

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: MAY 4, 2023

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WILD
THOMAS
FRASIER
RUNYON
MCDEVITT

OTHERS PRESENT:

LARRY ELMEN, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR

COMMITTEE MEMBERS ABSENT:

SUPERVISORS BEATY
STEC

SUPERVISORS BRAYMER
DRISCOLL
LEGGETT
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the May 4, 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 9:01 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 Mrs. Frasier, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec 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.

Mr. Wild noted no one was present from SUNY Adirondack to provide an update on the college; however, he stated, a joint meeting of the Personnel, Administration and Higher Education and Finance Committees would be held at the college tomorrow and he encouraged all to attend.

The remainder of the agenda review proceeded as follows:

- 2) Report on tracking of vacancies filled - included for informational purposes.
- 3) Request for transfer of funds in the amount of \$20,000 from Budget Code A.1430.110, *Salaries - Regular*, to Budget Code A.1430.130, *Salaries - Part-Time*, to cover the cost of using an experienced part-time employee on an interim basis to perform exam administration duties for the department rather than an immediate vacancy backfill.

Motion was made by Mr. Thomas, seconded by Ms. Runyon and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*) to approve the request as presented and refer same to the Finance Committee.

Mr. Wild indicated he would like to defer Agenda Item 3 until the end of the meeting.

The Agenda review resumed with the following requests:

- 5) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Solid Waste/Recycling Compliance Coordinator from \$50,633 to \$62,422 effective May 22, 2023.

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

Continuing the Pending/Referral Items was reviewed as follows:

- 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney to provide an update within a few months. (01.27.23) - no update was given.

- 2) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted an update would be provided within a few months. (01.27.23) - John Taflan, *County Administrator*, apprised an update regarding the Remote Work Policy, FOIL(*Freedom of Information Law*) Policy and the procedure regarding Notices of Intent to Fill Vacant Positions would be discussed at the next meeting.
- 3) A joint meeting of the Personnel, Administration & Higher Education and Finance Committees to be scheduled to discuss changing the funding formula for SUNY Adirondack. (01.27.23) - Update: The Clerk of the Board would be contacting Washington County to schedule a joint meeting of the Personnel, Administration & Higher Education and Finance Committees with their representatives in April. (03.30.23) - This matter was addressed earlier in the meeting.

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

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

- Buildings and Grounds*** - Cleaner #11, *Grade 2, Base Annual Salary \$36,342*, due to termination.
- Health Services*** - Senior Account Clerk, *Grade 7, Base Annual Salary \$43,187*, due to resignation.
- DPW***
 - MEO (L) #5, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
 - MEO (L) #12, *Grade 7, Base Annual Salary \$43,187*, due to promotion.
 - MEO (L) #28, *Grade 7, Base Annual Salary \$43,187*, due to termination.
- Social Services***
 - Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$44,729*, due to promotion.
 - Social Welfare Examiner #19, *Grade 8, Base Annual Salary \$44,729*, due to resignation.
- Solid Waste*** - Solid Waste/Recycling Compliance Coord., *Annual Salary \$62,422*, due to resignation.

Returning to Item 3, Larry Elmen, *County Attorney*, requested an executive session pursuant to Section 105 (1)(d) of the Public Officer's Law for the purpose of discussing pending and current litigation pertaining to a notice of claim from Hometown Oil Corp.; and Section 105(1)(f) of the Public Officer's Law for the purpose of discussing matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person regarding the matter pertaining to Ilana Morgan.

Motion was made by Ms. Runyon and seconded by Mr. McDevitt to approve the request to enter into an executive session for the purposes outlined above. Mr. Elmen requested the motion be amended to indicate Jackie Figueroa, *County Human Resources Director*, and Patricia Nenninger, *Personnel Officer*, would also be present during the executive session; Ms. Runyon and Mr. McDevitt amended their motions accordingly. Mr. Wild called the question and the motion to enter into executive session as amended was carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*).

Executive session was held from 9:09 a.m. until 9:55 a.m.

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

Mr. Wild called for a motion to rescind Resolution No. 177 of 2023, *Authorizing Settlement Agreement and Payment to Ilana Morgan and Authorizing the Chairman of the Board to Sign Any Documentation Necessary for Said Settlement Agreement*. The necessary motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*) to rescind Resolution No. 177 of 2023 and the necessary resolution was authorized for the May 19th Board Meeting.

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. Thomas and seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*), Mr. Wild declared the meeting adjourned the meeting at 9:56 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board