

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: OCTOBER 6, 2022**

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS THOMAS  
CONOVER  
BEATY  
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 GERAGHTY, CHAIRMAN OF THE BOARD  
SUPERVISOR CRAIG LEGGETT, ACTING COUNTY ADMINISTRATOR  
SUPERVISORS BRUNO  
DIAMOND  
DRISCOLL  
MAGOWAN  
MCDEVITT  
MERLINO  
SEEBER  
PAT BELDEN, ASSISTANT DIRECTOR, PUBLIC HEALTH  
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT 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 October 6, 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 9:38 a.m.

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 Mr. Wild and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier 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, Mr. Thomas noted no one was present from SUNY Adirondack to provide 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.
- 2C) Review of 2023 Budget request - Jackie Figueroa, *County Human Resources Director*, reviewed her 2023 Budget request and answered questions posed by the Committee.
- 2D) Request for an executive session to provide an update on a workplace violence incident.

Mr. Thomas called for a motion to enter into an executive session pursuant to Section 105 (1)(f) of the Public Officer's Law. Larry Elmen, *County Attorney*, noted the purpose of the executive session was to discuss the possible discipline of an

individual. The necessary motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Ms. Runyon absent*) to enter into an executive session as outlined above.

Executive session was held from 9:43 a.m. until 9:51 a.m.

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

The agenda review resumed as follows:

- 3A) Request for a new contract with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Police/Patrol Officer candidates with physical exam services.

Motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 3B) Review of 2023 Budget request - Patricia Nenninger, *Personnel Officer*, reviewed her 2023 Budget request and answered questions posed by the Committee.
- 4A) Request for a transfer of funds in the amount of \$6,046.35 from Budget Code A.119 469, *Contingent Account - Other Payments, Other Payments/Contributions*, to various budget codes to cover a budget deficit.

Motion was made by Mr. Conover, seconded by Mr. Wild and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review.

Motion was made by Ms. Braymer, seconded by Mr. Conover and carried by a unanimous vote of those present (*Mr. Beaty, Mrs. Frasier and Ms. Runyon absent*) to approve the request as presented and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 4C) Review of 2023 Budget request - Mr. Elmen reviewed his 2023 Budget request and answered questions posed by the Committee.

Mrs. Frasier entered the meeting at 10:00 a.m.; Mr. Beaty entered at 10:04 a.m.; and Ms. Runyon entered at 10:20 a.m.

Upon the request of Ms. Braymer, Mr. Elmen provided an update on the Ilana Morgan v. Warren County litigation. A discussion ensued.

- 5) Review of 2023 Budget request - Amanda Allen, *Clerk of the Board*, reviewed her 2023 Budget request and answered questions posed by the Committee.
- 6) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney -Public Defender from \$81,618 to \$87,338 effective retroactive to September 12, 2022.

Motion was made by Mr. Beaty, seconded by Ms. Runyon and carried by majority vote, with Mr. Beaty voting in opposition, to approve the request as presented and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

- 7) Request to amend Resolution No. 419 of 2022 to delete the vacant position, as well as the vacancy created by the resignation of Mike Swan.

A discussion ensued during which Ms. Braymer advised the ARPA Advisory Committee was having issues making quorum with thirteen members, adding she believed it was impractical to appoint a new member to the Committee when they had already reviewed and scored all of the applications and were in the process of awarding the funding. She also noted they had difficulties locating an individual to fill the vacancy.

Motion was made by Ms. Braymer, seconded by Mr. Beaty and carried by majority vote, with Messrs. Thomas and Wild voting in opposition, to approve the request as presented and the necessary resolution was authorized for the October 21<sup>st</sup> Board Meeting.

Mr. Thomas he would like to bring forward an item that was not included on the agenda pertaining to providing the five Unions within the Sheriff's division, as well as the four non-bargaining unit employees with the interim wage increase of \$2.75 per hour effective retroactive to August 1, 2022

Following a lengthy discussion a motion was made by Mr. Conover and seconded by Mr. Wild to appropriate funds in the amount of \$659,000 from a funding source to be determined by the Finance Committee to cover the cost of providing the five unions within the Sheriff's Office, as well as the four non-bargaining unit employees with the interim wage increase of \$2.75 per hour retroactive to August 1, 2022 through the end of the year.

Mr. Thomas noted it was also necessary to amend the collective bargaining agreements with the five units in the Sheriff's Office to include the \$2.75 per hour interim wage increase, as well as amend the Table of Organization and Salary Schedule for the four non-bargaining unit employees for same. Messrs. Conover and Wild agreed to amend their motions to indicate same. Mr. Thomas called the question and the motion to authorize amended collective bargaining agreements with the five units, as well as amend the Table of Organization and Salary Schedule for the four non-bargaining unit employees and authorize the appropriation of funds in the amount of \$659,000 to cover the cost of the increment salary increases retroactive to August 1, 2022 through the end of the year was carried unanimously. The necessary resolutions were authorized for the amended collective bargaining agreements and the amending of the Table of Organization and Salary Schedule for the four non-bargaining unit employees for the October 21<sup>st</sup> Board Meeting and the appropriation of \$659,000 was referred to the Finance Committee to determine a funding source.

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

**PERSONNEL:**

- 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22) - No update was provided
- 2) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
- 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. (06.02.22) - Mr. Thomas advised he believed this item could be removed, as a policy had been approved and a resolution was authorized by the Committee at their September 29<sup>th</sup> meeting.

**COUNTY ATTORNEY:**

- 1) County Attorney to present draft Local Law opting out of section 487(9) of the Real Property Tax Law at a future meeting. (09.01.22) - This item could be removed, as the County Attorney would be presenting the draft Local Law to the Environmental Concerns & Real Property Tax Services Committee at their next meeting.

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

**Countryside Adult** - Institutional Aide #3, Grade 3, Base Annual Salary \$36,093, due to resignation.  
**Home**

**District Attorney** - Legal Clerk II #1, Grade 8, Base Annual Salary \$43,638.

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- DPW**
- MEO (M) #25, Grade 9, Base Annual Salary \$44,966, due to resignation.
  - MEO (M) #5, Grade 9, Base Annual Salary \$44,966, due to resignation.
  - MEO (L) #27, Grade 7, Base Annual Salary \$42,134, due to resignation.
- Office for the Aging** - Meal Site Cook #4, Grade 2, Base Annual Salary \$31,581(35hr/week), due to termination.
- Office of Emergency Services** - Emergency Medical Services Coordinator, Annual Salary \$13,275, due to resignation.
- Social Services**
- Part Time Community Services Worker, Grade 8, Base Annual Salary \$43,638, due to resignation.
  - Senior Caseworker #5, Grade 18, Base Annual Salary \$56,104.
  - Caseworker #TBD, Grade 16, Base Annual Salary \$52,743, due to promotion.
  - Intake Clerk #10, Grade 4, Base Annual Salary \$37,509, due to promotion (*Emergency Fill*)

Privilege of the Floor/Public Comment was called for.

In response to a question posed by Ms. Braymer, Kevin Hajos, *Superintendent of Public Works*, advised he currently had 11 vacancies whose job duties included snow plowing, noting all of the positions were needed.

Mike Swan, *County Treasurer*, spoke regarding his concerns with the Resolution No. 96 of 2021 which approved a Remote Work Policy for the County, during which he outlined examples of how the program was being taken advantage of. A lengthy discussion ensued during which Pat Belden, *Assistant Director, Public Health*, outlined how the Health Services Departments had benefitted from the program. At the conclusion of the discussion the consensus of the Committee was for this matter to be included as an agenda item at the next Committee meeting.

Ms. Seeber voiced her concerns with removing the pending item pertaining to drafting an outline of a process for seeking out hiring candidates for Department Head level positions, as she believed the twelve step process approved by the Committee at their last meeting only applied to the County Administrator position. Mr. Leggett advised the twelve step hiring process had been developed for the County Administrator position, but could be tweaked to cater to the Department Head positions, as well. He added he did not believe a resolution was required for this purpose. Following discussion, a motion was made by Ms. Braymer and seconded by Mr. Conover to rescind the Personnel, Administration & Higher Education Committee's prior request to approve twelve step hiring process for County Department Heads.

Further discussion ensued regarding the matter during which Mr. Elmen suggested the Committee develop guidelines an/or a procedure pertaining to the hiring of Department Heads for them to follow going forward rather than a policy which would require approval from the full Board. The consensus of the Committee was for this matter to remain as a pending item on the agenda to allow for further discussion. Mr. Thomas called the question and the motion to rescind the Committee's prior request to approve the twelve step hiring process as outlined above was carried unanimously.

Christian Hanchett, *Commissioner, Department of Social Services*, spoke in favor or the Remote Work Policy which was working well for his Department.

Mr. Magowan briefly spoke regarding the Remote Work Policy following which he voiced his interest in becoming a member or possible alternate member of the ARPA Advisory Committee.

Ms. Braymer stated if they were going to review the Remote Work Policy then they should also discuss the possibility of adopting a Local Law to allow Supervisors to attend meetings virtually when extenuating circumstances existed, such as if they tested positive for COVID and she requested this be added to the agenda for the next Committee meeting as a pending item. Mr. Thomas advised unless it was incorporated into the amended policy the Committee developed regarding Remote

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Work then he believed this mater was one that fell under the purview of the Legislative, Rules & Governmental Operations Committee. A discussion ensued following which the Committee decided not to take any action on the Local Law.

Ms. Seeber voiced her dissatisfaction with the Committee for not taking action on the Local Law that would allow Supervisors to attend Committee and Board meetings virtually, as she believed requiring it to come from the floor at the Board Meeting was a work around.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mrs. Frasier, seconded by Mr. Wild and carried unanimously, Mr. Thomas adjourned the meeting at 11:29 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board