

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JUNE 29, 2021

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS BRAYMER
GERAGHTY
DRISCOLL
MAGOWAN

AMANDA ALLEN, CLERK OF THE BOARD
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER

COMMITTEE MEMBER ABSENT:

SUPERVISOR CONOVER

SUPERVISORS BEATY
BRUNO
HOGAN
LEGGETT
MCDEVITT
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
ROBERT IUSI, DIRECTOR, PROBATION
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
MIKE SWAN, COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the June 29, 2021 meeting of the Personnel, Administration & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://warrencountyny.gov/mma>

Ms. Braymer called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:02 a.m.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to approve the minutes of the prior Committee meeting, subject to correction by the Clerk of the Board.

There being none present from SUNY Adirondack to provide an update, the agenda review began with Item 2A and commenced, as follows:

- 2A) Resolution Tracking Report - provided as an agenda attachment for informational purposes.
- 2B) Request to appoint Mary King as a member of the Warren-Washington Counties IDA & CDC as requested by Washington County.

Following discussion, motion was made by Mr. Driscoll, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the July 16th Board Meeting.

- 3B) Request/Item to be discussed by the County Attorney pertaining to discussion regarding opioid litigation. Update was provided indicating a Bill had been adopted by the State Legislature to establish a State fund which would be used for the purpose of allocating all of the funds that could be awarded as a result of the opioid litigation. Committee action was sought to ratify the actions of the Chair of the Board with regard to sending a letter to Governor Cuomo urging him to sign into law legislation concerning funding for opioid payments; clarification was given that the focus of the letter should be to ensure these monies received by the State as a result of the

opioid litigation were placed in the fund established for expenditures related to educational efforts, addiction treatment, etc.

Motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to ratify the actions of the Chair of the Board as outlined above and the necessary resolution was authorized for the July 16th Board Meeting.

- 3A) Update on litigation. An update in open session was provided regarding the case of Ilana Morgan v. Warren County indicating the County had authorized a payment of back wages to Ms. Morgan at the June 16th Board Meeting, but there were questions regarding some of the timeframe in 2019 during which Ms. Morgan was suspended without pay and those questions were being researched. It was also indicated that upon the request of Ms. Morgan, the County Treasurer's Office was holding on the payments to Ms. Morgan until she resolved an issue with her deferred compensation account.

An executive session was requested to discuss pending litigation which included the following: opioid litigation; June Maxam v. Warren County; the estate of Ryan Taylor v. Warren County; and Ilana Morgan v. Warren County and other parties.

Motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to enter into to enter into an executive session to discuss pending litigation pursuant to Section 105(1)(d) of the Public Officer's Law.

Executive session was held from 9:10 a.m. until 9:53 a.m.

Upon reconvening, motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to ratify the actions of the Chair of the Board with regard to forwarding a letter to counsel indicting Warren County has no objection to the opioid bankruptcy litigation, and the necessary resolution was authorized for the July 16th Board Meeting.

Before returning to the agenda review, an update was provided with regard to the search for a new County Attorney. The intended interviewing process was discussed and it was noted that the first interviews would be held in an executive session of the Personnel, Administration & Higher Education Committee on July 8th. It was also mentioned that Governor Cuomo's Executive Order had expired, and with it any alterations to the Open Meetings Law had expired, as well. Committee members were advised that they must now be present in the room to vote and make quorum; they were told that while the option to attend remotely may still be available, in these instances they would only be permitted to take part in discussion and would be removed from any executive session.

- 4A) Report on tracking of vacancies filled - included for informational purposes.
4B) Report on terminations and exit interviews - included for informational purposes.
4C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021, to return the salary of the position to the entry level base rate.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to approve the request and the necessary resolution was authorized for the July 16th Board Meeting.

Discussion was held regarding the report on termination and exit interviews and the process entailed.

- 5A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating

Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.

- 5B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.

Motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the July 16th Board Meeting.

- 6A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.
- 6B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
- 6C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
- 6D) Request to temporarily pay Out-of-Title pay for the position of Principal Social Welfare Examiner as the result of an extended medical leave.

Following some discussion, motion was made by Mr. Driscoll, seconded by Mr. Geraghty and carried unanimously to approve Agenda Items 6A-D as outlined above and the necessary resolution was authorized for the July 16th Board Meeting.

- 7) Request to revise and re-establish criteria for the expenditure of County occupancy tax revenues in connection with conventions, trade shows and events.

Following some discussion, during which it was noted that this resolution would be reviewed by the Tourism & Occupancy Tax Coordinating Committee and would likely undergo further revision, motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the July 16th Board Meeting.

- 8) Request/Item to be discussed by the County Treasurer regarding a request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

A discussion ensued following which it was the consensus of the Committee for the Treasurer to email his request to remove the payroll positions from the CSEA to the negotiating team to consider re-presenting to the CSEA.

- 9) Discussion regarding "official correspondence".

Following discussion, a motion was made by Mr. Magowan, seconded by Mr. Geraghty and carried unanimously to clarify that the "Correspondence" read aloud at Board Meetings will by entail "Official Business Correspondence" and that all constituent correspondence to Supervisors must be sent directly, unless it is in regards to a public hearing, and the necessary resolution was authorized for the July 16th Board Meeting.

Pending Items: Discussion was held regarding the appointment of the County Attorney which was statutorily set for two years. It was determined this could not be changed and the Clerk was directed to remove the matter from the Pending Items list.

The listing of positions authorized for filling by Standing Committees since the last meeting was presented, as follows:

- Buildings and Grounds*** - Cleaner #8, *Grade 2, Base Annual Salary \$27,438*, due to resignation.

- Health Services*** - Senior Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, extending prior authorization.

- Office for the Aging*** - Meal Site Cook #4, *Grade 2, Base Annual Salary \$27,438 (35hr/week)*, due to promotion.

- Parks, Recreation & Railroad*** - Building Maintenance Worker #8, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

- Public Works*** - MEO (M) #23, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- MEO (M) #14, *Grade 9, Base Annual Salary \$36,214*, due to promotion.

- Social Services*** - Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$34,988*, due to retirement.
- Intake Clerk, *Grade 4, Base Annual Salary \$29,333*, due to promotion.

Privilege of the Floor/Public Comment: The County Treasurer spoke about a proposal to compensate employees who worked on site during the pandemic. A discussion ensued following which it was the consensus of the Committee to continue this discussion in the future.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously, Ms. Braymer adjourned the meeting at 10:55 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board