AGENDA

PERSONNEL COMMITTEE

SEPTEMBER 25, 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

3. RESOLUTION NO. 356: RESCINDING RESOLUTION NO. 217 FOR 2019

CURRENT BUSINESS:

4. CONFIRMING AN APPOINTMENT TO THE ALBANY COUNTY AIRPORT AUTHORITY BOARD
Honorable Andrew Joyce and Members of the Albany County Legislature:

LADIES AND GENTLEMEN:

The Personnel Committee of the Albany County Legislature met on August 28, 2019. Chairman Grimm, Ms. Lekakis, Messrs. Touchette, R. Joyce, Mss. McLean Lane, McKnight and Mr. Stevens were present. Messrs. O’Brien and Ward 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: The Committee voted unanimously to table the proposal.

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 the sponsor.

3. Confirming the Appointment of a Member of the Albany Convention Center Authority: The Albany County Executive’s Office requested that the Albany County Legislature confirm the appointment of Matthew Cannon to the Albany Convention Center Authority Board of Directors. After brief discussion, the Committee voted unanimously, with Mr. Stevens abstaining, to move the proposal forward with a favorable recommendation.


5. Confirming the Appointment of the Director of the Real Property Tax Service Agency: The Albany County Executive’s Office requested that the Albany County Legislature confirm the appointment of Maggie Alix as the Director of the Real Property Tax Service Agency. After brief discussion, the Committee voted unanimously, to move the proposal forward 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
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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
RESOLUTION NO. 356

RESCINDING RESOLUTION NO. 217 FOR 2019

Introduced: 8/12/19
By: Messrs. Mauriello, Burgdorf, Drake, Mendick, Grimm and Ms. McLean Lane

WHEREAS, Resolution 217 for 2019 was passed without its required Fiscal Impact Statement in contradiction to Rule 10 of our Legislative Rules of Order, and

WHEREAS, In addition to the numerous unanswered fiscal and actuarial implications rendered by Resolution 217 for 2019, additional legal and drafting ambiguities exist in the legislation, and

WHEREAS, The County Attorney states in a July 19th memorandum to the legislature that “The Resolution as written improperly indicates that the health insurance retirement benefit set forth in the Rules and Regulations applies to non-union employees only”, and

WHEREAS, The County Attorney also stated in said memorandum that “The Resolution as written reduces the years of service required for health insurance benefits in retirement, but is not specifically limited to active employees”, and

WHEREAS, The County Executive took no action allowing the Resolution to take effect in accordance to our Charter, and

WHEREAS, The citizens and employees of Albany County are ill-served by a policy that neither knows its own cost nor to whom it may be applied to, now, therefore be it

RESOLVED, That Resolution No. 217 for 2019 is hereby rescinded, 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 and Audit and Finance Committees – 8/12/19
September 9, 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 Sari O’Connor to the Albany County Airport Authority. The State of New York created the Albany County Airport Authority in 1993 and provided for the appointment of seven members. Three of these members are to be appointed by the County Executive. Given the importance of this authority to the effective management of the Albany County Airport, I anticipate the County Legislature will take up this appointment in an expedient fashion.

I have enclosed a bio for review by the legislature.

Please advise if there are any questions

Sincerely

Daniel P. McCoy
Albany County Executive

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

Description (e.g., Contract Authorization for Information Services): 
Advise Legislature of appointment to Albany County Airport Authority Board

Date: 9/11/2019
Submitted By: Lucas Rogers
Department: Office of the County Executive
Title: Policy Analyst
Phone: 518-447-7040
Department Rep.
Attending Meeting: Michael McLaughlin

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) Click or tap here to enter text.

CONCERNING BUDGET AMENDMENTS

Increase/decrease category (choose all that apply):
☐ Contractual
☐ Equipment
☐ Fringe
☐ Personnel
☐ Personnel Non-Individual
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.

Bond Res. No.:
Date of Adoption:
   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 ☑ No ☐

County Budget Accounts:
**File #: TMP-1137, Version: 1**

| Revenue Account and Line: | Click or tap here to enter text. |
| Revenue Amount: | Click or tap here to enter text. |

| Appropriation Account and Line: | Click or tap here to enter text. |
| Appropriation Amount: | Click or tap here to enter text. |

**Source of Funding - (Percentages)**

| Federal: | Click or tap here to enter text. |
| State: | Click or tap here to enter text. |
| County: | Click or tap here to enter text. |
| Local: | Click or tap here to enter text. |

**Term**

| Term: (Start and end date) | Click or tap here to enter text. |
| Length of Contract: | Click or tap here to enter text. |

**Impact on Pending Litigation**

| Yes ☐ No ☒ |
| If yes, explain: | Click or tap here to enter text. |

**Previous requests for Identical or Similar Action:**

| Resolution/Law Number: | Click or tap here to enter text. |
| Date of Adoption: | Click or tap here to enter text. |

**Justification:** (state briefly why legislative action is requested)

The State of New York created the Albany County Airport Authority and provided for the appointment of three board members by the County Executive. This request is for the approval of the appointment of Sari O'Connor to the Albany Airport Authority Board. Her resume is attached for your review.
Executive Summary:
Effective leader; experienced in non-profit development and board governance; ability to support executive and senior level management in a fast-paced environment; an excellent manager with strong organizational abilities and strengths in strategic planning, business development, and communications.

Professional Experience:
Albany Consulting Group
Principal
Albany, NY
June 2015 - Present
Albany Consulting Group provides strategic planning services for non-profits with an emphasis on development and fundraising, board governance, organizational management, infrastructure, and growth. For-profit businesses are provided with community relations services including corporate responsibility strategies and implementation plans for community giving, volunteerism, and foundation grants administration.

Palace Performing Arts Center
Executive Operating Officer
Albany, NY
June 2015 – October 2017
Leadership: Executive team member responsible for supporting the Board of Directors, Stakeholders and staff by participating in the planning and execution of activities to support organizational success and further the mission of the Palace Theater including an active role on the leadership team in planning and executing organizational operations including human capital, infrastructure, financial planning and business development.
Development: Responsible for the strategy, planning, implementation and oversight of development activities to increase revenue and ensure community support by creating value and cash transactions through stewardship activities, campaigns and community relations.

Northern Rivers Family Services
Chief Development Officer
Schenectady, NY
April 2007 – May 2015

• Founding member of team comprised of board members, executive leadership and consultants formed to create Northern Rivers Family Services by crafting an alliance between Northeast Parent & Child Society and Parsons Child and Family Center
• Member of Senior Management Team overseeing agency programs, finance, administration and policy implementation
• Responsible for the strategic planning, execution and management of fundraising activities including major gifts, corporate giving, foundation grants, appeals, special events, planned giving and capital campaigns
• Lead budget planning process for Development including forecasting, planning, implementation and execution
· Manage external relationships with corporations, foundations, individuals, vendors and volunteers
· Manage board relations including recruitment, governance, philanthropy and stewardship
· Serve as advisor to Chief Executive Officer on issues related to community relations and public image
· Provide oversight of Raisers Edge fundraising software to ensure appropriate collection, management, and analysis of data necessary to communicate with donors, provide stewardship, and generate financial reports to measure performance

Brokers Network Real Estate
Director of Relocation Services
Latham, NY
Dec 2002 to May 2007

· Licensed Sales Associate representing buyers and sellers throughout the Capital Region
· Managed contract preparation, negotiations and comparative market analysis
· Collaborated with attorneys, mortgage officers, home inspectors and appraisers from offer to purchase through closing

Rocky Point Public Schools
Elementary School Teacher, Grade 2
Rocky Point, NY
Sep 1987 to Nov 1993

· Successfully implemented New York State curriculum on an annual basis to Second grade students; New York State permanently certified; tenure granted in June 1990.

Community Service:
The College of Saint Rose
Chair of “A Community of Excellence”
Albany, NY
2004 to 2014

· Annually engaged and led community volunteer committee in the planning and execution of 400+ guest event
· Secured corporate sponsors, honorary committee members and individual guests
· Raised more than $1.5 million for student scholarships

Crohn’s & Colitis Foundation of America, Upstate Northeastern NY Chapter
Albany, NY
“An Evening To Remember Gala”
2009 to 2013

· Secured corporate sponsors, honorary committee members and individual guests
· Secured silent and live auction items
· Member of volunteer team raising more than $80,000 each year to support medical research
The Albany Institute of History and Art
Chair of “Museum Gala”
Albany, NY
2005 to 2008

- Engaged and led 30-member community volunteer committee
- Managed planning and execution of 400+ guest event including budget, marketing and site
  planning
- Secured corporate sponsors, honorary committee members, individual guests and live and silent
  auction items annually raising more than $125,000 in net revenue for museum operations.

Education:

Harvard Business School
Executive Education-Performance Measurement
for Effective Management of Nonprofit Organizations
Boston, MA
2011

Indiana-Purdue University
Human Resource Management Certificate
Indianapolis, IN
2001

SUNY Stony Brook
Master of Arts in Liberal Studies
Stony Brook, NY
1989

Adelphi University
Bachelor of Science in Education
Cumm Laude
Garden City, NY
1986

Memberships and Board Service:

Empire State Performing Arts Center Corp.
Executive Committee Member
Governor Andrew Cuomo Appointee
February 2014 to 2016
Albany Charter School Network
Trustee
2012 to 2018

100 Women of St. Jude
Founding Member
February 2013 to 2018
City of Albany Planning and Zoning Board
Mayoral Appointee
February 2004 to August 2011

Association of Fundraising Professionals
Member
March 2011 to 2018
Women@Work Connect
Advisory Board Member
March 2015 to 2018