

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL, ADMINISTRATION & HIGHER EDUCATION

DATE: JULY 31, 2025

COMMITTEE MEMBERS PRESENT:

SUPERVISORS WILD
DRISCOLL
ETU
MADAY
BEAN
PATCHETT
MERLINO

OTHERS PRESENT:

AMANDA ALLEN, CLERK OF THE BOARD
LARRY ELMEN, COUNTY ATTORNEY
JEREMY SCRIME, SR. COMPUTER SYSTEM ANALYST/PROGRAMMER, INFORMATION TECHNOLOGY
KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
JOHN TAFLAN, COUNTY ADMINISTRATOR
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS CROCITTO
STRAINER
STROUGH
TURNER
TAMMIE DeLORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
CHRISTINE NORTON, COUNTY TREASURER
LUKE MOSSEAU, *THE POST STAR*
SARAH McLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the meeting of the July 31, 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 - Part 1 - <https://www.youtube.com/watch?v=bDEiWwLNeI8>

Part 2 - https://www.youtube.com/watch?v=q5_xB78n50Q

Mr. Wild called the meeting of the Personnel, Administration & Higher Education Committee to order at 10:01 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.

Privilege of the floor was offered for public comment, but there was no one present wishing to speak.

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:

- A) Report on tracking of vacancies filled provided in the agenda for informational purposes.
- B) Request to rescind Resolution No. 73 of 2020, *Authorizing the Use of Paid Administrative Leave in the Event of a Medical Quarantine for Disease Prevention*.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried unanimously to approve Item 2B as presented and the necessary resolution was authorized for the August 15th Board Meeting.

- C) Request to transfer funds in the amount of \$23,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1435 860, *Human Resources - Hospitalization*, to provide funding for additional hospitalization costs due to a change in coverage.

Motion was made by Mr. Bean and seconded by Mr. Maday to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 2C as outlined above and refer same to the Finance & Budget Committee.

3) Request/Item to be Discussed by Director of Information Technology:

- A) Request to transfer funds in the amount of \$175.00 from Budget Code A.1681 410, *Supplies*, to Budget Code A.1681 120, *Salaries-Overtime*, to cover a shortage in the amount of funding budgeted for overtime.

Motion was made by Mr. Merlino, seconded by Mr. Driscoll and carried unanimously to approve Item 3A as presented and refer same to the Finance & Budget Committee.

- B) Request to appropriate \$39,000 from Budget Code A.895.00, *Computer Reserve Fund*, to various department budget codes to cover the cost of purchasing computers and related equipment and software.

Motion was made by Mr. Bean and seconded by Mr. Etu to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 3B as outlined above and refer same to the Finance & Budget Committee.

A brief discussion ensued regarding sound quality issues in the Warren County Municipal Center Board Room during which the County Administrator indicated steps were being taken to rectify them.

- C) Request to amend the existing contract with Jitterbit to increase the not to exceed amount to \$140,181.60 to allow use of AI interface.

A discussion ensued regarding the request during which it was noted AI Interface would provide the County with efficiencies, as well as prevent the need to hire additional staff. It was also noted the State of New York was encouraging counties to implement AI Interface in many of the services they provided. Furthermore it was mentioned the County had the option not to continue with the service in the future years of the five year contract which was currently in year three.

Motion was made by Mr. Bean, seconded by Mr. Patchett and carried unanimously to approve Item 3C as presented and the necessary resolution was authorized for the August 15th Board Meeting.

Mr. Wild requested a summary be provided regarding how the AI interface would be used at the County at a future Committee meeting. A brief discussion ensued.

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

Action Agenda/New Business Items:

- A) Request for resolution accepting and approving multiple new nationwide opioid settlements and authorizing the Chair to execute: (1) the participation forms; (2) any bankruptcy plan voting rights in favor of the settlement regarding the Estate of Purdue Pharma L.P.; and (3) all future documents related to the settlement of claims, in a form approved by the County Attorney, and to accept any award of funds.

Larry Elmen, *County Attorney*, provided a brief summary regarding the request following which he answered questions posed by the Committee members.

Motion was made by Mr. Bean, seconded by Mr. Etu and carried unanimously to approve Item 4A as presented and the necessary resolution was authorized for the August 15th Board Meeting.

- B) Request for resolution to approve and adopt "Warren County Policy for Employee Notary Services" referred by the Warren County Risk & Safety Committee. The new policy provides requirements and procedures for all County employees requested by their Department Head to perform notary acts as part of their official County employment.

Motion was made by Mr. Bean and seconded by Mr. Maday to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 4B as outlined above and the necessary resolution was authorized for the August 15th Board Meeting.

- C) Request for resolution to approve and adopt "Warren County Employee Time, Attendance, and Approval Policy" referred by the Warren County Risk & Safety Committee. This policy consolidates and updates employee time and attendance and incorporates and supersedes Resolution 218 of 2025 "Adopting the Warren County Employee Timekeeping Approval Management Policy."

Motion was made by Mr. Merlino and seconded by Mr. Driscoll to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 4C as outlined above and the necessary resolution was authorized for the August 15th Board Meeting.

- D) Request for resolution to rescind Resolution 218 of 2025 "Adopting the Warren County Employee Timekeeping Approval

Management Policy."

Motion was made by Mr. Etu, seconded by Mr. Bean and carried unanimously to approve Item 4D as presented and the necessary resolution was authorized for the August 15th Board Meeting.

- E) Request for resolution to amend agreement with Roemer Wallens Gold Mineaux, LLP to increase the not to exceed amount from \$70,000 to \$120,000 for a term beginning January 1, 2025 and expiring upon resolution of Federal District Court Case #1:22-cv-00641.

It was noted the request contained a typographical error regarding the increase in to the not to exceed amount which should be \$60,000 to \$120,000 and not \$70,000 to \$120,000.

Motion was made by Mr. Bean and seconded by Mr. Maday to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 4E as outlined above, with the change to the not to exceed amount outlined by the County Attorney, above and the necessary resolution was authorized for the August 15th Board Meeting.

- F) Request for resolution to transfer funds in the amount of \$10,000 from A.1990.469, *Contingent Account-Other Payments/Contributions*, to A.1420.440, *County Attorney, Legal/Transcript Fees*, to cover 2025 expenses for Roemer Wallens Gold Mineaux, LLP.

Motion was made by Mr. Bean, seconded by Mr. Etu and carried unanimously to approve Item 4F as presented and refer same to the Finance & Budget Committee.

- G) Request for resolution appropriating \$4,227.05 from Budget Code A.863.00, *Property & Casualty Insurance Reserve*, to Budget Code A.4018.0030 435, *Preventative Program, Disease Control, Medical Fees*, to cover loss of rabies vaccine and human vaccines caused by refrigerator malfunction.

Motion was made by Mr. Maday, seconded by Mr. Bean and carried unanimously to approve Item 4G as presented and refer same to the Finance & Budget Committee.

With regard to the Insurance Reserve for the County's property and casualty claims, Attorney Elmen noted this Reserve permitted the County to either reimburse the County's insurance carrier the costs within the deductibles without having to present a request for a resolution to transfer funds from Budget Code A.1990.469, *Contingent Account-Other Payments/Contributions*, throughout the year to cover the unanticipated expenses that occurred as a result of County operations or to pay the cost of a claim without the requirement to submit it to insurance.

- H) Request for resolution authorizing the Chair of the Board of Supervisors to execute any settlement documents in the matter of Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Incorporated and Joanne Levack, Warren County Supreme Court, Index No. 2023-71036, , in a form approved by the County Attorney.

Motion was made by Mr. Bean and seconded by Mr. Maday to approve the request as outlined above; following discussion, Mr. Wild called the question and the motion was carried unanimously to approve Item 4H as outlined above and the necessary resolution was authorized for the August 15th Board Meeting.

Returning to the prior Information Technology item, Mr. Patchett queried whether the County could offer AI Interface services to the local municipalities as a shared service and Attorney Elmen replied there was a resolution that authorized the local municipalities to enter into contracts and agreements for information technology services with the County. He noted several municipalities had agreements in place between them and the County for the County's Information Technology Department to provide them with aid and assistance. He indicated once the County implemented AI Interface services for its departments they could look into authorizing an agreement with the local municipalities who were interested in these services. Mr. Patchett suggested the County compile a list all of the shared services that were offered to local municipalities; the County Administrator indicated he would work on compiling this list for the towns.

Moving on to the Discussion Items section of the matters to be discussed by the County Attorney, Attorney Elmen advised no updates had been made to the Report of Insurance Reserve Payments since the Committee's May 30, 2025 meeting; *Report included as Agenda Item 4(I)*.

Mr. Driscoll exited the meeting at 10:52 a.m.; Mr. Patchett exited the meeting at 10:54 a.m.

Attorney Elmen noted an executive session was required for the following:

- 1) Agenda Item J - to engage in discussions of matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person concerning an event that occurred on July 17, 2025, pursuant to Section 105(1)(f) of the Public Officer's Law; and
- 2) Agenda Item K - to engage in discussions regarding proposed, pending and current litigation and to provide attorney-client communications per Public Officers Law Sections 105(1)(d) and 108(3), specifically relating to:
 - "Lawsuits Without Insurance Coverage" Items a, b and c;
 - "Lawsuits Covered by Insurance" Items b, c, d and f; and
 - "Notice of Claims & Administrative Complaints" Item f.

Motion was made by Mr. Etu, seconded by Mr. Maday and carried by a unanimous vote of those present (*Messrs. Driscoll and Patchett absent*) to enter into an executive session pursuant to Sections 105(1)(d) and 105(1)(f) and 108(3) of the Public Officer's Law for the purposes outlined above.

Executive session was held from 10:55 a.m. until 11:43 a.m.; Messrs. Driscoll and Patchett re-entered the meeting during the executive session and Mr. Etu exited the meeting during the executive session.

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

There being no further business to come before the Personnel, Administration & Higher Education Committee, on motion made by Mr. Maday, seconded by Mr. Bean and carried by a unanimous vote of those present (*Mr. Etu absent*), Mr. Wild adjourned the meeting at 11:43 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board