

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: SEPTEMBER 29, 2022**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
CONOVER  
BRAYMER  
RUNYON

**OTHERS PRESENT:**

AMANDA ALLEN, CLERK OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
KEVIN GERAGHTY, CHAIRMAN OF THE BOARD  
SUPERVISOR CRAIG LEGGETT, ACTING COUNTY ADMINISTRATOR

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS BEATY  
FRASIER  
WILD

SUPERVISORS BRUNO  
HOGAN  
MAGOWAN  
SEEBER  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the September 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>*

Mr. Thomas called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:31 a.m., noting that Chairman Geraghty served to make a quorum.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. Conover, seconded by Chairman Geraghty and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier, Mr. Wild and Ms. Braymer absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Ms. Braymer entered the meeting at 9:33 a.m., constituting a quorum of the Committee, at which point Chairman Geraghty left the Committee table.

Prior to commencing the agenda review, Mr. Thomas advised he would like to discuss the twelve step process being proposed by the Acting County Administrator for hiring County Department Heads; a copy of proposal is on file with the meeting minutes. Supervisor Craig Leggett, *Acting County Administrator*, advised barring any comments or suggestions from the Committee members he would suggest the Committee approve the proposed process to allow it to become more formalized. Larry Elmen, *County Attorney*, responded to a question posed by Ms. Braymer pertaining to how allowing Supervisors who were not members of the oversight Committee were notified of the meetings and permitted to attend fell in line with the rule that Supervisors who were not members of the Committee were only permitted to speak during privilege of the floor which could occur after matters were voted on, indicating the current Rules of the Board contained a clear provision that stated all Supervisors regardless of whether they were members of the Committee, could attend and participate in the executive sessions for any Committee and was the basis for all twenty Supervisors being permitted to be present during the executive session.

Motion was made by Ms. Runyon and seconded by Mr. Conover to approve the twelve step hiring process for County Departments Heads as indicated in the attachment on file with the meeting minutes.

Further discussion ensued during which privilege of the floor was offered and Messrs. Leggett and Thomas responded to questions posed by others present. Mr. Thomas called the question and the motion to approve the twelve step hiring process for County Department Heads as outlined above was carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Mr. Wild absent*) and the necessary resolution was authorized for October 21<sup>st</sup> Board Meeting.

Commencing the agenda review with discussion regarding the applications received for the County Administrator position, Mr. Thomas requested a motion to enter into an executive session pursuant to Section 105 (1)(f) of the Public Officer's Law to discuss the employment history of particular persons who applied for the position of County Administrator as such matters may lead to the appointment of a particular person.

Prior to entering into an executive session, Ms. Braymer questioned what they were doing with the rolling deadline for applications for the County Administrator position and how this would impact future applicants. Mr. Leggett responded following a review and discussion of the applications received the Committee had the ability to decide to close out the application process if they felt they had a sufficient pool of qualified applicants to consider, adding they could choose to reopen the application process at anytime.

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

Executive session was held from 10:09 a.m. until 11:18 a.m.

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

Motion was made by Ms. Braymer, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Mr. Wild absent*) to close the application acceptance period for the County Administrator position.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Conover, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Mr. Wild absent*), Mr. Thomas adjourned the meeting at 11:19 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board