

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: TOURISM

DATE: FEBRUARY 25, 2022

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: MERLINO
DICKINSON (VIA ZOOM)
BRAYMER (VIA ZOOM)
WILD (VIA ZOOM)
RUNYON (VIA ZOOM)
STROUGH
LEGGETT (VIA ZOOM)

OTHERS PRESENT:

REPRESENTING THE TOURISM DEPARTMENT:
JOANNE CONLEY, DIRECTOR
LEISA GRANT, PRINCIPAL ACCOUNT CLERK
KRISTEN HANIFIN, DEVELOPMENT/EVENT COORDINATOR
JOSIAH BROWN, PRESIDENT/CEO, FAMOUS DESTINATION MARKETING, INC.
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER (VIA ZOOM)
SUPERVISOR BEATY (VIA ZOOM)
BRUNO (VIA ZOOM)
GERACI (VIA ZOOM)
HOGAN (VIA ZOOM)
MAGOWAN (VIA ZOOM)
SEEBER (VIA ZOOM)
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD
JEFFREY MEAD, GENERAL MANAGER, COOL INSURING ARENA
GINA MINTZER, EXECUTIVE DIRECTOR, LAKE GEORGE REGIONAL CHAMBER
OF COMMERCE & CVB
MICHAEL R. SWAN, COUNTY TREASURER
MOLLY GANOTES-GLEASON, LEGISLATIVE OFFICE SPECIALIST
LESLIE LOVELACE, SECRETARY TO THE CLERK OF THE BOARD

Please note, the following contains a summarization of the February 25, 2022 meeting of the Tourism 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 attended virtually, aside from Messrs. Merlino and Strough who were physically present.

Mr. Merlino called the meeting of the Tourism Committee to order at 11:39 a.m.

Motion was made by Mr. Strough, seconded by Ms. Runyon and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting agenda were distributed to those in attendance; those participating virtually accessed the agenda via the Warren County website. *A copy of the agenda is on file with the minutes.*

Privilege of the floor was extended to Michael Swan, *County Treasurer*, who provided a review of the Treasurer's Report, a copy is on file with the minutes.

Commencing with the Action Agenda/New Business Items, the following requests were reviewed:

- a. To authorize a new contract with Famous Destination Marketing, Inc. (*previously New York Welcomes You, Inc.*) in an amount not to exceed \$19,500 to provide multi-faceted promotional campaign for the term commencing March 21, 2022, with an option to renew for three additional years beginning January 1, 2023.

With reference to Action Agenda/New Business Item "a" and Discussion Item "a", privilege of the floor was extended to Josiah Brown, *President/CEO, Famous Destination Marketing, Inc.*, who provided a powerpoint presentation he reviewed in detail, a copy is on file with the minutes.

Motion was made by Mr. Strough, seconded by Ms. Runyon and carried unanimously to approve the request for a new contract with Famous Destination Marketing, Inc., as outlined above, and the necessary resolution was authorized for the March 18th Board meeting. *A copy of the resolution request form is on file with the minutes.*

- b. To fill the vacant position of Communications Assistant, *Grade 9, Base Annual Salary \$39,246*, due to resignation in 2020.

Discussion ensued in regards to the number of employees in the Department and the duties entailed. The Committee decided to move on to the next item while they awaited a copy of the job description for the Communications Assistant position.

- c. To amend the Table of Organization and Salary Schedule and create the new position of Principal Account Clerk - Per Diem, *Grade 10, hourly rate \$24.7685*, and de-fund the position of Principal Account Clerk - Full Time, *Grade 10, Base Annual Salary \$51,518*, effective April 4, 2022.
- d. To fill the vacant position of Principal Account Clerk - Per Diem, *Grade 10, hourly rate \$24.7685*, due to creation.

Following discussion, motion was made by Mr. Leggett, seconded by Mr. Dickinson and carried unanimously to approve the requests as outlined above and refer same to the Personnel, Administration & Higher Education Committee. *Copies of the Resolution Request and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

Returning to Item b, reviewed and discussed the job description for the Communications Assistant position, following which a motion was made by Mr. Leggett, seconded by Ms. Runyon and carried by majority vote, with Mr. Wild voting in opposition, to approve the request to fill the vacant position and forward same to the Personnel, Administration & Higher Education Committee for reporting purposes. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

- e. For an executive session to discuss the employment history of a particular person, subject to Section 105(1)(f) of the Public Officer's Law.

Motion was made by Mr. Dickinson, seconded by Mr. Strough and carried unanimously to enter into an executive session pursuant to Section 105(1)(f) of the Public Officer's Law.

Executive session was held from 12:31 p.m. until 12:38 p.m.

Upon reconvening Joanne Conley, *Director of Tourism*, announced she planned to retire on May 31, 2022; she requested authorization to fill the vacant position of Tourism Director upon her departure.

A brief discussion ensued, following which a motion was made by Mr. Dickinson, seconded by Mr. Merlino and carried unanimously to approve the request and refer same to the Personnel, Administration & Higher Education Committee for reporting purposes.

Concluding the agenda review with the remaining Discussion Item “b”, a brief review of the Tourism Development & Strategic Planning portion of the Warren County Tourism Department 2022 Program was provided.

As there was no further business to come before the Tourism Committee, on motion made by Mr. Strough, seconded by Mr. Dickinson and carried unanimously, Mr. Merlino adjourned the meeting at 1:03 p.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board