

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JANUARY 27, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WILD
THOMAS
FRASIER
RUNYON
MCDEVITT
BEATY
DRISCOLL

OTHERS PRESENT:

DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
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
JOHN TAFLAN, COUNTY ADMINISTRATOR
SUPERVISORS BRUNO
LEGGETT
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
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 January 27, 2023 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. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:30 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. Thomas, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Ms. Runyon and Mr. Beaty absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the Floor/Public Comment was called for, but there was no one wishing to speak..

Commencing the agenda review, Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on the college during which a handout was distributed entitled “*Invest in SUNY Community Colleges Today... To Create Pathways to a Brighter Future for New Yorkers*”; a copy of which is on file with the meeting minutes. Following a brief discussion the consensus of the Committee was to draft a letter of support for SUNY Adirondack’s request for an increase in funding from the State.

The remainder of the agenda review proceeded as follows:

2A) Report on tracking of vacancies filled - included for informational purposes.

Mr. Beaty entered the meeting at 9:42 a.m.

2B) Review of separation report - included for informational purposes.

A lengthy discussion ensued regarding exit interviews during which Jackie Figueroa, *County Human Resources Director*, indicated at the direction of the NACo/NYSAC Committee last year she was shifting the focus from exit interviews to a survey that she was in process of developing and stay interviews.

Skipping ahead to Agenda Item 3B, Larry Elmen, *County Attorney*, requested an executive session pursuant to Sections 105(d) and (f) of the Public Officer’s Law to discuss current litigation; and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. He noted the following matters would be discussed during the executive session:

- a. National Opioid Settlement Proposals;
- b) Easterbrooks v. Schenectady County, et al;
- c) John Smith v. Unites Methodist Church, et al;
- d) Discrimination & Harassment Complaint; and
- f) Other employee matters.

The necessary motion was made by Mr. Driscoll, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Ms. Runyon absent*) to enter into executive session pursuant to Section 105(d)(f) of the Public Officer's Law as outlined above.

Executive session was held from until 9:58 a.m. until 10:44 a.m.; Ms. Runyon entered the meeting during the executive session at 10:13 a.m.

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

The agenda review resumed with Item 3A as follows:

- 3A) Request to authorize the appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to the County Attorney's Budget to cover the cost of the insurance deductible for the matter of Frank Denes v. County of Warren, et al.

Motion was made by Mrs. Frasier, seconded by Ms. Runyon and carried unanimously to approve the request as presented and refer same to the Finance Committee.

Mr. Elmen requested authorization regarding participation in the proposed National Opioid Settlement Agreement, as well as any sub-agreements, with CVS Health Corp., CVS Pharmacy Inc., Walgreen Co. and Walmart, Inc.; accepting terms and conditions set forth by the proposed National settlement Agreement with each entity; authorizing the County to accept payment for all future payments towards the County's share of settlement process distributed; and authorizing the Board Chair, County Attorney and Napoli Shkolnik PLLC to execute each settlement agreement.

The necessary motion was made by Mr. Driscoll, seconded by Ms. Runyon and carried unanimously to provide authorization regarding participation in the proposed National Opioid Settlement Agreements as outlined above and the necessary resolution was authorized for the February 17th Board Meeting.

- 4) Request to amend the Warren County Budget for 2023 in the amount of \$1,808,671.65 to carry over funding appropriated for ARPA awards already authorized by the Board in order to make payments in 2023.

Motion was made by Mr. Thomas seconded by Mrs. Frasier and carried unanimously to approve the request as presented and refer same to the Finance Committee.

Item 5 was withdrawn from the Agenda.

- 6) Request to re-appoint Christian Hanchett as Commissioner of the Department of Social Services for a five year term commencing March 20, 2023.

Motion was made by Mr. Thomas, seconded by Mrs. Frasier and carried unanimously to approve the request as presented and the necessary resolution was authorized for the February 17th Board Meeting.

- 7) Request to appoint Wayne LaMothe post retirement as the Director of Planning & Community Development effective February 6, 2023 with the appointment to continue through the duration of the Countryside Project.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier 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 February 3rd Board

Meeting.

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION: (Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)

SUNY ADIRONDACK:

No items this month.

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) - County Attorney to provide an update within a few months.
- 2) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22) - It was the consensus of the Committee for this item to be removed from the pending items list.
- 3) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted feedback from County Department Heads was compiled regarding the policy, but no updates had been made to the policy. - The Committee was notified an update would be provided within the next few months.
- 4) It was the consensus of the Personnel, Administration & Higher Education and Finance Committees to move forward with developing a new funding formula to gradually increase the funding provided to SUNY Adirondack to 15% of their total operating budget over a period of time and for Washington County to be contacted to determine their interest in moving forward with changing the funding formula. (12.20.22) - A joint meeting of the Personnel, Administration & Higher Education and Finance Committees would be scheduled for the next Committee meeting cycle.

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

- Buildings and Grounds*** - Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- DPW***
- Sign Maintenance Supervisor, *Grade 17, Base Annual Salary \$56,356*, due to retirement.
 - HEO #9, *Grade 10, Base Annual Salary \$47,667*.
 - Highway Construction Supervisor #4, *Grade 12, Base Annual Salary \$48,983*.
 - MEO (M) #4, *Grade 9, Base Annual Salary \$46,090*, due to promotion.
 - MEO (M) #7, *Grade 9, Base Annual Salary \$46,090*, due to resignation.
 - MEO (L) #6, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
 - MEO (L) #13, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
 - MEO (L) #33, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
- Office for the Aging*** - Meal Site Manager #2, *Grade 2, Base Annual Salary \$27,256 (30 hr/week)*, due to resignation.
- Office of Emergency Services***
- Assistant Emergency Services Coordinator, *Grade 10, Base Annual Salary \$47,667*, due to creation.
 - Deputy director of Emergency Services, *Annual Salary \$62,195*, due to creation.
- Social Services***
- Medicaid Clerk #2, *Grade 5, Base Annual Salary \$39,766*, due to retirement.
 - Supervising Support Investigator #2, *Grade 15, Base Annual Salary \$52,674*, due to retirement.
 - Social Welfare Examiner #TBD, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
 - Senior Social Services (Fraud) Investigator #1, *Grade 13, Base Annual Salary \$50,300*.
 - Principle Social Welfare Examiner #4, *Grade 15, Base Annual Salary \$52,674*.
 - Caseworker #41, *Grade 16, Base Annual Salary \$54,061*, due to creation.
 - Caseworker #42, *Grade 16, Base Annual Salary \$54,061*, due to creation.
- Tourism***
- Principle Account Clerk, *Grade 10, Base Annual Salary \$47,667*.
- Workforce Development***
- Employment & Training Coordinator, *Grade 8, Base Annual Salary \$44,729*.

Privilege of the Floor/Public Comment was called for.

Mr. Driscoll requested that notification be provided to the Board members that mandatory training and forms needed to be completed by the end of the month.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mrs. Frasier and seconded by Ms. Runyon, Mr. Wild declared the meeting adjourned the meeting at 10:55 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board