

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & ADMINISTRATION

DATE: MARCH 5, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON
GERAGHTY
FRASIER
BRAYMER
CONOVER
MAGOWAN
MCDEVITT
MERLINO
WILD

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BEATY
DRISCOLL
LEGGETT
SEEBER
STROUGH
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
BRIAN LAFLURE, FIRE COORDINATOR/DIRECTOR, OFFICE OF EMERGENCY SERVICES
MIKE SWAN, COUNTY TREASURER
MARK WESTCOTT, TOWN OF QUEENSBURY RESIDENT
TRAVIS WHITEHEAD, TOWN OF QUEENSBURY RESIDENT
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the March 5, 2020 meeting of the Personnel & Administration Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <https://www.warrencountyny.gov/gov/comm/Archive/2020/personnel/>

Mr. Simpson called the meeting of the Personnel & Administration Committee to order at 10:01 a.m.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Mr. Simpson offered privilege of the floor to anyone present wishing to address the Committee on any matter, but there was no one wishing to speak.

Commencing the Agenda review with Items 1A-D, Mr. Simpson apprised these pertained to the following Items/Request to be Discussed by the Human Resources Director and/or Personnel Officer:

- 1A) *Human Resources* - Review of report on tracking of vacancies filled. Review of report on tracking of vacancies filled.

Jackie Figueroa, *County Human Resources Director*, advised a copy of the report was included with the Agenda and she was available to answer any questions regarding same.

- 1B) *Human Resources* - Request to rescind Resolution No. 594 of 2019 which authorized an agreement with Milliman for Independent Medical Claim Actuarial Services as the Health Insurance Working Group has decided not to move forward with the re-price at this time.

Ms. Figueroa stated they had gone through an RFP (*Request for Proposal*) process to do a re-price for the County's self-insured Health Insurance Plan, but the Health Insurance Working Group had decided not to move forward with the re-price at this time and a resolution was required to rescind the previous resolution.

Motion was made by Mr. Conover, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 1C) *Human Resources* - Request to award the contract to Adirondack EAP for Independent Employee Assistance Service Provider for Warren County.

Ms. Figueroa apprised her recommendation regarding who to award the contract to was not ready for distribution prior to the meeting because she had only received their responses on Friday afternoon and needed more time to review them this week. She stated a memo was included in the Agenda packet which reviewed each of the proposals received. She informed she was recommending they move forward in awarding the contract to Adirondack EAP, which was a vendor they had been working with for these services over the last five years; she added usage of the service had grown under them.

Ms. Braymer asked Ms. Figueroa to provide the Committee with an explanation regarding the basis for her recommendation. Ms. Figueroa advised they had received five responses, two of which were non-responsive to all of the requirements included in the RFP resulting in them being disqualified. She said a weighted system was used to review the remaining three bids and determine how the contract would be awarded with the response time for on-sight crisis management being worth forty points, special attention to the areas of law enforcement and social services being worth thirty points, cost worth fifteen points and their approach to providing services was worth another fifteen points. She stated one of the providers was a significantly large national provider with forty thousand providers across the Country, but no specific location in this region and the other one was a small provider who was also not located in this area. She mentioned Adirondack EAP had an office in the City of Glens Falls, as well as affiliate offices outside of the immediate geographic area, with a focus on face-to-face; she added the also had the fastest response time to on-sight crisis management because of their local office.

Motion was made by Mr. Geraghty, seconded by Mr. Wild and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 1D) *Civil Service* - Request to create a Facebook Page for the Civil Service Office. *Note: no resolution required - only Committee consensus needed to proceed.*

Patricia Nenninger, *Personnel Officer*, advised like many other departments she would like to create a facebook page for the Civil Service Department for the purpose of expanding their recruiting efforts. Mr. Wild asked Ms. Nenninger if she had a goal for how many candidates she hoped to attract through the Facebook page and Ms. Nenninger responded she did not have any data available as of yet, as they were working on trying to determine what the best method was for getting individuals to apply.

A discussion ensued following which it was the consensus of the Committee to allow a Facebook page to be created for the Civil Service Department.

Ms. Braymer inquired whether they should discuss having one individual manage the social media accounts for the various departments to ensure there was consistency across the board with regard to what the department facebook pages looked like, how they were managed and who was responding to comments. She suggested they consider creating a position for this purpose or adding this responsibility to those of a current employees. She pointed out having one person manage all of these accounts ensured there was consistency and that the accounts had professional appearances.

- 1E) *Civil Service* - Request to re-appoint Patricia C. Nenninger as Personnel Officer for a six year term commencing on April 28, 2020 and terminating on April 27, 2026.

Motion was made by Mr. Conover, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

Mr. Simpson advised Agenda Items 2A-B pertained to the following referrals from the Economic Growth & Development and Higher Education Committee, *Employment & Training*:

- 2A) *Office for the Aging* - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist (Part Time), *Grade 7, Base Annual Salary \$33,600*, and delete the position of Employment & Training Counselor #1 (Part Time) effective March 23, 2020.
- 2B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Employment & Training Coordinator, *Grade 8, Base Annual Salary \$34,988*, and delete the vacant position of Senior Employment & Training Counselor effective March 23, 2020.

Motion was made by Mr. Geraghty, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the March 20th Board Meeting.

Mr. Simpson stated Agenda Items 3A-B pertained to the following referrals from the Health Services Committee:

- 3A) *Office for the Aging* - Request to amend the Table of Organization and Salary Schedule to reduce the hours of Meal Site Cook #2 from 30 hours/week to 25 hours/week (Indian Lake Meal Site), based on the staffing requirements outlined by the New York State Office for the Aging, effective March 23, 2020.

Motion was made by Mr. Merlino, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 3B) *Public Health* - Request to amend Resolution No. 307 of 2013 and Resolution No. 454 of 2015 to exempt Warren County retired/retiring and/or resigning nurses from being hired at the fifth year salary rate and authorize the Director of Public Health and Patient Services to pay those desiring to return to the Health Services Department in a Per Diem Capacity, up to the grade and step at retirement/resignation, effective retroactive to January 1, 2020.

Ms. Braymer requested that someone elaborate on the request; Ryan Moore, *County Administrator*, explained Resolution No. 307 of 2013 indicated when a nurse was hired in a per-diem position there hourly rate was capped off at a certain rate which was making it difficult for the Public Health Department to recruit retiring nurses for per-diem positions because they would be working for significantly less then what they were paid when they retired. He apprised the Public Health Department felt they would be able to increase the number of retiring nurses who returned in a per-diem capacity

by allowing them to make the same hourly rate they did before they retired which would also result in a decrease in overtime expenses.

A discussion ensued.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

Agenda Items 4A-C, Mr. Simpson advised pertained to the following referrals from the Human Services Committee:

- 4A) *Countryside* - Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Laundry Worker -Part-Time, *Grade 2, Base Annual Salary \$27,438*, effective retroactive to March 15, 2020.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 4B) *Social Services* - Request to reclassify the position of Sr. Account Clerk #5, *Grade 7, Base Annual Salary \$42,036*, to Principal Account Clerk #2, *Grade 10, Base Annual Salary \$46,615*, effective March 23, 2020.

Motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 4C) *Social Services* - Request to amend the Table of Organization and Salary Schedule to create and fill the new positions of Caseworker #38 and Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, effective March 23, 2020.

Ms. Braymer inquired whether any reimbursement was received from the Federal Government for these positions and Mr. Moore responded they received reimbursement from both the Federal and State Governments for these positions totaling about 70%. Ms. Braymer said she was fully supportive of this request, but she also felt two additional Caseworker positions should be added to the Preventive Services Division of the Department of Social Services to assist children dealing with difficult situations. She advised she would request that the Chair of the Human Services Committee add this to the agenda of the next Committee meeting.

Motion was made by Mrs. Frasier, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

Mr. Simpson informed Agenda Item 5 involved a referral from the Public Safety Committee, *Sheriff*, regarding a request to add the Civil Service title of Special Patrol Officer to the Sheriff's Office allow the Sheriff's Office to hire retired Patrol Officer's for School Resource Officer positions without participating in Civil Service examinations and allow for submission of waivers for increased wages without having to demonstrate a difficulty to hire.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

Agenda Item 6, Mr. Simpson apprised, pertained to a referral from the Public Works Committee, *DPW*, regarding a request to amend the Table of Organization and Salary Schedule to create and fill the new position of Engineer II, *Grade*

17, Base Annual Salary \$73,670, and delete the position of Engineer 1 #2, Grade 13, Base Annual Salary \$65,948, effective March 21, 2020.

Mr. Beaty asked Kevin Hajos, *Superintendent of Public Works*, to elaborate on the request. Mr. Hajos responded the individual who had previously been in the Engineer 1 #2 position had recently been promoted to the Highway Manager position which left the position vacant. He said the Engineer II position would provide oversight of the Engineer 1 #1 position and anyone below that.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

Mr. Simpson stated Agenda Items 7A-E concerned the following Requests/Items to be Discussed by the County Administrator:

- 7A) Request to authorize the Chairman of the Board to enter into an agreement to accept funding through NYSOILS Distribution #10 (C100052).

Mr. Moore advised this was a three year distribution in the amount not to exceed \$160,218 for a term commencing retroactive to January 1, 2020 and terminating December 31, 2022. He said this was a continuation of Distribution No. 7; he added when the funds were fully expended a new three year cycle would commence.

Motion was made by Mr. Wild, seconded by Mr. Magowan and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

- 7B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Planner, Grade 20, Annual Base Salary of \$49,557, and delete the position of Assistant County Planner #2.

Mr. Moore stated that this position was discussed during the Department Head evaluation for the Director of Planning for the purpose of getting the Capital Improvement Program off the ground which was the effort the County began working on at the end of last year that consisted of surveying the towns and various other entities for all of the capital infrastructure needs with the idea of developing two documents at the end of the process that would always be kept up-to-date. He stated one of these pertained to a capital improvement program that would include a page for each project with all of the facts that would be used for all of the funding opportunities. He informed in addition to that a five year capital budget would be created which translated all of those projects into prioritization and a plan for getting them completed. He advised this positions primary duty would be working on that, along with a few other responsibilities. He mentioned the GIS Administrator had handled the bulk of this work until now, but the Census Outreach Project had taken priority over this. He apprised they may recall the position they were proposing to delete was created in the 2020 County Budget for this purpose. He stated the reason for the change in the position was based off of the recommendation from the Director of Planning, who felt filling the position of Assistant County Planner #2 would make the department too top heavy with too many management level positions and not enough employees to get the work done.

Ms. Braymer apprised she had worked on getting this position added to the budget and she believed there was a specific reasons that they did not create it as a Senior Planner position, but she could not recall what that was. She said she would like this request to go before the Economic Growth & Development and Higher Education Committee to ensure they were not undoing what they had just discussed in December of 2019.

A discussion ensued during which the Committee members raised concerns about the salary being too low to recruit anyone for the position following which it was the consensus of the Committee to move forward with posting the

position with the proposed salary and if there were no applications the salary could be brought back to Committee for further discussion.

Motion was made by Mr. Wild, seconded by Mr. Geraghty and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the March 20th Board Meeting.

7C) Discussion regarding the creation of Director of Public Affairs position.

Mr. Moore advised the purpose of this position was essentially what Ms. Braymer had suggested earlier, with the duties consisting of coordinating the social media efforts to have more of a centralized communications effort from the County. He said he handled incidences as they occurred, but in terms of taking a more proactive approach to ensure constituents understood what the responsibilities were of each County Department, as well as the services offered by the County and to make better use of those services, was what he thought the purpose of this position would be. He stated he created the title for the position, but if the Committee members would like to change that he was open to suggestions. He informed he had drafted the job description included in the Agenda packet with the assistance of the Personnel Officer and he provided an overview of it. He mentioned he was bringing this forward today upon the request of several Supervisors and Department Heads. He proceeded to describe how some of the County Departments would utilize this position, including Self-Insurance, Sheriff's Office, Tourism, etc. to enhance what they were already doing. He stated, as an example this position could be used to assist with educating the residents what precautions they should be taking regarding the Coronavirus, while also assuring them not to panic. He added this position would be valuable in terms of economic development and marketing the County as a place to conduct business. He said the Department of Social Services could utilize the position to assist them with communicating with clients and trying to help them improve their financial outlook, as well as promoting the training opportunities and job fairs offered by the Employment & Training Administration.

Mr. Geraghty voiced his support of the position, as he believed they could make the public more aware of how certain things were impacting the County resulting in more support from the public to be able to put more pressure on the State Government to listen better to the concerns.

A discussion ensued during which it was the consensus of the Committee to amend the job description to remove language indicating that the position serves the Board of Supervisors. The Committee also decided they wanted the funding to be located within the current County Budget to pay for this position and it was suggested that funds from each department that used the services of the position could be allocated to pay the salary.

A motion was made by Ms. Braymer, seconded by Mr. Wild and carried unanimously to create the position of Director of Public Affairs, Annual Salary \$58,354 or higher based upon experience, effective March 23, 2020 and refer same to the Finance Committee to determine a source of funding for the position.

Mr. Moore asked for volunteers to assist him with conducting interviews and selecting the appropriate candidate for the position and Ms. Seeber and Messrs. Driscoll, Geraghty and Magowan offered to partake in the interview and selection process.

7D) Referral from the February 21, 2020 Board Meeting regarding procedure for appointments to the Warren and Washington Counties Industrial Development Agency.

Mr. Moore informed as a result of the discussion at the February 21st Board Meeting he had conducted some research with Mary Elizabeth Kissane, *County Attorney*, and Amanda Allen, *Clerk of the Board*, regarding the procedure for appointments to the Warren and Washington Counties Industrial Development Agency; he added they were also conducting a review of all boards that the Warren County Board of Supervisors appointed individuals to identify bylaws and previous resolutions speaking to how those appointments were handled with the idea that this information would be used if there were any that the County was not in compliance with.

In regard to the legal aspect, Ms. Kissane apprised the General Municipal Law was the only document that mentioned membership to the Warren and Washington Counties Industrial Development Agency. She informed Section 890-C indicated the appointments were made by the governing bodies of the County, which in the case of Warren County was the Board of Supervisors. She explained when the Board adopted a resolution it was essentially making the appointment pursuant to the law. She advised the law also indicated there could be six to ten members, all of whom served at the pleasure of the appointing authority, meaning anyone appointed from Warren County served at the pleasure of the Board. She stated the Warren and Washington Counties Industrial Development Agency bylaws mentioned the qualifications in order to be a member; however, she noted, there was no information regarding the procedure for appointing a member. Mr. Moore added in regard to the opinion of the legal counsel to the Warren and Washington Counties Industrial Development Agency, they had indicated to Mr. Leggett that as long as the members were lawfully appointed by the appointing authority, then they had no opinion as to where those recommendations started and how they went before the Board as long as they were acted upon, which was what was occurring.

With regard to the procedure that had been followed to make these appointments which referred to the top of the resolution where it indicated who it was introduced by, Mr. Moore informed the most recent appointments which were somewhat controversial were introduced by the Chairman of the Board, while a few that had been adopted over the past few years were introduced by the Personnel & Higher Education Committee. Mrs. Allen apprised Resolution No. 98 of 1971 appeared to be the first resolution where the County had appointed anyone to the Warren and Washington Counties Industrial Development Agency; she added this Resolution had been introduced by the Airport Committee. She continued, informing from 1971 to 1975 there were several different appointing resolutions, some of which were appointing individuals and others were replacing individuals who had stepped down. She said all of these resolutions were introduced by random individuals and not a Committee. She mentioned it appeared that it became a standard procedure from 1976 to 1990 for the appointments to be made at the beginning of the year by the Chairman of the Board. She apprised in reviewing the automated records which began in 1990, she found that there were fifty-one appointments made to the Warren and Washington Counties Industrial Development Agency, some of which were at the beginning of the year and some were mid-year to replace individuals who had stepped down, the majority of which were all introduced by the Chairman of the Board regardless of when they occurred. She apprised out of those fifty-five appointments, there were only five that were not introduced solely by the Chairman of the Board. She stated Resolution No. 310 of 1991, which was a mid-year appointment where someone was being replaced, was introduced by four individuals and not a Committee. She said there were three resolutions in 2018 and one in 2019, all of which were introduced by the Personnel & Higher Education Committee and were replaced individuals during the mid-year; she added these appointments occurred during Mr. Conover's tenure as Chairman of the Board because he had directed that they be handled in this manner. She apprised during those years the standard appointments made in January had also occurred and were introduced by the Chairman of the Board. Mr. Moore remarked essentially this meant the appointments were handled at the will of the Chairman of the Board.

Mr. Conover pointed out during his tenure as Chairman even though the appointments had been brought before the Personnel & Higher Education Committee for approval, he had introduced the name, meaning he was approached by the Chairman of the Warren and Washington Counties Industrial Development Agency, as well as the Chair of the

Personnel & Higher Education Committee relative to whether he was prepared to advance the appointee. He stated this meant that appointment would not have advanced had he not been agreeable to. Mr. Leggett added according to the Chairman of the Warren and Washington Counties Industrial Development Agency, Washington County's appointments were introduced by the Chairman of the Board.

A lengthy discussion ensued during which Mr. McDevitt voiced his concern with how difficult it was to attract citizens to volunteer to sit on Board's that they received no compensation for. He said he felt they should be careful to not send the message that the County was not interested in the citizens who were willing to volunteer, as he believed this was something they should all be encouraging.

A motion was made by Ms. Braymer, seconded by Mr. Conover and carried by majority vote, with Mr. Geraghty voting in opposition, to refer the matter to the Legislative & Rules Committee to establish a policy regarding how nominations were handled for the Warren and Washington Counties Industrial Development Agency.

7E) Appointment of Larry Stephenson to the Warren and Washington Counties Industrial Development Agency.

Mr. Moore stated the County had used a variety of practices with how they handled appointments to the Warren and Washington Counties Industrial Development Agency and this matter was before them because the Chairman was nominating Mr. Stephenson for appointment to that organization.

A motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried by majority vote with Mrs. Frasier and Messrs. Geraghty, Merlino and Wild voting in opposition, to table the matter until there was a policy in place regarding how the nominations to the Warren and Washington Counties Industrial Development Agency were handled.

Mr. Merlino apprised he had discussed his concerns at February 25th meeting of the Public Works Committee regarding the burn ban in place from March 16th until May 14th by the NYS DEC (*New York State Department of Environmental Conservation*) on brush, as his desire was for this to be lifted for at least one month to allow the towns to burn brush at their landfills to prevent overflow. He said he had spoken to a representative of the NYS DEC who indicated to him if the County Administrator wrote a letter making this request he would try and get the ban lifted for one month for all of the towns. Ms. Braymer suggested Mr. Merlino use the company the County contracted with for use of a tub grinder for composting purposes which she was a big advocate of. Mr. Merlino pointed out the cost of this service was too excessive, as the fee per day was \$3,500 with an additional \$1,000 due for setting up the equipment. Ms. Braymer suggested that the County and the towns partner on this expense. Mr. Merlino advised this could be useful in the future, but he needed a solution right now. He advised he could not comprehend why the towns were permitted to issue burn permits to their residents for this purpose, but they were not allowed to burn brush at their landfills for a brief period to take care of the issue.

A discussion ensued following which it was the consensus of the Committee for Mr. Moore to write a letter to the NYS DEC requesting that burn permits be issued to the towns for a one-month period during while the burn ban was in effect to allow them to burn the brush that was disposed of at their landfills.

During the discussion Ms. Seeber voiced her concern that it appeared there were matters being brought before the Personnel & Administrative Committee which were not relative to the Committee, such as the burn ban request.

Concluding the agenda review, Mr. Simpson noted Agenda Item VI consisted of a listing of vacancies approved for filling by other Committees since the last Personnel & Higher Education Committee meeting, which included the following:

Vacancies Approved for Filling by Oversight Committee:

- Buildings* - Cleaner #11, *Grade 2, Base Annual Salary \$27,438*, due to resignation.
- Countryside* - Institutional Aide #2 - Full-Time, *Grade 3, Base Annual Salary \$28,026*, due to promotion.
- County Clerk* - Motor Vehicle License Reg. Clerk #7, *Grade 8, Base Annual Salary \$34,988*, due to resignation.
- Public Health* - WIC Assistant, *Grade 5, Base Annual Salary \$30,520 (2019 Rate/2020 Rate TBD)*, due to resignation.
- Office for the Aging* - Meal Site Cook #2, *Grade 2, Base Annual Salary \$27,438 (25hr/week)*, due to retirement.
- Meal Site Manager #4, *Grade 2, Base Annual Salary \$27,438 (30hr/week)*, due to retirement.
- Social Services* - Social Welfare Examiner #8, *Grade 8, Base Annual Salary \$34,988 (2019)*, due to promotion.

Positions filled on emergency basis since last meeting:

- Assigned Counsel* - Clerk - PT, *Grade 2, Base Annual Salary \$27,438*, due to creation.
- Sheriff* - Communication Officer #11, *Annual Salary \$41,740.24*, due to resignation.
- Treasurer* - Account Clerk #1 (19 hrs), *Grade 4, Base Annual Salary \$13,933*.
- Principal Account Clerk #4, *Grade 10, Base Annual Salary \$37,633*.

There being no further business to come before the Personnel & Administration Committee, a motion was made by Mr. Wild and seconded by Mr. Conover to adjourn the meeting.

Mark Westcott, *Town of Queensbury Resident*, inquired if there would be an opportunity for the public to speak and Mr. Simpson responded privilege of the floor had been offered at the beginning of the meeting, but no one had requested to speak. Mr. Westcott asked if he could take this opportunity to speak regarding the procedure for appointments to the Warren and Washington Counties Industrial Development Agency and Mr. Simpson responded affirmatively.

Mr. Westcott commended the Board for the way the Board Meetings and Committee meetings were being handled, as there was significant discussion which included the public being provided with the opportunity to voice their opinions on matters, as well. He informed he had attended the meeting today with Travis Whitehead, *Town of Queensbury Resident*, to discuss the appointments to the Warren and Washington Counties Industrial Development Agency and what could be done going forward to prevent confusion, but the Committee had already addressed this in the appropriate manner by referring the establishment of a procedure on how to handle the nominations to the Legislative & Rules Committee. He stated he believed a procedure was required in order to reach a level of professionalism that most of the Board Members had already achieved regarding appointments and those who were removed from Board's

Mr. Whitehead stated he would like to comment on a few matters, the first of which was to echo what Mr. Westcott had indicated, as well as what he mentioned at the February 21st Board Meeting regarding how he was pleased with how the Board and Committees were handling some of these discussions which was different than how they were handled in previous years. In regard to Mr. Conover's explanation on how he had handled the appointments to the Warren and Washington Counties Industrial Development Agency during his tenure as Chairman and how he discussed them with

the Chairman of this organization, Mr. Whitehead apprised this had not occurred with the most recent appointments made. He stated he had a copy of an email which was discussing his expulsion from the Warren and Washington Counties Industrial Development Agency with the Chair of that organization where the Chair indicated the individual who did not reappoint him owed the Chair an explanation on why they were not reappointing him. He read aloud the following excerpt from that email: "Washington County had a precedent to not get involved in the political matters of Warren County. I had asked Travis to help me with the electrical substation evaluation earlier that week. If I had known he was not going to be reappointed I would not have put him or myself in that position. I admire his efforts and his questions." Mr. Whitehead advised he felt it was clear that the Chairman of the Board had not consulted with the Chair of the Warren and Washington Counties Industrial Development Agency. He said this past week he had attended several meetings of the Warren and Washington Counties Industrial Development Agency and Fort Edward Local Property Development Corporation because of his continued interest in the matters before them, following which he received a letter of thanks from the Chair of the Warren and Washington Counties Industrial Development Agency for attending those meetings. He remarked he had no issue with the County considering appointing other individuals, adding from what he could understand Mr. Stephenson appeared to be a fine individual and a good choice. He stated he had conversations with Mr. Simpson over many months during which Mr. Simpson indicated his opinion was that there should be more community members on the Warren and Washington Counties Industrial Development Agency as opposed to elected officials, and he was of the same opinion. He mentioned there were a number of agencies that public officials could be appointed to, such as the Local Development Corporation. He stated he had worked in manufacturing and industry for his entire career and he felt it would be good to have some diversity on the Warren and Washington Counties Industrial Development Agency. He mentioned upon occasion he handled discussions differently than others may have; however, he noted, he only counted for one vote of ten meaning he was not a threat to anyone. He added he believed the County should be looking to have all voices represented on that organization and he felt he did a good job. He apprised he did not believe they would be having this discussion if he and the Board Members had been provided with proper notice that he was not being reappointed because he would have brought all of this to their attention beforehand.

Mr. Simpson called the question on the aforementioned motion and upon unanimous vote, and the meeting was adjourned at 11:26 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board