

**WARREN COUNTY BOARD OF SUPERVISORS**

**COMMITTEE: PERSONNEL & ADMINISTRATION**

**DATE: DECEMBER 3, 2020**

**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS SIMPSON  
GERAGHTY  
FRASIER  
BRAYMER  
CONOVER  
MAGOWAN  
MCDEVITT  
MERLINO

**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

**COMMITTEE MEMBERS ABSENT:**

SUPERVISOR WILD

SUPERVISORS DIAMOND  
DRISCOLL  
HOGAN  
SEEBER  
TAMMY BREEN, CHILDREN'S SERVICES SUPERVISOR, DEPARTMENT OF  
SOCIAL SERVICES  
ROBERT GREGOR, SUPERVISING ATTORNEY, ASSIGNED COUNSEL  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
JOY LAFOUNTAIN, ASSIGNED COUNSEL ADMINISTRATOR  
WAYNE LAMOTHE, COUNTY PLANNER  
DON LEHMAN, DIRECTOR OF PUBLIC AFFAIRS  
MIKE SWAN, COUNTY TREASURER  
TOSHA BROWNELL, COMPUTER HELP DESK TECHNICIAN  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the December 3, 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 Supervisor Conover who attended via videoconference.*

Mr. Simpson called the meeting of the Personnel & Administration Committee to order at 10:01 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. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the minutes of the prior 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, but there was no one wishing to speak.

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Commencing the agenda review, Mr. Simpson advised Items 1A-C pertained to the following Requests/Items to be discussed by the Clerk of the Board:

1A) Resolution Tracking Report.

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.

1B) Request to further amend Resolution No. 374 of 2017 to increase transportation and forensic medical fees.

Mr. Magowan asked what this request pertained to and Mr. Geraghty replied this concerned covering the Coroner's cost, autopsies and the retrieval of deceased patients. Mr. Magowan inquired what had previously been paid per mile and Mrs. Allen responded there was no change in the mileage, but the removal fee which was previously \$400 for Glens Falls Hospital and \$500 for Albany Medical Center was increasing to \$650 regardless of the location. She added the \$650 also included the transport bag which had previously been billed separately at \$90 a bag.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

1C) Request for a transfer of funds in the amount of \$10,000 from the Contingent Account to cover a deficit in the Coroner's budget.

Mr. Magowan inquired how the shortfall occurred and Mrs. Allen replied that every year \$100,000 was budgeted to cover Medical Examiner fees for the year; however, she noted, since this expense was estimated there was no way to predict if this was accurate since it was dependent upon how often these services were used. She said she could only recall one year during her tenure that the amount budgeted was sufficient enough to cover the cost for the entire year.

Motion was made by Mrs. Frasier, seconded by Mr. Geraghty and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Simpson apprised Agenda Items 2A-G pertained to the following Requests/Items to be discussed by the County Administrator:

2A) Request for a transfer of funds in the amount of \$60,797 from the Contingent Account, *Budget Account A.1990 469*, to cover the salary and related fringe expenses associated with creation of the Director of Public Affairs position.

Ryan Moore, *County Administrator*, apprised the Director of Public Affairs position had been created in March of this year; therefore, he stated, it was not included in the 2020 County Budget and a transfer was required to ensure his Departmental budget balanced out when the books were closed at the end of the year.

Ms. Braymer inquired how the salary had been paid up to this point and she asked what the balance of the Contingent Account was. Mr. Moore replied the balance of the Contingent Account prior to any action taken today

was \$120,000. He mentioned there were several requests for transfer of funds to be entertained at today's Finance Committee meeting, but they totaled less than \$120,000. Ms. Braymer questioned what budget line the position was being paid out of and Mr. Moore responded the salary was being paid out of the salary line in the County Administrator's budget. Ms. Braymer asked for clarification that this action was to ensure the County Administrator's budget was not in a deficit and Mr. Moore replied affirmatively, explaining this action was part of the year-end transfers they did to ensure there were no accounts overdrawn when they closed out the books for the year because that would lead to a finding on the audit.

A discussion ensued following which a motion was made by Mr. Merlino, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

2B) Authorizing new agreement with New York State Industries for the Disabled, Inc. for mail fulfillment services.

Mr. Moore stated the prior mail fulfillment service contract was with Mailings Made Easy which was a three year contract the County entered into five years ago with the option to renew up to two additional one year terms and 2020 was the final renewal year for this contract. He advised Mailings Made Easy sold its business to New York State Industries for the Disabled, Inc. who had been doing a good job handling these services for the County since August. He informed at this time the contract was being presented as a one year renewal to allow the County to do an analysis as to whether it was more sensible financially to handle mail fulfillment services in-house or to keep contracting these services out. He said he did not believe it was financially sensible to handle these services in-house, but a cost comparison would be completed in 2021 to determine whether it would be worthwhile to handle it differently.

A discussion ensued during which Ms. Seeber requested that the cost analysis on the print shop/mail room be done and to look into whether there could be some cost saving benefits for the towns if the County handled their printing services for them. She noted the Board of Elections had saved a significant amount of money this year by printing in-house. Mr. Moore remarked this was an excellent suggestion that could possibly be addressed by the Shared Services Committee and Mr. Simpson concurred.

Motion was made by Mr. Magowan, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

2C) On behalf of the Assigned Counsel Office: Request to amend agreement with Supervising Attorney for the Assigned Counsel Office to include a termination date of March 31, 2021.

Mr. Moore stated the County had a contract in place with attorney Robert Gregoire to perform the services of Supervising Attorney for the Assigned Counsel Office which was a State requirement as part of the State's agreements to enhance indigent legal representation with State funding attached to this through the Hurrell-Harring grant. He informed there had been confusion as to whether this request needed to go before the Criminal Justice Committee which was driven by whether the current contract had expired and if the contract needed to be extended in order to pay the provider for the remainder of the year. He apprised following further investigation it was

discovered the current contract was open ended with another concern being expressed regarding the not to exceed amount. He stated they were currently in the third year of the agreement, but the amount for this year had yet to be awarded by the State of New York; he said for the first year the State awarded \$14,320 and in the second year they awarded \$20,000 for a total of \$34,320 and thus far a little over \$22,000 had been expended. He advised what the resolution would provide was clarity that it was permissible to use the remainder of the \$34,320 that the County had not yet spent and had already been allocated by the State through March 31, 2021 which was the close of the State's Fiscal Year. He mentioned this would be brought back before the Criminal Justice Committee in January to discuss the next portion of the funding that was approved by the State, but he was unsure how much that would be as of yet. He added they would also be discussing the concerns regarding the not to exceed amount.

Ms. Seeber advised she would like to highlight the fact that this would typically be handled by the Criminal Justice Committee, informing at their last meeting the information was presented with a short timeframe and not enough time for the Committee members to review it along with some other items. She said she had met at great length with Joy LaFountain, *Assigned Counsel Administrator*, and Mr. Moore in an attempt to develop a resolution that would meet the needs which had subsequently been determined was not as urgent as they originally thought. She apprised with Mr. Simpson's permission this had been included on the Personnel & Administration Agenda to clean it up until the Committee could meet again in January and discuss the concerns expressed further.

A discussion ensued following which a motion was made by Mr. McDevitt, seconded by Ms. Braymer and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

2D) On behalf of Countryside Adult Home: Request to authorize out-of-title pay for Judith Tennant for performing duties required as a result of a vacancy in the Senior Account Clerk position.

Amy McByrne, *Director, Countryside Adult Home*, apprised that she was requesting out-of-title pay for Judith Tennant, who had been performing the duties of the Senior Account Clerk, as well as those of her regular position since June of this year when the Senior Account Clerk position became vacant. She stated she was continuing to recruit for the position, but until the position was filled she felt it was necessary to compensate Ms. Tennant accordingly.

Mr. Magowan inquired whether they could save money and combine the two positions and Ms. McByrne replied in the negative, informing the workload was too excessive to combine into one position. Ms. Braymer remarked she was fully supportive of this, as it appeared as if the funding was available within the Departmental budget to cover the cost. Ms. McByrne stated the funding was available within her budget to cover the cost as a result of the position being vacant since June. Mr. Driscoll explained for the benefit of the members of the Human Services Committee this was an issue that was going to be discussed by the Human Services Committee, but he decided it would be more appropriate to bring it before the Personnel & Administration Committee.

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 December 18<sup>th</sup> Board Meeting.

2E) On behalf of the Department of Social Services: Request to amend Resolution No. 209 of 2020, which

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authorized certain contracts for special delinquency prevention programs, to add contract with Wait House in the amount of \$5,000.

Tammy Breen, *Children's Services Supervisor, Department of Social Services*, advised they were seeking to amend Resolution No. 209 of 2020 to add the Wait House to the current resolution to provide them with some youth allocation funding this year. She indicated due to COVID-19 all of the towns did not offer programs resulting in remaining funds and the Wait House was already doing the work with the youth they had at the shelter. She apprised she would like to provide them with some funding so that the entire allocation would be used.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 2F) On behalf of the Planning & Community Development Department: Request to authorize a grant application to the NYS (*New York State*) Housing Trust Fund in an amount to be determined for the Main Street Program.

Mr. Moore stated the Planning & Community Development Department was notified following their Committee meeting that NYS Housing Trust had released a funding round and there was a tight deadline to apply for this grant that would not allow for them to hold off approving it until next year. Wayne LaMothe, *Director, Planning & Community Development*, apprised he was seeking permission to submit a grant application under the Main Street Program, whose funding announcement was not released until the day after the November 24<sup>th</sup> Committee meeting and the applications were due January 15<sup>th</sup> which was prior to when the committee would meet again. He advised currently they were submitting an application for work on the Tannery Pond Community Center, but if they could find other projects that met the criteria and were competitive they would submit them, as well. He mentioned although local matching funds were required, there was no cost to the County because the Town of Johnsbury had agreed to provide the matching funds, as well as a BAN (*Bond Anticipation Note*) for the Tannery Pond Project to fund the entire project since this was a reimbursable grant which required the money to be spent before it would be reimbursed. He said he would be willing to discuss any additional projects that came forward with his Committee Chair and the County Administrator. Mr. Moore advised Mr. Wild, *Chairman of the Economic Growth & Development and Higher Education Committee*, had indicated to him if additional projects were identified for this grant they would be brought before the Economic Growth & Development and Higher Education Committee for discussion.

A discussion ensued.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 2G) On behalf of the Public Health Division: Request to create and fill up to 10 additional Public Health Assistant Per diem positions, *Grade 10, Base Annual Salary \$37,633 (pro-rated to \$18.09 per hour)*, effective December 21, 2020.

Mr. Moore stated this item had been discussed with the Chair of the Health Services Committee following which

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it was decided to bring the request before the Personnel & Administration Committee. Ginelle Jones, *Director of Public Health and Patient Services*, advised considering the surge in COVID-19 cases and what was occurring outside of the County she was requesting to add an additional up to ten Public Health Assistant's which were temporary positions. She said they were using students in these position to assist them with contact tracing, as well as case investigations, driving around and visiting people, following up with phone calls, etc. She informed they already had nine of their prior ten positions filled, but because of the spike she wanted to ensure coverage if their original ten people were unavailable. She noted she was not seeking to use all 20 positions at the same time, as this was strictly to ensure she had a bigger pool to draw from for coverage purposes.

Motion was made by Mr. Geraghty, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

There being no further Requests/Items to be discussed by the County Administrator, privilege of the floor was extended to Mary Elizabeth Kissane, *County Attorney*, to address Agenda Item 3. Ms. Kissane requested an executive session to provide an update on litigation.

A motion was made by Mr. McDevitt and seconded by Mr. Magowan to enter into an executive session to discuss pending litigation.

Ms. Braymer voiced her opposition to entering into an executive session if all they were going to discuss was an update on litigation. Ms. Kissane advised she was not comfortable discussing this in open session because it impacted their strategy going forward. She stated two of the cases concerned recently filed Notices of Claims where they had not even engaged with the Plaintiff's attorney yet and she would prefer not to discuss them in open session.

Supervisor Driscoll asked whether it would be permissible to address Agenda Items 6A-B which consisted of referrals from the Health Services Committee involving Public Health prior to entering into the executive session. Mr. Simpson questioned whether it was necessary to withdraw the motion to enter into an executive session and Ms. Kissane replied this was an appropriate time to make a motion to table the motion to enter into executive session.

A motion was made by Mr. Magowan, seconded by Mr. McDevitt and carried unanimously to table the motion to enter into executive session.

Skipping ahead, Mr. Simpson advised Agenda Items 6A-B consisted of the following referrals from the Health Services Committee, *Public Health*:

- 6A) Request to amend the Table of Organization and Salary Schedule to create and fill Business Specialist-Public Health, *Grade 18, Base Annual Salary \$46,492*, as well as to delete the position of Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, effective December 21, 2020.

Motion was made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

- 6B) Request to authorize carryover of all remaining 2020 accrued leave balances as of December 31, 2020,

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*including vacation, vacation carryover, floating holidays, personal time, and all days in lieu of), with the exception of cancer screening leave time, to 2021 accrual balances to be available through December 31, 2021 for the Assistant Director of Homecare, Assistant Director of Public Health and Director of Public Health and Patient Services.*

Motion was made by Mr. McDevitt, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

In regard to the previous request, Ms. Braymer inquired whether it was typical for leave balances to be carried over and Mr. Moore replied there were two classes of employees depending upon their hire date. He advised anyone hired after December 20, 2012 accrued their leave time with vacation time being capped off at 175 hours and if they used it they could accrue it back up to 175 hours. He stated anyone hired prior to December 20, 2012 received what was referred to as buckets at the beginning of the year resulting in them getting a certain amount of weeks at the beginning of the year based on the number of years they were employed by the County with the maximum amount permitted being four weeks of which one week could be carried over into the next year. He informed in this particular case these specific employees had significantly more than one week in the prior year that they would not be able to use and the request was to carry over that amount in excess of the one week into next year otherwise they would lose this time. Ms. Braymer questioned whether they would be making a special exception for these three employees to be able to carry over more than one week and Mr. Moore replied affirmatively. Ms. Braymer inquired whether they would do this for all employees in the same situation and Mr. Moore responded there were no other employees in this situation within the Department. Mr. McDevitt noted they were dealing with volatile times which required staff to work unusual hours under unusual circumstances and it was necessary to support the effort of Public Health. Ms. Braymer apprised she had misinterpreted the request and did not realize these were employees who worked in Public Health and had been unable to take time off due to the pandemic.

Resuming Agenda review with Items 4A-B, Mr. Simpson advised they concerned the following Requests/Items to be discussed by the County Human Resources Director:

- 4A) Report on tracking of vacancies filled - included for informational purposes.
- 4B) Report on terminations and exit interviews - included for informational purposes.

Mr. Simpson stated agenda Item 5 concerned an Item/Request to be discussed by the Personnel Officer regarding a request to authorize a new agreement with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Patrol and Police Officer candidate physical exam services.

Motion was made by Mrs. Frasier, seconded by Mr. Magowan and carried unanimously to approve the request and the necessary resolution was authorized for the December 18<sup>th</sup> Board Meeting.

Returning to Agenda Item 3 pertaining to a litigation update from the County Attorney which had been tabled. Ms. Braymer requested that the normal litigation update be provided before they entered into an executive session to discuss strategy. Ms. Seeber stated while she was fully supportive of being provided the regular update on litigation before they entered into an executive session she had some questions that she believed were appropriate for the public discussion which she would like to ask at some point in case they decided they needed to enter into an executive session so they could be carried over versus coming out of executive session and then asking the questions

only to determine another executive session was required. Mr. Simpson advised he was comfortable with Ms. Seeber asking her questions and would defer to the County Attorney as to whether they were appropriate to respond to in open session. Ms. Seeber noted the litigation report Ms. Kissane had emailed to the Board included several cases that were being handled by the County's insurance carrier and she inquired whether there was an opportunity to have those lawyers attend a meeting to provide an update to the full Board regarding the status of these cases. Ms. Kissane replied she had been providing the Board with updates on all of these cases, but she would request that these attorney's attend a future meeting to provide an update, as well. Ms. Seeber remarked it may be helpful to be provided with updates from these attorney's on these cases.

Ms. Braymer indicated she was particularly interested in having an update on the opioid case. She stated another case she had requested a copy of the County's coverage letter on this morning was *Morgan Vs. Warren County*, as she was concerned the insurance company was going to reserve any of the coverage on part of the claims made against the County. Ms. Kissane asked for clarification on what Ms. Braymer was questioning and Ms. Braymer replied she was inquiring if the insurance company reserved any of their rights to not cover the case. Ms. Kissane advised she was unsure, but she did not believe so because they had been covering the defense costs up until this point, but there was a deductible just as they did with every case. Ms. Braymer informed she was inquiring about that because the County was being represented by a local attorney. Ms. Kissane asked if Ms. Braymer's concern was with the law firm that was representing the County in that particular case and Ms. Braymer replied in the negative. Ms. Braymer noted she had requested invoices from the law firm on this case, but Ms. Kissane had indicated the County did not have access to them. Ms. Braymer suggested they request copies of them from the law firm, as she was aware the County had agreements in place with that particular law firm. Ms. Kissane interjected this particular case was not related to the agreements the County had with this law firm. Ms. Seeber advised she thought she saw it on the calendar for oral arguments in the Appellate Court in January which is why the concern regarding whether the County was liable for any of the expenses was viable, as there was no update on this particular case on the litigation report the Board received from Ms. Kissane. Ms. Kissane apprised she had planned on updating them on the case today which was scheduled for oral arguments in January. She indicated her email only included the case names with the oral updates provided to the Committee, explaining if there was no update it would indicate in the email that there were none and if there was an update no reference was made next to the case name.

Mr. Simpson inquired whether the Committee would like a litigation update in executive session. Mr. Conover advised in regard to the question concerning executive session his understanding was Ms. Kissane had made a recommendation that certain items be discussed on the litigation in executive session and he asked if this was the correct assumption and Mr. Simpson replied affirmatively. Mr. Simpson apprised the motion to enter into executive session had been tabled Mr. Conover stated for the record he believed Ms. Kissane and Mr. Moore were well versed in the provisions for entering into an executive session, adding that did not mean every Committee member had to support that, as they had the option to vote for or against the motion to enter into an executive session. He indicated if there were consequences that arose from not entering into an executive session those that voted in favor could use this as their defense and those that were opposed would have to deal with whatever the consequences were that arose from this. He remarked the question of the executive session being tabled was a concern of his, as he took no issue with anyone who was opposed to entering into one, but he would have liked to have had the opportunity to vote whether he wanted to enter into one. Mr. Simpson advised he believed the reason they wanted to hold off on entering into an executive session was to permit the Committee to ask questions prior to entering into the executive session regarding what could be discussed in open session. Mr. Simpson stated if Mr. Conover was making a motion

to enter into an executive session he would certainly entertain that. Mr. Conover asked if this was still the recommendation of the Ms. Kissane and Mr. Moore and Mr. Simpson replied affirmatively.

A motion was made by Mr. Conover and seconded by Mrs. Frasier to enter into to enter into an executive session to discuss pending litigation.

Ms. Seeber inquired whether the record could reflect the motion before the Committee was to remove the motion to enter into an executive session from the table. Ms. Seeber apprised the reason the motion was tabled was to allow the Committee to address the referrals from the Health Services Committee prior to entering into an executive session, adding there was no argument regarding whether they were going to enter into one. She restated she believed the motion that had to come forward was to remove the motion to enter into executive session from the table. Ms. Kissane explained her interpretation of Robert's Rules of Order indicated the more important motion was first dealt with and then the motion that was made was brought back.

Mr. Simpson called the question and the motion to remove the motion to enter into an executive session was carried unanimously.

Mr. Simpson returned to the first motion that was made by Mr. McDevitt, seconded by Mr. Magowan; he called the question and the motion was 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 10:53 a.m. until 11:11 a.m. Upon reconvening, Mr. Simpson announced that no decisions were made during the executive session.

Mr. Simpson asked Don Lehman, *Director of Public Affairs*, if any comments from the public had been received and Mr. Lehman replied in the negative.

Mr. Simpson advised there were no pending items to review.

*Mr. Simpson advised the following listing of positions authorized by Standing Committees since last meeting:*

- Buildings and Grounds*** - Carpenter/Maintenance Worker, *Grade 12, Base Annual Salary \$38,818*, due to promotion.
  - Countryside Adult Home*** - Case Manager-Part Time, *Grade 14, Base Annual Salary \$40,954*, due to anticipated vacancy.
  - DPW*** - Highway Construction Supervisor, *Grade 12, Base annual Salary \$38,818*, due to promotion.
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- Department of** - Case Manager (Full Time), *Grade 12, Base Annual Salary \$38,818*, due to promotion.  
**Social** Caseworker #38, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).  
**Services** Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, due to creation (03/20).  
Caseworker #TBD, *Grade 16, Base Annual Salary \$43,390*, due to promotion.  
Grade B Supervisor #1-Preventive Unit, *Grade 20, Base Annual Salary \$49,557*, due to retirement.  
Intake Clerk #4, *Grade 4, Base Annual Salary \$29,333*, due to promotion.  
Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to promotion.  
Principal Social Welfare Examiner, *Grade 15, Base Annual Salary \$42,141*, due to retirement.  
Senior Caseworker #TBD, *Grade 18, Base Annual Salary \$46,492*, due to promotion.  
Social Services Attorney, *Annual Salary \$79,241*, due to termination.
- Office for the** - Meal Site Manager #1, *Grade 2, 30 hrs/week, Base Annual Salary \$20,578*, due to  
**aging** retirement.  
Meal Site Manager #3, *Grade 2, 20 hrs/week, Base Annual Salary \$13,719*, due to retirement.
- Public Health** - Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to resignation.  
Part-Time Public Health Assistant (24 hrs/wk avg.), *Grade 10, \$18.09/hr*, due to creation in the 2021 Budget.  
Senior Account Clerk #3, *Grade 7, Base Annual Salary \$33,600*, due to creation in the 2021 Budget.

There being no further business to come before the Personnel & Administration Committee, on motion made by Mr. Geraghty, seconded by Mr. McDevitt and carried unanimously, Mr. Simpson adjourned the meeting at 11:12 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board