

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JULY 29, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS THOMAS
CONOVER
FRASIER
WILD
BRAYMER
RUNYON

OTHERS PRESENT:

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
RYAN MOORE, COUNTY ADMINISTRATOR

COMMITTEE MEMBER ABSENT:

SUPERVISOR BEATY

SUPERVISORS BRUNO
DRISCOLL
GERACI (ZOOM)
LEGETT
MERLINO
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
ROBERT IUSI, DIRECTOR, PROBATION
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 July 29, 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 10:00 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 Mrs. Frasier and carried by a unanimous vote of those present (Mr. Beaty and Ms. Braymer absent) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Ms. Braymer enter the meeting at 10:02 a.m.

Commencing the agenda review, Dr. Kristine Duffy, President, SUNY Adirondack, provided an update on the college.

The remainder of the agenda review proceeded as follows:

- 2A) Report on tracking of vacancies filled - included for informational purposes.
- 2B) Review of separation report - included for informational purposes.
- 3A) Request to amend Resolution No. 265 of 2022 to increase the salary of the Administrative Secretary position from a base annual salary of \$44,913 (Grade 8) to \$48,366 (Grade 8, Step 3) to reflect the experience level of the employee position, effective retroactive to the June 27, 2022 start date of the employee.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (Mr. Beaty absent) to approve the request as presented and the necessary resolution was authorized for the August 19th Board Meeting.

- 3B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 8th Assistant Public Defender from \$74,089 to \$71,988 effective August 22, 2022, and to fill the position at the lower salary.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the August 19th Board Meeting.

- 3C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions Patrol Officer #71, #72 and #73, each at a Base Salary of \$45,854.

Discussion ensued regarding coverage outside of the regular business hours for the Warren County Municipal Center, such as when the Board held its annual meeting in the evening and the annual County Foreclosure Auction, as well as the possibility of amending the motion to indicate Patrol Officer's would be provided upon the request of the Board of Supervisors.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the August 19th Board Meeting.

- 4) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Account Clerk #4, Grade 10, Base Annual Salary of \$40,784, and delete the position of Sr. Account Clerk #7, Grade 7, Base Annual Salary \$36,414, effective August 22, 2022.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the August 19th Board Meeting.

- 5) Request to amend the Table of Organization and Salary Schedule to create and fill the new position Computer Help Desk Tech. II - Temporary, Base Annual Salary \$53,493 - pro-rated to \$25.7177/hr for up to \$20,000, effective August 22, 2022.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Beaty absent*) to approve the request as presented and the necessary resolution was authorized for the August 19th Board Meeting.

- 6A) Discussion regarding executive recruitment services for County Administrator position and potential budget transfer.

During the discussion it was noted the benefit of utilizing this service was that this company could handle direct targeted outreach to prospects and potential clients, as well as serving as a sound board for any questions that members of the Board of Supervisors had regarding the process or questions potential candidates had about the position. Ryan Moore, *County Administrator*, noted should the Committee move forward with only the two services, the cost would be \$5,000.

Motion was made by Mr. Wild, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Beaty absent*) to authorize an agreement with Pracademic Partners, LLC, to provide executive recruitment services for the County Administrator position; term commencing July 29, 2022 and terminating upon completion of services, but not later than July 29, 2023, for a fixed fee amount not to exceed \$5,000 and the necessary resolution was authorized for the July 29th Board Meeting.

- 6B) Discussion regarding Acting County Administrator.

Discussion was held regarding the Local Law in place which indicated in the absence of a County Administrator, the Chair of the Board would serve as the Acting County Administrator and in the case the Chair was unable to do so the Board would be required to appoint someone.

Chairman Geraghty advised due to other obligations he would request that the Committee appoint Supervisor Craig Leggett as Acting County Administrator.

Following further discussion, motion was made by Mr. Conover, seconded by Mr. Wild and carried by a majority vote of those present (*Mr. Beaty absent*), with Ms. Braymer abstaining, to appoint Supervisor Craig Leggett to serve as Acting County Administrator effective August 2, 2022 and serving until the vacancy is filled by the Board of Supervisors, or further action is taken by the Board of Supervisors, and the necessary resolution was authorized for the July 29th Board Meeting.

- 6C) Discussion regarding SUNY Adirondack sponsor funding formula.

Mr. Moore outlined the SUNY Adirondack sponsor share formula he had developed and the reasons why he believed the revised formula was necessary following which he answered questions posed by the Committee members. The outcome of the discussion was for no action to be taken at this time. Mr. Thomas noted this matter would be taken up again by either this Committee or the Budget Committee.

- 6D) Discussion regarding potential non-Union salary adjustments.

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Following a discussion motion was made by Mr. Conover, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty absent*) to authorize the County Administrator's Office to prepare a detailed salary adjustment that outlined the salary increases for all non-Union employees to be considered at the next meeting of the Personnel, Administration & Higher Education Committee.

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

Buildings and Grounds - Cleaner #6, Grade 2, Base Annual Salary \$29,735, due to resignation.

DPW - MEO (M) #1, Grade 9, Base Annual Salary \$39,246, due to promotion.

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 Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty absent*), Mr. Thomas adjourned the meeting at 11:21 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board