

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: ARPA ADVISORY

DATE: MAY 31, 2022

COMMITTEE MEMBERS PRESENT:

CLAUDIA BRAYMER(CO-CHAIR)  
DENNIS DICKINSON (CO-CHAIR)  
RACHEL SEEBER  
WAYNE LAMOTHE  
RAY AGNEW  
FRANK THOMAS  
DOUGLAS BEATY  
MICHAEL WILD  
RYAN MOORE  
MICHAEL SWAN  
ETHAN GADDY

OTHERS PRESENT:

KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD  
AMANDA ALLEN, CLERK OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
SUPERVISORS DRISCOLL  
GERACI (ZOOM)  
HOGAN (ZOOM)  
LEGGETT (ZOOM)  
MCDEVITT (ZOOM)  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT AND TRAINING  
ADMINISTRATION  
DOUG MILLER, ADIRONDACK SPORTS COMPLEX  
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST

COMMITTEE MEMBERS ABSENT:

BETH GILLIS  
MICHAEL BITTEL

Please note, the following contains a summarization of the May 31, 2022 meeting of the ARPA Advisory 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 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 Committee Members in attendance were physically present.*

Ms. Braymer called the meeting of the ARPA Advisory Committee to order at 3:02 p.m.

The ARPA Advisory Committee agenda was distributed to those present; 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. Beaty, seconded by Mr. Dickinson and carried by a unanimous vote of those present (*Ms. Gillis and Mr. Bittel absent*) to approve the minutes from the previous ARPA Advisory Committee meeting, subject to correction by the Clerk of the Board.

The meeting commenced the agenda review with the Discussion Items, as follows:

1. Review Application for Funding. Discussion was held, suggestions for updates were made, as well as for a process to automate the application process.
2. Review Draft Sub-recipient Contract. County Attorney advised draft was not ready for distribution at this meeting.
3. Discuss ARPA Fund Distribution Plan. Discussion was held; consensus of the Committee was for the County to retain a portion of funds granted until final paperwork was submitted by the grantee.
4. Discuss County Employee Incentive Pay. Discussion was held; it was determined a more in depth proposal would be presented at a future meeting.
5. Next Steps. Committee debated timeline for return of applications for ARPA funding and decided to allow 45 days. Committee also decided upon the smaller working group of Mr. Agnew, Mr. LaMothe, Mr. Dickinson and Ms. Seeber to aid in processing ARPA funding applications.

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Privilege of the floor was offered.

Discussion ensued with regard to the creation of a full time Office Specialist position in the Planning & Community Development Department to assist with ARPA work, utilizing the funding previously appropriated for same. It was consensus of the Committee (*Ms. Gillis and Mr. Bittel absent*) to refer a request to the Personnel, Administration and Higher Education Committee to approve the creation and filling of the Office Specialist position.

Committee discussed a date and time for their next meeting, which they determined would be held on June 14<sup>th</sup> at 3:00 p.m.

Discussion was held regarding workforce shortages and a request put forth by the Employment & Training Administration for a new Job Coach position to aid with the Summer Youth Employment Program and the need to fund same. A motion was made by Mr. Wild, seconded by Mr. Dickinson and carried by a unanimous vote of those present (*Ms. Gillis and Mr. Bittel absent*) to authorize the appropriation of \$30,000 in ARPA funding to the Employment & Training Administration budget to fund the Job Coach position for 2022.

A request was made to add discussion on the meal delivery program to the Referrals/Pending Items portion of the agenda.

Comments submitted via chat to the Director of Public Affairs by Kim Sopczyk, *Family Service Association*, were read aloud.

There being no further business to come before the ARPA Advisory Committee, motion was made by Mr. Dickinson, seconded by Mr. Beaty and carried by a unanimous vote of those present (*Ms. Gillis and Mr. Bittel absent*), Ms. Braymer adjourned the meeting at 4:32 p.m.

Respectfully submitted,  
Molly Ganotes-Gleason, Legislative Office Specialist