

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: SEPTEMBER 1, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BRAYMER
GERAGHTY
DRISCOLL
CONOVER
MAGOWAN

OTHERS PRESENT:

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

SUPERVISORS BEATY
BRUNO
FRASIER
LEGGETT
MCDEVITT
SMITH
STROUGH

JASON CARUSONE, DISTRICT ATTORNEY

REPRESENTING THE OFFICE FOR THE AGING:

DEANNA PARK, DIRECTOR

ROSEANN O'ROURKE, COORDINATOR, NY CONNECTS

MARCY FLORES, PUBLIC DEFENDER

MICHAEL SWAN, COUNTY TREASURER

CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES

GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

JULIE BUTLER, PURCHASING AGENT

LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES

PATRICIA NENNINGER, PERSONNEL OFFICER

DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

BARB MITCHELL, PROGRAM DIRECTOR, LAKE LUZERNE SENIOR CENTER

TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT

LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the September 1, 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.

Ms. Braymer noted no one was present from SUNY Adirondack; however, she stated a joint meeting of the Committee hosted by SUNY Adirondack and held jointly with Washington County was scheduled for September 10, 2021 at 11:00 a.m.

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

The agenda review began with Item 4A and commenced as follows:

4A) To amend the Table of Organization and Salary Schedule to decrease the salary of the 4th Assistant District Attorney

from \$75,570 to \$74,089, effective September 20, 2021.

- 4B) To amend the Table of Organization and Salary Schedule to decrease the salary of the 5th District Attorney from \$74,089 to 69,891, effective September 20, 2021.

Motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to approve Agenda Items 4A and 4B, as presented and the necessary resolutions were authorized for September 17th Board Meeting.

Skipping ahead to Agenda Item 5B, privilege of the floor was extended to Deanna Park, *Director, Office for the Aging*, who distributed copies of a packet entitled “Warren County Staffing”, a copy of which is on file with the minutes. Ms. Park spoke regarding issues that had arisen with obtaining food for meal sites, the contract with Mom’s Meals and how it would impact the congregate settings, as well as the lack of staffing at meal site. A lengthy discussion ensued.

Returning to Item 1A, Ryan Moore, *County Administrator*, provided an overview of the benefit renewal proposals for 2021 - 2022 plan year.

A discussion ensued, following which a motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to authorize renewal of health insurance package outlined as Option 2 in the information provided by Jaeger & Flynn in the agenda packet, as well as to authorize renewal of the Humana Medicare Advantage plan, and the necessary resolutions were approved for presentation at the September 17th Board Meeting.

Skipping ahead to Agenda Item 1C and E as follows:

- 1C) Report on tracking of vacancies filled - included for informational purposes.
- 1E) Update to Out-of-Unit Employee Benefit Policy - Jackie Figueroa, *Director, Human Resources*, spoke regarding language changes made to the Out-of-Unit Employee Benefit Policy to bring the terms consistent with the recently settled CSEA contract, and to remove gender specific language per New York State guidance.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to approve the revisions to the Warren County Out-of-Unit Employee Benefits Policy and the necessary resolution was authorized for the September 17th Board Meeting.

Ms. Braymer informed applications had been received for the Ethics Board and interviews would be conducted for the positions, adding she was seeking volunteers to assist with the process.

Moving forward to Agenda Item 2C, Robert Terwilliger, *Acting County Attorney*, requested a transfer of funds in the amount of \$2,000 from Budget Code A.1990 469, *Contingent Account*, to Budget Code A.1420 210, *Furniture*, to cover the cost of the purchase of a new desk for the Confidential Secretary to the County Attorney.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 17th Board Meeting.

Returning to Agenda Items 2A and 2B, an executive session was requested to discuss possible litigation regarding PFOS and pending litigation which included the following: Jason Lewis v. Primecare Medical and Warren County; Tyler Rouse v. Warren County and Warren County Department of Social Services., as well as Agenda Item 1B which concerned update on filling the County Attorney position.

Motion was made by Mr. Geraghty, seconded by Mr. Conover and carried unanimously to enter into an executive session pursuant to Sections 105(d) and (f) of the Public Officer’s Law.

Executive session was held from 10:43 a.m. until 12:10 p.m.

Upon reconvening a motion was requested to reintroduce Resolution No. 351 of 2021, which had failed at the August 20th Board Meeting regarding authorizing the appropriation of funds from the General Fund Unappropriated Surplus to the Airport Budget and authorizing payment in the amount of \$193,042 to Forest Enterprises Management, Inc. as a result of court ordered damages. The necessary motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously and the necessary resolution was authorized for the September 17th Board Meeting.

The Agenda review was resumed with Item 4C, to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk, *Grade 5, Base Annual Salary \$32,237*, effective October 1, 2021.

Motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 17th Board Meeting.

- 5A) To increase Supervisor on-call pay for week nights from \$45/night to \$60/night and weekend rate (*for Saturday and Sunday*) from \$235 to \$350 effective July 1, 2021 and authorizing retroactive payments for this adjustment.

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 September 17th Board Meeting.

- 6) To amend the Table of Organization and Salary Schedule to create and fill the new position of Caseworker #TBD, *Grade 16, Base Annual Salary \$45,831*, and delete the position of Caseworker Part-Time, effective September 20, 2021.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 17th Board Meeting.

- 7) Referral from the Governmental Operations & Advocacy Committee regarding County employee emails - Ms. Braymer stated the County Administrator was conducting a preliminary investigation, as well as reviewing the County Email policy and the matter would be brought back to Committee in October.

Ms. Braymer apprised an item had inadvertently been left off of the agenda for the Treasurer's Office pertaining to a request to authorize Aleisha VanAlen, *Principal Account Clerk*, to enroll in Principles of Management and Mathematical Functions at SUNY Adirondack beginning September 8, 2021; Cost \$1,411 for reimbursement of 50% of course costs upon completion with a Grade C or better.

Motion was made by Mr. Geraghty, seconded by Mr. Conover and carried unanimously to approve the request as presented and the necessary resolution was authorized for the September 17th Board Meeting.

- Pending Items:
- 1. County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions. Update: Committee revisited request and asked County Treasurer to make this request to the CSEA negotiating team to consider re-presenting to the CSEA for their approval.
 - 2. Committee considered County Treasurer's suggesting for awarding additional vacation days to employees who worked on-site when County Buildings were closed due to the Coronavirus Pandemic; it was the consensus of the Committee for the County Administrator to work on a plan to award additional compensatory vacation days and present same at a future Committee meeting

Mike Swan, *County Treasurer*, advised he was in the process of working with the Personnel Officer on the positions, so no action was required today.

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

- Buildings and Grounds***
 - Cleaner #6, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Cleaner #12, *Grade 2, Base Annual Salary \$28,982*, due to resignation.
 - Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- County Clerk***
 - Recording Clerk #1, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- Countryside Adult Home***
 - Institutional Aide PT #3, *Grade 3, Base Annual Salary \$29,603*, due to resignation.
- District Attorney***
 - Legal Clerk #6, *Grade 5, Base Annual Salary \$32,237*, due to creation.
 - 2nd Assistant District Attorney, *Annual Salary \$85,394*, due to resignation.
 - 3rd Assistant District Attorney, *Annual Salary \$85,394*, due to promotion.
 - 4th Assistant District Attorney, *Annual Salary \$74,089*, due to promotion.
 - 5th Assistant District Attorney, *Annual Salary \$69,891*, due to promotion.
 - 6th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 7th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 8th Assistant District Attorney, *Annual Salary \$66,563*, due to promotion.
 - 9th Assistant District Attorney, *Annual Salary \$66,563*, due to creation.
- Office for the Aging***
 - Meal Site Cook #2, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*.
 - Meal Site Manager #1, *Grade 2, Base Annual Salary \$21,736 (30hr/week)* due to retirement.
 - Meal Site Manager #3, *Grade 2,, Base Annual Salary \$14,491 (20hr/week)* due to retirement.
 - Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25hr/week)* due to resignation.
- Public Defender***
 - Public Health Nurse #8, *Grade 21, Base Annual Salary \$53,675*, due to resignation.
 - Public Health Nurse #35, *Grade 21, Base Annual Salary \$53,675*, due to resignation.
- Public Works***
 - HEO #14, *Grade 10, Base Annual Salary \$39,751*, due to promotion.
 - MEO (L) #33, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- Sheriff***
 - STOP-DWI Coordinator, *Annual Salary \$20.3716/hr*, extending prior authorization.
 - Patrol Sergeant #11, *Annual Salary \$78,519*, extending prior authorization.
- Social Services***
 - Caseworker #19, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #23, *Grade 16, Base Annual Salary \$45,831*, due to resignation.
 - Caseworker #31, *Grade 16, Base Annual Salary \$45,831*, due to resignation.

Privilege of the Floor/Public Comment was called for, but there were none wishing to speak.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Geraghty, seconded by Mr. Conover and carried unanimously, Ms. Braymer adjourned the meeting at 12:14 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board