

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION**

**DATE: SEPTEMBER 30, 2021**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS BRAYMER  
GERAGHTY  
DRISCOLL  
CONOVER  
MAGOWAN

**OTHERS PRESENT:**

DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK  
AMANDA ALLEN, CLERK OF THE BOARD  
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
CARLA CURREN, COUNTY AUDITOR  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
PATRICIA NENNINGER, PERSONNEL OFFICER  
ROBERT TERWILLIGER, ACTING COUNTY ATTORNEY  
RYAN MOORE, COUNTY ADMINISTRATOR  
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD  
FRANK E. THOMAS, BUDGET OFFICER  
SUPERVISORS BEATY  
BRUNO  
DIAMOND  
HOGAN (VIA ZOOM)  
MCDEVITT  
LEGGETT (VIA ZOOM)  
MERLINO  
WILD  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES  
WAYNE LAMOTHE, COUNTY PLANNER  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
ROBIN MAPP, AIRPORT MANAGER  
MIKE SWAN, COUNTY TREASURER  
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the September 30, 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>*

*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.*

Mr. Beaty called the meeting of the Finance Committee to order at 9:03 a.m.

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.

Motion was made by Mr. Magowan, seconded by Mr. Driscoll and carried unanimously to approve the minutes of the September 1, 10 and 24, 2021 Committee meetings, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on SUNY

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Adirondack which included reporting on the 98% vaccination rate of their students and her recognizing the Warren County Public Health staff for their assistance in achieving this benchmark by holding vaccination clinics on campus. She acknowledged Liza Ochsendorf, *Director, Employment & Training Administration*, for bringing the Bike Share Program to the SUNY Adirondack campus earlier than what was originally anticipated, and she mentioned the occupancy in student housing had increased by 50% from the prior year, with 230 students residing there.

The remainder of the agenda review commenced, as follows:

- 2A) Report on tracking of vacancies filled - included for informational purposes.
- 2B) Report on terminations and exit interviews - included for informational purposes.
- 2C) Review of 2022 Budget request. Jackie Figueroa, *County Human Resources Director*, reviewed her 2022 Budget Request and answered questions posed by the Committee.
- 2D) Discussion was held regarding the replacement of inoperable Novatime clocks and whether to purchase new ones at a cost of \$3,300 per clock, as compared to the cost of \$1,200 per clock in 2019, or move forward with alternative solutions provided by the Director of Information Technology. Ms. Figueroa apprised they no longer had any spare Novatime clocks available to replace those that malfunctioned and she would like to be able to move forward with purchasing five new clocks through the sole source vendor because they were linked to the timekeeping software system the County used. She added Mike Colvin, *Director, Information Technology*, was present to discuss alternative solutions that could be implemented in the future. Mr. Colvin provided a brief overview of the alternatives for consideration which included purchasing used time clocks on Ebay for \$500 each or they could address the biometric issue and have employees use a tablet to punch in. He suggested they move forward with approving the appropriation of funds in the amount of \$17,000 from the Computer Reserve to purchase five new Novatime clocks and also use funding within his budget to purchase a few used ones to provide an extra inventory for the County. A discussion ensued following which it was the consensus of the Committee for Mr. Colvin to move forward with purchasing the used Novatime clocks on Ebay; the Committee also noted they would like Mr. Colvin to prepare a synopsis of the alternative options going forward to present at a future Committee meeting.
- 2E) Determination regarding whether to continue to waive the co-pay for both telehealth services and COVID-19 testing for the 2021-2022 benefit plan year, or revert back to member cost share (*\$25 co-pay/deductible then \$25 copay, same as Personal Care Physician co-pay*). Ms. Figueroa indicated last year the County had decided to waive the co-pay for telehealth services, as well as testing for COVID-19; however, she noted, the recommendation from the County's Health Insurance Broker was to reinstate the co-pay for the telehealth services, but continue to waive the cost of testing for COVID-19 to prevent deterring anyone from getting a test because they had a copay associated with it.

A discussion ensued following which a motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to authorize the continuation of waiving the co-pay for both telehealth services and COVID-19 testing for the 2021 2022 benefit plan year and the necessary resolution was authorized for the October 15<sup>th</sup> Board Meeting.

- 3A) Request to amend the County Budget in the amount of \$5,000 to adjust for increased expenses in telephone service.

Motion was made by Mr. Magowan , seconded by Mr. Driscoll and carried unanimously to approve the request and refer same to the Finance Committee.

- 3B) Request to appropriate funds in the amount of \$17,000 from the Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1435 220.0, *Human Resources, Office Equipment-Reserve*, to purchase time clocks.

Motion was made by Mr. Geraghty, seconded by Mr. Conover and carried by majority vote, with Mr. Magowan voting in opposition, to approve the request and refer same to the Finance Committee.

Ryan Moore, *County Administrator*, requested that they continue to look into other options regarding the Novatime clocks going forward, such as doing an annual agreement with Novatime where the maintenance, upgrades and replacements were included, and include the payroll staff so that a long-term solution could be developed.

- 3C) Review of 2022 Budget request. Mr. Colvin reviewed his 2022 Budget Request and answered questions posed by the Committee.

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During the budget review it was noted that Mr. Colvin would return to Committee with an update regarding how the used Novatime clocks were operating and whether it was necessary to move forward with the purchase of the five news ones.

Skipping ahead to Item 6, privilege of the floor was offered to Carla Curren, *County Auditor*, who reviewed her 2022 Budget Request and answered questions posed by the Committee.

Returning to Item 4, Ms. Braymer called for a motion to enter into an executive session to discuss the following litigation: Gustavo Kaplan V. Warren County; LeClair v. Vinson and Warren County, Warren County DSS and others; Questor French v. Derek Williams and others including Sheriff LaFarr and Warren County; Tyson Poulos v. Warren County; Forest Enterprises v. Warren County; Jason Lewis v. Warren County; and the Estate of Ryan Taylor v. Town of Hadley, Town of Lake Luzerne and Warren and Saratoga Counties; as well as the Opioid litigation.

A motion was made by Mr. Geraghty, 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 9:39 a.m. until 10:04 a.m.

Upon reconvening, Ms. Braymer announced no action was taken during the executive session.

- 4B) Request to authorize the County Attorney and Napoli Shkolnik, PLLC to execute any documents associated with accepting settlement with the three largest prescription drug distributors.

Motion was made by Mr. Conover, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the October 15<sup>th</sup> Board Meeting.

- 4C) Review of 2022 Budget request. Robert Terwilliger, *Acting County Attorney*, reviewed his 2022 Budget Request and answered questions posed by the Committee.
- 5A) Resolution Tracking Report - Amanda Allen, *Clerk of the Board*, apprised the report had inadvertently been left off of agenda, but indicated she would email this to the Committee members following the conclusion of the Committee meeting.
- 5B) Review of 2022 Budget request. Mrs. Allen reviewed her 2022 Budget Request and answered questions posed by the Committee.
- 7A) Request to fill the vacant position of Civil Service Assistant, *Annual Salary \$38,809*, due to resignation.

Motion was made by Mr. Driscoll, seconded by Mr. Geraghty and carried unanimously to approve the request.

- 7B) Review of 2022 Budget request. Patricia Nenninger, *Personnel Officer*, reviewed her 2022 Budget Request and answered questions posed by the Committee.

Prior to continuing with the agenda review, Mr. Moore announced the positive COVID cases in the County had increased over the last few months, which had led himself and Chairwoman Seeber to participate in a phone call with members of the business community where it was decided everyone would encourage individuals to get vaccinated and wear face masks. He stated as a result of this signs had been re-posted around the County campus encouraging the use of face masks, as well having stations with face masks and hand sanitizer installed throughout the Municipal Center campus to make it more visible than it had been since the State lifted the face mask mandates in June. He proceeded to read aloud a memo that was distributed to County staff last week encouraging the use of face masks. A discussion ensued.

Jumping ahead to Item 8B which pertained to discussion of new Local Law to reapportion the weighted vote of the members of the Board of Supervisors pursuant to the 2020 Census," Mr. Moore reviewed the attachments included in the agenda in detail. A discussion ensued during which Mr. Moore indicated a decision would need to be made relatively quickly in order to get something in place by January 1<sup>st</sup> because the Local Law was subject to public referendum. It was the consensus of the Committee that this matter would be discussed further at the October 7<sup>th</sup> meeting of the Personnel, Administration & Higher Education Committee.

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In regard to the Pending Item No. 1, 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. He stated he was unsure of the status of Pending Item No. 2, as this had not been discussed in some time. Ms. Braymer apprised she would meet with Mr. Swan regarding this matter to determine how to move forward.

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

- Buildings and Grounds*** - Cleaner #2, *Grade 2, Base Annual Salary \$28,982*, due to termination.
- Countryside Adult Home*** - Institutional Aide PT #18, *Grade 3, Base Annual Salary \$29,603*, due to promotion.
- District Attorney*** - Legal Clerk #5, *Grade 5, Base Annual Salary \$32,237*, due to resignation.
- Office for the Aging*** - Meal Site Cook #7, *Grade 2, Base Annual Salary \$18,113 (25hr/week)*, due to resignation.
- Public Health*** - Senior Account Clerk #2, *Grade 7, Base Annual Salary \$35,491*, due to resignation.
- Sheriff*** - Patrol Officer #TBD, *Annual Salary \$44,735*, due to promotion.
- Social Services*** - Caseworker #35, *Grade 16, Base Annual Salary \$45,831*, due to resignation.

Privilege of the Floor/Public Comment was called for, but there were noone wishing to speak.

Returning to Item 8A, Ms Braymer advised an executive session was required to discuss the status of the filling of the County Attorney position and she called for a motion to enter into executive session to discuss personnel matters. The necessary motion was made by Mr. Magowan, seconded by Mr. Geraghty and carried unanimously to enter into an executive session pursuant to Section 105(1)(f) of the Public Officer's Law.

Executive session was held from 10:58 a.m. until 11:54 a.m.

Upon reconvening Mr. Braymer advised no action was taken during the executive session.

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 11:55 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board