

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MARCH 1, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY  
FRASIER  
MCDEVITT  
BRAYMER  
HYDE  
LOEB  
SOKOL

OTHERS PRESENT:

DR. KRISTINE DUFFY, PRESIDENT, SUNY ADIRONDACK  
REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:  
MATT SCHUETTE, AGENCY PARTNER  
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  
SUPERVISORS BEATY  
DICKINSON  
DRISCOLL  
HOGAN  
MAGOWAN  
STROUGH  
WILD  
ERIN BROTHERS, CONFIDENTIAL SECRETARY TO THE PUBLIC DEFENDER  
JASON CARUSONE, DISTRICT ATTORNEY  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
PAULETTE McDONALD, SECRETARY TO THE DISTRICT ATTORNEY  
MIKE SWAN, COUNTY TREASURER  
LARRY PALTROWITZ, SPECIAL COUNSEL FOR THE COUNTY  
DON LEHMAN, *THE POST STAR*  
SARAH MCLLENTHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBERS ABSENT:

SUPERVISORS LEGGETT  
SIMPSON  
DIAMOND  
MERLINO

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*Please note, the following contains a summarization of the March 1, 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/>*

Supervisor Geraghty called the meeting of the Personnel & Higher Education Committee to order at 10:30 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Sokol 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, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, who apprised she was pleased to announce enrollment for the Spring semester this year was larger than last year; she added this was a good trend for the College considering enrollment for the Fall semester was down slightly compared to the prior year. She advised they were in the midst of State Budget Advocacy season and she thanked Chairman Conover for sending letters of support for the College to the State Legislators and the Governor. She mentioned she would be attending a luncheon today with some of the State Legislators and some of the members of their campus community for the purpose of discussing all of the good work going on at the College with the hopes that the State would support the request to change the funding formula for community

colleges to provide more stability and predictability for the community colleges across the State. She said they would continue to lobby for that and they were in the process of putting together their budget for next year, apprising they had a great meeting a few weeks ago with Warren and Washington Counties to discuss the budgeting process and what their funding request would be from them. She stated they were anticipating a \$300,000 loss in revenue if the State Budget did not go the way they were hoping and she added they were already in a position that did not allow them to fill positions they needed.

Dr. Duffy informed the College had submitted all of the required paperwork to Empire State Development for reimbursement for expenses associated with the Culinary Project. She said she did not foresee any issues which would cause a delay in receiving the funds from them and she added as soon as these funds were provided they would be allocated to the County to pay back the County for fronting these funds for them. She said they had been notified not to expect receiving any money until May.

Mr. McDevitt questioned whether it was true that the College had hired a Sustainability Coordinator and Dr. Duffy replied affirmatively, apprising the individual hired for the position had commenced working last week. She said this individual's role would be to lead the efforts of the Sustainability Plan that the College created three years ago with the hope that it would create savings which could be reinvested in other strategic initiatives. She mentioned they were close to finishing up their off-site Solar Ray Project which would allow them to capture about 30% of their energy from renewable energy.

Mr. Loeb entered the meeting at 10:34 a.m.

Mr. Geraghty announced an executive session was required to discuss interest arbitration.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to enter into an executive session pursuant to Section 105(e) of the Public Officers Law.

Executive session was held from 10:35 a.m. until 10:53 a.m.

Resuming the Agenda review, Mr. Geraghty stated 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. *Report provided for informational purposes.*
- 2B) *Human Resources*- A brief update from Jaeger & Flynn Associates regarding County benefits.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, who proceeded to provide an overview of the agenda pertaining to the health and prescription plan performance, an overview of telemedicine and how it would save money for the County and employees and possible concepts to promote utilization and prescription cost containment through the use of manufacturer coupons; *copy of which is on file with the minutes.*

Mr. Loeb asked how telemedicine interfaced with individuals primary care physicians and Mr. Schuette apprised no referrals were required and the results of the telemedicine visit could be forwarded on to their primary care physician upon request. He added telemedicine was used for low level issues.

Ms. Braymer inquired how telemedicine would be rolled out to the employees, as she believed this was already in place. Jackie Figueroa, *County Human Resources Director*, advised it was in place and was included in the employee newsletter, as well as the packets for new hires and information was made available during open enrollment. She added she had been working with a representative from Jaeger & Flynn Associates on an email blast that would be distributed to all County employees regarding the service. She said she had downloaded the application to test out when someone was sick in her family because she felt word of mouth was how employees would start using the service.

With regard to the manufacturer coupons relating to prescriptions, Ryan Moore, *County Administrator*, asked whether the savings would be automatic once employees enrolled in this and picked up their prescriptions and Mr. Schuette replied affirmatively. Mr. McDevitt stated currently it was illegal for Medicare to directly negotiate with drug companies, apprising he felt this would make it near impossible to curtail the cost of prescriptions for those covered by a Medicare Plan unless this law was changed.

A discussion ensued during which Mr. Wild voiced his concerns regarding the financial state of the Glens Falls Hospital and how he would like for the County to do some additional research to determine what was occurring there.

Continuing the agenda review, the following items were addressed:

- 2C) *Personnel Officer*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Specialist, *Annual Salary \$43,500*, and delete the position of Principal Personnel Clerk, *Annual Salary \$44,342*, effective March 18, 2019.
- 2D) *Personnel Officer*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Civil Service Assistant, *Annual Salary \$40,000*, and delete the position of Senior Personnel Clerk, *Annual Salary \$36,977*, effective March 18, 2019.
- 2E) *Personnel Officer*- Request to amend the Salary Schedule to decrease the salary of the Clerk-Temp position from \$5,000 to \$2,819 effective March 18, 2019.

Mr. Loeb asked how this impacted the employees within the Civil Service Office and Patricia Nenninger, *Personnel Officer*, replied due to a vacancy within the department she took the time to update the titles and positions. She said the existing employee would be promoted and she had a candidate in mind for the vacant position. She added these changes were budget neutral.

Motion was made by Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the March 15<sup>th</sup> Board Meeting.

Mr. Geraghty stated Agenda Items 3A-C pertained to the following referrals from the Health, Human & Social Services Committee:

- 3A) *Countryside*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Case Manager, *Grade 14, Base Annual Salary \$40,954*, and delete the position of Caseworker-PT, *Grade 16, Annual Salary \$21,695*, effective March 18, 2019.

- 3B) *Social Services*- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Account Clerk-Temporary (up to 6 months), *Grade 4, Base Annual Salary \$29,333*, effective March 18, 2019.
- 3C) *Veteran's Services*- Request to Amend the Table of Organization and Salary Schedule to create the new position of Program Coordinator Peer-to-Peer Support Services (temporary, part-time), *Annual Salary \$21,684, up to 20 hours per week*, effective April 29, 2019.

Motion was made by Mr. Sokol, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the March 15<sup>th</sup> Board Meeting.

Mr. Moore informed he had recently signed off on a request to fill vacant position of Senior Account Clerk #5 position with the Department of Social Services, *Grade 7, Base Annual Salary \$33,600*, due to resignation which occurred following the Health, Human & Social Services Committee meeting. He apprised this was a critical position that assisted the Fiscal Manager, who was already short-staffed.

Motion was made by Mr. Loeb, seconded by Mrs. Frasier and carried unanimously to approve the request to fill vacant position was outlined above. *Note: Following the meeting the request received the required approval through the emergency fill process.*

Mr. Geraghty questioned whether they needed to authorize the Program Coordinator Peer-to-Peer Support Service position to be filled for the Veteran's Services Department and Mr. Moore responded they were holding off on filling it until the next meeting when they presented the request for an intermunicipal agreement with Washington County. He said the Director of Veteran's Services had presented the request to create the position so she could commence with advertising for the position.

Moving along, Mr. Geraghty apprised Agenda Items 4A-B consisted of the following referrals from the Public Works Committee, *Parks, Recreation & Railroad*:

- 4A) Request to amend the Salary Schedule to decrease the salary of the Environmental Education Administrator from \$58,338 to \$50,000 effective April 1, 2019.
- 4B) Request to amend the Table of Organization and Salary Schedule to create the new position of Assistant Naturalist-Temp, *Annual Salary \$4,000*, effective March 18, 2019.

Motion was made by Mrs. Frasier, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the March 15<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty stated Agenda Item 5 pertained to a Request/Item to be discussed by the County Administrator concerning Attorney salaries. Mr. Moore stated that the situation that was occurring within the District Attorneys Office was what was driving this. He informed that the starting salaries for Assistant District Attorneys in Saratoga County was \$88,000, \$68,000 in Washington County and \$67,000 in Essex County as compared to here where it was only \$52,260. He informed one Assistant District Attorney had left for a job that paid higher a salary and a few others were actively seeking employment elsewhere; he added he was seriously concerned about the potential of losing additional experienced attorneys. He mentioned that and the combination of the discussion the Board had last year during budget time regarding how the County dealt with salaries for exempt

employees had lead him to develop a grid similar to what the unions did for these attorney positions within the District Attorney and County Attorney offices, as well as the Department of Social Services and was included in the agenda packet which he reviewed in detail.

Mr. McDevitt commented how he felt it was important for the County to pay competitive salaries in relation to those paid by Washington and Saratoga Counties and that there was consistency and uniformity with the salaries paid to attorneys in different departments.

A discussion ensued during which the Committee members voiced their support of the salary increases for the District Attorney's Office, County Attorney's Office and the Department of Social Services as outlined in the attached chart.

During the discussion Ms. Braymer asked whether individuals who had experience in the position working for another County could be compensated at a higher level even though their experience was elsewhere and Mr. Moore replied in the negative, apprising they followed the CSEA (*Civil Service Employees Association*) procedure which required new employees to start at the bottom just as they were also required to start over at the bottom when they had a break in employment with the County. He said he would be open to handling this in a different manner, but he would present to the full Board as a salary exception where someone started slightly higher on the scale. Ms. Figueroa advised Patrol Officers were provided up to three years and nurses were offered five years for previous experience outside of the County, all of which had to be confirmed and documented. Mr. Moore stated he believed they should be able to consider requests from department heads who had a good candidate that wanted to work here, but needed to make a certain salary; however, he noted, he would want to present these to the Board for consideration.

Ms. Braymer requested that Mr. Moore develop a similar chart for the Department Head positions and Mr. Moore responded he would work on a chart for all of the exempt positions within the County with the idea that it would be for 2020 and used as part of the budgeting process.

Ms. Braymer inquired why the attorneys for the Public Defenders Office had not been included on the chart and Mr. Moore responded that all of the attorneys within the Public Defenders Office had been given a \$5,000 salary increase as part of the 2019 Budget process which State funding was used to fund. He said the idea was for the Public Defenders Office was to utilize as much of that State funding as possible, as the purpose of this funding was prevent attorneys from leaving by providing them with a quality enhancement. He mentioned the plan was to work with the Public Defenders Office every year to ensure the salaries were appropriate while also being able to maximize that reimbursement.

Motion was made by Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to amend the Salary Schedule as outlined in the chart and the necessary resolution was authorized for the March 15, 2019 Board Meeting.

Concluding the agenda review, Mr. Geraghty 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:

- Health Services-* Registered Professional Nurse #39, *Grade 19, Base Annual Salary \$47,523*, due to termination.
- Part-Time Public Health Liaison (24 hr/week/avg), *Grade 7, Base Annual Salary \$16.15/hr.*

Assistant Director of Public Health, *Annual Salary \$80,891*, due to promotion.

*Parks, Rec. & RR -* Up Yonda-Environmental Education Administrator, *Annual Salary \$50,000* due to retirement.

*Social Services-* Social Services Investigator #2, *Grade 11, Base Annual Salary \$38,225*, due to resignation.

*Sheriff-* Patrol Officer #34, *Annual Salary \$40,390*, due to promotion.  
Investigator #1, *Annual Salary \$69,456*, due to retirement.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Loeb and seconded by Ms. Braymer, Mr. Geraghty adjourned the meeting at 11:29 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board