

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JUNE 2, 2022

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS THOMAS	AMANDA ALLEN, CLERK OF THE BOARD
CONOVER	LARRY ELMEN, COUNTY ATTORNEY
BEATY	JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
WILD	PATRICIA NENNINGER, PERSONNEL OFFICER
BRAYMER	LARRY PALTROWITZ, OUTSIDE COUNSEL FOR THE COUNTY
RUNYON	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	RYAN MOORE, COUNTY ADMINISTRATOR

COMMITTEE MEMBER ABSENT:

SUPERVISORS	BRUNO
SUPERVISOR FRASIER	DIAMOND
	DICKINSON
	DRISCOLL
	HOGAN (ZOOM)
	LEGGETT
	MERLINO
	SEEBER (ZOOM - JOINED IN PERSON AT 11:26 A.M.)
	STROUGH

KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
CHRISTIAN HANCHETT, COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES
GINELLE JONES, DIRECTOR, PUBLIC HEALTH AND PATIENT SERVICES
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
WAYNE LAMOTHE, COUNTY PLANNER
ELIZABETH MCLAUGHLIN, COMMISSIONER, BOARD OF ELECTIONS (D)
LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING ADMINISTRATION
ADAM STEPHENSON, WARREN COUNTY PROBATION
MIKE SWAN, COUNTY TREASURER
WILLIAM VANNESS, COMMISSIONER, BOARD OF ELECTIONS (R)

Please note, the following contains a summarization of the June 2, 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 Mr. Conover and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

The agenda review commenced as follows:

- 1A) Report on tracking of vacancies filled - included for informational purposes.
- 1B) Report on terminations and exit interviews - included for informational purposes.
- 1C) Executive session to discuss the negotiations with Teamsters with Larry Paltrowitz, *Outside Counsel for the County*.

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to enter into executive session pursuant to Section 105(1)(e) of the Public Officer's Law to discuss collective negotiations pursuant to article fourteen of the Civil Service Law.

Executive session was held from 10:05 a.m. until 10:29 a.m.

Minutes from executive session: Committee received an update from Mr. Paltrowitz concerning Teamsters negotiations. Following this update, motion was made by Mr. Wild, seconded by Mr. Conover and carried by a unanimous vote of those present (Mrs. Frasier absent) to exit executive session at 10:29 a.m.

Motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve the terms of settlements with the Teamsters and the necessary resolution was authorized for the June 15, 2022 Board Meeting.

- 1D) Request to approve MOA (*Memorandum of Agreement*) with the Sheriff's Alliance to extend updated out of unit education reimbursement policy to membership.

It was noted that Item 1D was not necessary as this authority was provided by Resolution No. 223 of 2022.

- 1E) Request to amend Resolution No. 195 of 2022 to correct errors on the resolution.
- 1F) Request to amend Resolution No. 207 of 2022 to correct errors in the resolution.

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve Items 1E and 1F and the necessary resolutions were authorized for the June 15th Board Meeting.

- 2A) Request to authorize Amanda Allen, *Clerk of the Board*, to serve on the Executive Board of New York State Association of Clerks of County Legislative Boards for term commencing May 20, 2022 and terminating May 17, 2024.

Motion was made by Mr. Beaty, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier absent*) and the necessary resolution was authorized for the June 15th Board Meeting.

- 2B) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended Adult CPR, First Aid & AED Training - Warren County Human Services Building May 12, 2022.
- 2C) Travel Authorization (informational item) - Amanda Allen and Samantha Hogan attended 69th Annual NYS Association of Clerks Training School & Conference - Ellicottville, New York from May 17-20, 2022.
- 3) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Administrative Secretary, *Grade 8, Base Annual salary \$44,913*, and delete the position of Principle Steno Confidential, *Grade 8, Base Annual Salary \$44,913 (Current Salary \$55,253)*, effective June 6, 2022. *Note:*

if approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting

Motion was made by Mr. Conover, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mrs. Frasier absent*) and the necessary resolution was authorized for the June 2nd Board Meeting.

- 4A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Job Coach - temporary - next 5 summers, Employment & Training, Grade 6, Base Annual Salary \$34,488, effective July 1, 2022 due to creation.

Motion was made by Mr. Conover and seconded by Mr. Wild to approve the request. Upon further discussion regarding the source of funding for the position, which was anticipated to be ARPA funding appropriated by separate resolution, Mr. Conover amended his motion, and Mr. Wild his second, to indicate that this would be created as a temporary position for the 2022 summer season. Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Mrs. Frasier absent*) and the necessary resolution was authorized for the June 15th Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, Grade 14, Base Annual Salary \$63,711, effective June 6, 2022. *Note: if approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting*

Motion was made by Mr. Wild, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mrs. Frasier absent*) and the necessary resolution was authorized for the June 2nd Board Meeting.

Mr. Wild stepped away from the meeting at 10:49 a.m.

- 5) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager/Foster Care Home Finder, Grade 14, Base Annual salary \$44,384, due to creation and delete the position of Social Welfare Examiner #30 (Foster Care), Grade 8, Base Annual Salary \$37,918, effective June 20, 2022.

Motion was made by Ms. Runyon, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Wild absent*) and the necessary resolution was authorized for the June 15th Board Meeting.

- 6A) Salary increase/decreases:

Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary for the 1st Assistant Public Defender from \$97,310 to \$102,053 effective May 23, 2022.
- Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.

Note: if approved by the Personnel, Administration & Higher Education and Finance Committees these items will go before the Board at their June 2nd Board Meeting.

Motion was made by Ms. Runyon, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier and Mr. Wild absent*) to approve both matters listed under Item 6A and the necessary resolution was authorized for the June 2nd Board Meeting.

Mr. Wild re-joined the meeting at 10:51 a.m.

6B) Position deletion/creations:

- DSS - 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.
- County Attorney - 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 3rd Assistant County Attorney, *Annual Salary \$65,295*, effective June 1, 2022.

Note: if approved by the Personnel, Administration & Higher Education and Finance Committees these items will go before the Board at their June 2nd Board Meeting.

Motion was made by Ms. Runyon, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mrs. Frasier absent*) to approve both matters listed under Item 6B and the necessary resolution was authorized for the June 2nd Board Meeting.

7) Request to appoint a Director of Tourism effective July 18, 2022.

Motion was made by Mr. Wild and seconded by Ms. Runyon to approve the request. A lengthy discussion ensued, during which Ms. Braymer made a motion to enter into an executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation, subject to Section 105(1)(f) of the Public Officer's Law; Mr. Beaty seconded the motion which was carried by a unanimous vote of those present (*Mrs. Frasier absent*).

Executive session was held from 11:13 a.m until 11:42 a.m.

Minutes from executive session: Committee discussed the qualifications of candidates vying for the Tourism Director position. Motion was made by Ms. Runyon, seconded by Mr. Conover and carried by a unanimous vote of those present (Mrs. Frasier absent) to exit executive session at 11:42 a.m.

Mr. Thomas called the question for the motion on the floor; Mr. Wild withdrew his motion and Ms. Runyon her second. Ms. Runyon then proceeded to make a motion to revise the minimum qualifications for the Tourism Director position to state that they are a Bachelor's Degree, or other degree in a related field, or approximately 10 years paid experience in a tourism or related field, and to re-post the job announcement for three weeks. Discussion ensued, during which Ms. Braymer seconded the aforementioned motion; Mr. Thomas called the question and the motion was carried by a unanimous vote of those present (*Mrs. Frasier absent*).

8) Request to create and fill the new position of Office Specialist-FT, *Grade 7, Base Annual Salary \$36,414*, within the Planning & Community Development Department effective June 6, 2022. *Note: if approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 2nd Board Meeting*

Motion was made by Ms. Braymer, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mrs. Frasier absent*) and the necessary resolution was authorized for the June 2nd Board Meeting.

Review of the Pending Items section of the agenda proceeded, as follows:

- 1) Warren County Workplace Violence Policy - Consensus of the Committee was to make improvements to this policy; County Attorney was asked to provide updates in a redlined form for review.
- 2) Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) updates to authorize Department Heads to approve training opportunities not exceeding \$500 - Committee was advised this would remain pending until next month.

- 3) Guidelines for Department Heads to use when dismissing an employee - no update provided.

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

- Buildings and Grounds** - Cleaner #8, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- Countryside Adult Home** - Cook #2, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Cook #5 - Full-Time, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Food Service Helper #3, *Grade 2, Base Annual Salary \$29,735*, due to resignation.
- District Attorney** - 9th Assistant District Attorney, *Annual Salary \$68,560*, updating authorization.
- Legal Clerk III #1, *Grade 10, Base Annual Salary \$40,784*, updating authorization.
- DPW** - Highway Construction Supervisor #2, *Grade 12, Base Annual Salary \$42,069*, due to retirement.
- MEO (M) #22, *Grade 9, Base Annual Salary \$39,246*, due to resignation.
- MEO (L) #26, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Employment & Training Administration** - Office Specialist - PT, *Grade 7, Base Annual Salary \$36,414 FT*.
- Office for the Aging** - Meal Site manager #2 (Warrensburg), *Grade 2, Base Annual Salary \$22,301/30 hours a week*, due to resignation.
- Probation** - Probation Assistant, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Public Defender** - Coordinating Assistant Public Defender, *Annual Salary \$81,618*, due to resignation.
- Legal Clerk, *Grade 5, Base Annual Salary \$33,076*, due to resignation.
- Social Services** - Intake Clerk #7, *Grade 4, Base Annual Salary \$31,789*, due to resignation.
- Intake Clerk #1, *Grade 4, Base Annual Salary \$31,789*, due to promotion.
- Caseworker #23, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Veterans' Services** - Van Driver #1 (Reg P/T), *Grade 2, Base Annual Salary \$14.295/hr*.
- Van Driver #5 Per-diem, *Grade 2, Base Annual Salary \$14.295/hr*.

Privilege of the Floor/Public Comment:

Ms. Hogan addressed the Committee, suggesting a policy be drafted outlining a process for seeking out and hiring candidates for Department Head level positions in order to avoid issues such as those encountered with the Tourism Director position. Committee agreed that an outline for this process would be helpful and requested that the Human Resources and Civil Service Departments be asked to draft an outline for Committee review.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Beaty, seconded by Ms. Braymer and carried by a unanimous vote of those present (*Mrs. Frasier absent*), Mr. Thomas adjourned the meeting at 12:02 p.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board