

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & ADMINISTRATION

DATE: JULY 1, 2020

COMMITTEE MEMBERS PRESENT:

SUPERVISORS SIMPSON
GERAGHTY
FRASIER
BRAYMER
CONOVER
MAGOWAN
MCDEVITT
MERLINO

OTHERS PRESENT:

JACKIE FIGUEROA, HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
FRANK THOMAS, CHAIRMAN OF THE BOARD
RYAN MOORE, COUNTY ADMINISTRATOR
AMANDA ALLEN, CLERK OF THE BOARD
SUPERVISORS BEATY
DICKINSON
DRISCOLL
SEEBER
STROUGH

COMMITTEE MEMBER ABSENT:

SUPERVISOR WILD

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS
GINELLE JONES, DIRECTOR, PUBLIC HEALTH/PATIENT SERVICES
DEE PARK, DIRECTOR, OFFICE FOR THE AGING
MIKE SWAN, WARREN COUNTY TREASURER
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the July 1, 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. McDevitt and Merlino who were physically present.

Mr. Simpson called the meeting of the Personnel & Administration Committee to order at 10:10 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 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 included an item/request to be discussed by the Human Resources Director and/or Personnel Officer which consisted of the Report on Tracking of Vacancies Filled. It was noted that this report was provided as an informational item and anyone with questions could contact the Human Resources Director directly.

Proceeding to Agenda Item 2, Mr. Simpson presented a referral from the County Facilities Committee, *Buildings*

and Grounds, to amend the Table of Organization and salary schedule to create and fill the new position of Custodian, *Grade 6, Annual Salary \$31,824*, as well as to delete the position of Building Maintenance Worker II, *Grade 12, Annual Salary \$49,959*, effective July 19, 2020.

Motion was made by Mr. Geraghty, seconded by Mr. Conover and carried unanimously to approve the request and the necessary resolution was authorized for the July 17th Board Meeting.

Agenda Item 3, Mr. Simpson informed, consisted of a referral from the Health Services Committee, *Office for the Aging*, to amend the Departmental Table of Organization and salary schedule to create and fill the new position of Fiscal Coordinator, *Grade 15, Base Annual Salary \$42,141*, and delete the position of Fiscal Manager effective July 19, 2020.

Ms. Braymer apprised although it was not noted on the Agenda she believed there would be some savings as a result of this action because the salary of the position being deleted was in the range of \$51,000. Amanda Allen, *Clerk of the Board*, pointed out the salary reflected in the agenda attachment indicated the salary of the Fiscal Manager position to be deleted was \$55,051.

Motion was made by Mr. Geraghty, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the July 17th Board Meeting.

Mr. Simpson advised Agenda Item 4 pertained to a request/item to be discussed by the Clerk of the Board, to rescind Resolution No. 529 of 2019, *Authorizing Agreement with Cornell Cooperative Extension Association of Warren County for Youth Camping Program at Skye Farm Camp*, as the youth camping program has been cancelled for 2020.

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

Mr. Simpson indicated there were no items to be discussed by the County Administrator nor were there any items to be discussed by the County Attorney, as noted in Agenda Items 5 and 6.

Agenda Item 7, Mr. Simpson advised concerned the Warren-Washington Counties Industrial Development Agenda (IDA) appointments which stemmed from the discussion that occurred at the June 19th Board Meeting. He said they needed to move forward with filling one vacant IDA position and he asked Chairman Thomas whether he had someone in mind to nominate. He noted that the nomination process had previously been discussed by the Personnel & Administration Committee and the matter was referred to the Legislative & Rules Committee where they decided the Chairman of the Board would nominate individuals for the full Board to vote on. Chairman Thomas replied at this time he had no one in mind to nominate.

Supervisor Beaty voiced his concern that Travis Whitehead, *Town of Queensbury Resident*, had not been reappointed as one of Warren County's representatives to the IDA even though he had provided valuable input for them and attended every single meeting. He added that other current Warren County representatives to the IDA had not been attending meetings, citing as specific examples that Supervisor Wild had not attended three of the last six

meetings and Supervisor Leggett had not attended their meeting yesterday. He continued, apprising four of the County's five IDA positions were filled, but they had gone six months without filling the fifth and some of the other County representatives were not attending the meetings which was why he felt they were "not getting the bang for their buck". He remarked the most sensible decision they could make would be to reappoint Mr. Whitehead, who had likely been the most valuable member of that group, and was the only person expressing an interest in becoming a member.

Ms. Seeber asked Mrs. Allen if there were attendance lists available for IDA meetings, similar to the ones maintained for County Committee meetings. Mrs. Allen advised the IDA was an outside Committee which was not overseen by the County and therefore Committee meeting records, including attendance, were not on file in her Office, but were likely maintained by the IDA. Ms. Seeber asked Mr. Simpson whether he thought it would be possible to obtain this information from the IDA, as she believed Mr. Beaty was making a valid point about attendance and she noted that if the current Warren County representatives were not attending meetings, there may be others interested in filling those positions who would attend and provide fair representation on the IDA for Warren County. Mr. Simpson responded he would contact the Chairman of the IDA and obtain a copy of their attendance, advising there was a policy on attendance for the IDA. Ms. Seeber requested that Mr. Simpson distribute the attendance policy along with the attendance once he received it. Mr. Simpson advised he believed the County had a copy of the IDA by-laws and he asked Mrs. Allen to distribute them to the Board.

Ms. Braymer questioned why the Board of Supervisors had not re-appointed Mr. Whitehead to the IDA, assuming he was still interested in being a member, and Mr. Simpson replied the appointment would have to be entertained by the Personnel & Administration Committee similar to how he was originally appointed. He reiterated that the Legislative & Rules Committee had considered the process for the appointment of members to the IDA, in response to a referral from the Personnel & Administration Committee and they had determined the Chairman of the Board would nominate an individual whom the Personnel & Administration Committee would consider and if they approved, an appointing resolution would be sent to the Board of Supervisors. Ms. Braymer interjected she did not believe any decision had been made regarding the nomination process; she added the ultimate decision regarding the appointment was made by the Board and because it appeared as if Chairman Thomas did not have anyone to appoint at this time she would like for them to appoint Mr. Whitehead rather than having it remain vacant.

A lengthy discussion ensued.

Don Lehman, *Director of Public Affairs*, read aloud a public comment from a user with a screen name "travis12804", whom he believed to be Mr. Whitehead, which stated there was nothing that said the Chairman made the appointments nor was he aware of any action taken by the Legislative & Rules Committee that changed this and he expressed an interest in filling the vacancy on the IDA.

Mr. Conover advised during his tenure as a member of the Board of Supervisors, appointments such as this had always been made based upon the recommendation of the Chairman of the Board. He acknowledged while it was true that during the time he served as Chairman he had chosen to bring his recommendations for appointments to the IDA before the then Personnel & Higher Education Committee for approval, these were still his appointments to make; he added one of the appointments he was referring to just happened to be Mr. Whitehead's appointment to the IDA.

Mr. Magowan inquired whether he, as a member of the Personnel & Administration Committee, could make the recommendation to Chairman Thomas to appoint Mr. Whitehead to the IDA and Mr. Simpson replied affirmatively. Mr. Magowan asked if a motion was required to make this recommendation and Mr. Conover replied it was not, noting the verbal recommendation he had just made was sufficient. Mr. Beaty asked if the full Board would have the opportunity to vote on Mr. Magowan's recommendation to appoint Mr. Whitehead and Mr. Simpson responded the current process consisted of Chairman Thomas entertaining any of the recommendations for appointments that were presented to him from any of the Board Members following which Chairman Thomas would propose an appointment for the full Board to vote on. Mr. Beaty stated this meant if Chairman Thomas decided not to move forward with Mr. Whitehead's appointment for the Board to vote on then Warren County's representation on the IDA would remain shorthanded, as it had been for the past six months, which in his opinion was impractical. He said he hoped Chairman Thomas would find it beneficial to appoint Mr. Whitehead to the IDA and have full representation for the County. Ms. Braymer noted she had reviewed the minutes of the last Legislative & Rules Committee meeting and said she could not find where they had made any official decision regarding what the appointment process was; she added that as far as she could tell this was an appointment by the full Board with the tradition of having the Chairman bring forward a recommendation either through the Committee or not and she believed if someone put together a written resolution to go before the full Board it could be voted on. She encouraged Chairman Thomas to bring forward a recommendation to be considered at the next Board Meeting. She indicated since Mr. Whitehead had done such a good job during his previous appointment to the IDA she felt he should be reappointed.

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

Vacancies Approved for Filling by Oversight Committee:

- Countryside*** - Cook #5, Grade 4, Base Annual Salary \$29,333, due to resignation.
- Health Services*** - WIC Infant Feeding Advocate PT, Grade 3, Hourly Rate \$13.47, due to resignation.
 - Medical Records Coder PT, Grade 10, Hourly Rate \$18.09, due to creation in 2020 Budget - *original authorization expired and was re-approved by the Committee.*
 - Public Health Nurse #35, Grade 21, Base Annual Salary \$50,816, due to resignation.
 - Public Health Program Manager, Grade 21, Base Annual Salary \$50,816, due to resignation.
- Office for the Aging*** - Meal Site Manager #5, Grade 2, Base Annual Salary \$24,438, due to resignation.
- Sheriff*** - Communications Officer #6, Annual Salary \$41,740, due to resignation.
- Social Services*** - Caseworker #34, Grade 16, Base Annual Salary \$43,390, due to resignation.

Mr. Magowan asked if they should be concerned about the number of resignations on the vacancies filled listing and Ryan Moore, *County Administrator*, replied in the negative, apprising this was not atypical as it was common for the County to have a steady stream of resignations. With reference to the expired authorizations, Mr. Moore said he believed these related to Public Health holding off until now to fill some of their vacancies.

Mr. Geraghty advised he and Mr. Moore had received an email from Margaret Stevens yesterday where she voiced her appreciation of the employees at Countryside Adult Home and he requested that Mr. Moore forward this email to the full Board.

There being no further business to come before the Personnel & Administration Committee, on motion made by Mr. Magowan, seconded by Mr. Geraghty and carried unanimously, Mr. Simpson adjourned the meeting at 10:34 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board