

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: AUGUST 29, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
MCDEVITT
LEGGETT
BRAYMER
SIMPSON
HYDE
DIAMOND
LOEB
MERLINO
SOKOL

OTHERS PRESENT:

JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
PATRICIA NENNINGER, PERSONNEL OFFICER

REPRESENTING SUNY ADIRONDACK:

DR. KRISTINE DUFFY, PRESIDENT

REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:

DIRECTOR MATT SCHUETTE, AGENCY PARTNER

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, ASSISTANT TO THE PUBLIC DEFENDER

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

CHRISTINA MASTRIANNI, DEPUTY COMMISSIONER, DEPARTMENT OF SOCIAL SERVICES

AMY MCBYRNE, DIRECTOR, COUNTRYSIDE ADULT HOME

MIKE SWAN, COUNTY TREASURER

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR FRASIER

Please note, the following contains a summarization of the August 29, 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. Simpson, 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, Mr. Geraghty offered privilege of the floor to Dr. Kristine Duffy, *President, SUNY Adirondack*, who apprised they were ready to kick off the Fall Semester next Wednesday; she reminded the Committee members the joint meeting the of the Personnel & Higher Education and Finance Committees with their Washington County counterparts was scheduled for September 13th at SUNY Adirondack. She said they would be presenting their capital request for the year which first required approval from the SUNY Adirondack Board of Trustees and then it must be approved by both Warren and Washington County in order for them to be eligible to receive a State match for any funding they had. She noted they were not requesting any capital contribution from the County at this time, as these projects were primarily funded by the capital chargebacks they received

from students who lived outside of Warren and Washington Counties, as well as some private funding and donations from the SUNY Adirondack and Student Faculty Associations.

With regard to enrollment, Dr. Duffy advised they were right on target to meet their budgeted enrollment goals for the Fall Semester. She said there was a decline in enrollment as compared to the prior year, but they had anticipated the decrease. She mentioned they were always seeking new methods to attract new students to ensure they were meeting the Counties needs and their students. She informed she was pleased that their new student enrollment was stable and on target considering the demographics and full-time employment, both of which made a tremendous impact. She added it was also a good sign that they were at full capacity in student housing, as this meant they were attracting students who lived outside of the region. She said about 250 new students would be moving into campus housing tomorrow and they had an entire weekend of activities scheduled for them to get them familiar with the region, including a boat ride on Lake George. She said this improvement to their orientation program was made possible through a donation which allowed them to address the concerns of students who may not have transportation rendering it difficult for them to get out and familiarize themselves with the area. Finally, Dr. Duffy informed from an enrollment perspective the programs that had the most growth were Agricultural Business, where enrollment had doubled, Mechatronics, which was designed in conjunction with local manufacturers and combined electrical, mechanical and robotics, to be more in line with the needs of the local manufacturer, Culinary Arts as a result of the new location with an expanded facility and Physical Education, which was why the attention to their gym and facilities would be even more important going forward.

Mr. Merlino asked when the Culinary Program's restaurant would opening and Dr. Duffy replied it would be opening the second week of September. She said they would be open to the public on Wednesday and Thursday evenings, and they would also be some specialty programs, such as Collaborative Cuisine which they would be partnering through the Lake George Regional Chamber of Commerce & CVB with the Taste of NY Products.

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) *Human Resources-* Jaeger & Flynn representatives to make a presentation on benefit renewals for 2019-2020 plan year.

Privilege of the floor was extended to Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, to review Medicare Advantage, health, dental and vision plan renewals. Mr. Schultz provided an overview of the renewal proposal during which the Committee members posed a number of questions that were answered by Mr. Schuette. *A copy of the plan renewal details are on file with the meeting minutes.*

Motion was made by Ms. Braymer, seconded by Mr. Merlino and carried unanimously to authorize renewal of health insurance package as provided by Jaeger & Flynn and the necessary resolution was authorized for the September 20th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty advised Agenda Items 3A-B pertained to the following referrals from the Health, Human & Social Services Committee:

- 3A) *Countryside* - Request to amend Resolution No. 451 of 2018 to temporarily increase the hours of the Food Service Helper PT#4 to 40 per week, to cover sick leave of an employee who will be out-of-work for six weeks.
- 3B) *Office for the Aging* - Request to amend the Table of Organization and Salary Schedule and create and fill the position of Aging Services Assistant - Temp, *Grade 4, Base Annual Salary \$29,333*, effective October 1st through March 31st of each year, not to exceed 1,040 hours annually for the purpose of assisting with HEAP applications.

Motion was made by Ms. Braymer, seconded by Mr. Simpson and carried unanimously to approve the requests as outlined above and the necessary resolutions were authorized for the September 20th Board Meeting.

Mr. Geraghty stated Agenda Item 4 pertained to a referral from the Public Works Committee, *Parks, Recreation & Railroad*, concerning a request to amend the Salary Schedule and decrease the salary of the Naturalist #2 position from \$42,384 to \$40,000 effective retroactive to July 29, 2019.

Motion was made by Mr. Simpson, seconded by Mr. Leggett and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20th Board Meeting.

Moving along, Mr. Geraghty apprised Agenda Item 5 pertained to a referral from the Tourism Committee involving a request to amend the Table of Organization and Salary Schedule to create and fill the position of Communications Assistant - Tourism, *Grade 9, Base Annual Salary \$36,214*, and delete the position of Senior Tourism Specialist, *Grade 6, Base Annual Salary \$31,824*, effective September 23, 2019.

Motion was made by Mr. Merlino, seconded by Ms. Braymer and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the September 20th 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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| <i>Buildings & Grounds-</i> | Cleaner #12, <i>Grade 2, Base Annual Salary \$27,438</i> , due to resignation |
| <i>Countryside -</i> | Senior Aide #2, <i>Grade 7, Base Annual Salary \$33,600</i> , due to promotion |
| <i>County Clerk -</i> | Sr. Legal Recording Clerk, <i>Grade 12, Base Annual Salary \$38,818</i>
Legal Recording/Recording Clerk #TBD, <i>Grade 7, Base Annual Salary \$33,600</i> , due to promotion |
| <i>Public Health-</i> | Registered Professional Nurse #11, <i>Grade 19, Base Annual Salary \$47,523</i> , due to resignation |
| <i>Parks, Rec. & RR -</i> | Naturalist #3, <i>Annual Salary \$42,384</i> , due to retirement |
| <i>Public Works -</i> | MEO - Light #28, <i>Grade 7, Base Annual Salary \$33,600</i>
MEO - Medium #7, <i>Grade 9, Base Annual Salary \$36,214</i> , due to promotion
Senior Engineering Technician, <i>Grade 12, Base Annual Salary \$38,818</i> , due to resignation |

<i>Self- Insurance -</i>	Self-Insurance Specialist, <i>Grade 12, Base Annual Salary \$38,818</i> , due to resignation.
<i>Sheriff -</i>	Sr. Communications Officer #15, <i>Annual Salary \$40,563.88</i> , due to resignation Emergency Fill - Patrol Sergeant #10, <i>Annual Salary \$73,561</i> , due to retirement Emergency Fill- Communication Officer #5, <i>Annual Salary \$40,563.88</i> , due to resignation Emergency Fill - Patrol Officer #TBD, <i>Annual Salary \$42,373</i> , due to promotion
<i>Social Services -</i>	Social Welfare Examiner #40, <i>Grade 8, Base Annual Salary \$34,988</i> , due to promotion Social Welfare Examiner #38, <i>Grade 8, Base Annual Salary \$34,988</i>

Although not necessary, as this listing is provided for reporting services only, a motion was made by Mr. Sokol seconded by Ms. Braymer and carried unanimously to approve the listing of vacancies approved for filling by other Committees since the last Personnel & Higher Education Committee meeting as outlined above.

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 Ms. Braymer and seconded by Mr. Loeb, Mr. Geraghty adjourned the meeting at 10:36 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board