

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: JANUARY 31, 2019

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COMMITTEE MEMBERS PRESENT:

SUPERVISORS FRASIER  
MCDEVITT  
LEGGETT  
BRAYMER  
SIMPSON  
HYDE  
LOEB  
MERLINO  
SOKOL

OTHERS PRESENT:

ANN MARIE SCHEIDEGGER, VICE PRESIDENT FOR ADMINISTRATIVE SERVICES  
& TREASURER, SUNY ADIRONDACK  
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR  
PATRICIA NENNINGER, PERSONNEL OFFICER  
RONALD CONOVER, CHAIRMAN OF THE BOARD  
RYAN MOORE, COUNTY ADMINISTRATOR  
MARY ELIZABETH KISSANE, COUNTY ATTORNEY  
AMANDA ALLEN, CLERK OF THE BOARD  
FRANK THOMAS, BUDGET OFFICER

COMMITTEE MEMBERS ABSENT:

SUPERVISORS GERAGHTY  
DIAMOND

SUPERVISORS BEATY  
DICKINSON  
DRISCOLL  
HOGAN  
MAGOWAN  
STROUGH  
WILD

MIKE SWAN, COUNTY TREASURER  
WAYNE LAMOTHE, COUNTY PLANNER  
AMY LAVINE, FIRST ASSISTANT COUNTY ATTORNEY  
KEVIN HAJOS, DEPUTY SUPERINTENDENT OF PUBLIC WORKS  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
BRIAN LAFLURE, DIRECTOR, OFFICE OF EMERGENCY SERVICES/FIRE  
COORDINATOR  
DON LEHMAN, *THE POST STAR*  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

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*Please note, the following contains a summarization of the January 31, 2019 meeting of the 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/2019/personnel/>*

In the absence of Committee Chairman Geraghty, Supervisor Frasier, as Vice-Chair, called the meeting of the Personnel & Higher Education Committee to order at 10:01 a.m.

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

Copies of the meeting Agenda were distributed to the Committee members and a copy of same is on file with the meeting minutes.

Commencing with the Agenda review, Mrs. Frasier offered privilege of the floor to Ann Marie Scheidegger, *Vice President for Administrative Services & Treasurer, SUNY Adirondack*, to provide an update on SUNY Adirondack. Ms. Scheidegger advised she was present to ensure everyone was aware that it was advocacy season for community colleges, as the Governors Executive Budget had recently been released and if it remained unchanged the result would be a 2% cut to funding for community colleges across the State. She stated twenty-seven out of the thirty total community colleges in the State would have their budgets reduced, apprising this equated to about \$300,000 in State aid for SUNY Adirondack. She mentioned as part of SUNY Adirondack advocacy efforts they would again be promoting making a change to the funding formula in order to stabilize their funding and create some sort of sustainable and predictable model for them to use to allow them to budget for more than one

year at a time. She informed what they were requesting was an annual floor which was similar to what the CUNY (*City University of New York*) Colleges and K-12 schools received, as well as a small increase in the per FTE (*Full-time Equivalent*) amount to allow them to adjust to fluctuations in enrollment. She advised the State currently funded them on an FTE basis which used to mean one student, but was not really accurate today because it could be referring to up to five students since the majority of their students were part-time, all of whom required a parking space and advisor, counseling and tutoring services and yet they were being funded to interact with one student. She informed this was the reason they were advocating for a funding formula change. She mentioned she had provided a draft of the letter they were using for their letter writing campaign to Amanda Allen, *Clerk of the Board*, to distribute to any of the Board members who may be interested in participating, as well as distributing copies of their advocacy flyers to the Committee members; *a copy of the advocacy letter and flyer are on file with the minutes*. She mentioned in previous years she believed a resolution had been adopted by the Board to assist the College with their advocacy efforts which they were appreciative of; however, she noted, she believed the letter writing campaigns aided them with their efforts.

Mr. Leggett advised a Board resolution could possibly aid the College with their advocacy efforts, as well by providing a unified message from the County. Ms. Scheidegger stated she also recommended that the County consider working with NYSAC (*New York State Association of Counties*), as they had become very involved in the process over the last year and she felt this may be a good avenue to use, as well.

Ms. Braymer informed during the 2019 NYSAC Conference earlier this week representatives of NYSAC had discussed how low the FTE funding was for community colleges during the budget review. She remarked she felt it was imperative to assist the college with their advocacy efforts because they were unsure of what would occur with this years State Budget.

Motion was made by Mr. Leggett, seconded by Mr. Loeb and carried unanimously to authorize a resolution urging State Legislators to advocate on behalf of SUNY Adirondack for the Governor to stabilize funding to Community Colleges in the State Budget by creating a more sustainable and predictable funding model for community colleges and authorizing the Chairman of the Board of Supervisors to forward advocacy letters to State Legislators concerning same, and the necessary resolution was authorized for the February 15<sup>th</sup> Board meeting.

Moving along Mrs. Frasier stated Agenda Items 2A-D pertained to the following Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:

2A) *Human Resources*- Review of report on tracking of vacancies filled.

Jackie Figueroa, *County Human Resources Director*, apprised a copy of the report was included with the Agenda and she was available to answer any questions regarding same. Mr. Leggett pointed out the chart consisted mostly of positions within the Health Services Department; Ms. Figueroa advised this was due to the number of staffing changes that were made through the budget process. Mrs. Frasier expounded during the budget process about nine positions had been changed and/or added to the department and when the new year commenced they had begun filling those positions.

2B) *Human Resources*- Request to update and amend the Warren County Time Clock Policy and Time and Attendance System Procedure.

Ms. Figueroa stated this request pertained to updating the Warren County Time Clock Policy and Attendance System Procedure which she had worked with the County Administrator's Office to make a few changes to the language in the policy to clarify that it was FLSA exempt and not Civil Service exempt. She added the Treasurer's Office requested to keep the list of exempt positions separate as a working document to prevent from having to amend the resolution several times a year since this list changed periodically throughout the year when new positions were created.

Ms. Braymer mentioned some concerns had been brought up regarding the exempt employees not clocking out at the end of the day or when they left for a long period of time, but she did not believe this was addressed. She apprised this was something she felt should be included in the amended policy, as an issue could occur during an emergency if an employee had left for the day without anyone being aware. She pointed out if all employees were required to punch out there would be a record of who was in the building to ensure everyone was properly accounted for. Mrs. Frasier stated she thought Ms. Braymer only wanted employees to punch out at the end of the day and Ms. Braymer clarified that she wanted employees to punch out when they were leaving for the day regardless of what time it was. Mr. Simpson inquired whether the County's time keeping system was equipped to allow someone to access payroll records in the event of an emergency and Ms Braymer replied she thought it did, but if she was incorrect this could be an issue. Mike Swan, *County Treasurer*, apprised he would need to contact the employees who handled the payroll in his department to determine whether this would be possible. Ms. Figueroa added she was unsure whether the system would allow them to differentiate from the different buildings. Mr. Swan stated the system currently did not have that capability. Mr. Simpson remarked he believed an emergency action plan would have to be developed to employ something like this.

Ryan Moore, *County Administrator*, apprised as long as he had access to an internet connection he had the capability to go through time sheets on his laptop to determine the punch status of individual employees. He stated the process that was currently utilized to account for employees during an emergency was to have them report to their designated checkpoint outside. He said if they were aware of an employee who was in the building and had not left for their lunch break, but could not be accounted for, handheld radios were used to contact the other check points and see if that employee was there. Mr. Swan suggested using cell phones when looking for a specific person, as he believed this would be easier and Mr. Moore responded that a cell phone was used on an occasion when he did not hear the alarm and had remained in the building.

Mrs. Frasier voiced that if this was a real concern than maybe it was necessary for the Committee to be aware and take action and she asked Ms. Figueroa her opinion. Ms. Figueroa advised this morning was the first time she was made aware of this issue, but from her perspective it was not a point of concern.

A discussion ensued during which Ms. Braymer questioned how flex time was tracked for exempt employees and Ms. Figueroa replied there was no tracking method. Mr. Moore added there was no County-wide policy which dictated how to track these hours, apprising it was the responsibility of each department head to determine how they wanted to keep track of that. He informed he used an excel sheet to track when he and his other employee, who was exempt, worked more than seven hours. He said this ensured that no one was working less than they were supposed to be. Ms. Braymer asked Mr. Moore how employees were allowed to flex their time and Mr. Moore responded for employees who were required to punch in and out, the system tracked how much time they worked over or under meaning if a circumstance arose where they had to leave a half hour early, if they had not built up the

half hour over the days where they worked over than flexing it was not an option, as flex time was only permitted from the time that was available. Ms. Braymer questioned whether this time would continue to add up throughout the entire year and Mr. Moore replied in the negative, apprising he handled this on a per pay period basis. Ms. Braymer appraised she felt that was an appropriate way to approach the matter, but not all departments were doing this. Mr. Moore reiterated there was no County policy which required department heads to use any specific method for flex time use.

Mr. Swan interjected that there was no flex time for exempt employees, meaning regardless of whether they worked ninety hours or twenty hours their pay remained the same. Ms. Braymer voiced her concern that there was no way to tell if there was an issue with an exempt employee not working the hours required of them since no one was tracking this except that particular employee. Mrs. Frasier advised she felt the departments heads were aware of the number of hours their staff were working. Mr. Swan stated he kept track of all of his exempt employees to ensure they were working their designated hours; he added a number of these employees were working more than the required hours.

A discussion ensued following which the Committee decided to take no action concerning exempt employees clocking in an out.

A motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the request to amend the Warren County Time Clock Policy and Time and Attendance System Procedure as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

2C) *Human Resources*- Request to update/revise the Warren County Policy Against Discrimination and Harassment (*replacing Warren County Plan and Program on Workplace Harassment*).

Ms. Figueroa informed these changes were mandated through the State, apprising that the language which was used as the basis was drafted by NYMIR (*New York Municipal Insurance Reciprocal*) and the changes had been reviewed by herself, the County Attorney and the County Administrator.

Motion was made by Mr. Leggett, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

2D) *Human Resources*- Request to amend Resolution No. 375 of 2018 to include language pertaining to the \$100,000 stop-loss deductible for employee health insurance which was inadvertently omitted and ratifying the actions of the Chairman of the Board in regard to signing contract for same.

Motion was made by Mr. Simpson, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

Continuing with the Agenda review, Mrs. Frasier stated Agenda Item 3 concerned a referral from the Economic Growth & Development Committee, *Planning*, pertaining to a request to reclassify the position of GIS Coordinator, *Annual Salary \$74,000*, to GIS Administrator, *Annual Salary \$79,500*. *Note: the Economic Growth & Development Committee did not approve this change, but referred same to the Personnel & Higher Education Committee for review and consideration to determine whether the change was appropriate.*

Motion was made by Mr. Simpson and seconded by Mr. McDevitt to approve the request as presented.

Mr. McDevitt asked Mr. Moore to address how the salary compared to positions within other counties that were doing the County Planner's work, as well as performing similar duties to the GIS Coordinator. Mr. Moore advised he had requested that the Planning & Community Development Department conduct a survey regarding these salaries which resulted in the following: Ontario County employed an individual for \$92,000; Ulster County paid their employee \$81,000; Green County employed an individual for \$81,000; Dutchess County paid their individual \$85,000; Onanadaga County paid a salary of \$94,000; Erie County employed the position for a salary of \$91,000; Putnam County paid their employee \$90,000; Schenectady County paid a salary of \$83,000 and the Rockland County employee was paid \$146,000.

Mrs. Frasier questioned whether Essex, Washington and Saratoga Counties had GIS Administrators, as their salary ranges would be more comparable than the larger counties referenced above. Wayne LaMothe, *County Planner*, responded there were no equivalent positions in those counties, as they all employed GIS Technicians and outsourced for administrative and program development services.

Mr. Loeb stated he was interested in knowing what the discussion was on this matter during the budgeting process and Mrs. Frasier responded that she did not believe this was part of the budgeting process, as she believed this had only recently been brought up. Mr. LaMothe advised this was an outgrowth of the budget process, explaining the position recently had its hours increased back to full-time. He explained the position originally was titled GIS Administrator during the late 1990's, but due to the budgeting issues during 2008-2009 the position was downgraded to a part-time GIS Coordinator. He stated in order for them to change the title of the position back to GIS Administrator he had to work with the Personnel Officer to redefine the job description because it was so outdated. He continued, it was necessary for the Committee to approve the title change for the position, adding the reason the request included a pay increase related to the fact that he had inadvertently overlooked it during the budgeting process, meaning the salary remained the same as it was in 2018. He informed employing a GIS Administrator prevented them from having to hire consultants to do a significant amount of work while also bringing in revenue through the GIS services they provided to State agencies, two local municipalities and the A/GFTC (*Adirondack/Glens Falls Transportation Counsel*). He concluded by stating he felt the level of expertise provided required this position.

Ms. Braymer remarked she felt this matter should have been vetted by the Economic Growth & Development Committee before it was brought before the Personnel & Higher Education Committee. Mrs. Frasier interjected that the request was discussed at the Economic Growth & Development Committee, but the Committee decided to forward it to the Personnel & Higher Education Committee for further discussion. Mr. McDevitt stated upon the request of Mr. Wild, the matter was forwarded to the Personnel & Higher Education Committee for further discussion; however, he noted, he was fully supportive of the request and felt the Committee would have approved it if Mr. Wild had not made that request. He added following the review of the comparable salaries, he felt this was a reasonable request when considering the job duties of the position. Mr. Wild added the reason he requested the matter be forwarded to the Personnel & Higher Education Committee related to the lack of availability of comparable salaries for the position to assist with determining whether this was an appropriate salary, but this was now available. He stated he had requested this information due to the issues they were having with retaining employees, as he wanted to ensure the salary was competitive with other counties.

A discussion ensued during which Mr. Loeb voiced his opposition to the pay increase, as he felt all pay increases should be addressed during the budgeting process to prevent future issues with the budget. Mr. Leggett stated although it was good to review how other counties paid similar positions, how Warren County paid in the relative scope of things had yet to be vetted; therefore, he said, he would not be comfortable voting in favor of the pay increase at this time. He added the pay increase before them was well over the 2.6% pay increase that the majority of the County employees received during the budgeting process and he suggested they hold off on making a decision until additional information was provided. Mr. Sokol added he concurred with Messrs. Loeb and Leggett, as he was concerned about the impact on the County Budget if they continued to increase salaries throughout the year which was why he did not think he could support the request.

Mr. LaMothe pointed out this employee was the only one who maintained the GIS, meaning she was on duty twenty-four hours a day seven days a week. He stated there had been times when this employee had to fix issues while they were on vacation. He remarked he felt this was an appropriate salary considering the job duties carried out by this individual.

Mr. Sokol stated he was in favor of Mr. Leggett's suggestion to increase the salary by 2.6% and he asked whether Mr. LaMothe felt the employee would be agreeable to this amount and Mr. LaMothe replied affirmatively. Mr. LaMothe pointed out when this employee was bumped up to full-time they had taken what would equate to a \$6,000 decrease in pay because their hourly rate was decreased by \$3. He apprised if the part-time hourly rate was used as a basis for the salary the positions salary would be more than what he was requesting it to be increased to.

A discussion ensued following which Mrs. Frasier called the question and the motion to reclassify the position of GIS Coordinator, *Annual Salary \$74,000*, to GIS Administrator, *Annual Salary \$79,500*, failed, with Mrs. Frasier, Ms. Braymer and Messrs. Leggett, Loeb and Sokol voting in opposition.

Mrs. Frasier inquired whether the request would have to return to Committee next month and Mr. Moore replied that was an option, or they could act on increasing the salary by 2.6% which equated to an increase to \$75,924, whichever was the pleasure of the Committee. Mr. Leggett asked Mr. Sokol if he was comfortable moving forward with a 2.6% increase and Mr. Sokol replied in the affirmative, adding he would like Mr. Thomas to weigh in on the matter. Mr. Thomas stated he was agreeable to a 2.6% pay increase; however, he noted, he had also been comfortable with increasing the position to the original amount requested.

A discussion ensued.

A motion was made by Mr. Simpson, seconded by Mr. Leggett and carried by majority vote, with Mr. McDevitt and Ms. Hyde voting in opposition, to reclassify the position of GIS Coordinator, *Annual Salary \$74,000*, to GIS Administrator, *Annual Salary \$75,924*, and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

Moving along, Mrs. Frasier apprised Agenda Items 4A-F consisted of the following referrals from the Health, Human & Social Services Committee:

- 4A) *Countryside*- Request to authorize temporary out-of-title pay for Senior Aide #2, *Grade 7*, effective retroactive to November 19, 2018 to reflect the increased responsibilities and workload undertaken until the Director position is evaluated, posted and filled.

Motion was made by Ms. Braymer, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 4B) *Countryside*- Request to temporarily increase the total weekly hours of the Part-Time Senior Account Clerk, (*Grade 7*), position from 24 hours to 32 hours per week until the Part-Time Account Clerk #3 position is filled.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 4C) *Health Services*-Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in NUR 305 Information Management and Patient Care Technologies at Southern New Hampshire University-Online. Course begins January 7, 2019; Cost: \$1,137. If this request is approved, Ms. Monroe will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Ms. Braymer stated during the Health, Human, & Social Services Committee meeting she recalled there being a discussion regarding whether the individual referenced in this request or the one immediately following was a County employee; however, she noted, she had since confirmed with Director of Public Health and Ms. Figueroa that both of these individuals were employed by the County. She apprised of how she was opposed to paying for courses for someone who was not employed by the County, but since this was not the case in these instances she would be voting in favor.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 4D) *Health Services*- Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in Biology 270 (Anatomy & Physiology I with Laboratory works). Course begins January 22, 2019; Cost: \$1,009.80. If this request is approved, Ms. Shah will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Mr. Loeb, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 4E) *Mental Health* - Request to authorize enrollment in job-related course: Carrie Wright, *Program Analyst*, to enroll in Intro to Public Admin. at Marist College. Course begins January 2019; Cost: \$999.00. If this request is approved, Ms. Wright will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Ms. Braymer, seconded by Mr. McDevitt and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 4F) *Office for the Aging*- Request to amend the Table of Organization and Salary Schedule to reduce the hours of Meal Site Cook #10 at the Johnsburg Meal Site from 30 hours per week to 25 hours

per week based on the staffing requirements outlined by New York State Office for the Aging and the number of meals produced at the site.

Ms. Braymer remarked although this had already been discussed at the Health, Human & Social Services Committee she felt compelled to note that this was one of the issues they had pertaining to County employees and living wages. She advised reducing the hours of the position rendered the employee ineligible for benefits and resulted in a minimal salary. Mrs. Frasier apprised she felt there were a number of positions in the County with low salaries; however, she noted, there was not much they could do since the salaries were approved by the union and no complaints had been received regarding them.

Motion was made by Mr. Sokol, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mrs. Frasier stated Agenda Item 5 pertained to a referral from the Support Services Committee, *County Attorney*, involving a request to reclassify the position of Legal Assistant-Real Estate, *Annual Salary \$45,000*, to Tax Coordinator, *Annual Salary \$45,000*, effective retroactive to December 26, 2018 as this title is more appropriate for the position.

Motion was made by Mr. Loeb, seconded by Mr. Merlino and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

Mrs. Frasier stated Agenda Items 6A-B concerned the following Request/Items to be Discussed by the County Treasurer:

- 6A) Request to amend the Table of Organization and Salary Schedule to create the new position of Principal Account Clerk/Typist-Temp, *Grade 11, Annual Salary \$23.70/hour*, effective February 18, 2019 and terminating August 15, 2019.

Mr. Swan informed he was requesting to bring an employee who had thirty-nine years of experience with the County and had retired as of yesterday back on a part-time basis for the next several months at the \$23.70 hourly rate. He said the funds were available within his budget as a result of the reduction in the salary for the position that would replace this individuals former position with which was noted in the following request.

Ms. Figueroa questioned whether the position would be working a specific number of hours and Mr. Swan responded the individual had agreed to work up to sixteen hours per week.

Motion was made by Mr. Sokol, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

- 6B) Request to amend the Table of Organization and Salary Schedule to create the new position of Principal Account Clerk # 4, *Grade 10, Annual Base Salary \$37,633*, and delete the position of Principal Account Clerk/Typist, *Grade 11, Base Annual Salary \$49,286*, effective February 18, 2019.



In response to a question asked by Mr. Loeb, Mr. Swan advised the position would be replacing the one the individual who was retiring was in, as it was no longer applicable since there were no longer Typist positions in the County. He said the request consisted on removing Typist from the Principle Account Clerk/Typist title and lowering the Grade one step resulting in a reduction in the salary.

Motion was made by Ms. Braymer, seconded by Mr. Sokol and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the February 15<sup>th</sup> Board Meeting.

Concluding the agenda review, Mrs. Frasier noted Agenda Item VI consisted of a listing of vacancies approved for filling by other Committees since the last Personnel & Higher Education Committee meeting, which included the following:

- Countryside Adult Home-** Account Clerk #3- Part-Time, *Grade 4, Base Annual Salary \$29,333*, due to resignation.  
Senior Aide #1, *Grade 7, Base Annual Salary \$33,600*, due to retirement.
- County Clerk/DMV-** Motor Vehicle License Clerk #10, *Grade 8, Base Annual Salary \$34,988*, due to termination.
- District Attorney-** 5<sup>th</sup> Assistant District Attorney, *Annual Salary \$60,178*, due to resignation.  
6<sup>th</sup> Assistant District Attorney, *Annual Salary \$54,371*, due to promotion.  
7<sup>th</sup> Assistant District Attorney, *Annual Salary \$52,260*, due to promotion.
- Office for the Aging-** Meal Site Cook#10 (Johnsburg Meal Site), *Grade 2, Base Annual Salary \$27,438 (25hr/week)*, due to resignation.  
Food Service Manager, *Grade 4, Base Annual Salary \$29,333*, due to resignation.
- Parks, Rec. & RR -** Building Maintenance Worker #11, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- Public Works-** MEO (L) #21, *Grade 7, Base Annual Salary \$33,600*, due to promotion.  
MEO (L) #28, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- Social Services-** Intake Clerk #7, *Grade 4, Base Annual Salary \$29,333*, due to termination.  
Medicaid Clerk #3, *Grade 5, Base Annual Salary \$30,520*, due to promotion.  
Caseworker #32, *Grade 16, Base Annual Salary \$43,390*, due to promotion.

Prior to adjourning, Mrs. Frasier noted Mr. Moore would be looking into how department heads accounted for their exempt employees time.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Sokol and seconded by Ms. Braymer, Mrs. Frasier adjourned the meeting at 10:48 a.m.

Respectfully submitted,

Sarah McLenithan, Deputy Clerk of the Board