

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & ADMINISTRATION

DATE: MAY 27, 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
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BEATY
DICKINSON
DRISCOLL
HOGAN
LEGGETT
SEEBER
STROUGH
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
WAYNE LAMOTHE, COUNTY PLANNER
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
JEREMY SCRIME, SENIOR COMPUTER SYSTEMS ANALYST/PROGRAMMER
MIKE SWAN, WARREN COUNTY TREASURER

Please note, the following contains a summarization of the May 27, 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, aside from Messrs. Simpson, Geraghty, McDevitt and Merlino who were physically present.

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

Copies of the meeting agenda were distributed to those in attendance, those participating remotely 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. Conover, seconded by Mr. Wild 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 Items 1A-B, which included items/requests to be discussed by the Human Resources Director and/or Personnel Officer, beginning with Item 1A which consisted

of the Report on Tracking of Vacancies Filled provided for informational purposes. Jackie Figueroa, *County Human Resources Director*, pointed out that in advance of the meeting she had provided an updated copy of the Report which had been revised to remove two Department of Public Works positions for which the approval process had begun in her office, but which had not gone to Committee for approval. She said it appeared that the revised report was reflected in the printed copies of the agenda, but not the version posted online. Moving on to Item 1B, Ms. Figueroa, spoke to the responses received on the “Warren County Re-Opening” survey distributed to all County employees, indicating that the majority were not afraid of returning to work, provided that safety precautions such as proper spacing and hand washing/sanitizing stations were in place; she added through the survey there were also indications that limiting the number of employees or visitors in the buildings would be preferable.

Continuing to Item 2, Mr. Simpson outlined the following referrals from the Criminal Justice Committee on behalf of the Public Defender:

2A - Request to decrease the salary of the 3rd Assistant Public Defender position from \$69,891 to \$63,393 retroactive to April 20, 2020 and to fill the position at the lower salary.

A motion was made by Mr. Conover, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

2B - Request to increase the salary of the 8th Assistant Public Defender position from \$63,393 to \$69,891 retroactive to April 20, 2020 and to fill the position at the higher salary.

A motion was made by Mr. Geraghty, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Mr. Simpson advised Item 3 consisted of a request from the Clerk of the Board to amend Resolution No. 306 of 2018, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to reflect submissions for 2020.

A motion was made by Ms. Braymer, seconded by Mrs. Frasier and carried unanimously to approve the request and the necessary resolution was authorized for the June 19th Board Meeting.

Privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to address Items 5A-B; Ms. Kissane advised an executive session would be necessary to address Item 5A, pertaining to an update on pending litigation specific to the matter of Warren County v. David Decker.

Motion was made by Ms. Braymer, seconded by Mr. Magowan and carried unanimously to enter into executive session pursuant to Section 105(d) of the Public Officer’s Law.

Executive session was held from 10:07 a.m. until 10:22 a.m.

Ms. Seeber recused herself from discussion during the executive session.

Upon reconvening, motion was made by Mr. Magowan, seconded by Ms. Braymer and carried unanimously to ratify the decision to withdraw the case against David Decker based on the criminal conviction and restitution and the necessary resolution was authorized for the June 19th Board Meeting.

Moving on to Item 5B, Ms. Kissane made a request to appoint outside counsel to the Warren County Ethics Board.

A motion was made by Mr. McDevitt and seconded by Mr. Magowan to entertain the request. A discussion ensued during which it was noted that an RFP (*Request for Proposals*) would be issued and a firm chosen based on the responses received. Mrs. Frasier called the question and the motion was carried unanimously.

There being no further business to come before the Personnel & Administration Committee, on motion made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously, Mr. Simpson adjourned the meeting at 10:29 a.m.

Respectfully submitted,
Amanda Allen, Clerk of the Board