Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Employment & Training Counselor II, #1, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.
- B) Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Employment & Training Counselor II, #2, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.
- 9) **Referrals from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):**
County Clerk (Pam Vogel, County Clerk) -
Request to amend the Table of Organization & Salary Schedule and create and fill the new position of Legal Recording Clerk #2, *Grade 7, Base Annual Salary \$35,491*, and delete the position of Recording Clerk #2, *Grade 7, Base Annual Salary \$42,477*, effective December 20, 2021.
- 10) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**
Office for the Aging (Dee Park, Director, Office for the Aging) -
- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Meal Site Cook # Cedars, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, and delete the position of Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25 hours/week)*, effective December 20, 2021. ***Note: The request is contingent upon approval by the Health Services Committee.***
- B) Request to amend the Table to Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #3, *Grade 7, Base Annual Salary \$33,600*, effective December 20, 2021. ***Note: The request is contingent upon approval by the Health Services Committee.***
- Public Health (Ginelle Jones, Director, Public Health/Patient Services) -***
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Public Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, effective January 1, 2022. ***Note: The request is contingent upon approval by the Health Services Committee.***
- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Registered Professional Nurse #TBA, *Grade 19, Base Annual Salary \$51,502*, effective January 1, 2022. ***Note: The request is contingent upon approval by the Health Services Committee.***
- 11) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**
Sheriff (James LaFarr, Sheriff) -
- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer #6, *Annual Salary \$44,735*, and delete the position of Civil Law Enforcement Officer #2, *Annual Salary \$68,929*, effective December 20, 2021.
- B) Request to amend the Table of Organization and to change the title of School Resource Officer to Special Patrol Officer.
- C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$35,000 to \$114,514, effective January 1, 2022. ***Note: This request did not go before the Committee for approval and is Contingent upon approval from the Personnel, Administration & Higher Education Committee.***
- 12) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
- A) On behalf of Public Health - Request to amend Resolution Nos. 156 of 2020 and 490 of 2020 which created the Public Health Assistant and Public Health Assistant Per Diem and Public Health Assistant Disease Control Per Diem positions to remove the verbiage (*Up to Ten (10) Per Diem Positions*) to allow the Health Services Department to hire additional Public Health Assistants to meet the workload needs while retaining trained existing Public Health Assistants on staff.

Item #12 - Referrals from the Personnel Committee, con't.

- B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salaries of the County Attorney from \$124,709 to \$148,783 and to create and fill the position of Special Assistant to the County Attorney, *Annual Salary \$51,268*, effective January 1, 2022.
 - C) Discussion concerning payout of time off earned by certain positions within the Public Health Department in 2020 and 2021 as a result of not being able to take time off due to the pandemic.
- 13) Request to amend the Table of Organization and Salary Schedule for 2022 to de-fund the positions of Majority Leader, Minority Leader and Chair of the Board.

Motion was made by Mr. McDevitt and seconded by Mr. Thomas to approve Personnel, Administration & Higher Education Committee - Agenda Items 3, 8A-B, 9, 10A-B, 11A-D, 12A-C, and 13 as outlined above. Further discussion ensued following which Mr. McDevitt amended his motion to remove Personnel, Administration & Higher Education Committee 11C regarding the salary increase for the Undersheriff effective January 1, 2022 since the request for transfer of funds to cover this salary increase was not approved by the Finance Committee which would require it to go back before the Personnel, Administration & Higher Education Committee.

A discussion ensued following which Mr. McDevitt withdrew his motion and it was decided each referral from the Personnel, Administration & Higher Education Committee would be addressed independently.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 3 as outlined above.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve Personnel, Administration & Higher Education Agenda Items 8A-B as outlined above.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve the request to approve Personnel, Administration & Higher Education Agenda Item 9 as outlined above.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve Personnel, Administration & Higher Education Agenda Items 10A-D as outlined above.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 11A as outlined above.

Motion was made by Mr. Thomas, seconded by Mr. Bruno and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 11B as outlined above.

Motion was made by Mr. Thomas, seconded by Mr. McDevitt and carried unanimously to approve Personnel, Administration & Higher Education Agenda Item 11C as outlined above.

Motion was made by Ms. Braymer, seconded by Mr. Thomas and carried unanimously to approve Personnel, Administration & Higher Education Agenda Items 12A-C as outlined above.

Motion was made by Ms. Braymer and seconded by Mr. Bruno to approve Personnel, Administration & Higher Education Agenda Item 13 pertaining to the request to defund the positions of Majority Leader, Minority Leader and Chair of the Board.

Mr. Beaty noted because Personnel, Administration & Higher Education Agenda Item 13 was tabled by the Personnel, Administration & Higher Education Committee it should have been removed from the Finance Agenda.

A lengthy discussion ensued regarding this request during which Ms. Braymer voiced her support of moving this matter forward. During the discussion Mrs. Allen outlined the proper procedure for the handling of requests to amend the Table of Organization and Salary Schedule which was for these requests to go before the Personnel, Administration & Higher Education Committee and if approved the matter would be referred to the Finance Committee for approval. At the conclusion of the discussion Ms. Braymer advised she would be bringing this matter up for discussion at the December 17th Board Meeting.

In relation to the Finance Agenda Items 10A-N, Ms. Braymer noted she would be voting in opposition of these items at the December 17th Board Meeting if the organizations had not submitted the proper reports to the County which outlined how they used the County's financial contribution.

There being no further business to discuss, on motion made by Mr. McDevitt, seconded by Mr. Bruno and carried unanimously, Mr. Beaty adjourned the meeting at 2:38 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board