

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: FEBRUARY 1, 2024

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	WILD	DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK
	DRISCOLL	AMANDA ALLEN, CLERK OF THE BOARD
	MERLINO	LARRY ELMEN, COUNTY ATTORNEY
	MADAY	JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
	BEAN	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	ETU	JOHN TAFLAN, COUNTY ADMINISTRATOR
	THOMAS	SUPERVISORS BRUNO
		GERACI
		PATHCETT
		STRAINER
		STROUGH
		MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
		RYAN DICKEY, 2 ND ASSISTANT COUNTY ATTORNEY
		SARA FRANKENFELD, GIS ADMINISTRATOR
		KEVIN HAJOIS, SUPERINTENDENT OF PUBLIC WORKS
		CHRISTINE NORTON, COUNTY TREASURER
		PAUL TACKETT, TOURISM COORDINATOR
		SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the February 1, 2024 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 - Part 1 - <https://www.youtube.com/watch?v=fpzRWzir7SQ>

Part 2 - https://www.youtube.com/watch?v=ziwie_cPF_c

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:02 a.m.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

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

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

The agenda review commenced with Item 1B; Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on SUNY Adirondack

Returning to agenda Item 1A, Dr. Duffy expounded on the request for a resolution "*Urging Action by New York State Legislators to Advocate on Behalf of SUNY Community Colleges to Increase Funding to Community Colleges in the State Budget*", and answered questions posed by the Committee members.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried unanimously to approve the request as presented and the necessary resolution was authorized for the February 16th Board Meeting.

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

3A) Request to amend Resolution No. 24 of 2004, *Designating a Warren County Records Management Officer (RMO) for the County of Warren*, to update the authority.

Motion was made by Mr. Etu, seconded by Mr. Thomas and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 3B) Tim Murphy, *Coroner*, to address the Committee and provide an update on increased costs related to autopsy services.

Amanda Allen, *Clerk of the Board*, requested that this item be deferred until Mr. Murphy was able to attend the meeting to elaborate on these cost increases.

- 4) Request to amend the Table of Organization and Salary Schedule to increase the salary of the 3rd Assistant Public Defender position from \$74,865 to \$80,521, effective February 19, 2024.

Following discussion, it was the consensus of the Committee for the request to be referred back to the Criminal Justice, Public Safety & Emergency Services Committee to be addressed during budget preparation for next year.

- 5) Request to amend the Table of Organization and Salary Schedule to create the new position of Services Assistant - Office for the Aging #5, *Grade 7, Base Annual Salary \$43,187*, and delete the position of Services Assistant - Office for the Aging PT #2, *Grade 7, Base Annual Salary \$43,187 (24 hours/week)*, effective February 19, 2024.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 6) Request to amend the Table of Organization and Salary Schedule to increase the hours of the Assistant Social Services Attorney PT#1 position from 20 hours/week, *Annual Salary \$39,826*, to 32 hours/week, *Annual Salary \$63,725*, effective retroactive to January 1 2024.

Motion was made by Mr. Thomas, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 7) Request to amend the Table of Organization and Salary Schedule to create the new position of GIS Specialist - Part-Time, (19 hours/week), *Grade 16, Base Annual Salary \$31.6827/hour*, and delete the position of Associate Planner - Per Diem, *Annual Salary \$25,855*, effective May 1, 2024.

Motion was made by Mr. Driscoll, seconded by Mr. Bean and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 8) Request to amend the Table of Organization and Salary Schedule to create the new position of Marketing Coordinator, *Grade 12, Base Annual Salary \$70,401*, and delete the position of Creative Director, *Annual Salary \$94,382*, effective February 19, 2024.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 9A) On behalf of the Office of Emergency Services - Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 1st, 2nd and 3rd Deputy Fire Coordinator positions from \$8,891 to \$8,680 effective retroactive to January 1st 2024.
9B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Building Maintenance Helper, Fire Training Center position from \$7,417 to \$7,240 effective retroactive to January 1, 2024.

Motion was made by Mr. Thomas, seconded by Mr. Etu and carried unanimously to approve Items 9A and 9B as outlined above and the necessary resolutions were authorized for the February 16th Board Meeting.

- 9C) Request to appoint Jessica Burnham as Self-Insurance Administrator, *Annual Salary \$83,760*, effective February 19,

2024.

Motion was made by Mr. Driscoll, seconded by Mr. Bean and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 9D) Request to appoint Christina Mastrianni as Commissioner of the Department of Social Services, *Annual Salary \$119,048*, effective February 19, 2024.

It was noted the term of the appointment would be for five years.

Motion was made by Mr. Thomas, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 10A) Request to enter into a new contract with Spectrum Enterprise to upgrade EPL circuit to increase connection speed for the 3 Departments located at 333 Glen Street in Glens Falls, New York.

Motion was made by Mr. Merlino, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 10B) Request to enter into a new contract with Spectrum Enterprise to increase public connection speed for public internet at the Warren County Municipal Center.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

- 10C) Request to appropriate \$70,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets to purchase computers and related equipment and software.

Motion was made by Mr. Merlino, seconded by Mr. Etu and carried unanimously to approve the request as presented and refer same to the Finance Committee.

The agenda review skipped ahead to address the following:

- 11D) Request to amend the Table of Organization and Salary schedule to increase the salary of the 3rd Assistant County Attorney position from \$77,080 to \$80,521 effective January 19, 2024.
- 11E) Request for a transfer of funds in the amount of \$4,027 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 110, *County Attorney, Salaries - Regular*, to cover the salary increase of the 3rd Assistant County Attorney position.

Following discussion, John Taflan, *County Administrator*, advised Items 11D and 11E would handled through the budgeting process later in the year.

The agenda review resumed as follows:

- 11A) Request to enter into a retainer agreement with NS PR Law Services, LLC d/b/a Napoli Shkolnik, PLLC for litigation of legal claims against manufacturers of insulins and other diabetic medication, pharmacy benefit managers and/or their executives for fixing prices, engineering kickbacks and engaging in other antitrust violations or other wrongdoing.
- 11B) Request to enter into a retainer agreement with NS PR Law Services, LLC d/b/a Napoli Shkolnik, PLLC for litigation of legal claims against manufacturers of generic pharmaceuticals and/or their executives based upon price fixing, allocating markets and other antitrust violations or wrongdoing.
- 11C) Request to enter into a retainer agreement with Napoli Shkolnik, PLLC for litigation of negligence against individuals and corporations responsible for injuries and damages suffered by County of Warren arising out of contamination of water supplies related to PFAS/PFOA substances.

Motion was made by Mr. Driscoll, seconded by Mr. Merlino and carried unanimously to approve Items 11A-C as outlined above and the necessary resolutions were authorized for the February 16th Board Meeting.

Prior to reviewing agenda Item 11E, the Addendum Agenda Item was addressed pertaining to a request by the County Treasurer to create the new position of Payroll Technician - Temp, *Annual Salary \$27.03/hour*, effective February 19, 2024.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 16th Board Meeting.

Next, a discussion ensued regarding the Pending Item concerning a referral from the Finance Committee to discuss further the request from the County Treasurer's Office to define County services as it related to retiree health insurance benefits to include previous service time with SUNY Adirondack and determine whether a policy should be developed regarding same. The consensus of the Committee was for the matter to be discussed further once additional information was compiled by the County Administrator, County Attorney and County Human Resources Director regarding the request.

The agenda review resumed with Item 11F as follows:

- 11F) Request for an executive session under Section 105(1)(d) of the Public Officer's Law to discuss the following proposed, pending or current litigation: 1. *County of Warren v. The Continental Insurance Company and Michael Easterbrooks*, Federal District Court NDNY Case No. 1:22-cv-00328-BKS; 2. *County of Warren v. The Continental Insurance Company and John David Smith*, Federal District Court NDNY Case No. 1:22-cv-00431-BKS; 3. *Michael Easterbrooks v. Schenectady County, Schenectady County Department of Social Services, Cayuga County, County Department of Social Services, Albany County, Albany County Department of Social Services, Cayuga Centers, Cayuga Home for Children, Albany Home for Children, Parsons Child and Family Center and Northern Rivers Family Services, Inc.*, Albany Supreme Court, filed August 10, 2021, Index No. 907013-21; 4. *John David Smith v. County of Warren and Warren County DSS*, Warren County Supreme Court, filed August 17, 2020, Index No. EF2020-266800; 5. *Joshua Rouse v. Berkshire Farms Center for Youth, et al*, Warren County Supreme Court, filed August 10, 2021, Index No. EF2021-69346.

Mr. Taflan advised they would also be discussing appointments to the Warren County Ethics Board during the executive session. Larry Elmen, *County Attorney*, apprised this pertained to matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person which was subject to Section 105(1)(f) of the Public Officer's Law.

It was noted the County Treasurer would attend the executive session during the discussion regarding the lawsuits.

The necessary motion was made by Mr. Bean, seconded by Mr. Etu and carried unanimously to enter into an executive session pursuant to Section's 105(1)(d) and (f) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 10:57 a.m. until 1:11 p.m.

Mr. Etu left the meeting at 12:49 p.m.

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

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. Maday, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Etu absent*), Mr. Wild adjourned the meeting at 1:12 p.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board