

PERSONNEL & ADMINISTRATION COMMITTEE

Wednesday, February 14, 2018 - 10:00 AM

Ronald Moore, Chairperson
Ike Tyler, Vice-Chairperson

Chairman Moore called this Personnel Committee Meeting to order at 10:20 a.m. with the following supervisors in attendance: Robin DeLoria, Archie Depo, Shaun Gilliland, Joseph Giordano, Ronald Jackson, Michael Marnell, Noel Merrihew, Dean Montroy, James Monty, Ronald Moore, Gerald Morrow, Michael Tyler and Joe Pete Wilson. Charles Harrington, Stephen McNally, Roby Politi, Randy Preston and Thomas Scozzafava had been previously excused.

Department heads present were: Daniel Palmer, Dan Manning, Jennifer Mascarenas and Judy Garrison.

New media present: Keith Lobdell – Sun News.

MOORE: I'd like to call the Personnel Committee to order. First up is our Personnel Officer, Jen Mascarenas.

MASCARENAS: Good morning. I don't have anything in addition to my monthly report so if anyone has any questions? I would be happy to answer.

MOORE: Questions for Jennifer?

MONTY: It's not really a question but I do want to mention it because it is in the Personnel side of things we started rolling out our EAP presentations. Myself and Tracy have gone to three departments and the presentations have been received very well and we're going to continue, we've got more presentations scheduled. I think she's really going to start seeing more contacts which she is seeing contacts now but I think it's going to be more so. We did run into a little hiccup what we thought was an office space but I guess Mike's working on that as well and also, on another front I had an email from Kevin Vost from Morpho. I believe within the next two weeks they'll be doing the transfer the fingerprinting to the Sheriff's office.

MASCARENAS: Yeah, he did contact me and he told me that he was working on the transfer.

MONTY: Thank you.

MOORE: Anything else for Jen? Okay, thank you Jen.
Judy?

The next item on the agenda was the Clerk of the Board, Judy Garrison reporting as follows:

GARRISON: Good morning. I submitted a monthly report. I do not have anything additional to that unless anyone has any questions?

MOORE: Questions for Judy?

MONTY: Actually it's not a question but Robin and I have had the discussion and this is something that I've thought about for twenty-six months now. We receive a lot of paper as supervisors and I really would like us to look into the possibility of either an iPad Air, a tablet where the files can be electronically sent there. We get them sent to our office and when I come down here I have a copy in my mailbox and I have a copy here. If we factor in the amount of time and the amount of paper that we're using I believe purchasing these on State contract, I looked at a large iPad Air at Best Buy I think it was \$399.00. I think myself I would like to see us consider purchasing them. It would stay here. They would be assigned to us. We would have our own personal password to get into them and have everything electronically sent to us because we already get them in our office electronically and I read them before I get here but now I can just sit here and refer to the stuff in front of me. Just a thought that Robin and I had. Robin do you want to chime in?

DELORIA; I did look into how that would operate and how that would work and you know if the board was so inclined to look into that and come up with a price. I see it as a matter of setting up a drop box account where once Judy and the girls got everything together the only catch would be it would have to be a chronological from start of the meeting to finish everything included, stuff that's brought in after the fact of course would have to be paper so it's just a matter of flipping the pages and if it's a drop box account and the files are dated and it says public safety or DPW it's a matter of you know, just opening it up and then whoever's first but I've been around technology since '82 I had my first computer. It was made by Franklin a company which was actually sued by Apple because they violated the copyright patent on that and Franklin went away. They are worth about \$6,000 today if you have it, grab it. I certainly favor the board discussing moving toward the digital version of our meeting packets but again, that's just my opinion and we just discussed it briefly.

MOORE: I think we should look into training for us old school folks that aren't probably as technologically inclined.

GILLILLAND: I agree. We're all sitting here with our smart phones and some with tablets and stuff and I think most of us are technologically savvy but my concern on this is two-fold one, electronics are built to be replaced very quickly and second thing is public access. We still have to produce the paper and stuff and one thing we can't afford is we didn't give opportunity for public access through the many needs as possible of all the information we discuss here. We are still going to have to put out the piles of paper and things like that even if they don't take advantage of it it has to be readable.

GIORDANO: If it's just a matter of paper is it possible for supervisors just opt out and get electronic copies only to their offices? I know sometimes there is updates and we receive a copy here I don't know if that was part of your conversation between you and Robin but certainly I have the same concerns about that.

PALMER: We would have to look at the rules I think there are requirements within the rules that says you have to have certain documents on your desks at a certain point.

GARRISON: The resolutions.

PALMER: Resolutions have to be prepared things like that but we can certainly look at this. I mean I'm not opposed to the idea. Let me get with Judy and see what we can come up with. There may be something that will work or suffice for people.

MARNELL: When you speak with some of the senior members, retired or are still working at International Paper you hear a horror story and there's not a lot that's keeping that mill in Ticonderoga and low and forbid they should be so I'm all for electronics but I wouldn't want to do one thing if it puts one stone in their shoe. We have not only a paper mill but the loggers and the deception of it loggers working and the truckers to truck and need be.

MOORE: Any other comments? So I guess will get with Judy and see what we come up with.

PALMER: Yes, we can do that.

MOORE: Also I think Shaun mentioned a couple of months ago that we had a vacancy on the OTB Board and I guess we have a couple of people who have submitted resumes or applications so I'll let Shaun fill us in on that.

GILLILLAND: I have been campaigning for a number of months now on bequest of the Chairman of the Capital Region OTB talked to lot of people in this body for nominations. I found two. The first one Laura Lee Sheehan of Town of Willsboro, a member of my board, teacher and also Director on the ACAP Board and avid race fan and when I approached her she immediately jumped and said absolutely. I also and she came to me at the end of January as a matter of fact on that. Also I talked at the annual meeting to Monica Young the widow of George Canon who was our OTB representative for many, many, years and avid supporter of that so she said let me think about it and that was December and then several days after Laura Lee said yes, I also got word through Ron and a letter from Monica indicating her interest and both those letters I've asked to be passed to each of your boxes and they were available but if possible we would like to get this board to make a decision on it and we'll pass it at the Capital Region OTB as a member of a director for that organization.

MOORE: Are those letters, have they been put to the board yet Shaun?

GILLILLAND: Yes I asked Judy to do that a while ago.

GARRISON: Yes, everyone should have received a copy. It was a while ago. I can send them again.

MOORE: Is everybody familiar with this? Okay then I don't know if you want to bring that up here and pass it at the Ways and Means? Or how you want to proceed with this?

GILLILLAND: I can do either one. We have Ways and Means in two weeks if anyone would consider it?

MOORE: I think it would be good. It's been a while so if everybody would review the two letters and we'll take a look at ways and means and move it on to the full board. Is that alright?

GILLILLAND: Sure. Judy, you still have them?

GARRISON: I do. I will send it back out to them.

MOORE: Anything else for Judy? Okay next we have our county Attorney, Dan.

MANNING: I just have a few things. One, we need a resolution approving the County Manager or the County Chairman to sign an agreement between Essex County and the Universal American Corp. relative to allowing Public Health to participate in Universal American's Corp. Medicaid or Medicare plans. Basically we do this all the time this actually relates to one individual that needs care. They have this particular insurance and this will allow us to bill through this insurance as a conduit and we'll be paid for that so if I can get a motion and a second.

RESOLUTION AUTHORIZING THE CHAIRMAN OR COUNTY MANAGER TO EXECUTE AN AGREEMENT BETWEEN ESSEX COUNTY AND THE UNIVERSAL AMERICAN'S CORP. RELATIVE TO ALLOWING PUBLIC HEALTH TO PARTICIPATE IN UNIVERSAL AMERICAN'S CORP. MEDICAID OR MEDICARE PLANS.

Moved by Mr. Morrow, second by Mr. Monty.

MOORE: Discussion? All in favor, opposed – carries.

MANNING: I'd like to ask for an executive session in respect to the employment history, the motion, promotion or termination of a specific employee together with some legal advice I'm going to give to you.

MOORE: A motion by Mr. Merrihew, a second by Mr. Tyler. All in favor, opposed. We're in executive session.

THE COMMITTEE MOVED INTO EXECUTIVE SESSION AT 10:30 AM. TO DISCUSS THE EMPLOYMENT HISTORY, THE MOTION OF PROMOTION OR TERMINATION OF A SPECIFIC EMPLOYEE AND TO RECEIVE LEGAL ADVICE.

THEY MOVED BACK INTO COMMITTEE AT 10:55 AM.

MOORE: A motion to move back into committee. Moved by Mr. Merrihew, second by Mr. Tyler. The time is five minutes to eleven. Dan do you have anything else for us?

MANNING: I just have one thing briefly. I was going to discuss Assigned Council. I see that it has come up again in the press but I spoke to Brandon Boutelle. The Office of Indigent Legal Services and Dan just got a text from Brandon. We are going to meet with them on February 20 so I would suggest that Dan, myself, Randy, Shaun and anybody else that's interested would come to this so that we can thoroughly discuss everything on Assigned Council and as you recall I gave you a report on this last year and stated that we should kind of stay on course until January, February of this year until we can see where our hours was going to come out with. The council first arraignment and other things as it relates to criminal possibly and Family Court so 2/20 I would suggest Dan, myself, Shaun and Randy.

GILLILLAND: Where?

MANNING: It will be here at the county.

GILLILLAND: And what time?

PALMER: No actually it's on Tuesday, 2/20 @ 1pm and what he is suggesting is the Board of Supervisors' conference room.

MANNING: So we can go through everything.

MOORE: Anything else Dan?

MANNING: No.

MOORE: Anything else to come before Personnel?

MARNELL: If it's possible to make a resolution of condolence to the family of Christine Swinton. She was a member of the Schroon Lake Emergency squad. She kept it going; she was a 36 year member. She was a trained EMT and she was a senior ELS trainer and she would have continued on except she got sick and passed away but she kept our emergency squad going probably a couple years longer than it could have. She made numerous calls and will be greatly missed by our emergency squad.

**RESOLUTION OF CONDOLENCE TO THE FAMILY CHRISTINE R. SWINTON.
Moved by Mr. Marnell, second unanimously.**

MOORE: Anything else before Personnel? We are adjourned and we'll do Finance at 11:00.

As there was no further discussion to come before this Personnel meeting it was adjourned at 10:55 am.

Respectfully submitted,

Judy Garrison, Clerk
Board of Supervisors