

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: MAY 5, 2022**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
CONOVER  
BEATY  
WILD  
BRAYMER  
RUNYON

**OTHERS PRESENT:**

REPRESENTING SUNY ADIRONDACK:  
DR. KRISTINE DUFFY, PRESIDENT  
AMANDA ALLEN, CLERK OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
PATRICIA NENNINGER, PERSONNEL OFFICER  
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR FRASIER

RYAN MOORE, COUNTY ADMINISTRATOR

SUPERVISORS BRUNO  
DIAMOND  
DRISCOLL  
GERACI (ZOOM)  
HOGAN (ZOOM)  
LEGETT  
MAGOWAN  
MERLINO  
SEEBER

TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
MARCY FLORES, PUBLIC DEFENDER  
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS  
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MIKE SWAN, COUNTY TREASURER  
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the May 5, 2022 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 in attendance were physically present.*

Mr. Thomas called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:02 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. Wild, seconded by Ms. Braymer and carried by a unanimous vote of those present (*Mr. Conover, Mrs. Frasier and Ms. Runyon absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Mr. Conover and Ms. Runyon entered the meeting at 10:03 a.m.

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Privilege of the floor was extended to Dr. Kristine Duffy, *President, SUNY Adirondack*, who spoke regarding the recommendation they had made to the County regarding an appointment to the SUNY Adirondack Board of Trustees to replace Alan Redeker, a long-time member of their Board. She proceeded to provide an update on SUNY Adirondack that included an update on enrollment for the Fall semester which remained above last year, the tuition and fee schedule for next year that was recently approved by the SUNY Adirondack Board of Trustees and would be encompassed in their budget presentation at the joint County meeting tentatively scheduled for June 3<sup>rd</sup> on the SUNY Adirondack campus, the graduation ceremony would be held on May 14<sup>th</sup> at 11:00 a.m. at the Cool Insuring Arena and they would be breaking ground soon on their new turf field with an anticipated completion in the late fall barring any issues with the supply chain.

Mr. Thomas thanked Dr. Duffy for providing the County with the recommendation for the appointment to the SUNY Adirondack Board of Trustees, as well as for providing a student from Warren County who was graduating to be recognized for their accomplishments.

The agenda review resumed with Item 1B pertaining to a request to appoint Edward Fitzgerald to the SUNY Adirondack Board of Trustees for a term commencing July 1, 2022.

Motion was made by Ms. Braymer, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 2A) Report on tracking of vacancies filled - included for informational purposes.
- 2B) Report on terminations and exit interviews - included for informational purposes.

A discussion ensued regarding the Report on terminations and exit interviews during which Mr. Wild requested information regarding the trend pertaining to resignations and removals over the last five years. Jackie Figueroa, *County Human Resources Director*, apprised she would compile this information and distribute it to the Committee members. Mr. Thomas advised a request had also been made for any information pertaining to issues conveyed during exit interviews be shared with the Committee and Ms. Figueroa responded she was working on developing a paper form that would allow her to compile some statistics; however, she noted, this information varied based upon the different departments and positions within the County which meant gathering this information in a concise way would be difficult. Further discussion ensued.

- 3A) Request to appoint a Public Defender effective May 9, 2022 at an annual salary of \$128,450.

A discussion ensued regarding the salary during which Mr. Beaty voiced his opposition to the salary which he believed was too high.

Motion was made by Ms. Braymer, seconded by Mr. Conover and carried by a majority vote of those present (*Mrs. Frasier absent*) to approve the request, with Mr. Beaty voting in opposition, and the necessary resolution was authorized for the May 5<sup>th</sup> Board Meeting.

- 3B) Request to amend the Table of Organization and Salary Schedule to fill the position of Public Defender at an annual salary of \$128,450 effective May 9, 2022.

Motion was made by Mr. Conover, seconded by Ms. Braymer and carried by a majority vote of those present (*Mrs. Frasier absent*) to approve the request, with Mr. Beaty voting in opposition, and the necessary resolution was authorized for the May 5<sup>th</sup> Board Meeting.

- 3C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9<sup>th</sup> Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.

Mr. Thomas noted this request did not go before the Criminal Justice & Public Safety Committee for approval.

Motion was made by Ms. Braymer, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 4) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), *Grade 8, Base Annual Salary \$37,918*, effective May 23, 2022.

A discussion ensued during which Christian Hanchett, *Commissioner, Department of Social Services*, notified the position would be for up to twenty hours a week with no benefits and would be fully funded by the donation they received from the Children's Committee of Warren County.

Motion was made by Ms. Braymer, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

- 5) Request to further amend Resolution No. 374 of 2017 to reflect updated rates for forensic medical services.

Amanda Allen, *Clerk of the Board*, advised this was a result of Forensic Medical Services, PC increasing their fees for forensic medical services as of January 1<sup>st</sup>, noting they were the sole provider of this service.

Motion was made by Mr. Wild, seconded by Mr. Beaty and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve the request and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Prior to continuing on with the agenda review, Ms. Braymer suggested they enter into an executive session to ensure they had the consensus of the Committee with regard to the individual they were appointing as the new Public Defender. She noted they would be discussing the hiring of a particular individual for the position of Public Defender during the executive session.

Motion was made by Ms. Braymer, seconded by Mr. Beaty and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to enter into an executive session pursuant to Section 105(1)(f) of the Public Officer's Law.

Executive session was held from 10:27 a.m. until 10:36 a.m.

*Minutes of executive session: Committee discussed the recommendation made by the Criminal Justice & Public Safety Committee relative to the appointment of a Public Defender. At the conclusion of discussion, motion was made by Ms. Braymer, seconded by Mr. Wild and carried by a unanimous vote of those present (Mrs. Frasier absent) to exit executive session.*

Upon reconvening, Mr. Thomas noted no action was taken during the executive session.

The agenda review resumed with Item 6 concerning a Personnel Update: Tax Coordinator's last day of employment is May 6, 2022. County Attorney is reviewing job description and position requirements prior to requesting permission to fill opening.

Larry Elmen, *County Attorney*, recognized Raymond Reiter for the exceptional work he had done as the Tax Coordinator since he was hired in December of 2018, noting he would be missed. He referred to the Personnel, Administration & Higher Education addendum agenda which included a request to amend the Table of Organization and Salary Schedule to delete the position of Tax Coordinator, *Annual Salary \$47,417*, and create and fill the new position of 3<sup>rd</sup> Assistant County Attorney, *Annual Salary \$65,295, commensurate with experience* effective June 1, 2022, indicating following a thorough review of the duties of the Tax Coordinator position and the needs of his Office he determined it would be more efficient to delete the Tax Coordinator position and create a Third Assistant County Attorney position to assume the duties of the Tax Coordinator, as well as assist with other legal matters during the time frame when the foreclosure process was less time consuming.

A discussion ensued regarding whether an attorney was necessary to handle the work, how some felt this should be handled through the budgeting process for next year, as well as the salary being proposed for the 3<sup>rd</sup> Assistant County Attorney position and whether an attorney with abstracting experience could be hired at that salary level.

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a majority vote of those present (*Mrs. Frasier absent*) to approve the request, with Mr. Beaty voting in opposition, and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Mr. Thomas noted the Budget Committee had referred a request to increase the salary for the 1<sup>st</sup> Assistant Public Defender from \$97,310 to \$102,053 to the Committee this morning.

Ms. Braymer stated there had been some confusion regarding the process required when requesting salary increases outside of the budgeting process which she asked Mr. Thomas to clarify. Mr. Thomas apprised as he had previously indicated salary increases that were requested outside of the budgeting process in the Fall required Department Head to bring the request before their oversight Committee and if it approved there then they should be referred to the Personnel, Administration & Higher Education Committees for approval and then the full Board. Ms. Braymer questioned whether there was any need for the request to go before the Budget Committee in the process and Mr. Thomas replied in the negative.

A discussion ensued during which Marcy Flores, *Public Defender*, outlined the duties of the 1<sup>st</sup> Assistant Public Defender position which had been expanded upon to include supervisory responsibilities, adding she believed the salary increase was justified.

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a majority vote of those present (*Mrs. Frasier absent*) to approve the request, with Mr. Beaty voting in opposition, and the necessary resolution was authorized for the May 20<sup>th</sup> Board Meeting.

Prior to moving along with the agenda review, Mr. Thomas voiced his pleasure with how the Committee members were discussing and thinking about each request for salary increases rather than just moving them forward without any thought since they had an impact on the County Budget.

In regard to Pending Item 1 which involved the Employee of the Month Program, Mr. Thomas apprised the County Attorney had drafted an opinion which would be presented to the full Board with options.

Mr. Elmen advised his Office was working on updates to Pending Item 2 which concerned the Workplace Violence Policy.

In regard to Pending Item 3 pertaining to the discussion regarding amending the Warren County Travel, Education and Vehicle Use Policy (last adopted by Resolution No. 49 of 2021) to authorize Department Heads to approve free training opportunities, Ms. Braymer asked Mr. Elmen to highlight of what had been updated which Mr. Elmen proceeded to provide. A discussion ensued, during which a motion was made by Mr. Beaty, seconded by Ms. Braymer and carried by a majority vote of those present (*Mrs. Frasier absent*), with Mr. Conover voting in opposition, to refer to the Legislative, Rules & Governmental Operations Committee a request for discussions relating to whether it should be permissible for Supervisors to submit for expenses relating to attending banquets and similar types of events.

Discussion continued regarding the Warren County Travel, Education & Vehicle Use Policy following which a motion was made by Ms. Braymer, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to table the Warren County Travel, Education & Vehicle Use Policy until the next meeting to allow the County Attorney to incorporate the changes suggested by the Supervisors into the policy and provide a draft for the Committee to review.

Mr. Thomas noted no updates were available regarding Pending Item 4 involving the development of guidelines for Department Heads to use when dismissing an employee.

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

- Buildings and Grounds*** - Cleaner #11, *Grade 2, Base Annual Salary \$29,735*, due to retirement.
- DPW*** - MEO (L) #16, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Park, Recreation & Railroad*** - Up Yonda - Environmental Education Administrator, *Annual Salary \$55,051*, due to resignation.

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**Public Defender** - 9<sup>th</sup> Assistant Public Defender, *Annual Salary \$71,988*, due to promotion.

**Social Services**

- Sr. Account Clerk #4, *Grade 7, Base Annual Salary \$36,414*, due to a lateral transfer.
- Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Medicaid Clerk #1, *Grade 5, Base Annual Salary \$33,076*, due to resignation
- Intake Clerk, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Caseworker #27, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #39, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #37, *Grade 16, Base Annual Salary \$47,023*, due to termination.

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. Wild, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier absent*), Mr. Thomas adjourned the meeting at 11:49 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board