

PERSONNEL COMMITTEE

AGENDA

JULY 30, 2026

Committee Members: *Runyon, Crocitto, Driscoll, Etu, Maday, Turner, Conover- Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

I. Committee meeting called to order by Chair.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor/Public Comment

IV. Action Agenda

1) Notice of Intent to Fill Tracking Report - provided for informational purposes

2) Referral from the County Facilities Committee (Chaired by Supervisor Bruno):

Fire Prevention & Building Code Enforcement (Charles Wallace, Director) -

Request to amend the Table of Organization & Salary Schedule to create three new Fire Prevention & Building Code Enforcement Officer positions, *Base Annual Salary \$61,641*, effective August 20, 2026.

3) Referral from the Support Services Committee (Chaired by Supervisor Gilligan):

County Clerk (Carrie Black, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to fund the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, and unfund but retain the Legal Recording Clerk position, effective August 20, 2026.

4) Requests from the County Attorney (Kimberly Richards, County Attorney):

A) Request for an executive session pursuant to Section 105(1)(d) of the Public Officer's Law for the purpose of discussing proposed, pending or current litigation regarding *Kathleen Innes v. County of Warren, et al.*, Federal District Court NDNY Case No. 1:22-cv-00641 (BKS/TWD).

B) Request to authorize the County Attorney to negotiate and settle claims through outside counsel in the matter of *Kathleen Innes v. County of Warren, et al.*, Federal District Court NDNY Case No. 1:22-cv-00641 (BKS/TWD), and to authorize the Chairman of the Board to sign any settlement documents, in a form approved by the County Attorney.

V. Pending Items: None.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2026 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
11/12/2025	Social Services	Assistant SS Attorney # 3 (2831)	Leahy	PR	\$ 95,391.00	\$ 95,391.00	1/5/2026	Russell	\$90,889.00	\$ (4,502.00)	\$ (4,502.00)
12/1/2025	Social Services	Intake Clerk # 8 (2660)	Dezalia	PR	\$ 41,409.00	\$ 40,729.00	2/17/2026	Paliulis	\$42,053.00	\$ 1,324.00	\$ 644.00
12/12/2025	Social Services	Caseworker # 44C (2851)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Madia	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Caseworker # 45C (2852)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Williams	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Sr Caseworker # 11C (2853)	N/A	N	N/A	\$ 62,900.00	1/5/2026	Nassivera	\$65,600.00	\$ 2,700.00	\$ -
12/22/2025	Social Services	Caseworker # 37 (2558)	Nassivera	PR	\$ 61,696.00	\$ 59,131.00	1/5/2026	York	\$59,131.00	\$ -	\$ (2,565.00)
12/29/2025	Countryside	Laundry Worker # 1 (1871)	N/A	N	N/A	\$ 40,452.00	1/2/2026	LaMontain	\$40,452.00	\$ -	\$ -
12/29/2025	Countryside	Institutional Aide # 19 (2746)	Lamontain	O	\$ 42,755.00	\$ 42,053.00	1/5/2026	Ladouceur	\$42,053.00	\$ -	\$ (702.00)
1/7/2026	County Clerk	MV License Registration Clerk # 10 (1117)	Walker	RS	\$ 48,924.00	\$ 48,924.00	4/6/2026	Kocsis	\$50,369.00	\$ 1,445.00	\$ 1,445.00
1/7/2026	DPW	MEO (M) # 33 (2846) W/CDL	N/A	N	N/A	\$ 59,816.00	1/12/2026	Aldrich	\$59,816.00	\$ -	\$ -
1/7/2026	Office for the Aging	Mealsite Manager # 7 (1943)	Millington	RT	\$ 37,112.00	\$ 29,813.00	1/14/2026	Gardner	\$29,813.00	\$ -	\$ (7,299.00)
1/13/2026	Workforce Development	Fiscal Coordinator (2832)	Wilson	RS	\$ 57,614.00	\$ 57,614.00	1/13/2026	Wood	\$57,614.00	\$ -	\$ -
1/13/2026	Public Defender	15th Assisatnt Public Defender (2840) Per Diem	N/A	N	N/A	64.37/hr	1/16/2026	Muller	64.37/hr	\$ -	\$ -
1/16/2026	Social Services	Social Welfare Examiner # 15 (1718)	Gurlick	RS	\$ 48,924.00	\$ 48,924.00	3/9/2026	Perez-Torres	\$50,369.00	\$ 1,445.00	\$ 1,445.00
1/21/2026	DPW	MEO (L) # 27 (2256)	McKeown	RS	\$ 56,653.00	\$ 56,653.00	2/9/2026	Babbie	\$56,653.00	\$ -	\$ -
1/28/2026	Social Services	Caseworker # 42 (2743)	Leonard	RS	\$ 60,756.00	\$ 59,131.00	4/6/2026	Kostek	\$60,756.00	\$ 1,625.00	\$ -
1/28/2026	Social Services	Intake Clerk # 13 (2854)	N/A	N	N/A	\$ 42,053.00	2/9/2026	Alber	\$42,053.00	\$ -	\$ -
1/29/2026	County Attorney	2nd Asst County Attorney (2442)	Dickey	PR	\$ 111,875.00	\$ 115,510.00	vacant				
1/30/2026	Public Defender	14th Asst Public Defender (2822)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Rienzo	\$91,177.00	\$ -	\$ -
1/30/2026	Public Defender	10th Asst Public Defender (2755)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Kurd	\$91,177.00	\$ -	\$ -
2/2/2026	Planning	Principal Planner # 2 (2811)	Nelson	O	\$ 84,093.00	\$ 84,093.00	2/2/2026	Nelson	\$84,093.00	\$ -	\$ -
2/9/2026	DPW	MEO (M) # 4 (1254)	Mitchell	PR	\$ 58,130.00	\$ 59,816.00	2/9/2026	Logue	\$60,520.00	\$ 704.00	\$ 2,390.00
2/9/2026	DPW	MEO (M) # 14 (1261)	Parker	PR	\$ 59,816.00	\$ 59,816.00	2/9/2026	Brownell	\$60,520.00	\$ 704.00	\$ 704.00
2/12/2026	Social Services	Caseworker # 23 (1672)	Mackey	RS	\$ 59,131.00	\$ 59,131.00	4/6/2026	Hayes	\$59,131.00	\$ -	\$ -
2/12/2026	DPW	MEO (L) # 26 (1225)	Brownell	PR	\$ 57,357.00	\$ 50,413.00	2/23/2026	Weis	\$50,413.00	\$ -	\$ (6,944.00)
2/13/2026	DPW	MEO (L) # 17 (1250)	Hammond	RS	\$ 56,653.00	\$ 56,653.00	2/17/2026	Miller	\$56,653.00	\$ -	\$ -
2/13/2026	DPW	MEO (L) # 33 (2563)	Logue	PR	\$ 57,357.00	\$ 56,653.00	2/23/2026	Murphy	\$56,653.00	\$ -	\$ (704.00)
2/19/2026	Social Services	SWE # 19 (1721)	Pratt	RS	\$ 50,369.00	\$ 48,924.00	3/16/2026	Finkle	\$50,369.00	\$ 1,445.00	\$ -
2/20/2026	Workforce Development	E&T Counselor II # 1 (2696)	Mender	RT	\$ 61,503.00	\$ 53,576.00	2/23/2026	Rosenfield	\$53,576.00	\$ -	\$ (7,927.00)
2/20/2026	Public Defender	Coordinating Asst PD (2588)	Nicols	RS	\$ 114,986.00	\$ 114,986.00	2/24/2026	Whitney	\$114,986.00	\$ -	\$ -
2/24/2026	Treasurer	Principal Account Clerk #3 (1094)	N/A	N	N/A	\$ 52,138.00	3/16/2026	Thompson	\$52,138.00	\$ -	\$ -
2/24/2026	Office for the Aging	Meal Site Manager # 9 (1949)	Simola	RS	\$ 30,339.00	\$ 29,813.00	3/2/2026	Ostrander	\$29,813.00	\$ -	\$ (526.00)
2/24/2026	Public Defender	5th Assistant Public Defender (1078)	Whitney	PR	\$ 105,949.00	\$ 105,949.00	2/24/2026	Lowe	\$105,949.00	\$ -	\$ -
2/26/2026	Social Services	Intake Clerk (1754)	Perez-Torres	PR	\$ 43,380.00	\$ 42,053.00	4/6/2026	Alber	\$42,053.00	\$ -	\$ (1,327.00)
3/3/2026	Social Services	Medicaid Clerk # 2 (2094)	Finkle	PR	\$ 44,848.00	\$ 43,495.00	vacant			\$ -	\$ -
3/3/2026	DPW	Construction Specialist II (2855)	N/A	N	N/A	\$ 96,589.00	3/9/2026	Johnson	\$96,589.00	\$ -	\$ -
3/11/2026	Social Services	Intake Clerk # 11 (2791)	Howe	PR	\$ 42,755.00	\$ 42,053.00	4/13/2026	Sears	\$42,053.00	\$ -	\$ (702.00)
3/11/2026	DPW	MEO (L) # 3 (1249)	Frasier	RS	\$ 57,357.00	\$ 50,413.00	3/16/2026	Carpenter	\$50,413.00	\$ -	\$ (6,944.00)
3/12/2026	Social Services	Intake Clerk # 7 (2406)	Kocsis	RS	\$ 43,380.00	\$ 42,053.00	4/13/2026	Patrick	\$42,053.00	\$ -	\$ (1,327.00)
3/19/2026	Veterans' Services	Office Specialist (2425)	Aprile	O	\$ 47,238.00	\$ 47,238.00	3/23/2026	Vredenburgh	\$47,238.00	\$ -	\$ -
3/19/2026	DPW	Director of Parks, Recreation (1185)	Moore	RT	\$ 86,669.00	\$ 86,669.00	3/23/2026	Inglee	\$86,669.00	\$ -	\$ -
3/19/2026	Treasurer	Senior Account Clerk #4 (1086)	Thompson	PR	\$ 47,238.00	\$ 47,238.00	4/6/2026	Curry	\$47,238.00	\$ -	\$ -
3/30/2026	Public Defender	Legal Clerk II (2841)	N/A	N	N/A	\$ 48,924.00	4/6/2026	Davis	\$48,924.00	\$ -	\$ -
4/8/2026	Human Resources	Civil Service Assistant-PT (2568)	Green	O	\$ 40,436.92	\$ 40,436.92	4/20/2026	Wilken	\$40,436.92	\$ -	\$ -
4/8/2026	Human Resources	Civil Service Assistant-Temp (2594)	Green	O	25.92/hr	25.92/hr	4/20/2026	Green	25.92/hr	\$ -	\$ -
4/8/2026	Social Services	Support Investigator # 5 (1739)	Havill	RS	\$ 48,924.00	\$ 48,924.00	3/23/2026	Howe	\$49,627.00	\$ 703.00	\$ 703.00
4/9/2026	Social Services	Caseworker # 36 (2557)	Kostek	O	\$ 60,756.00	\$ 59,131.00	4/20/2026	Dunning	\$59,131.00	\$ -	\$ (1,625.00)
4/14/2026	Public Defender	Case Manager # 2 (2842)	N/A	N	N/A	\$ 56,173.00	4/20/2026	Wilcox	\$56,173.00	\$ -	\$ -
4/14/2026	Public Defender	7th Assistant PD (2419)	Wodicka	RS	\$ 102,546.00	\$ 102,546.00	4/20/2026	O'Neil	\$102,546.00	\$ -	\$ -
4/16/2026	Veterans' Services	Van Driver # 5 (Per-Diem) (2518)	Cooke	RS	14.2958/ hr	19.1106/ hr	5/4/2026	Funnye	19.1106/hr	\$ -	4.8148/hr
4/22/2026	Planning	Senior Planner (2414)	N/A	O	N/A	\$ 62,900.00	5/7/2026	Smith	\$63,604.00	\$ 704.00	\$ -
4/22/2026	Planning	Junior Planner (2483)	Smith	PR	\$ 54,280.00	\$ 53,576.00	vacant			\$ -	\$ -
5/1/2026	Health Services	Deputy Director Health Services (2787)	Belden	PR	\$ 117,442.00	\$ 98,023.00	5/4/2026	Shah	\$98,023.00	\$ -	\$ (19,419.00)

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

2026 - NOTICE OF INTENT TO FILL TRACKING

5/7/2026	DPW	Hatchery Aide (1197)	Whalen	PR	\$ 47,146.00	\$ 45,079.00	5/18/2026	Freebern	\$45,079.00	\$ -	\$ (2,067.00)
5/8/2026	Public Defender	9th Assistant Public Defender (2608)	Lowe	PR	\$ 94,906.00	\$ 94,906.00	6/15/2026	Rienzo	\$94,906.00	\$ -	\$ -
5/26/2026	County Attorney	County Attorney (1127)	Elmen	RS	\$ 178,221.00	\$ 178,221.00	6/1/2026	Richards	\$178,221.00	\$ -	\$ -
5/28/2026	DPW	Building Maint. Mechanic # 6 (2536)	Esser	RT	\$ 69,269.00	\$ 57,614.00	6/8/2026	Gordon	\$57,614.00	\$ -	\$ (11,655.00)
6/2/2026	Public Health	Public Health Program Manager (2553)	Shah	PR	\$ 78,244.00	\$ 72,154.00	6/1/2026	Cohen	\$72,154.00	\$ -	\$ (6,090.00)
6/10/2026	Public Defender	Law Intern # 2 (2760)	Kurd	PR	\$ 79,617.00	\$ 79,617.00	6/22/2026	McCabe	\$79,617.00	\$ -	\$ -
6/10/2026	Public Defender	10th Asst Public Defender (2755)	Kurd	RS	\$ 91,177.00	\$ 91,177.00	vacant				\$ -
6/12/2026	Public Defender	14th Asst Public Defender (2822)	Rienzo	PR	\$ 91,177.00	\$ 91,177.00	6/15/2026	MacDonald	\$91,177.00	\$ -	\$ -
6/18/2026	Office for the Aging	Meal Site Manager # 1 (1928)	Barrett	RS	\$ 31,675.00	\$ 29,812.00	6/29/2026	McMahon	\$36,737.00	6,925.00	\$ 5,062.00
6/18/2026	Information Technology	Computer Help Desk Tech II # 6 (2865)	N/A	N	N/A	\$ 66,386.00	7/6/2026	Comitini	\$66,386.00	-	\$ -
7/1/2026	Public Defender	12th Assistant PD (Per Diem) (2763)	Bruen	RS	\$64.37/ hr	\$64.37/ hr	7/6/2026	Matte	64.37/hr	-	\$ -
7/13/2026	Social Services	SWE # 20 (1720)	McMahon	RS	\$ 59,401.00	\$ 48,924.00	vacant				
7/13/2026	County Clerk	Senior Legal Recording Clerk (1111)	Strong-Norman	PR	\$ 56,801.00	\$ 53,576.00	vacant				
7/13/2026	County Clerk	Principal Legal Recording Clerk (2769)	Latham	RS	\$ 67,589.00	\$ 57,614.00	vacant				
7/20/2026	Health Services	Public Health Fiscal Manager (1557)	Driscoll	RT	\$ 89,309.00	\$ 78,977.00	vacant				
7/23/2026	Social Services	Community Service Worker # 4 (2830)	Bromley	RS	\$ 24,462.00	\$ 24,462.00	vacant				
									Total:	15,222.00	(69,932.00)

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Fire Prevention & Building Code Enforcement**DATE:** 7/13/2026

- (a) Title of Requested Position: Fire Prevention & Building Code Enforcement Officer
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 17 \$61,641
- (c) Effective Date for New Position*: Subject to full board approval
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request:
 (Include annual salary and grade if applicable):
 None
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.3620 110
- (f) Is a Budget Transfer needed? ☒ YES ☐ NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Director of Human Resources Reviewed and Approved of the New Position Title? ☐ YES ☐ NO
*(approval is necessary **BEFORE** bringing the request to Committee)* **HR Director Initial** _____
- (h) Had County Administrator Reviewed and Approved Creation of New Position? ☐ YES ☐ NO
*(approval is necessary **BEFORE** bringing the request to Committee)* **Co. Admin Initial** _____
- (i) Is this a mandated position? ☐ YES ☒ NO
 If yes, please explain:
- (j) Is there expected revenue from this position? ☐ YES ☒ NO
 If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: County Clerk

DATE: 7/7/2026

(a) Purpose of Request:

Fund Principal Legal Recording Clerk and unfund a Legal Recording Clerk - TBD.

(b) Details:

This request was approved in March at committee level and funding is in the 2026 Budget. However, we did not know which position to unfund due to the promotional process so it was pulled from the Board's agenda. This time we should know which position will be unfunded before the 8/19 Board Meeting.

(c) Previous Resolution Number:

2025/436

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

None needed

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME: County Attorney

DATE: 7/30/26

- (a) Purpose of Request: **Authorize the County Attorney to negotiate and settle claims through outside counsel for Kathleen Innes v. County of Warren, et. al. and authorize the Chair of the Board to sign any settlement agreement and authorize payment**
- (b) Details: **Authorize the County Attorney to coordinate settlement discussions through outside counsel and to accept any settlement agreement**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS