

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: NOVEMBER 22, 2024

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	WILD	AMANDA ALLEN, CLERK OF THE BOARD
	DRISCOLL	ROBERT TERWILLIGER, FIRST ASSISTANT COUNTY ATTORNEY
	MERLINO	JACKIE FIGUEROA, DIRECTOR OF HUMAN RESOURCES
	BEAN	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	ETU	JOHN TAFLAN, COUNTY ADMINISTRATOR
	THOMAS	SUPERVISOR STROUGH
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

COMMITTEE MEMBER ABSENT:

SUPERVISOR	MADAY	CHRISTINE NORTON, COUNTY TREASURER
		MARILYN RIVERS, PROPERTY & CASUALTY RISK MANAGER, COUNTY ATTORNEY'S OFFICE
		SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the November 22, 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 - https://www.youtube.com/watch?v=7Xp4cZdE0_s

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:08 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. Bean, seconded by Mr. Driscoll and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

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) Requests/Items to be Discussed by the County Human Resources Director:
 - A) Review of report on tracking of vacancies filled. Report on tracking of vacancies filled provided in the agenda for informational purposes.

Mr. Wild questioned whether the stress levels of County employees were being managed and Ms. Figueroa replied the stress levels were higher this time of year, but were being managed. The County Administrator outlined a number of factors that could be contributing to the stress levels of County employees, including the recent election and inflation. Mr. Wild requested that this matter remain on the agenda as a discussion item.

- B) Request to authorize an extension of the contract with Ascentis (formerly Novatime Technology, Inc.), commencing January 1, 2025 and terminating December 31, 2025.

Motion was made by Mr. Driscoll, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 2B as presented and the necessary resolution was authorized for the December 20th Board Meeting.

- 3) Referral from the Criminal Justice, Public Safety & Emergency Services Committee - to amend the Table of Organization to create new position of Probation Officer Trainee, *Grade 16, Base Annual Salary \$55,602*, and unfund but retain in the Table of Organization the position of Probation Officer, effective December 23, 2024.

Motion was made by Mr. Driscoll, seconded by Mr. Thomas and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 3 as presented and the necessary resolution was authorized for the December 20th Board Meeting.

4) Requests/Items to be Discussed by the County Attorney:

Action Agenda/New Business Items:

- A) Request: To authorize creation, composition and responsibilities of the Warren County Risk and Safety Committee.
Rationale: To assist the Board of Supervisors in promoting risk and safety directives to provide for a safe and healthy working environment for all County officers and employees, to review recent risk events close in time to the incident, and develop recommendations and programming to address patterns identified through committee review.
- B. Request: Rescinding Resolution No. 279 of 2009.
Rationale: Risk Management Steering Committee and the Employee Health and Safety Committee superceded by Risk & Safety Committee.

A discussion ensued during which the purpose of the Warren County Risk and Safety Committee was outlined.

Motion was made by Mr. Driscoll, seconded by Mr. Etu and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Items 4A-4B as outlined above and the necessary resolutions were authorized for the December 20th Board Meeting.

- C. Request: To authorize new policy for Red Flags Identity Theft Prevention to aid in protecting County officers, employees, residents, visitors, contractors, vendors and the County of Warren from the physical and financial dangers and damages which result from the loss, theft or misuse of sensitive information.
Rationale: The County of Warren does not have a written policy to protect against identity theft as part of County business operations.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 4C as presented and the necessary resolution was authorized for the December 20th Board Meeting.

- D. Request: To approve the American with Disabilities Act Transition Plan for Warren County and appointing County Attorney as County Compliance Officer.
Rationale: On August 22, 2024, the County was notified by the NYSDOT Office of Diversity and Opportunity that required the County to submit the required Title VI Plan for compliance review. During 2017, the Board of Supervisors authorized the creation of the required transition plan per Resolution 214 of 2017, but the task was not completed. The County received an extension of time to complete the transition plan and to submit it to NYSDOT. Submission of the Title VI Transition Plan is mandated by NYSDOT.
- E. Request: Amend Resolution No. 214 of 2017.
Rationale: To change the authorization from the County Planner to the County Attorney to undertake actions necessary for Warren County to comply with requirements of Title VI of the Civil Rights Act of 1964.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 4D-E as outlined above and the necessary resolutions were authorized for the December 20th Board Meeting.

- F. Request: Transfer of funds in the amount of \$35.38.
Rationale: To fund the overage of County Attorney, Salaries-Overtime budget code.

A discussion ensued regarding transfer requests for minimum amounts during which it was noted transfers amongst salary codes required action by the Committee; however, a request for a new policy regarding these types of transfers was being developed and would be going before the Legislative, Rules & Governmental Operations Committee in the future.

Motion was made by Mr. Etu, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 4F as presented and refer same to the Finance & Budget Committee.

- G. Request: To amend Workplace Violence Prevention Program to reflect the New York State statute and the Department of Labor program recommendations and processes.
Rationale: To accurately reflect the current statutory requirements and agency regulations for public employers having a Workplace Violence Program and to standardize investigation and reporting.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried by a unanimous vote of those present (*Mr. Maday absent*) to approve Item 4G as presented and the necessary resolution was authorized for the December 20th Board Meeting.

- 5) Request/Item to be Discussed by the County Administrator pertaining to discussion regarding performance management for County leaders.

John Taflan, *County Administrator*, advised in regards to performance management, a new process was being developed to require Department Heads to bring their goals and/or struggles to their annual meetings with the Budget team where they presented their budgets for approval for the next year. He added leadership training would begin in January of next year which would also be beneficial; however, he noted, there were no issues with the current leadership at the County.

Mr. Driscoll stated he believed the monthly Committee meetings provided an overview of any issues or accomplishments made by the departments within the County.

Privilege of the Floor/Public Comment were 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 and seconded by Mr. Etu, Mr. Wild adjourned the meeting at 10:32 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board