

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: PERSONNEL & HIGHER EDUCATION

DATE: DECEMBER 5, 2019

COMMITTEE MEMBERS PRESENT:

SUPERVISORS GERAGHTY
FRASIER
LEGETT
BRAYMER
SIMPSON
HYDE
DIAMOND
LOEB
MERLINO
SOKOL

COMMITTEE MEMBER ABSENT:

SUPERVISOR MCDEVITT

OTHERS PRESENT:

REPRESENTING SUNY ADIRONDACK:

DR. KRISTINE DUFFY, PRESIDENT
JACKIE FIGUEROA, COUNTY HUMAN RESOURCES DIRECTOR
REPRESENTING JAEGER & FLYNN ASSOCIATES, INC.:
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

DRISCOLL

HOGAN

MAGOWAN

STROUGH

JULIE BUTLER, PURCHASING AGENT

AMY CLUTE, SELF-INSURANCE ADMINISTRATOR

TAMMIE DELORENZO, ASSISTANT TO THE COUNTY ADMINISTRATOR

KEVIN HAJOS, SUPERINTENDENT OF PUBLIC WORKS

ROB LYNCH, DEPUTY COUNTY TREASURER

LIZA OCHSENDORF, DIRECTOR, EMPLOYMENT & TRAINING

RACHEL SEEBER, TOWN OF QUEENSBURY RESIDENT

DON LEHMAN, *THE POST STAR*

SARAH MCLENITHAN, DEPUTY CLERK OF THE BOARD

Please note, the following contains a summarization of the December 5, 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 Mrs. Frasier, seconded by Mr. Loeb 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 thanked the County for its support of SUNY Adirondack's budget advocacy efforts, which would be commencing next week when the SUNY Board of Trustees adopts a resolution in support of the SUNY community colleges' request from the State. She informed the College was also beginning their budgeting process during which they would continue to work on with Ryan Moore, *County Administrator*, and others, adding they had projected out for several years in terms of their funding.

Dr. Duffy apprised they had begun working on SUNY Adirondack's Facilities Master Plan which was put together about every ten years, with the last one being completed in 2010. She stated they had prepared some updates to the plan when the NSTEM (*Nursing, Science, Technology, Engineering and Mathematics*)

and WORC (*Workforce Readiness Center*) buildings were constructed; however, she noted, since it was time to update the entire plan they would be involving the County in the process to provide feedback as they considered the future of SUNY Adirondack. She said the entire process would encompass the full academic year following which this summer they would finalize the plan and bring it back before the Committee, as well as the SUNY Adirondack Board of Trustees for approval and then it would be forwarded on to the State for approval. She advised because the College was not eligible to receive any matching funds from the State for Capital Projects unless they were included in the Facilities Master Plan it was imperative for them to think broadly about what might occur in the future even in they did not have a funding source identified to allow them to move forward if the funding were to become available.

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

Dr. Duffy stated they were kicking off their negotiations with the Unions for the SUNY Adirondack Faculty and Support Staff in January of 2020. She said once they had come to an agreement they would bring it before the Committee for approval. She mentioned there were three weeks remaining in the Fall Semester before winter break, with the students working hard to prepare for their finals. Mr. Geraghty informed there was an informative article featured in *The Post Star* regarding what was occurring at the College.

Moving on, Mr. Geraghty stated Agenda 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* - Request to authorize a new contract with Milliman, Inc. for independent medical claim actuarial services.

Matt Schuette, *Agency Partner, Jaeger & Flynn Associates*, apprised he first discussed the possibility of having an analysis performed of the networks to ensure their discounts with the providers, hospitals and pharmacies were the best for the County's benefit with the Health Insurance Working Group in June and then with the Committee at their July 1st meeting. He explained since the County was self-insured they utilized BSNENY (*Blue Shield of Northeastern New York*) as their network to pay claims because they were the ones who had discounts and agreements with the providers. He apprised what would be analyzed was whether BSNENY had the best discount for medical and prescription claims as compared to the other health insurance carriers. As an example, he stated there may be a network which had a contract for an MRI (*Magnetic Resonance Imaging*) for \$1,000 while another carrier's contract was for \$900. He informed an actuary firm would be able to analyze which provider had the best discounts and contracts rather than just taking the word of the provider, who would always indicate they offered the best discounts. He advised it was entirely possible the outcome of this analysis may indicate that BSNENY was providing the County with the greatest discounts or it could be that it was sensible to switch to a different carrier who had better contracts with providers and hospitals. He apprised Milliman, Inc., who was the lowest responsible bidder for these services, had included some work in their response that was not required because it was already managed by Jaeger & Flynn Associates which would result in the cost coming in below the not to exceed amount of \$35,000. He stated between \$25,000 and \$35,000 represented about a quarter of a percent of the County's total healthcare budget, adding he believed it was well worth the investment to determine if the County was working with the right partner because they could potentially free up multiple percentage points. He

advised they wanted to start this process early in 2020 to allow them to have ample time to fully analyze the impacts if a change was required before December of 2020.

Motion was made by Mr. Sokol, seconded by Mr. Loeb and carried unanimously to approve the request for a new contract with Millian, Inc. and the necessary resolution was authorized for the December 20th Board Meeting.

Proceeding with the Agenda review, Mr. Geraghty advised Agenda Item 3 pertained a referral from the Criminal Justice & Public Safety Committee, *Sheriff*, concerning a request to amend the Table of Organization and Salary Schedule to create and fill the new position of Corrections Officer #80, *Annual Salary \$41,590*, and to delete the position of Corrections Inspector, *Annual Salary \$64,823*, effective December 23, 2019.

Motion was made by Mr. Leggett, seconded by Mr. Merlino and carried unanimously to approve the request and the necessary resolution was authorized for the December 20th Board Meeting.

Chairman Conover and Mr. Simpson entered the meeting at 12:09 p.m.

Mr. Geraghty stated Agenda Item 4 pertained to a referral from the Health, Human & Social Services Committee, *Health Services*, pertaining to a request to authorize enrollment in a job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in HEPI 501 - Principles & Methods of Epidemiology at SUNY Albany School of Public Health. Course begins January 22, 2020; Cost: \$1,650 plus related expenses. 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 Mrs. Frasier, seconded by Mr. Loeb and carried unanimously to approve the request as outlined above and the necessary resolution was authorized for the December 20th Board Meeting.

Mr. Geraghty advised Agenda Items 5A-C involved the following Requests/Items to be Discussed by the County Administrator:

- 5A) Introduction of Liza Ochsendorf, the new Director of the Employment & Training Administration.

Mr. Moore apprised Ms. Ochsendorf was a native of Warren County who had been working for the past fifteen years for the Seed School of Washington D.C., which was the nation's first Public Charter College Preparatory Boarding School. He mentioned Ms. Ochsendorf was one of five finalists who were interviewed by what was supposed to be the initial interviewing team for this position whose members consisted of Mr. Geraghty, Mrs. Frasier and Jackie Figueroa, *County Human Resources Director*. He noted that because the initial interviewing team felt so confident about Ms. Ochsendorf being the appropriate candidate for the position, they felt it was expedient to offer her the job before going into a second round of interviews out of fear that she would accept a position elsewhere in the meantime. He extended an apology for that because typically a second round of interviews would have taken place with the Personnel & Higher Education Committee, but they had offered her the job and were pleased that she had accepted. He stated Ms. Ochsendorf had already hit the ground running on her first day, which was on Monday, November 25th. He informed he had received a significant amount of positive feedback regarding Ms. Ochsendorf at the meeting held by the Economic Development Corporation last night.

Mr. Geraghty offered privilege of the floor to Ms. Ochsendorf, who indicated although she did not grow up in the region she did spend a significant amount of time here during her youth because of her deep family roots in the region which dated back into the 1800's. She stated she was already eight days into her employment with the County and was working on building relationships with the community, but more importantly with her staff. She remarked she believed being transparent was crucial in building trust and being able to work together. She said because positive working relationships mattered to her, she was looking forward to building and maintaining those working relationships. She mentioned she had many ideas already, but since it was December she wanted to be a "sponge" and absorb as much information as possible and get to know everyone so she could learn from them and then she would hit the ground running in January with some new initiatives. She apprised these new initiatives would consist of increasing the number of business partnerships, more surveying and evaluations of programs and partnerships for feedback to determine how the department was doing, as well as to continue to enhance and improve the great work that was already being done. She informed because the Career Center was two entities with staff from the NYS DOL (*New York State Department of Labor*) and Warren County Employment & Training Administration that were working toward the same mission, she would be driving team building to ensure her staff were aligned with the NYS DOL goals and initiatives. She stated she would also be working to make sure the new initiatives fit into the rules and regulations, as well as the Department's Budget and she was working with the Directors of the Employment & Training Administration's for Saratoga and Washington Counties on a CFA (*Consolidated Funding Application*) grant for the purpose of funding new partnerships and programs. She apprised she would be reaching out to the Committee members she had not already contacted and she encouraged anyone with questions to contact her.

Mr. Moore advised because the Department interfaced with the Federal Government a resolution was required ratifying Ms. Ochsendorf's appointment as the new Director of Employment & Training Administration.

A motion was made by Mr. Loeb and seconded by Mr. Simpson to approve the appointment as outlined above.

Ms. Braymer remarked it would have been ideal for the Committee to conduct interviews with the potential candidates prior to hiring someone; however, she noted, she was looking forward to working with Ms. Ochsendorf.

Mr. Geraghty called the question and the motion to approve the appointment of Ms. Ochsendorf as outlined above was carried unanimously and the necessary resolution was authorized for the December 20th Board Meeting.

5B) Request to amend Resolution No. 536 of 2016 to make changes to the Department Head Evaluation Policy.

Mr. Moore apprised a copy of the revised employee evaluation form, which was previously discussed at the last Committee meeting, was included in the Agenda packet. He explained the administrative directive outlined how he was proposing to handle these employee evaluations and how it would fit into the County Budget process; however, he noted, a few dates would need to be changed, as well as to add any suggestions the Committee members may have on how it could be better organized. He advised the grade assignments for each position and the salary grid were also included in the Agenda. He informed a motion was required to amend Resolution No. 536 of 2016 in order to incorporate this

evaluation form into the evaluation process. He apprised they would still use the goal setting form that was developed as was referenced in Appendix "A" as part of the evaluation process in the beginning of the year when he would meet with all of the Department Heads about them and then the evaluation form he was proposing would be used as Appendix "B" in this policy. He stated these evaluations would be done in conjunction with the Chair of the oversight Committee the Department reported to, the Chair of the Personnel & Higher Education Committee and the Chairman of the Board or their designee, but this could be changed if that was the desire of the Committee.

A motion was made by Mr. Sokol and seconded by Mr. Merlino to amend Resolution No. 536 of 2016 as outlined above.

Mr. Loeb voiced his opposition to the motion due to the inappropriate way the material had been presented, which included hand written, partially illegible, notes on the current resolution.

Mr. Geraghty called the question and the motion to amend Resolution No. 536 of 2016 as outlined above was carried by majority vote, with Mr. Loeb and Ms. Braymer voting in opposition, and the necessary resolution was authorized for the December 20th Board Meeting.

Mr. Moore requested for anyone with suggestions for changes to email them to him. Ms. Braymer asked Mr. Moore to clarify what he was proposing. Mr. Moore advised meetings would be held in the beginning of the year with the Departments Heads to review what they had done during the prior year and what their goals were for the new year, such as the improvements they wanted to make. He stated around the time the budgeting process commenced evaluations would be held using the evaluation form that would be included in Resolution No. 536 once it was adopted by the full Board. He said the evaluations would be handled by the Chair of the oversight Committee that Department reported to, the Chair of the Personnel & Higher Education Committee, the Chairman of the Board or their designee and the Budget Officer. He said he would meet with all of these individuals to explain his recommendation to ensure everyone was on the same page and then they would meet with the Department Head to review it. He informed because they had a merit based salary grid in place to advise the Budget Officer and the Board of Supervisors on salaries to be assigned to Department Heads and non-Union employees, those evaluations would be the basis for that determination.

Mr. Geraghty pointed out this was similar to the process they previously had in place. Mr. Moore informed when this process was initially started the evaluation form was comparable to what he was proposing now, but then it was compacted slightly and now he was proposing to expand upon it to make it similar to what it used to be.

A discussion ensued.

5C) 2020 Compensation Schedule technical corrections.

Mr. Moore advised they had inadvertently left out pay increases in the 2020 County Budget for the part-time Investigators in the District Attorney's Office. He said they had assigned these positions a 2% pay increase which was consistent with what other part-time positions had received. He explained the salary for the Assistant Social Services Attorney #2 position needed to be decreased because the individual who had been in that position was promoted to the Senior Social Services Attorney position and someone from the private sector had been recruited to fill the Assistant Social Services Attorney #2 position. He apprised the salary reduction represented the entry level increment for that grade on the

non-Union Salary Grid that was just reviewed, as this position had been budgeted in 2020 for the salary the previous incumbent would have received resulting in about \$7,000 worth of savings. He informed the net impact to the 2020 County Budget with all of these changes was a savings of \$5,641 and since paychecks were generated based off of what was included in the Salary Schedule, it would need to be amended for 2020 to reflect the correct salaries for these positions.

Mr. Geraghty advised the pending item pertained to continuing discussion regarding approval of the Non-Union Salary Grid and he asked whether any further action was required and Mr. Moore replied in the negative. Mr. Moore stated a motion was required in order to amend the 2020 Salary Schedule.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to amend the 2020 Salary Schedule as outlined in the attached graph and the necessary resolution was authorized for the December 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:

- Countryside -* Cook # 5 Full-time, *Grade 4, Base Annual Salary \$29,333*, due to creation.
- District Attorney -* 8th Assistant District Attorney, *Annual Salary \$66,563*, due to creation.
Legal Clerk #5, *Grade 5, Base Annual Salary \$30,520*, due to creation.
- Health Services -* Medical Records Coder (Part-time), *Grade 10, Base Hourly Rate \$18.09*, due to creation.
- Office for the Aging-* Service Specialist, OFA, *Grade 10, Base Annual Salary \$37,633*, due to promotion.
- Parks, Rec & RR -* Hatchery Aide, *Grade 6, Base Annual Salary \$31,824*, due to retirement.
- Social Services -* Caseworker #36, *Grade 16, Base Annual Salary \$43,390*, due to resignation.
Resource Clerk #1, *Grade 4, Base Annual Salary \$29,333*, due to promotion.
- Treasurer -* Senior Account Clerk #4, *Grade 7, Base Annual Salary \$33,600*, due to termination (*Emergency Fill*).

Although not necessary, as this listing is provided for reporting services only, a motion was made by Mr. Simpson, seconded by Mr. Sokol 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 Mrs. Frasier and seconded by Mr. Loeb, Mr. Geraghty adjourned the meeting at 10:25 a.m.

Respectfully submitted,
Sarah McLenithan, Deputy Clerk of the Board