AGENDA

PERSONNEL COMMITTEE

JULY 24, 2019

PREVIOUS BUSINESS:

APPROVING PREVIOUS MEETING MINUTES

1. RESOLUTION NO. 231 FOR 2018: REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

2. RESOLUTION NO. 283 FOR 2018: PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

CURRENT BUSINESS:

3. CONFIRMING THE APPOINTMENT OF A MEMBER OF THE ALBANY CONVENTION CENTER AUTHORITY
Honorable Andrew Joyce and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Personnel Committee of the Albany County Legislature met on June 26, 2019. Chairperson Grimm, Messrs. R. Joyce, Touchette, Ward Ms. Lekakis, Messrs. O'Brien, and Stevens were present. Mss. McKnight and McLean Lane were excused. The following items were discussed and/or acted upon:

Approving Previous Meeting Minutes: Unanimously approved.

1. **Resolution No. 231 for 2018**: Requiring the Department of Human Resources to Initiate a Pay Equity Study for All Employees of Albany County to Ensure Equity Among Gender, Race and Ethnicity: Tabled at Request of Sponsor.

2. **Resolution No. 283 for 2018**: Promoting Albany County Employment and Promoting a Diverse Workforce by Requiring the Department of Civil Service to Conduct Outreach and Training About Available Civil Service Job Opportunities: Tabled at the Request of Sponsor.

3. **Resolution No. 217**: Amending the Rules and Regulations for Albany County Employees Regarding Health Insurance Benefits for Retirees: Mr. Commissio indicated that individuals leaving County service without twenty years of qualifying services were not eligible for health insurance benefits for retirees. Furthermore, municipalities within the County and throughout New York State have set a lower threshold regarding the number of years of eligible service, and that a lower threshold of fifteen (15) years of eligible service would serve as an incentive for current employees to continue their work in the County and may attract new employees to come to work for Albany. After a brief discussion, the Committee voted 5-2 to move the proposal forward for legislative action with a favorable recommendation, with Messrs. Grimm and Stevens opposed.

4. Authorizing The Sheriffs’ Office To Consider Out-Of-County Applicants For The Positions Of Paramedic, Part-Time Paramedic, EMT And Part-Time EMT: The Albany County Sheriff's Office diligently sought out qualified applicants for the positions of full and part-time Paramedic for the County’s Advanced Life Support program in the Towns of Bethlehem, Berne, Coeymans, New Scotland, Rensselaer and Westerlo and full and part-time Emergency Medical Technician for the EMT Program with the Bethlehem Volunteer Ambulance Service, Delmar Fire District and the Town of New Scotland. The Sheriff indicated that there is a shortage of qualified applicants who are residents of Albany County and available and willing to fill all of the vacant full and part-time positions. After brief discussion, the Committee voted.
unanimously to move the proposal forward for legislative action with a favorable recommendation.

5. Authorizing The Department Of Residential Health Care Facilities To Consider Out-Of-County Applicants For The Positions Of Registered Nurse, Licensed Practical Nurse And Certified Nursing Assistant: The Executive Director of the Department of Residential Health Care Facilities diligently sought out qualified applicants for the positions of Registered Nurse, Licensed Practical Nurse and Certified Nursing Assistant, including full time, part time and per diem. The Executive Director indicated that they has not been able to locate sufficient numbers of qualified applicants who are residents of Albany County and willing to accept the positions, and that Resolution No. 245-C for 1995 requires the approval of the Legislature for the hiring of out-of-county applicants in instances where there are not sufficiently qualified Albany County residents who have applied for such positions. After brief discussion, the Committee voted unanimously to move the proposal forward for legislative action with a favorable recommendation.

Respectfully Submitted,
THE PERSONNEL COMMITTEE

MARK E. GRIMM, Chairperson
SEAN E. WARD
RICHARD N. TOUCHETTE
RAYMOND F. JOYCE
ALISON MCLEAN LANE

LUCILLE M. McKNIGHT
LYNNE LEKAKIS
JOSEPH E. O'BRIEN
TRAVIS D. STEVENS
RESOLUTION NO. 231

REQUIRING DEPARTMENT OF HUMAN RESOURCES TO INITIATE A PAY EQUITY STUDY FOR ALL EMPLOYEES OF ALBANY COUNTY TO ENSURE EQUITY AMONG GENDER, RACE, AND ETHNICITY

Introduced: 5/14/18
By Messrs. Fein, A. Joyce, Ms. Cunningham, Messrs. Higgins and Signoracci:

WHEREAS, The Albany County Legislature unanimously passed Local Law P for 2016 on October 10, 2017, a Local Law aimed at closing the wage gap between women and men, and

WHEREAS, In passing Local Law P for 2016, the Albany County Legislature recognized the importance of all people being paid to their ability, regardless of gender, race, or ethnicity, and

WHEREAS, The Albany County Legislature strongly believes that all people should be treated equally regardless of gender, race, ethnicity, national origin, religion, sexual orientation, and

WHEREAS, The Albany County Legislature believes in leading by example and ensuring that we are paying our employees in an equitable manner, now, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Human Resources is requested to conduct a study or seek proposals from outside agencies to analyze the salaries of all employees of Albany County and determine whether each employee is being paid equitably in relation to employees of other genders, races, and ethnicities, and, be it further

RESOLVED, That at the conclusion of the study, a final report shall be presented to the Albany County Legislature that includes suggestions on specific recommended salary adjustments that the Albany County Legislature shall consider enacting through resolution, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee – 5/14/18
RESOLUTION NO. 283

PROMOTING ALBANY COUNTY EMPLOYMENT AND PROMOTING A DIVERSE WORKFORCE BY REQUIRING DEPARTMENT OF CIVIL SERVICE TO CONDUCT OUTREACH AND TRAINING ABOUT AVAILABLE CIVIL SERVICE JOB OPPORTUNITIES

Introduced: 6/11/18
By Mr. Fein:

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to attract the most qualified candidates for employment with the County and to have a diverse and highly skilled workforce, and

WHEREAS, The Albany County Legislature finds that it is in the best interest of the County to promote opportunities with the County to a geographically, racially, and culturally diverse groups of potential applicants, and

WHEREAS, According to the 2010 census, 21.8% of the population of Albany County is nonwhite and according to the 3rd Quarter 2017 Albany County EEO Report, 18.31% of the employees of Albany County are nonwhite, and

WHEREAS, Employment with local and state government have traditionally been a path to the middle class for many families, and

WHEREAS, The Albany County Legislature recognizes that County has made progress in diversifying its workforce and expanding opportunities to traditionally underrepresented groups, as 33.06% of new hires in the 3rd Quarter 2017 were nonwhite and 32.20% of new hires in the 2nd Quarter 2017 were nonwhite, and

WHEREAS, The Albany County Legislature recognizes that the County should strive to improve upon past progress and ensure that it is actively recruiting individuals that have traditionally been underrepresented in the government workforce, and

WHEREAS, The Albany County Legislature believes that it would benefit the County to implement a focused recruitment effort to all communities, and especially to communities that have been traditionally underrepresented in the County workforce, therefore be it

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required hold a minimum of five (5) employment opportunity outreach
events each year, of which three must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to invite and coordinate with the Department of Human Resources, Division of Affirmative Action, and other County Departments when holding employment opportunity outreach events, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to host a minimum of three (3) free civil service training courses each year, of which two (2) must be located in U.S. Census Tracts in which 50% of the residents are nonwhite, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with educational institutions and organizations to assist with implementing the civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is encouraged to partner with the New York State Department of Civil Service and human resources and civil service departments in municipalities within the County when planning civil service employment opportunity outreach events and civil service training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to advertise and conduct outreach for all employment opportunity outreach events and civil service training courses on the Albany County website, on social media, and by notifying all County Legislators by email about the events and courses more than ten (10) days in advance of the outreach events and training courses, and, be it further

RESOLVED, By the Albany County Legislature that the Department of Civil Service is required to create a mechanism on the Albany County website for organizations and individuals to sign up for its distribution list where it sends information on employment opportunities and civil service test announcements, and, be it further

RESOLVED, That the Clerk of the County Legislature is directed to forward certified copies of this resolution to the appropriate County Officials.

Referred to Personnel Committee – 6/11/18
June 27, 2019

Honorable Andrew Joyce, Chairman
Albany County Legislature
112 State Street, Room 710
Albany, New York 12207

Dear Chairman Joyce:

I write to advise that I am appointing Matthew Cannon to the Albany Convention Center Authority. Chapter 468 of the Laws of 2004 created the Albany Convention Center Authority, a New York State public benefit corporation charged with providing the City of Albany with the capability to effectively and efficiently develop a new convention facility as a transformational economic development project in the downtown area.

In creating the Authority, this legislation established a nine-member authority board. Two of the Authority’s board members shall be appointed by the Albany County Executive upon advice and consent of the Albany County Legislature.

Pursuant to this State Law, I am hereby submitting the name of Matthew Cannon to the County Legislature for their advice and consent as one of my appointments to the Authority. I have attached a copy of his resume for your consideration.

If you should have any questions, please do not hesitate to contact me.

Sincerely

[Signature]

Daniel P. McCoy
Albany County Executive

cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Kevin Cannizzaro, Acting Majority Counsel
Arnis Zilgme, Minority Counsel
REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):
Appointment to the Albany Convention Center Authority

Date: 6/27/2019
Submitted By: Michael Lalli
Department: County Executive’s Office
Title: Policy Analyst
Phone: 518-447-5642
Department Rep.
Attending Meeting: Click or tap here to enter text.

Purpose of Request:

☐ Adopting of Local Law
☐ Amendment of Prior Legislation
☐ Approval/Adoption of Plan/Procedure
☐ Bond Approval
☐ Budget Amendment
☐ Contract Authorization
☐ Countywide Services
☐ Environmental Impact/SEQR
☐ Home Rule Request
☐ Property Conveyance
☒ Other: (state if not listed) Appointment to a board

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
CONCERNING CONTRACT AUTHORIZATIONS

Type of Contract:
☐ Change Order/Contract Amendment
☐ Purchase (Equipment/Supplies)
☐ Lease (Equipment/Supplies)
☐ Requirements
☐ Professional Services
☐ Education/Training
☐ Grant

Choose an item.
Submission Date Deadline Click or tap to enter a date.
☐ Settlement of a Claim
☐ Release of Liability
☐ Other: (state if not listed) Click or tap here to enter text.

Contract Terms/Conditions:

Party (Name/address):
Click or tap here to enter text.

Additional Parties (Names/addresses):
Click or tap here to enter text.

Amount/Raise Schedule/Fee:
Scope of Services:
Click or tap here to enter text.
Click or tap here to enter text.

Bond Res. No.:
Date of Adoption:
Click or tap here to enter text.
Click or tap here to enter text.

CONCERNING ALL REQUESTS

Mandated Program/Service:
Yes ☐ No ☐

If Mandated Cite Authority:
Click or tap here to enter text.

Is there a Fiscal Impact:
Yes ☐ No ☐

Anticipated in Current Budget:
Yes ☐ No ☐
County Budget Accounts:
Revenue Account and Line:
Revenue Amount:
Appropriation Account and Line:
Appropriation Amount:

Source of Funding - (Percentages)
Federal: 
State: 
County: 
Local: 

Term
Term: (Start and end date)
Length of Contract:

Impact on Pending Litigation
Yes ☐ No ☒
If yes, explain:

Previous requests for Identical or Similar Action:
Resolution/Law Number: 167 of 2016
Date of Adoption:

Justification: (state briefly why legislative action is requested)
Matthew Cannon will replace George Penn on the Albany Convention Center Board (ACCA). There is no term on this appointment.
June 26, 2019

Michele Vennard  
Interim Board Chair  
Albany Convention Center Authority  
126 State Street  
Albany, NY 12207

Dear Ms. Vennard,

I am pleased to appoint Mr. Matthew Cannon to the Albany Convention Center Authority Board of Directors. Mr. Cannon will be replacing my previous appointment of Mr. George Penn.

It is important that we continue to support the Albany Convention Center Authority as an essential tool for economic development in our community. I am confident that Mr. Cannon will make a meaningful contribution to the Board.

Sincerely,

[Signature]  
Daniel P. McCoy  
Albany County Executive

cc: Hon. Andrew Joyce, Chair, Albany County Legislature
MATTHEW CANNON

PROFESSIONAL EXPERIENCE

Office of the Albany County Executive (Albany, NY) | Director of Intergovernmental Affairs and Development | Nov. 2016 – Present
- Senior staff member spearheading County Executive’s efforts to reshape and improve economic development in Albany County, including reestablishing a dormant department and resources.
- Represent County Executive in speaking role at numerous public events including business openings, forums, and topical presentations.
- County Executive’s liaison with New York State and local municipalities for all governmental matters, including legislative and operations.
- Maintain positive and open relationships with numerous local and regional media outlets, including the Legislative Correspondents Association, to effectively communicate positive stories stemming from the work of the County Executive and his departments.

- Serve as political and news expert for media sales team across Upstate New York, including major markets: Albany, Binghamton, Buffalo, Rochester, Syracuse, Utica, and Watertown.
- Educate local sales teams on Upstate New York’s political landscape and how to best align the Time Warner Cable Media product suite with campaigns at the federal, state, and local levels.
- Coordinate editorial programming with news directors to best fit with existing and prospective clients.
- Act as communication liaison between news departments and media sales teams across Upstate New York during a high-profile public merger.

Gramercy Communications (Troy, NY) | Director of Public Affairs | Nov. 2014 – Sept. 2015
- Work centered on statewide public affairs in New York State, issue advocacy public relations, marketing and advertising, campaigns, and corporate public relations to centers of influence.
- Exhibited thought leadership on professional and industry topics to advance firm’s ability to serve its clients.
- Participated in strategic grassroots effort of more than 50 Upstate New York CEOs to successfully call for economic development funding in 2014-2015 New York State Budget.
- Managed account for medical marijuana applicant that successfully won one of the five licenses awarded in New York State.

- Served on the senior communications staff for Co-President of the New York State Senate and the Independent Democratic Conference, working in a bipartisan, coalition form of government.
- Oversaw all constituent communications, including district mail plan and budget, social media, and new media platforms for district representing communities in the Bronx and Westchester.
- Organized press events in the State Capitol, including press materials, senator talking points, advocate participation, and media outreach.

- Managed diverse client list including Fortune 500 and start-up companies; statewide associations and regional not-for-profits; public colleges and private schools; public authorities and municipal entities. Combined, clients represented more than $5 billion in active economic development projects.
- Oversaw multiple client projects related to economic development, ensuring strategic plans were carried out from initial introduction through completion of project, including follow-up opportunities.
- Acted as main contact for multiple clients, providing public relations, marketing, and public affairs services.

- Outlined and edited press releases, constituent correspondence materials, media talking points, and website content for designated Assembly members.
- Created communications plans for Assembly members to use for constituent outreach efforts, media strategies, and legislative goals.
MATTHEW CANNON

- Provided strategic, public relations, and administrative support for Assembly elections in: Staten Island/Bay Ridge (fall 2010); Queens (summer 2011); and Utica (summer 2011).
- Evaluated and managed voter data and walking lists to maximize constituent outreach.
- Coordinated event schedule with candidate’s district office to ensure daily community exposure.

- Executed investigative and research-intensive duties for the Research Services Unit within the Department of Communication and Information Services.
- Prepared bill summaries and organized relevant information to brief select Assembly officials for committee meetings and floor debates.

EDUCATION & SKILLS

Northeastern University (Boston, MA) | BA in Communications Studies, Minor in Business | May 2007

Community Involvement: Board of Education member, North Colonie Central Schools (Current); President, Shaker All Sports Booster Club (2015-2019); Income and Development Chair for Best Buddies Friendship Walk (2015); North Colonie Youth Baseball, Volunteer Coach; North Colonie Pop Warner, Volunteer Coach.
Technical: PC and Mac proficient; MS Office; Legislative Retrieval System (LRS); NGP VAN; Social Media; Final Cut Pro; Video Production.

*References available upon request