

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: AUGUST 1, 2019

---

---

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY  
FRASIER  
MCDEVITT  
LEGGETT  
BRAYMER  
HYDE  
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 BEATY  
DRISCOLL  
STROUGH  
TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR  
KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS  
MIKE SWAN, COUNTY TREASURER  
SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

---

---

COMMITTEE MEMBER ABSENT:

SUPERVISOR SIMPSON

Please note, the following contains a summarization of the August 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 10:01 a.m.

Motion was made by Mrs. Frasier, 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 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:

- 2A) *Human Resources*- Review of report on tracking of vacancies filled. *Report provided for informational purposes.*
- 2B) *Personnel Officer*- Request to amend Resolution No. 236 of 2019 to correct the name of the service provider to Mountain Medical Services, PLLC.

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

Mr. Geraghty questioned what service Mountain Medicare Services, PLLC provided and Patricia Nenninger, *Personnel Officer*, responded that they gave the medical exams as required as part of the Civil Service testing process for the Sheriff's Patrol Officer and Glens Falls Police Officer positions.

Motion was made by Mr. Merlino, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty advised Agenda Items 3A-C pertained to the following referrals from the Criminal Justice & Public Safety Committee, *District Attorney*:

- 3A) Request to create and fill Legal Clerk #1 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 1 salary of \$31,100)*, and delete the position of Secretary, *Grade 4, Annual Salary \$30,426*, effective August 19, 2019.
- 3B) Request to create and fill Legal Clerk #2 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 16 salary of \$39,038)*, and defund the salary of Clerk, *Grade 2, Annual Salary \$28,495*, effective August 19, 2019.
- 3C) Request to create and fill Legal Clerk #3 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 3 salary of \$32,177)*, and defund the salary of Word Processing Operator, *Grade 4, Annual Salary \$37,694*, effective August 19, 2019.
- 3D) Request to create and fill Legal Clerk #4 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 2 salary of \$31,635)*, and defund the salary of the Keyboard Specialist, *Grade 3, Annual Salary \$29,595*, effective August 19, 2019.

Motion was made by Mr. Leggett, seconded by Mr. McDevitt and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the August 16<sup>th</sup> Board Meeting.

Mr. Geraghty stated Agenda Items 4A-B concerned the following referrals from the Health, Human & Social Services Committee, *Health Services*:

- 4A) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in Basic Principles of Statistical Inference at SUNY Albany School of Public Health. Course begins August 26, 2019; Cost: \$1,693.39, plus the cost of books. 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.
- 4B) Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in NUR 440 Research and Evidenced Based Practice at Southern New Hampshire University-Online. Course begins July 1 2019; Cost: \$1,026.95 (*cost of books included*). 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 Mr. Sokol, seconded by Mrs. Frasier and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the August 16<sup>th</sup> Board Meeting.

Ms. Hyde and Mr. Loeb entered the meeting at 10:04 a.m.

Moving along, Mr. Geraghty apprised Agenda Item 5 pertained to a request from the County Treasurer to authorize enrollment in job-related courses: Monica Stark, *Junior Accountant*, to enroll in Advanced Accounting and Intro to Mathematical Modeling in Business at SUNY Plattsburg. Courses begin August 26, 2019 at a cost of \$700. He noted that if this request was approved, Ms. Stark would be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

Motion was made by Mr. Merlino, seconded by Mrs. Frasier and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the August 16<sup>th</sup> 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:

<i>Buildings &amp; Grounds-</i>	Cleaner #6, <i>Grade 2, Base Annual Salary \$27,438</i> , due to retirement.
<i>Public Health-</i>	Part Time Public Health Liaison (24 hrs/ week avg), <i>Grade 7, Base Annual Salary \$16.15/hr</i> , due to resignation.
<i>Sheriff-</i>	Communications Officer #20, <i>Annual Salary \$40,563.88. (Emergency Fill)</i>
<i>Social Services -</i>	Caseworker #TBD, <i>Grade 16, Base Annual Salary \$43,390</i> , due to promotion. Social Services Attorney, <i>Annual Salary \$77,688</i> , due to resignation. Social Welfare Examiner #20, <i>Grade 8, Base Annual Salary \$34,988</i> . Sr. Caseworker #3, <i>Grade 18, Base Annual Salary \$46,492</i> , due to promotion. Sr. Caseworker #4, <i>Grade 18, Base Annual Salary \$46,492</i> , due to promotion.

Mr. Geraghty offered privilege of the floor to anyone present wishing to address the Committee on any matter, but there was no one wishing to speak.

There being no further business to come before the Personnel & Higher Education Committee, on motion made by Mr. McDevitt and seconded by Mr. Leggett, Mr. Geraghty adjourned the meeting at 10:05 a.m.

Respectfully submitted,  
Sarah McLenithan, Deputy Clerk of the Board