

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JUNE 30, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
CONOVER
BEATY
FRASIER
WILD (ZOOM)
BRAYMER
RUNYON

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD
ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
SUPERVISORS BRUNO
DIAMOND
DRISCOLL
GERACI (ZOOM)
HOGAN (ZOOM)
MAGOWAN
MCDEVITT
MERLINO
SEEBER (ZOOM)
STROUGH
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS
WAYNE LAMOTHE, COUNTY PLANNE
PATTI JO TENNYSON, ADMINISTRATIVE ASSISTANT, ADMINISTRATIVE SERVICES,
SUNY ADIRONDACK
MIKE SWAN, COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the June 30, 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, aside from Mr. Wild who attended the meeting virtually.

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

Commencing the agenda review, Patti Jo Tennyson, *Administrative Assistant, Administrative Services, SUNY Adirondack*, indicated there was no update from the college.

Ms. Runyon entered the meeting at 10:12 a.m.

Prior to continuing with the agenda review, Ryan Moore, *County Administrator*, read aloud his letter of resignation effective August 2, 2022 and he thanked the Supervisors, Department Heads and his staff for working well with him since the start of his tenure with the County.

The remainder of the agenda review proceeded as follows:

- 2A) Reimbursement of Employment Related Course Work (information item) - A request for Laura Monroe, *Public Health Nurse* who is working toward obtaining her Bachelor's Degree, was approved by the Department Head, County Administrator and the Chair of the Personnel, Administration & Higher Education Committee and funding was available within the departmental budget to cover the cost - included for informational purposes.
- 2B) Request for an executive session pursuant to Public Officers Law Section 105 (1) (f): 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.

Motion was made by Mr. Beaty, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Wild absent*) to enter into executive session.

Executive session was held from until 10:18 a.m. until 10:29 a.m.

Mr. Wild entered the meeting during the executive session.

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

The agenda review resumed with the following items:

- 3A) Report on tracking of vacancies filled - included for informational purposes.
- 3B) Discussion regarding recommendation of the Health Insurance Working Group for Health Insurance Broker.

Motion was made by Mr. Conover, seconded by Ms. Runyon and carried unanimously to authorize a contract with Marshall & Sterling as Insurance Broker for the County and the necessary resolution was authorized for the July 15th Board Meeting.

- 4A) Request for an appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to cover the cost of the \$50,000 insurance deductible for the matter of Questor French v. Derek Williams.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting.

- 4B) Review of the proposed draft Local Law concerning amending Warren County Ethics and Disclosure Law.

Mr. Thomas noted two options had been provided and were included in the agenda; the difference between the two versions were outlined and discussed.

Motion was made by Ms. Braymer, seconded by Mr. Beaty and carried unanimously to approve proposed draft B of the Local Law as presented and the necessary resolution was authorized for the June 30th Board Meeting.

- 4C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 3rd Assistant County Attorney, *Annual Salary \$65,295*, and delete the position of Tax Coordinator, *Annual Salary \$47,417*, effective July 18, 2022.

Motion was made by Mr. Conover, seconded by Ms. Runyon and carried by the majority vote, with Mr. Beaty voting in opposition, to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting.

- 4D) Review of the draft Warren County Travel, Education and Vehicle Use Policy.

A discussion ensued following which the Committee decided to amend Item B6 to require any job-related educational expenses and travel approval totaling more than \$500 for members of the Board of Supervisors be approved by the Board, and Item B9 which was stricken from the policy. It was also noted the Clerk of the Board would forward the annual report prepared by the County Auditor regarding expenses reimbursed to Supervisors during the prior year in the first quarter of the following year.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried unanimously to approve the Warren County Travel, Education and Vehicle Policy as amended and the necessary resolution was authorized for the July 15th Board Meeting.

- 5A) 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 retroactive to June 20, 2022.
- 5B) Request to amend the Table of Organization and decrease the salary of the 6th Assistant Public Defender from \$70,806 to \$65,295 and fill the vacant position effective July 18, 2022.
- 5C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk III, *Grade 10, Base Annual Salary \$40,784*, and delete the positions of Legal Clerk #3, *Grade 5, Base Annual Salary \$34,193*, and Investigator, *Annual Salary \$23,988 (p/t)*, effective July 18, 2022.

Motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve Items 5A-C as presented and the necessary resolutions were authorized for the July 15th Board Meeting.

- 5D) Request to amend the Table of Organization and Salary Schedule and decrease the salary of the Confidential Secretary position from \$50,607 to \$46,894 (32 hours per week) and fill the vacant position effective July 18, 2022.

Motion was made by Ms. Runyon, seconded by Ms. Braymer and carried by majority vote, with Ms. Beaty abstaining, to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting.

- 6) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Annual Salary \$63,711*, effective July 5, 2022.

Motion was made by Mrs. Frasier and seconded by Mr. Conover to approve the request as presented. A discussion ensued during which Ms. Braymer suggested amending the motion to include deleting the position of Senior Planner.

Mrs. Frasier and Mr. Conover amended their motions to include the deleting the Senior Planner position. Mr. Thomas called the question and the motion was carried unanimously; the necessary resolution was authorized for the June 30th Board Meeting.

- 7A) Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide #3 from 32 hours to full-time effective July 18, 2022.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by majority vote, with Ms. Braymer voting in opposition, to approve the request as presented and the necessary resolution was authorized for the June 30th Board Meeting.

- 7B) Request to amend the Table of Organization and Salary Schedule to change the position of Part-Time Food Service Helper Temp to a permanent part-time position effective July 18, 2022.

Motion was made by Mrs. Frasier, seconded by Mr. Conover and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 18th Board Meeting.

- 8) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Recording Clerk, *Grade 7, Base Annual Salary \$36,414*, and delete the position of Recording Clerk #1, effective July 18, 2022.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th Board Meeting.

- 9) Request to amend Resolution No. 31 of 2022, *Appointing Member to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, as amended by Resolution No. 112 of 2022, to replace Michael Bittel with Juan Gonzalez (*Washington County Representative*), as requested by the Chair of the Warren-Washington County IDA, contingent upon adoption of a similar resolution by the Washington County Board of Supervisors.

Motion was made by Mr. Conover, seconded by Ms. Runyon and carried unanimously to approve the request as presented and the necessary resolution was authorized for the July 15th 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 - no update provided.
- 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 - This matter was addressed earlier in the meeting and could be removed from the pending items.
- 3) Guidelines for Department Heads to use when dismissing an employee - no update provided.
- 4) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review - no update provided.

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

Countryside Adult - Institutional Aide #18, *Grade 3, Base Annual Salary \$30,373.*
Home

DPW - MEO (L) #28, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- MEO (L) #13, *Grade 7, Base Annual Salary \$36,414*, due to resignation.

Health Services - Registered Professional Nurse #6, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #10, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #11, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #12, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #22, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #32, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #37, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #40, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Registered Professional Nurse #42, *Grade 19, Base Annual Salary \$51,502*, updating authorization.
- Public Health Nurse #8, *Grade 21, Base Annual Salary \$55,070*, updating authorization.
- Public Health Nurse #35, *Grade 21, Base Annual Salary \$55,070*, updating authorization.
- Senior Account Clerk #1, *Grade 7, Base Annual Salary \$36,414*, updating authorization.
- Senior Account Clerk #2, *Grade 7, Base Annual Salary \$36,414*, updating authorization.
- Infant Feeding Advocate (part-time not to exceed 20 hrs/week, *Grade 3, Base Annual Salary \$15,186 (Prorated)*), updating authorization.

Parks, Recreation & Railroad - Director of Parks, Recreation & Railroad, *Annual Salary \$71,585*, due to retirement.

Social Services - Intake Clerk #8, *Grade 4, Base Annual Salary \$31,789*, due to promotion.

Privilege of the Floor/Public Comment:

Ms. Braymer requested an executive session to discuss collective negotiations pursuant to article fourteen of the Civil Service Law. Ryan Moore, *County Administrator*, indicated the purpose of the executive session fell under the purview of Section 105 (1)(e) of the Public Officer's Law. The necessary motion was made by Ms. Braymer seconded by Mr. Beaty and carried unanimously to enter into an executive session.

Executive session was held from 11:45 a.m. until 11:52 a.m.

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

Mr. Thomas mentioned the need for action to address the vacancy in the County Administrator position which would be created upon Mr. Moore's resignation. Committee determined the County Administrator job description and requirements should be updated and advertised on a State-wide basis as soon as possible.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Beaty, seconded by Mrs. Frasier and carried unanimously, Mr. Thomas adjourned the meeting at 11:54 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board