

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: MAY 2, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

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 DRISCOLL
HOGAN
MAGOWAN
STROUGH

COMMITTEE MEMBER ABSENT:

SUPERVISOR HYDE

LEXIE DELUREY, DIRECTOR, REAL PROPERTY TAX SERVICES
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS
SHAWN LAMOUREE, WARREN COUNTY UNDERSHERIFF
MIKE SWAN, COUNTY TREASURER
DON LEHMAN, *THE POST STAR*
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD
*SEE SIGN-IN SHEET FOR ADDITIONAL ATTENDEES

Please note, the following contains a summarization of the May 2, 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 10:00 a.m.

Motion was made by Mr. McDevitt, seconded by Mr. Leggett 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 advised that no one was present from SUNY Adirondack to provide an update. Moving on, Mr. Geraghty stated Items 2A-B 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) *Personnel Officer*- Request to authorize a new contract with Standard Medical Services for Medical Exams for Warren County Patrol Officer and Glens Falls Police Officer candidates.

Patrician Nenninger, *Personnel Officer*, advised that medical exams were required as part of the Civil Service testing process for the Sheriff's Patrol Officer and Glens Falls Police Officer positions. She stated since the Glens Falls Hospital was no longer providing these exams, she was requesting a new contract with Standard Medical Services which was being used by other municipalities for these exams, as well.

Motion was made by Mr. McDevitt, seconded by Mr. Sokol and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th Board Meeting.

Ms. Braymer entered the meeting at 10:02 a.m.

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

- 3A) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in Anatomy and Physiology II at Hudson Valley Community College. Course begins May 20, 2019; Cost: \$955. 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.

- 3B) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in EPI Principles of Public Health (Course 1 of 6 for Certificate Program) at SUNY Albany School of Public Health. Course begins May 28, 2019; Cost: \$1,500. 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.

- 3C) Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in IHP420-R54098 Ethical and Legal Considerations at Southern New Hampshire University-Online. Course begins May 6, 2019; Cost: \$960. 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.

Motion was made by Mrs. Frasier, seconded by Mr. Leggett and carried unanimously to approve all three requests and the necessary resolutions were authorized for the May 17th Board Meeting.

Moving along, Mr. Geraghty apprised Agenda Item 4A-B consisted of the following Requests/Items to be discussed by the County Administrator:

- 4A) Discussion regarding the District Attorney Salary Increases.

Ryan Moore, *County Administrator*, apprised that there was a State mandate in place which required a County Court Judge's salary to be set at 95% of a Supreme Court Judge's salary. He said there was also a requirement that the District Attorney's Salary be set the same as the County Court Judge, and unless State Legislation was changed the County had no control over the salary changes. Mr. Moore informed he was also requesting authority to make future State mandated salary changes for the District Attorney position administratively without requiring advance Board approval.

A motion was made by Mr. Merlino and seconded by Ms. Braymer to bring this item to the floor.

Mr. Geraghty questioned what the new salary was and Mr. Moore replied it was \$200,400. Mr. Geraghty remarked he was pleased the salary was not linked to a Supreme Court Judge, as theirs was set higher. Ms. Braymer asked how this had been handled in past years and Mr. Moore responded the request went before the Committee and then the Board for approval. Mr. Geraghty stated the Committee would be informed when the salary increases occurred going forward.

A discussion ensued during which Ms. Braymer voiced her opposition, apprising she believed the County should leave the salary as it was and request that the State provide them with the funding to pay for the increase.

Mr. Loeb entered the meeting at 10:06 a.m.

There being no further discussion, Mr. Geraghty called the question and the motion was carried by majority vote, with Ms. Braymer voting in opposition, to amend the Table of Organization & Salary Schedule to increase the District Attorney's Salary from \$197,600 to \$200,400 retroactive to April 1, 2019 and authorizing future State mandated salary increases to be made administratively without requiring Board approval. and the necessary resolution was authorized for the May 17th Board Meeting.

4B) Request to amend the Departmental Table of Organization and Salary Schedule within the Sheriff's Office to create and fill the new positions of:

1. Senior Building Maintenance Mechanic/Auto Mech #1, *Annual Salary \$58,586.21*
2. Building Maintenance Mechanic #1, *Annual Salary \$47,302.07*
3. Building Maintenance Mechanic PT Temporary, *Annual Salary \$47,302.07 (5/1/19-12/31/19)* and to delete the positions of Senior Building Maintenance Mechanic and Building Maintenance Mechanic/Auto Mechanic #1 effective May 1, 2019, as well as to ratify the actions of the County Administrator in authorizing same prior to the May 17, 2019 Board Meeting.

Mr. Moore advised as a result of an unanticipated retirement these positions needed to be filled. He said there would be an internal promotion of a Building Maintenance Mechanic/Auto Mechanic into a Sr. Maintenance Mechanic position, but the new position would include the Auto Mechanic duties, as well since this individual installed all of the radios and emergency equipment into the Sheriff's vehicles; he added this saved the County a substantial amount of money, as they did not have to contract the work out. He explained they would be abolishing the Sr. Building Maintenance Mechanic position and recreating it as a Senior Building Maintenance Mechanic/Auto Mech #1 and abolishing this individuals current position of Building Maintenance Mechanic/Auto Mechanic #1 and recreating it as a Building Maintenance Mechanic #1. He mentioned in addition, the Sheriff's Office would like to bring back the individual who was retiring as needed for training purposes in the Building Maintenance Mechanic PT Temporary position that was being created. He stated the two initial positions he mentioned would result in a savings of several thousand dollars which would be applied to the salary of the temporary position and in the event that additional training time was required there were savings in the part-time County Jail line to cover the expense.

A brief discussion ensued.

Motion was made by Mr. Simpson, seconded by Mr. Leggett and carried unanimously to approve the request and the necessary resolution was authorized for the May 17th 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:

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| County Clerk/DMV- | Motor Vehicle Lic Clerk PT, <i>Grade 8, Base Annual Salary \$34,988 (16.82 hr)</i> , due to resignation. |
| Public Defender- | 5 th Assistant Public Defender, <i>Annual Salary \$63,066</i> , due to resignation. |
| Veterans' Services- | Program Coordinator Peer-to-Peer Support Services (temporary, part-time), <i>Grade 16, Base Annual Salary \$21,684, up to 20 hours per week</i> , due to creation. |

Ms. Braymer inquired when the Program Coordinator Peer-to-Peer Support Services position for Veterans' Services would be starting and Mr. Moore replied Board approval of the Intermunicipal Agreement with Washington County was required, as well as the budget amendment to pay the salary, before the position could be filled. He stated both of those requests would be going before the Board on May 17th.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. Simpson and seconded by Mr. Merlino, Mr. Geraghty adjourned the meeting at 10:11 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board