

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: FEBRUARY 29, 2024

COMMITTEE MEMBERS PRESENT:

SUPERVISORS DRISCOLL
MERLINO
MADAY
BEAN
ETU
THOMAS

OTHERS PRESENT:

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
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
SUPERVISORS BRUNO
GERACI
ROBERT IUSI, DIRECTOR OF PROBATION
TIM MURPHY, COUNTY CORONER
CHRISTINE NORTON, COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR WILD

Please note, the following contains a summarization of the meeting of the February 29, 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=eWYo9REVg5A>

Part 2 - <https://www.youtube.com/watch?v=hAI4LXzZ2BA>

Part 3 - <https://www.youtube.com/watch?v=nkwKn5UYrVA>

In the absence of Committee Chair Wild, Mr. Driscoll, as Vice-Chair, called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:00 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. Etu, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Wild 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. Driscoll 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 appropriate \$1,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1040 220.1, *Clerk-Legislative Board, Office Equipment-Reserve*, to cover the cost of purchasing a new laptop.

Motion was made by Mr. Merlino, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee.

3B) Request to amend the 2024 Warren County Budget in the amount of \$155,556.68 to carry over 2023 ARPA funding.

Motion was made by Mr. Thomas, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and refer same to the Finance & Budget Committee.

Amanda Allen, *Clerk of the Board*, apprised an item not included on the agenda pertained to Tim Murphy, *County Coroner*, addressing the Committee regarding costs related to autopsy services. Mr. Murphy indicated the Glens Falls Hospital would be charging \$275 a day if a funeral home did not pick up a body within 24 hours of the autopsy being performed, adding he believed the funeral homes should be responsible for covering this fee.

A discussion ensued during which it was noted an amended contract would be prepared and possibly presented from the floor at

the March 15th Board Meeting; however, due to the research required to determine the legality of charging the funeral homes for this expense, it may be carried over until the next Committee meeting.

- 4A) Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Part-Time Probation Assistant, *Grade 7, Base Annual Salary \$43,187 (Full-Time)*, effective March 18, 2024.

Motion was made by Mr. Bean, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to create the new position of Re-Entry Specialist Part-Time, *Annual Salary \$25.00/hour*, effective March 18, 2024.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

The agenda review skipped ahead to the following:

- 6A) Request to introduce Local Law No 2 of 2024 entitled "*A Local Law to Consolidate the Department of Human Resources and the Department of Civil Service Administration and its functions in the County of Warren into a Single Department of Human Resources and To Repeal Local Law #5 of 2015*", and authorizing a public hearing thereon.

Motion was made by Mr. Maday and seconded by Mr. Merlino to approve the request as presented. Following discussion Mr. Driscoll called the question and the motion was carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

- 6B) Request to introduce proposed Local Law No. 3 of 2024 entitled *A Local Law Amending Local Law No. 1 of 2024, 'A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County,' To Remove and Replace the Title of Personnel Officer with the Title of Director of Human Resources,*" and authorize a public hearing thereon.

An executive session was requested pursuant to Section 105(1)(f) of the Public Officer's Law to discuss matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person

The necessary motion was made by Mr. Bean, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Wild absent*) to enter into an executive session subject to Section 105(1)(f) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 10:23 a.m. until 10:41 a.m.

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

Returning to Item 6B regarding a request to introduce proposed Local Law No. 3 of 2024 entitled "*A Local Law Amending Local Law No. 1 of 2024, 'A Local Law Fixing the Salaries of Certain County Officers and Employees of Warren County,' to Remove and Replace the Title of Personnel Officer with the Title of Director of Human Resources,*" and authorize a public hearing thereon, motion was made by Mr. Etu and seconded by Mr. Merlino to approve the request as presented.

Mrs. Allen noted an amendment to the draft Local Law No. 3 of 2024 was required to increase the annual salary of the County Human Resources Director to \$119,726.

Motion was made by Mr. Thomas, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Wild absent*) to amend proposed Local Law No. 3 of 2024 to increase the salary of the County Human Resources Director as outlined above.

Returning to the original motion as amended, Mr. Driscoll called the question and the motion to introduce proposed Local Law No. 3 of 2024 as amended and authore a public hearing thereon was carried by a unanimous vote of those present (*Mr. Wild absent*) and the necessary resolution was authorized for the March 15th Board Meeting.

- 6C) Request to amend the Table of Organization and Salary Schedule to create the new position of Civil Service Administrator - per diem, *Annual Salary \$55.8093/hour*, and delete the position of Personnel Officer, *Annual Salary \$101,573*, effective

April 22, 2024.

Motion was made by Mr. Etu, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

With regard to the Pending Item, it was noted this matter would be discussed at the next meeting.

The agenda review returned to Items 5A-D as follows:

- 5A) Request for a new contract with Themis Solutions Inc. (CLIO) to obtain license for legal practice management software for County Attorney's Office to manage office legal activities, track assignments/responsibilities/tasks/deadlines and increase efficiencies through document automation and best practices for the various areas of law practiced by the office.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

- 5B) Request for a transfer of funds in the amount of \$5,553.90 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 426, *Subscriptions*, to cover the cost of a one year subscription for legal practice management software from Themis Solutions Inc. (CLIO).

Motion was made by Mr. Thomas, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request as outlined above and the necessary resolution was authorized for the March 15th Board Meeting.

- 5C) Request to amend the existing contract with Roemer Wallens Gold Mineaux, LLP to increase the not to exceed amount from \$20,000 to \$40,000.

Motion was made by Mr. Maday and seconded by Mr. Etu to approve the request as presented.

Mrs. Allen noted the request was inadvertently included in the agenda incorrectly and should include a request for an additional transfer of funds in the amount of \$20,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440, *Legal/Transcript Fees*, to cover the additional expense. Messrs. Maday and Etu agreed to amend their motions to indicate same.

A discussion ensued during which motion was made by Mr. Bean and seconded by Me. Etu to enter into an executive session to discuss Items 5C and 5D pursuant to Section 105(1)(d) of the Public Officer's Law for the purposes outlined in the agenda. It was noted Warren County v. Continental Insurance Co., which was a Federal Court, case would also be discussed. Larry Elmen, *County Attorney*, advised the County Treasurer would attend the executive session during the discussion on the lawsuits concerning occupancy tax. Mr. Driscoll called the question and the motion to enter into executive session pursuant to Section 105(1)(d) of the Public Officer's Law for the purposes outlined in Agenda Items 5C and 5D was carried by a unanimous vote of those present (*Mr. Wild absent*).

Executive session was held from 10:58 a.m. until 11:48 a.m.

Mr. Driscoll noted no action was taken during the executive session.

Returning to Item 5C, Mr. Driscoll called the question and the motion as amended was carried by a unanimous vote of those present (*Mr. Wild absent*) to approve the request amend the existing contract with Roemer Wallens Gold Mineaux, LLP to increase the not to exceed amount from \$20,000 to \$40,000 as amended to include a transfer of funds in the amount of \$20,000 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1420 440, *Legal/Transcript Fees*, to cover the additional expense. The necessary resolution for the contract amendment was authorized for the March 15th Board Meeting and the transfer of funds request was referred to the Finance & Budget Committee.

- 5D) Request for an executive session pursuant to Public Officers Law Section 105(1)(d), to discuss proposed, pending or current litigation, as follows: Actions to Recover Unpaid Occupancy Tax, Local Law 6 of 2018, Section 19(a); *Order to Show Cause by Tarrah Rockwell*; Warren County Index Number EF2024-72266, filed February 6, 2024; *Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Inc., and Joanne Levack*, Warren County Index No. EF2022-2111;

Jennifer Dees & Ethan Smith v. Michael Zurlo, et al, NDNY Case No. 1:24-cv-00001; *John David Smith v. County of Warren*, Warren County Index No. EF2020-68480. Note this item handled during the executive session held earlier in the 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. Bean, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Wild absent*), Mr. Driscoll adjourned the meeting at 11:49 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board