

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & ADMINISTRATION

DATE: APRIL 2, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON
GERAGHTY
FRASIER
BRAYMER
CONOVER
MAGOWAN
MCDEVITT
MERLINO
WILD

OTHERS PRESENT:

JACKIE FIGUEROA, WARREN COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
JIM LAFARR, WARREN COUNTY SHERIFF
MIKE SWAN, WARREN COUNTY TREASURER
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BEATY
BRUNO
DIAMOND
DICKINSON
DRISCOLL
HOGAN
LEGGETT
SEEBER
SHEPLER
STROUGH
LEXIE DELUREY, DIRECTOR OF REAL PROPERTY TAX SERVICES
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYS/PROGRAMMER

Please note, the following contains a summarization of the April 2, 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/>

Note: As per Governor Cuomo's Executive Order 202.1: "Article 7 of the Public Officers Law, to the extent necessary to permit any public body to meet and take such actions authorized by the law without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service, provided that the public has the ability to view or listen to such proceeding and that such meetings are recorded and later transcribed". All committee members and attendees participated by video or teleconference.

Mr. Simpson called the meeting of the Personnel & Administration Committee to order at 10:00 a.m.

Those involved in the meeting accessed the agenda via the Warren County website; a copy of the agenda is on file with the meeting minutes.

Motion was made by Mr. Geraghty, 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.

Mr. Simpson offered privilege of the floor to anyone present wishing to address the Committee on any matter, there being no one wishing to speak, he moved on to Agenda Item 1, which pertained to the Report on Tracking of

Vacancies Filled, as provided by the Human Resources Director. It was noted that this report was provided as an informational item and anyone with questions could contact the Human Resources Director directly.

Mr. Simpson apprised Agenda Item 2 consisted of a referral from the Health Services Committee, *Public Health*, requesting to amend the Departmental Table of Organization and Salary Schedule to create and full up to ten (10) Public Health Assistant-Per Diem positions, *Annual Salary \$37,633, pro-rated to \$18.09/hr.*, effective April 20, 2020.

A motion was made by Mrs. Frasier and seconded by Mr. Geraghty to approve the request, as presented.

Tammie DeLorenzo, *Assistant to the County Administrator*, pointed out that the request was originally approved by the Health Services Committee with an effective date of April 20th; however, the Health Services Department had started one of these per diem positions on an emergency basis on March 28th, therefore the request would need to be amended to make the authorization effective retroactive to March 28, 2020.

Mrs. Frasier agreed to amend her motion to make the authorization effective retroactive to March 28th, as noted, and Mr. Geraghty agreed to amend his second, as well. There being no further discussion, Mr. Simpson called the question and the amended motion was carried unanimously to authorize the necessary resolution for the April 17th Board Meeting.

Moving on, privilege of the floor was extended to Ryan Moore, *County Administrator*, to address the requests/items to be discussed by the County Administrator.

Mr. Moore advised Item 3A pertained to a request he was presenting on behalf of the Sheriff's Office, and as the Sheriff had not yet joined the meeting, he requested that they move on to Item 3B, which included a request to amend the Departmental Table of Organization and Salary Schedule to adjust the salary of the Director of Public Affairs position from \$58,354 to \$65,695, retroactive to March 23, 2020. Mr. Moore provided a thorough explanation of how bargaining unit positions were created using grades and salaries established within collective bargaining agreements, while non-bargaining unit positions were established using a recommended salary based on the grid established by his Office based on comparable positions in other counties. He advised department head level positions were commonly created or approved for filling at a base level salary with the expectation that this would later be adjusted to reflect a negotiated salary based on the experience of the chosen candidate, as was the case in this scenario. Mr. Moore reminded the Committee that at the March 20th Board Meeting, approval had been granted to create the Director of Public Affairs position at a base salary of \$58,354. He noted that immediately following the Board Meeting, himself and the small group of Supervisors that had volunteered during a prior Personnel & Administration Committee meeting to assist in selecting a candidate to fill this position had met and decided to offer the position to Don Lehman at a negotiated salary of \$65,695. Mr. Moore indicated that Mr. Lehman would receive his first paycheck today, but at the lower salary amount previously authorized. He explained action was required by this Committee, and later the Board of Supervisors, to adjust the Salary Schedule to reflect the agreed upon salary retroactive to Mr. Lehman's start date on March 23rd, at which point the Treasurer's Office would be authorized to pay the higher salary amount.

A motion was made by Mr. Wild and seconded by Mr. Conover to approve the request.

A lengthy discussion ensued concerning hiring practices and procedures, during which Mr. Moore apprised that the hiring group had determined it appropriate to pay Mr. Lehman at the fifth year experience level based on his qualifications which far exceeded those required for the position. At the conclusion of discussion, Mr. Simpson called the question and the motion was carried by majority vote, with Ms. Braymer voting in opposition, to authorize the necessary resolution for the April 17th Board Meeting.

Moving on to Item 3C, Mr. Moore spoke about the delegation of authority regarding COVID-19 emergency actions. He noted there was already a process in place at this point to obtain Board approvals beginning in the Committee structure; however, there was nothing in place to allow the ability to authorize actions on an emergency basis when there was not sufficient time to call the Board together to make such decisions. He suggested creating a group consisting of the Chairman of the Board, Public Health Committee Chair, Personnel Chair, Finance Chair and the Budget Officer which would work with the County Administrator to make decisions in an emergency situation to make purchases, execute contracts, etc. He said this would allow the County to reply in a more nimble manner when necessary for time sensitive actions.

Motion was made by Mr. Magowan and seconded by Ms. Braymer to approve the request.

A lengthy discussion ensued during which several Supervisors expressed their feelings on the matter, both in favor of allowing such authority with no monetary limitations and in favor of allowing such authorities but with funding limitations. During this discussion, the motion made by Mr. Magowan and seconded by Ms. Braymer was carried unanimously, but this authority was later withdrawn on motion made by Ms. Braymer, seconded by Mr. Conover and carried by majority vote with Mr. Wild voting in opposition. Various funding and reporting limitations were suggested during the continued discussion, the most popular of which seemed to be a limitation of \$150,000; Chairman Thomas indicated that if an expenditure was needed which exceeded \$150,000, he would most definitely call for a special meeting of the Board of Supervisors. When questioned as to whether a 24-hour time limit should be applied for calling a special Board Meeting, Mr. Moore indicated that if this was invoked in the emergency situation he envisioned a Board Meeting would need to be called within two hours.

A motion was made by Mr. Conover, seconded by Ms. Braymer and carried unanimously to authorize a resolution for the April 17th Board Meeting delegating authority in an emergency situation relating to the COVID-19 pandemic to a group consisting of the Chairman of the Board, Public Health Committee Chair, Personnel Chair, Finance Chair, Budget Officer and County Administrator with a spending limit of \$150,000, and providing for the Chairman of the Board of Supervisors to make such decisions over \$150,000 if a meeting of the Board of Supervisors cannot be called together, with a quorum present, within a two-hour period.

Mr. Moore noted that Jim LaFarr, *Warren County Sheriff*, had joined the meeting during discussion on Item 3C. Returning to Item 3A, the request to amend the Departmental Table of Organization and Salary Schedule to create the new position of Patrol Officer #64, *Base Annual Salary \$42,373*, effective June 1, 2020 was addressed. Sheriff LaFarr outlined the funding scenario for the position which was included in the agenda packet.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the April 17th Board Meeting.

Mr. Simpson then outlined the vacancies approved since the last Committee meeting which consisted of the

following:

Vacancies Approved for Filling by Oversight Committee:

- Public Health* - Registered Professional Nurse #32, Grade 19, Base Annual Salary \$47,523.
- Registered Professional Nurse #36, Grade 19, Base Annual Salary \$47,523.

Positions filled on emergency basis since last meeting:

- Countryside* - Institutional Aide #3 part time, Grade 3, Base Annual Salary \$28,026.
Social Services - Principal Account Clerk, Grade 10, Base Annual Salary \$37,633.

Mike Swan, *Warren County Treasurer*, pointed out that the Agenda Item 4 had inadvertently been overlooked. He apprised he had recently spoken with Mr. Moore regarding the idea of compensating employees for working onsite during the COVID-19 pandemic. He noted that while the County could not afford to compensate these employees monetarily, they could possibly allow for additional vacation time. A discussion ensued during which Mr. Moore expressed his concern that this policy would encourage those who were currently working from home to want to come into County buildings to work. It was pointed out there were many employees who were still working long hours from home and those individuals should also be considered. Mr. Moore stated that he would not like to be included in either scenario and did not want to be awarded any additional vacation time as he was part of the decision making process. Following further discussion, it was decided that discussion on this matter should continue at a future meeting when more information, and possibly a written policy, could be presented by the Human Resources Department.

There being no further business to come before the Personnel & Administration Committee, on motion was made by Mr. Geraghty and seconded by Ms. Braymer, Mr. Simpson adjourned the meeting at 11:01 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board