PERSONNEL & ADMINISTRATION COMMITTEE
Monday, May 18, 2026 - 10:00 AM

Meg Wood, Chairperson
Cathleen Reusser, Vice-Chairperson

Chairwoman Wood called this Personnel & Administration Committee Meeting to order at 10:09 am with the following Supervisors in attendance: Clayton Barber, Matthew Brassard, Chris Clark, Timothy Follos, Mary Lamphear, Steve McNally, Clayton Menser, Timothy Pierce, Richard Preston, Cathleen Reusser, Matt Stanley, Davina Thurston, Ike Tyler, Joe Pete Wilson, and Margaret Wood. James O'Bryan, Tracie McGill and Ken Hughes were excused.

Department Heads present: Michael Mascarenas, and Jim Dougan. Judy Garrison and Dan Manning were excused.

Deputy present: Dina Garvey

WOOD: Good morning, the Personnel and Administration Committee, we welcome Jenn.

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The first item on the agenda was Personnel/Civil Service with Jennifer Mascarenas, reporting as follows:

MASCARENAS, JENN: Good morning, I have my monthly report and my monthly vacancy list which was updated.
I do have some news on the HELPS Program. The State is looking to extend it after June of 2026 to June 2028. So, I should hear on that soon.

MASCARENAS, MIKE: What positions specifically do we have approved through our HELP Program?

MASCARENAS, JENN: Our HELPS program we have Caseworkers, and Emergency Services Call-Taker/Dispatchers.

STANLEY: I am not on this committee, but would it help for us to have a resolution in support to extend that HELPS Program?

MASCARENAS, MIKE: It wouldn't hurt.

REUSSER: I'll make that motion.

WOOD: Great, do we have a second? Mr. Menser. That's great, thank you.

RESOLUTION IN SUPPORT OF THE CONTINUING OF THE NY HELPS PROGRAM.
Reusser, Menser

WOOD: Does anybody have any questions or comments for Jenn.

REUSSER: We didn't vote on that, Meg.

WOOD: Oh, I'm sorry. Okay all in favor? Opposed? Carries.
Did you get any kind of a report on the job fair?

MASCARENAS, JENN: I didn't. I did speak to Jim briefly this morning. We had less students then the year prior, but it seems as if some schools were not scheduling field trips this late in the year. So, it looks like the organizers for next year are going to try and do it fall, earlier in the year so more schools will participate.

MASCARENAS, MIKE: Yeah, Jim, what did we end up with though? Ultimately, we had less, but can we put it in context? Was it like 250?

DOUGAN: Yeah, I would say about 250.

MASCARENAS, MIKE: So, it wasn't bad by any means, it was just less than last year.

MASCARENAS, JENN: It was bad.

MASCARENAS, MIKE: We had an okay turnout in terms of students and the target we're going after.

WOOD: So, you're looking at the fall of 2027? Or jumping ahead to this year.

MASCARENAS, JENN: 2027

WOOD: Okay, anyone else have any questions about the job fair? Okay, thank you.

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The next item on the agenda was the Clerk of the Board, Dina Garvey, Deputy, reporting as follows:

GARVEY: Good morning, everyone received our monthly report. We do have one resolution, which is a resolution authorizing the appointment of Anne Paulson as a Trustee of the Clinton, Essex, Franklin Library System for the term of 01/01/26 - 12/31/30.

WOOD: Okay, there's a motion by Mr. Tyler and a second by Mr. Wilson.

RESOLUTION AUTHORIZING THE APPOINTMENT OF ANNE PAULSON AS A TRUSTEE OF THE CLINTON, ESSEX, FRANKLIN LIBRARY SYSTEM FOR THE TERM OF 01/01/26 - 12/31/30.
Tyler, Wilson

WOOD: Does anybody have any questions or comments? Being none, all in favor? Any opposed? Carries

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The next item on the agenda was the County Attorney, Dan Manning, had been previously excused and no report was given.

WOOD: Mr. Manning is not here today, so we will table his discussion on the fairgrounds lease and does anybody have any information or questions that they would like to bring to the committee?

MASCARENAS, M: I would just like to say you got 15-20 minutes. If you want to go for a quick walk next door, you'll see where Personnel is going to be moving to. The space is being built around the program. I think it will be helpful when you see the space. We'll be able to let you know what we're planning on doing, moving from some of our archaic methods, more towards digitized type abilities for recruitment and retention and those types of things that we can probably tie into around the County buildings and in other areas. So, you've got a few minutes, if you don't mind going for a quick walk, it's right there and they did a beautiful job, so it think it's worth celebrating.

WOOD: If there's nothing else, we are adjourned.

AS THERE WAS NO FURTHER DISCUSSION TO COME BEFORE THIS PERSONNEL & ADMINISTRATION COMMITTEE IT WAS ADJOURNED AT 10:14 A.M.

Respectfully submitted,

Dina Garvey, Deputy
Clerk of the Board