

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: JUNE 1, 2023**

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**COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:**

SUPERVISORS WILD	REPRESENTING SUNY ADIRONDACK:
THOMAS	DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
FRASIER	LARRY ELMEN, COUNTY ATTORNEY
RUNYON	AMANDA ALLEN, CLERK OF THE BOARD
MCDEVITT	JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
	PATRICIA NENNINGER, PERSONNEL OFFICER

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS BEATY	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
STEC	JOHN TAFLAN, COUNTY ADMINISTRATOR
	SUPERVISORS DRISCOLL
	GERACI
	STUART ALLEN, TOWN OF QUEENSBURY RESIDENT
	ERIN BROTHERS, DATA OFFICER, ILS, PUBLIC DEFENDER
	JESSICA BURNHAM, SELF-INSURANCE DEPARTMENT
	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

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*Please note, the following contains a summarization of the June 1, 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 10:01 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:

Stuart Allen, *Town of Queensbury Resident*, voiced his concerns with the lack of online access for the County taxpayers due to the option of attending meetings remotely not being offered and he outlined the reasons he believed this would be beneficial.

A brief discussion ensued.

Commencing the agenda review, Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on the college.

The remainder of the agenda review proceeded as follows:

- 2) Report on tracking of vacancies filled - included for informational purposes.
- 2A) Request to add "Juneteenth" as an official paid holiday to the out-of-unit employee policies.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a majority vote of those present (*Mr. Beaty and Ms. Stec absent*), with Mr. Thomas voting in opposition, to approve the request as outlined above and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 2B) Remote Work Policy Update.

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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 approve the updated to the Remote Work Policy and the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 3A) Request to amend the Rules of the Board to change the date of the September Board Meeting from Friday September 15, 2023 at 10:00 a.m. to Tuesday September 12, 2023 at 10:00 a.m. due to a scheduling conflict with the Fall New York State Association of Counties conference to allow County staff and Supervisors attend.

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 the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 3B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of BAN invoice forwarded by the Treasurer's Office which was an unanticipated expense that was not budgeted for.

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 request as presented and forward same to the Finance Committee.

- 4A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #7 from \$71,015 to \$76,381 effective June 19, 2023.  
4B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #6 from \$71,015 to \$74,280 effective June 19, 2023.  
4C) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (1), *Annual Salary \$71,015*, effective June 19, 2023.  
4D) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (2), *Annual Salary \$71,015*, effective June 19, 2023.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*) to approve Items 4A-D as outlined above and the necessary resolutions were authorized for the June 14<sup>th</sup> Board Meeting.

- 5) Request to amend the Table of Organization and Salary Schedule to create the new position of Temporary Confidential Assistant to the Superintendent of Public Works, *Annual Salary \$5,000*, effective August 1, 2023.

Motion was made by Mr. McDevitt, 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 the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 6) Discussion regarding the appointment of an Assigned Counsel Administrator.

John Taflan, *County Administrator*, advised due to an executive session being required to discuss this matter he would defer this until the executive session that would be addressed under Agenda Item 7C.

- 7A) Request for an appropriation of funds in the amount of \$125,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of settlement agreement noted in Resolution No. 177 of 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 presented and forward same to the Finance Committee.

- 7B) Request to award legal contract for representation of Warren County Self-Insurance Fund.

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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 the necessary resolution was authorized for the June 14<sup>th</sup> Board Meeting.

- 7C) Request for an executive session pursuant to Section 105(1)(d) of the Public Officer's Law to discuss the following current, pending or potential litigation: Kathleen Innes v. County of Warren and Correctional Medical Care; and John Smith v. Count of Schenectady, et al.

Larry Elmen, *County Attorney*, indicated the matter of G. Travis Whitehead v. County of Warren would also be discussed, as well as a matter requiring attention concerning matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person which fell under Section 105 (1)(f) of the Public Officer's Law.

The necessary 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 enter into an executive session for the purposes outlined above.

Executive session was held from 10:31 a.m. until 11:12 a.m.

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

The Pending/Referral Items were not addressed.

- 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)
- 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) - This matter was addressed earlier in the meeting and can be removed from the pending items.

**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.

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. McDevitt, seconded by Mrs. Frasier and carried by a unanimous vote of those present (*Mr. Beaty and Ms. Stec absent*), Mr. Wild declared the meeting adjourned the meeting at 11:13 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board