

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: FINANCE, PERSONNEL & HIGHER EDUCATION

DATE: APRIL 15, 2016

COMMITTEE MEMBERS PRESENT:

SUPERVISORS CONOVER
SEEBER
SOKOL
SIMPSON
MERLINO
DICKINSON
GIRARD
FRASIER
BEATY
MCDEVITT
BRAYMER

OTHERS PRESENT:

KEVIN GERAGHTY, CHAIRMAN OF THE BOARD
BRIAN REICHENBACH, COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK THOMAS, BUDGET OFFICER
SUPERVISORS BROCK
LEGETT
MACDONALD
MONTESI
STROUGH
WOOD
MIKE SWAN, COUNTY TREASURER
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER
GEORGE STEC, TOWN OF QUEENSBURY RESIDENT
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the April 15, 2016 meeting of the Finance, Personnel & Higher Education Committee; the meeting in its entirety can be viewed on the Warren County website using the following link:

<http://www.warrencountyny.gov/gov/comm/Archive/2016/finance/>

Mr. Conover called the meeting of the Finance, Personnel & Higher Education Committee to order at 9:16 a.m.

Mr. Conover announced the purpose of the meeting was to discuss the County Administrator position; he noted prior to entering into an executive session to discuss specific information about any particular person, he would like to first discuss the process to fill the position. He indicated the deadline for applications, which were being processed by the Human Resources Department, had been extended from April 1st to April 7th. He said Jackie Figueroa, *Human Resources Director*, had been instructed to separate the applications into two separate piles: one which included the individuals who met the qualifications and another consisting of those applicants who were not qualified. He apprised that he had asked Ms. Seeber to prepare a list of questions to ask all those who were selected for interviews and to lead the interview process. He asked that any input regarding these questions be directed to Ms. Seeber. In regard to the number of applications delivered, Mr. Conover informed that only five of the thirty-eight received met the qualifications for the position.

Ms. Figueroa provided information regarding the applications received, advising that the position had been advertised on indeed.com which provided leads for various different types of careers. She explained the diversity of this site was the main contributing factor for the number of unqualified applicants who had submitted interest in the position. Mr. Beaty inquired by what source the qualified applicants had learned of the position and Ms. Figueroa replied she was unsure as they had not requested that the applicants disclose this information.

At Mr. Conover's request, Brian Reichenbach, *County Attorney*, stated the official purpose of the executive session was to discuss the employment history of particular individuals.

Motion was made by Ms. Seeber, seconded by Ms. Braymer and carried unanimously to enter into an executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 9:25 a.m. until 9:59 a.m.

Supervisors Brock, Dickinson and Sokol entered the meeting during executive session.

Upon reconvening, Mr. Conover announced that no action had been taken during the executive session.

There being no further business to come before the Finance, Personnel & Higher Education Committee, on motion made by Mr. Girard, and seconded by Mr. Dickinson, Mr. Conover adjourned the meeting at 9:59 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board