

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL & ADMINISTRATION**

**DATE: OCTOBER 29, 2020**

---

---

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SIMPSON  
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  
DIAMOND  
DRISCOLL  
LEGGETT  
SEEBER  
STROUGH  
TERRY COMEAU, UNDERSHERIFF  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
WAYNE LAMOTHE, COUNTY PLANNER  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MIKE SWAN, COUNTY TREASURER  
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN  
ELISABETH MAHONEY, LEGAL COUNSEL TO THE ADIRONDACK CIVIC  
CENTER COALITION, INC.  
JEFF MEAD, GENERAL MANAGER, COOL INSURING ARENA

---

---

**COMMITTEE MEMBER ABSENT:**

SUPERVISOR GERAGHTY

*Please note, the following contains a summarization of the October 29, 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 were physically present for the meeting, aside from Supervisors Conover and Wild who were attended via videoconference.*

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

Commencing the agenda review, Mr. Simpson advised Item 1 pertained to the Resolution Tracking Report

---

---

provided by the Clerk of the Board. Amanda Allen, *Clerk of the Board*, advised the Report was included for informational purposes and she encouraged anyone with questions about it to contact her.

There being no Requests/Items to be discussed by the County Administrator, privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to address Agenda Items 3A-B. Beginning with Item 3A, Ms. Kissane requested an executive session to discuss pending litigation.

A motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to enter into an executive session to discuss pending litigation pursuant to Section 105(1)(d) of the Public Officer's Law.

Executive session was held from 10:02 a.m. until 10:07 a.m. Upon reconvening, Mr. Simpson announced that no decisions were made during the executive session.

Mr. Wild joined the meeting at 10:08 a.m.

Resuming the agenda review with Item 3B, Mr. Simpson presented a request for a transfer of funds in the amount of \$1,122.28 to cover a negative balance in the part-time salaries code within the County Attorney's budget.

Motion was made by Mr. McDevitt, seconded by Mr. Merlino and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

Continuing, Mr. Simpson advised Agenda Items 4A-C included the following:

- 4A) Report on tracking of vacancies filled - included for informational purposes.
- 4B) Report on terminations and exit interviews - included for informational purposes.
- 4C) Request to fill the vacant position of Human Resources Clerk PT, *Base Salary \$21,967, pro-rated to 24 hours per week*, due to resignation. Jackie Figueroa, *County Human Resources Director*, advised the employee leaving the position had transferred to another full-time position within the County.

Motion was made by Mr. Magowan, seconded by Mrs. Frasier and carried unanimously to approve the request to fill the vacant position. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

There being no items/requests to be discussed by the Personnel Officer, Mr. Simpson advised Agenda Item 6 consisted of a referral from the Public Safety Committee, on behalf of the Sheriff's Office, requesting to amend the Departmental Table of Organization and Salary Schedule to create and fill the new position of STOP-DWI Coordinator - Part Time, *Hourly Rate of \$20.3716.*

A motion was made by Mrs. Frasier and seconded by Mr. Merlino to approve the request.

---

---

A discussion ensued with regard to the request, during which Ms. Braymer indicated she was opposed because she felt the work could be assigned in a different manner to existing staff, avoiding the creation of an additional position, and Mr. Magowan agreed.

Mr. Simpson called the question and the aforementioned motion was carried by majority vote, with Ms. Braymer and Messrs. Magowan and McDevitt voting in opposition. *Copies of the resolution request and Notice of Intent to Fill Vacant Position forms are on file with the meeting minutes.*

Mr. Simpson advised there were no pending items to review. He called for public comment, but there was none.

*Note: although not mentioned during the meeting, the agenda included the following listing of positions authorized by Standing Committees since last meeting:*

- DPW*** - Highway Construction Supervisor I #4, Grade 12, Base Annual Salary \$38,818, due to resignation.
- Office of  
Emergency  
Services*** - Director of the Office of Emergency Services, Base Annual Salary \$69,500, due to creation.
- Public  
Defender*** - Coordinating Assistant Public Defender, Annual Salary \$94,475, - original authorization expired and was re-authorized by Committee.
  - 8th Assistant Public Defender, Annual Salary \$69,891, - original authorization expired and was re-authorized by Committee.
- Veterans’  
Services*** - Program Coordinator, Peer-to-Peer Support Services, Grade 16, Base Annual Salary \$21,684, due to resignation.

There being no further business to come before the Personnel & Administration Committee, on motion made by Mr. McDevitt, seconded by Mr. Conover and carried unanimously, Mr. Simpson adjourned the meeting at 10:15 a.m.

Respectfully submitted,  
Amanda Allen, Clerk of the Board