

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: DECEMBER 2, 2021

COMMITTEE MEMBERS PRESENT:

SUPERVISORS BRAYMER
GERAGHTY
DRISCOLL
CONOVER
MAGOWAN

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
AMY CLUTE, SELF-INSURANCE ADMINISTRATOR
LARRY ELMEN, COUNTY ATTORNEY
RYAN MOORE, COUNTY ADMINISTRATOR
RACHEL E. SEEBER, CHAIRWOMAN OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS BEATY
BRUNO (VIA ZOOM)
HOGAN (VIA ZOOM)
MCDEVITT
MERLINO
LEGGETT
STROUGH
REPRESENTING ARTHUR J. GALLAGHER CO.
SULIM BARTOK
COLIN DAVID
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SARA FRANKENFELD, GIS ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
GINELE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
JAMES LAFARR, SHERIFF
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
MIKE SWAN, COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the December 2, 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.

Ms. Braymer called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:41 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. Driscoll, seconded by Mr. Conover and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Ms. Braymer noted no one was present from SUNY Adirondack; 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.

A discussion occurred regarding the Novatime clocks following which the consensus of the Committee was for Mike Colvin, *Director, Information Technology*, to move forward with purchasing the five new ones the money had been previously appropriated for and to continue to search for additional used ones to purchase to have spares on hand.

Jumping ahead to Item 4 which pertained to a request to extend the existing contract for three years with Windstream Enterprise in order to be eligible to receive a credit of \$6,746.08. Mr. Colvin noted the request consisted of ratifying the actions of the Chair of the Board with regard to signing the contract to ensure they did not lose the credit which was being offered as an immediate incentive.

Motion was made by Mr. Magowan, seconded by Mr. Geraghty and carried unanimously to approve the request to ratify the actions of the Chair of the Board as outlined above and the necessary resolution was authorized for the December 17th Board Meeting.

Returning to Agenda Item 3, a request was presented to amend the 2022 Table of Organization and Salary Schedule to increase the salary of Civil Service Assistant from \$39,973 to \$43,045 to reflect the correct years of service the individual in the position has with the County.

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

- 5A) Request to authorize renewal of 2022 Property & Casualty Insurance as presented by Arthur J. Gallagher in the amount of \$1,000,070.

Representatives of Arthur J. Gallagher reviewed a Power Point presentation entitled “Warren County - Insurance Program Structure (2022)”, and answered questions posed by the Committee members; *a copy of the presentation is on file with the meeting minutes.*

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

- 5B) Request to authorize the Self-Insurance Administrator to serve as the Treasurer of the New York State Association of Self-Insured Counties from January 1, 2022 to December 31, 2023.
- 5C) Request to authorize the Self-Insurance Administrator to serve as President of the Empire State Safety Association from January 1, 2022 to December 31, 2023.

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 December 17th Board Meeting.

- 5D) Request to authorize a contract with Bill Lindloff of Pro CUTS for Chainsaw Safety Training for a term commencing January 1, 2022 and terminating December 31, 2022.

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

Amy Clute, *Self-Insurance Administrator*, spoke regarding how the contract with the Arthur J. Gallagher Co. for insurance broker services expired in December of next year and she inquired whether the Committee would like to extend this contract for an additional three years or begin the RFP (*Request for Proposal*) process in the beginning of next year for a new insurance broker. A brief discussion ensued following which it was the consensus of the Committee to extend the contract with Arthur J. Gallagher Co.

- 6A) Request for a new contract with RELX d/b/a LexisNexis for a term commencing January 1, 2022 and terminating December 31, 2024.

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 December 17th Board Meeting.

Prior to proceeding with the Agenda review, Larry Elmen, *County Attorney*, spoke regarding the County Tax foreclosure process and how his office worked closely in conjunction with the Treasurer’s Office and the Real Property Tax Services Department on this action, which was rather lengthy and time consuming.

Ms. Braymer requested that Mr. Elmen list the cases that would be discussed during the executive session for the record. Mr. Elmen listed the following litigation: Ilana Morgan v. Warren County; John David Smith V. United Methodist Church, Warren County and Warren County DSS; Joshua Rouse v. Warren County; Michael Easterbrook v. Schenectady County and other counties; Forest Enterprises v. Warren County; and June Maxam v. Pamela Vogel, Warren County Clerk and others.

A motion was made by Mr. Magowan, seconded by Mr. Conover 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 11:38 a.m. until 12:12 p.m.

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

- 7A) Resolution Tracking Report - provided as an agenda attachment for informational purposes.
- 7B) Request to fill the vacant position of 2nd Deputy Clerk due to creation effective January 1, 2022.

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 December 17th Board Meeting.

- 8A) Request to amend the Table of Organization & Salary Schedule to 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.
- 8B) Request to amend the Table of Organization & Salary Schedule to 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.

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

- 9) Request to amend the Table of Organization & Salary Schedule to 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.

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

- 10A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Meal Site Cook # 12 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.
- 10B) 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.

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

- 10C) 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.
- 10D) 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.

Motion was made by Mr. Geraghty, seconded by Mr. Driscoll 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 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.

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

- 11B) Request to amend the Table of Organization and to change the title of School Resource Officer to Special Patrol Officer effective December 20, 2021.

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

Returning to the request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer #6,

Sheriff LaFarr noted the effective date needed to be changed, as he currently had an individual in the Civil Law Enforcement Officer #2 position that was being deleted and they did not plan to retiring until the end of January.

Motion was made by Mr. Geraghty, seconded by Mr. Conover and carried unanimously to amend the 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*, to change the effective from December 20, 2021 to January 29, 2021. The necessary resolution was authorized for the December 17th Board Meeting.

- 11C) 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.

Motion was made by Mr. Geraghty and seconded by Mr. Magowan to approve the request as outlined above.

A lengthy discussion ensued regarding the salary increase, the method used to determine this figure, as well as other County employees who were not in the bargaining unit.

Ms. Braymer called the question and the motion to approve the 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 was carried by majority vote, with Ms. Braymer and Mr. Magowan voting in opposition, and the necessary resolution was authorized for the December 17th Board Meeting.

- 12A) On behalf of Public Health - Request to amend Resolution Nos. 156 of 2020 and 490 of 2020 which created the 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.

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 December 17th Board Meeting.

- 12B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salary 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.

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 December 17th Board Meeting.

- 12C) 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. (At their November 30th meeting the ARPA Committee endorsed making these payments which may be eligible for reimbursement under).

Mr. Geraghty inquired whether this was being offered to all employees who had a significant amount of earned time remaining for this year and Ms. Braymer responded according to the Country Human Resources Director the other employees who had remaining earned time off had elected to take time off rather than have it be paid out to them.

Motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to authorize 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 and the necessary resolution was authorized for the December 17th Board Meeting.

A discussion ensued regarding the Undersheriff's salary increase, whether it was conducive to the number of years he had worked at the County and how there were other department heads within the County whose salary did not reflect what they would be making if they were being paid for the number of years they had been employed by the County.

- 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. Magowan and seconded by Ms. Braymer to approve the request as outlined above.

Mr. Magowan voiced his support of the request and Mr. Conover spoke against it, as he believed this decision should be made by the Board in January when new members would be seated.

Motion was made by Mr. Conover, seconded by Mr. Geraghty and carried by majority vote, with Ms. Braymer and Mr. Magowan voting

in opposition, to table the request.

In regard to the Pending Item No. 1 which involved the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions, Mike Swan, *County Treasurer*, advised the payroll team needed to be included in the negotiation process with the Unions as a result of the information they had the ability to provide the County's negotiating team with that would assist them when negotiating new Union contracts. He informed because of this he felt it was inappropriate for these positions to be members of the Union, as this would be a direct conflict.

A discussion ensued.

Motion was made by Mr. Magowan, seconded by Ms. Braymer and carried unanimously to authorize a resolution removing the Payroll Supervisor and Payroll Technician from the bargaining unit and the necessary resolution was authorized for the December 17th Board Meeting.

Ms. Braymer requested that Pending Item No. 2 concerning an update regarding the Novatime clocks be removed, as an update had been provided regarding this matter earlier in the meeting and the Committee concurred.

With regard to Pending Item No. 3 pertaining to the a formalized Employee of the Month Program, Ms. Braymer apprised no updates were available.

The listing of positions authorized for filling by Standing Committees since the last meeting was not discussed, but was included on the agenda, as follows:

- Countryside Adult Home***
 - Institutional Aide #3 - Part-Time, *Grade 3, Base Annual Salary \$26,682.38*, due to termination.
- County Clerk***
 - Legal Recording Clerk, *Grade 7, Base Annual Salary \$35,491*, extending prior authorization.
- DPW***
 - MEO (M) #2, *Grade 9, Base Annual Salary \$38,521*.
- Health Services***
 - Registered Professional Nurse #22, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.
 - Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.
 - Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.
 - Senior Account Clerk #1, *Grade 7, Base Annual Salary \$36,414*, extending prior authorization.
 - WIC Assistant, *Grade 5, Base Annual Salary \$33,076*, extending prior authorization.
 - PT Infant Feeding Advocate no to exceed 20 hrs/week, *Grade 3, Base Annual Salary \$15,186*, extending prior authorization.
 - Medical Records Coder PT 24-26 hrs/wk, *Grade 10, Base Annual Salary \$24,471*, extending prior authorization.
 - Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$51,502*, extending prior authorization.
 - Registered Professional Nurse #TBA *Grade 19, Base Annual Salary \$51,502*, due to creation.
 - PH Program Manager, *Grade 21, Base Annual Salary \$55,070*, due to promotion.
 - PH Health Educator #1, *Grade 14, Base Annual Salary \$44,384*, due to creation.
 - PH Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, due to creation.
 - Per Diem EI Service Coord. #2, *Grade 18, Base Annual Salary \$12,594*, due to creation.
 - Therapy Program Adm. - PH, *Annual Salary \$65,566*, due to creation.
- Sheriff***
 - Patrol Officer #8, *Annual Salary \$44,735*.
 - Patrol Officer #10, *Annual Salary \$44,735*.
 - Patrol Officer #15, *Annual Salary \$44,735*.
 - Patrol Officer #18, *Annual Salary \$44,735*.
 - Patrol Officer #4, *Annual Salary \$44,735*.
 - Investigator #6, *Annual Salary \$83,503*, due to retirement.
 - Patrol Officer #TBD, *Annual Salary \$44,735*, due to promotion.

- Social Services*
- Caseworker #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion.
 - Caseworker #TBD, *Grade 16, Base Annual Salary \$47,023*, due to promotion.
 - Caseworker #20, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
 - Social Welfare Examiner #12, *Grade 8, Base Annual Salary \$36,957*, due to promotion.
 - Senior Caseworker #9, *Grade 18, Base Annual Salary \$50,384*, due to creation.
 - Senior Caseworker #10, *Grade 18, Base Annual Salary \$50,384*, due to creation.
 - Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, due to creation.
 - Senior Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to creation.

Privilege of the Floor/Public Comment was called for, but there was no one 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 1:15 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board