

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JUNE 30, 2023

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	WILD	LARRY ELMEN, COUNTY ATTORNEY
	THOMAS	AMANDA ALLEN, CLERK OF THE BOARD
	FRASIER	PATRICIA NENNINGER, PERSONNEL OFFICER
	RUNYON	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	MCDEVITT	JOHN TAFLAN, COUNTY ADMINISTRATOR
	BEATY	SUPERVISORS DRISCOLL
	VACANT	MAGOWAN
		MERLINO
		STROUGH
		ERIN BROTHERS, DATA OFFICER, ILS
		GREGORY CANALE, PUBLIC DEFENDER
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
		DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
		MIKE SWAN, COUNTY TREASURER
		DAVID STRAINER, TOWN OF QUEENSBURY RESIDENT
		SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the August 3, 2023 meeting of the Personnel, Administration & Higher Education Committee; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://warrencountyny.gov/mma>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=yYJJVu9lXyI>

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:32 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. McDevitt, seconded by Mr. Thomas and carried by a unanimous vote of those present 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; the remainder of the agenda review proceeded as follows:

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

3A) Request to amend Resolution No. 159 of 2023 to extend the termination date of the Assistant Social Services Attorney - Temporary - Part-Time to 100 days after vacant full-time Assistant Social Services Attorney position is filled to ensure integrity in the Legal Unit and allow for a smooth transition.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by majority vote of those present, with Mr. Beaty voting in opposition, to approve the request as presented and the necessary resolution was authorized for the August 18th Board Meeting.

3B) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #1, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.

3C) Request to amend the Table of Organization and Salary Schedule to create the new position of Part-Time Community Services Worker #2, *Grade 8, Base Annual Salary \$44,729*, effective November 1, 2023.

Motion was made by Ms. Runyon, seconded by Mr. McDevitt and carried by a unanimous vote of those present, with Mr.

Beaty voting in opposition, to approve Items 3B and C as outlined above and the necessary resolutions were authorized for the August 18th Board Meeting.

- 4) Request to amend the Table of Organization and Salary Schedule to create the new position of Tourism Coordinator, *Grade 12, Base Annual Salary \$66,781*, and delete the position of Tourism Development and Events Coordinator, *Annual Salary \$72,783*, effective August 21, 2023.

Motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present to approve the request as presented and the necessary resolution was authorized for the August 18th Board Meeting.

- 5A) On behalf of the Public Defender - Request to amend the Table of Organization and Salary Schedule to increase the salary of the Assistant Public Defender No. 8 position from \$79,651 to \$90,047 effective August 21, 2023.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present to approve the request as presented and the necessary resolution was authorized for the August 18th Board Meeting.

- 5B) Request to amend the Rules of the Board in 2023 indicating requests for mid-year salary increases would no longer be considered unless a significant change in job responsibility has occurred for a specific position. All non-bargaining unit salary discussions and decisions will occur as part of the budget process only.

Motion was made by Ms. Runyon, seconded by Mr. Thomas and carried by a unanimous vote of those present to approve the request as presented and the necessary resolution was authorized for the August 18th Board Meeting.

- 5C) Request to amend the County Leave Policy to provide credit to people who are hired with prior private sector experience. This means if someone is hired with 15 years of private sector experience and were earning three to four weeks of vacation, the County would apply its top leave tier to them rather than making them go back to ten days a year and no leave within the first six months of hire. This credit would have to be approved by the County Administrator and the Chair of the Personnel, Administration & Higher Education Committee.

It was noted this request would be addressed at a later date.

Skipping ahead, the following Pending/Referral Item was 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) - Following discussion it was determined this item could be removed from the Pending/Referral Items.

Privilege of the Floor/Public Comment was called for:

Mr. Wild noted the Department of Public Works was struggling due to lack of staff as a result of the higher wages paid by the towns and State for similar positions, apprising he believed this would need to be addressed in the near future.

Returning to Item 6, Mr. Wild called for a motion to enter into an executive session pursuant to Section 105(1)(d) of the Public Officer's Law to discuss the following current, pending or potential litigation: Michael Easterbrooks v. Schenectady County, Warren County, et al.; and Hometown Oil Corp. Notice of Claim, received May 1, 2023.

The necessary motion was made by Ms. Runyon, seconded by Mrs. Frasier and carried by a unanimous vote of those present, to enter into an executive session pursuant to Section 105(1)(d) for the purposes outlined above.

Executive session was held from 9:56 a.m. until 10:09 a.m.

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

Larry Elmen, *County Attorney*, advised a judge in Manhattan, New York had determined the litigation involving Warren

County and New York City regarding the emergency orders pertaining to migrants should being moved out of New York City court system to Warren County to be addressed.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Ms. Runyon, seconded by Mr. McDevitt and carried by a unanimous vote of those present, Mr. Wild declared the meeting adjourned the meeting at 10:11 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board