

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: MARCH 28, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WILD
DRISCOLL
ETU
MADAY
BEAN
PATCHETT
MERLINO

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD
MIKE COLVIN, DIRECTOR, INFORMATION TECHNOLOGY
JACKIE FIGUEROA, DIRECTOR OF HUMAN RESOURCES
RYAN DICKEY, SECOND ASSISTANT COUNTY ATTORNEY
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS GILLIGAN
MAGOWAN
STRAINER
STROUGH
TURNER
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
CHRISTINE NORTON, COUNTY TREASURER
ANTHONY HALL, LAKE GEORGE MIRROR
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the March 28, 2025 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=3RPATBH9AE4>

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:19 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. Etu and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Commencing the Agenda review with Action Agenda Item 1, pertaining to an update from SUNY Adirondack representatives, Mr. Wild noted no one was present from SUNY Adirondack to speak.

The remainder of the Action Agenda review proceeded as follows:

- 2) Requests/Items to be Discussed by the County Human Resources Director. Report on tracking of vacancies filled provided in the agenda for informational purposes.
- 3) Requests/Items to be Discussed by the Clerk of the Board:
 - A) Request to appropriate \$986.23 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code A.1010 210, *Legislative Board, Furniture/Furnishings*, to return 2024 funding that was returned to the General Fund when a purchase order for the purchase of office chairs was mistakenly liquidated.

Motion was made by Mr. Bean, seconded by Mr. Merlino and carried unanimously to approve the request as presented and forward same to the Finance & Budget Committee.

- B) Request to amend Resolution No. 69 of 2025, *Adopting the Warren County Meeting, Conference and Job Training Policy*, to: authorize certain designees to provide authorizations when Department Head/County Administrator/Committee Chair/Chair of the Board are unavailable; adjust authorization form to indicate Department Head signature is always necessary to approve travel/training; and to make clerical adjustments.

Motion was made by Mr. Bean, seconded by Mr. Maday and carried unanimously to approve the request as presented and the necessary resolution was authorized for the April 11, 2025 Board Meeting.

- 4) Request/Item to be Discussed by the Director of Information Technology Director regarding a request to amend the Table of Organization and Salary Schedule to create the new position of Computer Help Desk Tech II #5, *Annual Salary \$71,603*, and delete the position of Programmer I, *Annual Salary \$71,603*, effective April 21, 2025.

Motion was made by Mr. Maday, seconded by Mr. Merlino and carried unanimously to approve the request as presented and the necessary resolution was authorized for the April 11, 2025 Board Meeting.

- 5) Request/Item to be Discussed by the County Treasurer pertaining to a request to amend the Table of Organization and Salary Schedule to create the new position of Deputy Treasurer- Per Diem, *hourly rate of \$97.58 - maximum of \$35,000 annually (current hourly rate \$76.5345)*, effective May 19, 2025.

Christine Norton, *County Treasurer*, provided an overview of why this position was required, indicating the individual would be working up to sixteen hours a week for about a six to eight month timeframe for a maximum amount not to exceed \$35,000.

Motion was made by Mr. Etu and seconded by Mr. Maday to approve Item 5 as presented. A discussion ensued during which Mr. Wild stepped down as Chair at 10:31 a.m. and Mr. Driscoll, as Vice-Chair, assumed the roll of Chair. During the discussion Mr. Wild voiced his concerns regarding the request which he believed would set a precedent.

Mr. Bean exited the meeting at 10:42 a.m.

Mr. Driscoll called the question and the motion to approve Item 5 as outlined above was carried by majority vote of those present (*Mr. Bean absent*), with Mr. Wild voting in opposition, and refer same to Finance & Budget for oversight Committee approval.

Mr. Wild resumed the role of Chair 10:51 a.m.

- 6) Requests/Items to be Discussed by the County Attorney:
 - A) Request to approve proposed Warren County Smoking, Tobacco and Cannabis Use Policy referred from the Warren County Risk & Safety Committee. Updates to the smoking and tobacco policy are required to account for legalization of cannabis to comply with NYS Clean Indoor Air Act and to provide a glossary of essential definitions, as well as to rescind all prior smoking and tobacco policies. The Warren County Risk & Safety Committee prepared and approved the attached policy.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve the request as presented and the necessary resolution was authorized for the April 11, 2025 Board Meeting.

- B) Request to approve proposed Warren County Substance Abuse Policy referred by the Warren County Risk & Safety Committee. Updates to the Substance Abuse Policy are necessary to account for legalization of cannabis, set forth reasonable suspicion testing and standards, and provide a glossary of essential terms, as well as to rescind all prior Substance Abuse Policies.

Motion was made by Mr. Driscoll, seconded by Mr. Maday and carried by a unanimous vote of those present (*Mr. Bean absent*) to approve the request as presented and the necessary resolution was authorized for the April 11, 2025 Board Meeting.

Privilege of the Floor/Public Comment was called for:

Mr. Magowan thanked the Clerk of the Board for including a red lined version of the revised Warren County Meeting, Conference and Job Training Policy that was approved today.

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Etu, seconded by Mr. Patchett and carried by a unanimous vote of those present (*Mr. Bean absent*), Mr. Wild adjourned the meeting at 10:54 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board