

**WARREN COUNTY BOARD OF SUPERVISORS**

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

**DATE: MARCH 29, 2024**

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS WILD  
DRISCOLL  
MERLINO  
MADAY  
BEAN  
ETU  
THOMAS

**OTHERS PRESENT:**

DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK  
AMANDA ALLEN, CLERK OF THE BOARD  
LARRY ELMEN, COUNTY ATTORNEY  
PATRICIA NENNINGER, PERSONNEL OFFICER  
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY  
JOHN TAFLAN, COUNTY ADMINISTRATOR  
SUPERVISORS BEAN  
BRUNO  
GERACI  
MAGOWAN  
STRAINER  
STROUGH  
HEATHER BAGSHAW, DIRECTOR OF TOURISM  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
CHRISTINE NORTON, COUNTY TREASURER  
DON RITTNER, RITTNER'S PERFORMING ARTS COMPANY  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the March 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=Dt-48iB\\_Fro](https://www.youtube.com/watch?v=Dt-48iB_Fro)

Part 2 - <https://www.youtube.com/watch?v=Hr76AKGk-MQ>

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 9:02 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. Thomas, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Bean 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:

Mr. Magowan inquired whether there would be an executive session during the meeting to discuss personnel matters and Mr. Wild replied affirmatively.

Commencing the agenda review with the following:

- 1A) Request to appoint Manu Davidson and Timothy Collins as members of the Adirondack Community College Board of Trustees.
- 1B) SUNY Adirondack representatives to provide an update on the College. - Dr. Kristine Duffy, *President, SUNY Adirondack*, provided an update on the college.

Following the update on the college, motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve Agenda Item 1A as outlined above and the necessary resolution was authorized for the April 19<sup>th</sup> Board Meeting.

- 2) Report on tracking of vacancies filled - included for informational purposes.
- 3) Request to authorize an Intermunicipal Agreement with certain towns for the performance of municipal cooperative activities related to shared services.

Larry Elmen, *County Attorney*, clarified what the purpose of the resolution was.

Motion was made by Mr. Merlino, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 19<sup>th</sup> Board Meeting.

- 4A) Request to amend the Table of Organization and Salary Schedule to create the new position of Intake Clerk #12, *Grade 4, Base Annual Salary \$38,447*, and delete the position of Social Welfare Examiner #18, *Grade 8, Base Annual Salary \$44,729*, effective April 22, 2024.

Motion was made by Mr. Maday, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve the request as outlined above and the necessary resolution was authorized for the April 19<sup>th</sup> Board Meeting.

- 4B) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Services, *Annual Salary not to exceed \$91,062*, and delete the position of Case A Supervisor (Services), *Annual Salary \$83,979*, effective April 22, 2024.
- 4C) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Social Services/Public Assistance, *Annual Salary not to exceed \$83,846*, and delete the position of Deputy Commissioner of Social Services, *Annual Salary \$90,947*, effective April 22, 2024.

Motion was made by Mr. Maday, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve Agenda Items 4B and 4C as outlined above and the necessary resolutions were authorized for the April 19<sup>th</sup> Board Meeting.

- 5A) Request to amend the Table of Organization and Salary Schedule to create the position of Director of Human Resources, *Annual Salary \$119,726*, and delete the position of County Human Resources Director, *Annual Salary \$101,491*, effective April 22, 2024.
- 5B) Request to appoint Jackie Figueroa as Director of Human Resources for a term commencing April 19, 2024 and terminating April 27, 2026, at the annual salary established in the Warren County Salary and Compensation Plan.
- 5C) Request to authorize the County Treasurer to transfer funds remaining in the Civil Service Department Account Codes to the Human Resources Department Account Codes due to the consolidation of the departments effective April 22, 2024.

Mr. Wild inquired whether any of the Committee members would like to enter into an executive session to discuss personnel matters, but no one responded in the affirmative.

Motion was made by Mr. Maday, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve Agenda Items 5A-C as outlined above and the necessary resolutions were authorized for the April 19<sup>th</sup> Board Meeting for Items 5A and 5B and Item 5C was referred to the Finance & Budget Committee.

- 6A) Request authority for County attorney to tender an amount up to the County insurance policy deductible to settle claims by Timothy E. McIntyre & Brenna R. Michalak against the County of Warren and Warren County Sheriff's Office and to authorize the Chairman of the Board to sign any settlement agreements in a form approved by the County Attorney, as well as to authorize payment for same.

Mr. Elmen noted he was withdrawing Agenda Item 6A.

- 6B) Request for an executive session pursuant to Public Officers Law Section 105(1)(d), to discuss proposed, pending or current litigation, as follows: **Notice of Claim:** *Irene Esposito*, received March 11, 2024; *Tarrah Rockwell*, served February 7, 2024, Date of Loss-September 26, 2023, Claimant filed petition and motion for permission to file late notice of claim; *McIntyre & Michalak*, filed December 19, 2022. Settlement discussion; *Kelly Daly*, filed September 13, 2023. Settlement discussions. **Lawsuits (Newly Filed):** *Cynthia Rich (Maxam)*, *David Dellamonica*, *Estate of Ann Alice Hennessey v. County of Warren*, Federal lawsuit served March 11, 2024 alleging violations of federal constitutional rights under 5<sup>th</sup> Amendment, 8<sup>th</sup> amendment, and 14<sup>th</sup> Amendment, as well as section 1983 claims for deprivation of civil rights, claims arise from *Tyler v. Hennepin County* SCOTUS decision on May 25, 2023; *Nicholas Oudekerk v. Sergeant Thomas and C.O. Crumb*, Federal lawsuit served March 19, 2024 alleging civil rights violations arising from Federal constitution violations arising from Federal constitution violations under 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> Amendments, as well as County liability based on *Monell* liability arising from policy of practice of the County; Plaintiff's complaint alleges that on December 30, 2023, while Plaintiff was detained at the WARREN County Jail, he was ordered to exit the showers while showering and that his refusal to do so would result in being sprayed with a chemical agent to force his removal - Plaintiff claims that the conduct by correctional

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staff was a violation of his privacy rights; **Lawsuit (Updates):** a. *Warren County v. Continental Insurance*, NDNY 1:22-cv 328 & 431 (DJ Actions).; b. *Joan David Smith v. Warren County*, Warren County Index No. 2020-68480; c. *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021; d. *Jasmine Earnest v. Warren County*, Warren County Index No. EF2022-2111.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Bean absent*) to enter into an executive session pursuant to Section 105(1)(d) of the Public Officer's Law for the purposes outlined in the agenda.

Executive session was held from 9:35 a.m. until 11:09 a.m.; Mr. Bean entered the meeting during the executive session and Mr. Merlino exited the meeting.

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

Mr. Taflan addressed an item not included on the agenda concerning a request to authorize a resolution amending the Civil Service Policy pertaining to former Warren County employees who return to work to remove the stipulation that they return within 60 days of their resignation to allow them to be paid up to and possibly greater than their former salary grade step contingent upon approval by the County Administrator.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Merlino absent*) to authorize a resolution amending the Civil Service Policy as outlined above and the necessary resolution was authorized for the April 19<sup>th</sup> 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. Etu and seconded by Mr. Maday, Mr. Wild adjourned the meeting at 11:14 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board