

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL

DATE: APRIL 2, 2026

COMMITTEE MEMBERS PRESENT: OTHERS PRESENT:

SUPERVISORS	RUNYON	KEVIN B. GERAGHTY, CHAIRMAN OF THE BOARD
	CROCITTO	JOHN TAFLAN, COUNTY ADMINISTRATOR
	DRISCOLL	LARRY ELMEN, COUNTY ATTORNEY
	ETU	AMANDA ALLEN, CLERK OF THE BOARD
	MADAY	SUPERVISORS BEATY
	TURNER	GILLIGAN
	CONOVER	STRAINER
		TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR
		RYAN DICKEY, FIRST ASSISTANT COUNTY ATTORNEY
		JACKIE FIGUEROA, HUMAN RESOURCES DIRECTOR
		CHRISTINE NORTON, COUNTY TREASURER
		MARILYN RIVERS, PROPERTY & CASUALTY RISK MANAGER
		SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the April 2, 2026 Personnel Committee meeting; the meeting in its entirety can be viewed using the following links:

Warren County website - <https://www.warrencountyny.gov/MMA>

Warren County's YouTube Channel - <https://www.youtube.com/watch?v=0IPYKaLyrP0>

Ms. Runyon called the meeting of the Personnel Committee to order at 10:01 a.m.

Copies of the meeting agenda were distributed; a copy of the agenda is on file with the meeting minutes.

Motion was made by Ms. Turner, seconded by Mr. Driscoll and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was offered for public comment:

Larry Elmen, *County Attorney*, apprised an Item not included on the Agenda that he would like to discuss pertained to concerns regarding the Code of Ethics for Warren County which was recently updated to mirror the definitions contained within the State Law mostly for reporting purposes under Article 18 of New York State General Municipal Law which required specific matters that needed to be addressed under a Code of Ethics if it was being adopted by a Municipal Government. He explained a conflict had arisen with Section 17 of the Code of Ethics for Warren County regarding nepotism, noting while this was an important policy topic it was not a mandatory ethics topic. He suggested going forward the Committee consider authorizing a resolution amending the Code of Ethics for Warren County to remove the section regarding nepotism and allow the Risk and Safety Committee to develop and recommend a County-wide policy that could stand on its own rather than being included in the Code of Ethics for Warren County which related to conflicts and other issues that were required under Article 18 of the General Municipal Law. He stated the four elected County Department Heads consisting of the Sheriff, District Attorney, County Clerk and the County Treasurer status differed from other Department Heads because they were elected by County residents, indicating the updated Code of Ethics of Warren County conflicted with the terms and rules regarding nepotism and was why he was recommending the section regarding nepotism be removed. He added he would also suggest the Risk and Safety Committee be directed to develop a best practice governmental policy that could be applied to all situations going forward.

Mr. Driscoll inquired whether this could be included on the agenda for the next meeting of the Personnel Committee and Attorney Elmen responded he would recommend this; however, he noted, the matter may need to go before the Support Services Committee for review as the oversight Committee and then referred to the Personnel Committee.

Committee commenced review of the Action Agenda Items, which included the following:

- 1) Intent to Fill Tracking Report - provided for informational purposes.
- 2) Referral from Economic Growth & Development Committee regarding a request to amend the Table of Organization and Salary Schedule to create the position of Senior Planner, *Grade 18, Base Annual Salary \$62,900*, and delete the position of Principal Planner #2, *Annual Salary \$84,093*, effective April 20, 2026.

Motion was made by Mr. Crocitto, seconded by Mr. Etu and carried unanimously to approve Item 2 as outlined above and the necessary resolution was authorized for the April 17th Board Meeting.

- 3) Referrals from the Support Services Committee:
 - A) 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 April 20, 2026.
 - B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Property & Casualty Risk Manager position from \$77,840 (*pro-rated to 30 hours/week - \$58,381 annually*) to \$89,077 (*pro-rated to 30 hours/week - \$66,808 annually*).

Motion was made by Ms. Turner, seconded by Mr. Maday and carried unanimously to approve Items 3A-3B as outlined above and the necessary resolutions were authorized for the April 17th Board Meeting.

- 4) Requests/Items Referred by the Warren County Risk and Safety Committee:
 - A) Request the Warren County First Amendment Audit Protocol Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws.
 - B) Request to adopt the Warren County Family and Medical Leave (FMLA) Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, to ensure compliance with New York State laws.

Motion was made by Mr. Etu, seconded by Mr. Driscoll and carried unanimously to approve Items 4A- 4B as outlined above and the necessary resolutions were authorized for the April 17th Board Meeting.

- 5) Request/Item not Referred by Alternate Standing Committee regarding a request to amend the contract with Ascentis (formerly known as Novatime Technology, Inc.) to allow for up to 2 NovaTime SQL database exports.

Motion was made by Mr. Etu, seconded by Mr. Crocitto and carried unanimously to approve Item 5 as outlined above and the necessary resolution was authorized for the April 17th Board Meeting.

- 6) Personnel Discussion Items:
 - A) Insurance Reserve Payment Report as of February 28, 2026: Report enclosed. Ms. Runyon provided a brief summary of the Report of Insurance Reserve Payments through February 28, 2026. (*Report included as Agenda Item 4C*).
 - B) Personnel/Litigation Matters:

Attorney Elmen noted he was withdrawing his request for an executive session and he provided an update on the following Personnel/Litigation Matters in open session: Lawsuits without Insurance coverage Item 1c; Lawsuits Covered by Insurance Items 2c and 2k; and Notice of Claims & Administrative Complaints Item 3f.

Privilege of the Floor/Public Comment were called for, but there was no one wishing to speak.

There being no further business to come before the Personnel Committee, on motion made by Mr. Etu, seconded by Mr. Maday and carried unanimously, Ms. Runyon adjourned the meeting at 10:14 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board