

County of Albany

Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207



Meeting Agenda

Thursday, August 28, 2025

6:00 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Personnel Committee

PREVIOUS BUSINESS:

1. APPROVING PREVIOUS MEETING MINUTES
2. AMENDING VARIOUS RESOLUTIONS FOR THE PURPOSE OF REVISING THE COMPOSITION OF CERTAIN BOARDS

CURRENT BUSINESS:

3. AMENDING THE 2025 DEPARTMENT OF HUMAN RESOURCES BUDGET: DAYCARE SUBSIDY PROGRAM
4. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE DEPARTMENT OF ECONOMIC DEVELOPMENT, CONSERVATION AND PLANNING

County of Albany

*Harold L. Joyce
Albany County Office Building
112 State Street - Albany, NY 12207*



Meeting Minutes

Thursday, July 31, 2025

6:00 PM

**Harold L. Joyce Albany County Office Building
Cahill Room - First Floor**

Personnel Committee

PREVIOUS BUSINESS:

Present: Lynne Lekakis, Gilbert F. Ethier, Samuel I. Fein, Raymond F. Joyce, Merton D. Simpson, Todd A. Drake, Mark E. Grimm and Maggie Alix

Excused: Jeffrey D. Kuhn

1. APPROVING PREVIOUS MEETING MINUTES

A motion was made that the previous meeting minutes be approved. The motion carried by a unanimous vote.

2. AMENDING VARIOUS RESOLUTIONS FOR THE PURPOSE OF REVISING THE COMPOSITION OF CERTAIN BOARDS

This proposal was tabled at the request of the Sponsor.

CURRENT BUSINESS:**3. CONFIRMING THE APPOINTMENT OF THE DIRECTOR OF THE ALBANY COUNTY REAL PROPERTY TAX SERVICE AGENCY**

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

4. AUTHORIZING AN AGREEMENT WITH HEALTH INSURANCE SOLUTIONS INCORPORATED REGARDING EMPLOYEE BENEFITS ADVISORY SERVICES

A motion was made to move the proposal forward with a positive recommendation. The motion carried by a unanimous vote.

RESOLUTION NO. 93

AMENDING VARIOUS RESOLUTIONS FOR THE PURPOSE OF REVISING THE COMPOSITION OF CERTAIN BOARDS

Introduced: 3/10/25
By: Mauriello

WHEREAS, Albany County has a large number of development corporations and other organizations with boards of directors or otherwise composed of boards, and

WHEREAS, Many boards and boards of directors are comprised, either partly or fully, by legislative appointees, though in many instances these boards do not include participation by appointees of the Minority Conference of the Albany County Legislature, and

WHEREAS, As of February 2025, the Minority Conference of the Albany County Legislature represents more than 70,000 Albany County residents, and

WHEREAS, A large number of Albany County boards and boards of directors already include an appointee by the Minority Leader of the Albany County Legislature, and

WHEREAS, Regardless of political party affiliation, the Minority Conference of the Albany County Legislature should be included in the determination of board memberships as it relates to the administration of Albany County, now, therefore be it

RESOLVED, By the Albany County Legislature that Section 346-5 of the Albany County Code is amended to read as follows:

§ 346-5 Board of Directors.

A. The Board of Directors shall consist of seven members to be appointed by the Albany County Legislature, one of which shall be on the recommendation of the Majority Leader of the County Legislature and one of which shall be on the recommendation of the Minority Leader of the County Legislature. Said members shall represent areas of interest or expertise, including, but not limited to: the building industry; architectural/planning and/or design industry; financial services; law enforcement; property management; municipal affairs; buildings and codes; real estate; building demolition industry; and historical renovation services.

B. All members of the Board shall be residents or have their primary place of business in the County of Albany, and said directors shall serve at the pleasure of the Legislature.

and, be it further

RESOLVED, That Section 320-2 of the Albany County Code is amended to read as follows:

§ 320-2 Composition.

The Committee shall be comprised of the County Superintendent of Highways, one member of the County Legislature designated by the Chair of the County Legislature, one member of the County Legislature designated by the Majority Leader of the County Legislature, one member of the County Legislature designated by the Minority Leader of the County Legislature, and [five] three members who shall be residents of the County, representing a cross-section of civic and business interests, and who shall be appointed by the Chair of the County Legislature. Vacancies shall be filled in the same manner as original appointments.

and, be it further

RESOLVED, That Section 320-19 of the Albany County Code is amended to read as follows:

§ 320-19 Establishment; purpose; members.

The Human Services Advisory Board authorized by Article 21 of the Albany County Charter is established for the purposes set forth in said Article 21 and the County Legislature shall appoint members to the Human Services Advisory Board from time to time, with said individuals to serve thereon at the pleasure of the County Legislature[.] provided, however, that one member shall serve on the recommendation of the Majority Leader of the County Legislature and one member shall serve on the recommendation of the Minority Leader of the County Legislature.

and, be it further

RESOLVED, That Section 320-21 of the Albany County Code is amended to read as follows:

§ 320-21 Increase in membership.

The Legislature finds it is in the best interest of Albany County to expand the membership of the Albany County Industrial Development Agency to seven

members[.] provided, however, that one member shall serve on the recommendation of the Majority Leader of the County Legislature and one member shall serve on the recommendation of the Minority Leader of the County Legislature.

and, be it further

RESOLVED, That this resolution shall take effect on January 1st, 2026, and shall be considered for the appointment of board members for all boards amended under this resolution beginning on that date, 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.



DANIEL P. MCCOY
COUNTY EXECUTIVE

MICHAEL P. MCLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

COUNTY OF ALBANY
DEPARTMENT OF HUMAN RESOURCES
112 STATE STREET - SUITE 900
ALBANY, NY 12207
(518) 447-5510 - FAX (518) 447-5586
WWW.ALBANYCOUNTYNY.GOV

EMMA L. TEAGUE
COMMISSIONER

SHANNON L. COFFIL
DEPUTY COMMISSIONER

MEMORANDUM

TO: Hon. Joanne Cunningham, Chairwoman, Albany County Legislature

FROM: Shannon Coffil, Deputy Commissioner of Human Resources

DATE: 07/30/2025

RE: **RLA: Amendment to the Department of Human Resources Budget: Daycare Subsidy**

Attached please find the RLA to increase the 2025 budget appropriation of the County Contribution- Daycare Non NH line A9 1432 44089 10000 by \$150,000. This budget neutral amendment will ensure adequate funding for the remainder of the 2025 budget year.

Amendment as follows:

Decrease A9 1432 12401 1000	\$43,139
Decrease A9 1432 12538 1000	\$40,756
Decrease A9 1432 11242 1000	\$55,614
Decrease A9 1432 19970 1000	\$10,491
Increase A9 1432 44089	\$150,000

This benefit continues to assist in attracting and retaining talent for Albany County as a whole. In today's competitive market, offering child care helps the County stand out particularly for working parents creating a more productive and loyal workforce.

Please feel free to contact me with any additional questions you may have.

Sincerely,

Shannon Coffil
Deputy Commissioner of Albany County Human Resources

Cc: Hon. Dennis Feeney, Majority Leader
Hon. Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6753, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Amending the 2025 Department of Human Resources Budget for Daycare Subsidy Program

Date: 7/30/25
Department: Department of Human Resources
Attending Meeting: Shannon Coffil and Emma Teague
Submitted By: Shannon Coffil
Title: Deputy Commissioner of HR
Phone: 518-447-4869

Purpose of Request: Budget Amendment Enter text.

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: \$150,000.00

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
 Anticipated in Budget: Yes No
 Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: Enter text. County: 100%
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: See budget amendment
Appropriation Amount: \$150,000.00

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.
Request for Bids / Proposals:

Competitive Bidding Exempt: Yes No
of Response(s): Enter text.
of MWBE: Enter text.
of Veteran Business: Enter text.
Bond Resolution No.: Enter text.
Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

Due to the increased enrollment of County employees in the Albany County Daycare Subsidy Program, we are looking to increase the County Contribution budget line by \$150,000. This amendment is budget neutral.

USE WHOLE NUMBERS ONLY

BUDGET LINE

DESCRIPTION

INCREASE

DECREASE

UNIT COST

DEPARTMENT NAME

FUND	ORG	OBJ	PROJECT	STATE POS. CODE	POSITION CONTROL	DESCRIPTION	INCREASE	DECREASE	UNIT COST	DEPARTMENT NAME
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A9	1432	44089				County Contrib-Daycare Non NH	\$150,000		\$320,000	Human Resources
A9	1432	12401	10000	004	270066	Personnel Administrator	\$43,139		\$73,953	Human Resources
A9	1432	12538	10000	001	270060	Fiscal Officer I	\$40,756		\$69,868	Human Resources
A9	1432	11242	10000	001	270006	Director of Employee Relations	\$55,614		\$95,339	Human Resources
A9	1432	19970	10000	000	279998	Temporary Help	\$10,491		\$51,500	Human Resources

TOTAL APPROPRIATIONS \$150,000 \$150,000

ESTIMATED REVENUES

USE WHOLE NUMBERS ONLY

BUDGET LINE

DESCRIPTION

DECREASE

INCREASE

UNIT COST

DEPARTMENT NAME

FUND	ORG	OBJ	PROJECT	STATE POS. CODE	POSITION CONTROL	DESCRIPTION	DECREASE	INCREASE	UNIT COST	DEPARTMENT NAME
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TOTAL REVENUES \$0 \$0

GRAND TOTAL \$150,000 \$150,000



DANIEL P. MCCOY
COUNTY EXECUTIVE

COUNTY OF ALBANY
OFFICE OF THE EXECUTIVE
112 STATE STREET
ALBANY, NEW YORK 12207-2021
(518) 447-7040 - FAX (518) 447-5589
WWW.ALBANYCOUNTY.COM

MICHAEL P. McLAUGHLIN, JR.
DEPUTY COUNTY EXECUTIVE

July 31, 2025

Hon. Joanne Cunningham,
Chairwoman Albany County Legislature
112 State Street.,
Rm 710 Albany, NY 12207

Chairwoman Cunningham,

The Albany County Executive's Office respectfully requests authorization to appoint Ann Marie Salmon to the role of Director of Economic Development, Conservation and Planning. Through an extensive search Ann Marie was selected as the most qualified candidate.

Albany County strives to continue to expand its economic ventures in a way that reflects its residents needs while also maintaining and bettering the environment throughout the county. I believe Ann Marie Salmon gives us the ability to not only continue this venture, but to help expand it as well.

If you have any questions please do not hesitate to contact my office.

Sincerely,

Daniel P. McCoy Albany County Executive

cc: Dennis Feeney, Majority Leader
Frank Mauriello, Minority Leader
Rebekah Kennedy, Majority Counsel
James Curran, Minority Counsel



County of Albany

Harold L. Joyce
Albany County Office
Building
112 State Street - Albany,
NY 12207

Legislation Text

File #: TMP-6744, **Version:** 1

REQUEST FOR LEGISLATIVE ACTION

Description (e.g., Contract Authorization for Information Services):

Appointment of Ann Marie Salmon as the new Director of Economic Development, Conservation and Planning

Date: 07/29/2025
Department: County Executive
Attending Meeting: Jack Rosenzweig
Submitted By: Jack Rosenzweig
Title: Policy Analyst
Phone: 518-447-7043

Purpose of Request: Other (State if not Listed) Appointments

CONTRACT TERMS/CONDITIONS:

Party Names and Addresses:
Enter text.

Term: (Start/end date or duration) Enter text.
Amount/Raise Schedule/Fee: 138,000

BUDGET INFORMATION:

Is there a Fiscal Impact: Yes No
 Anticipated in Budget: Yes No
 Spreadsheet attached: Yes No

Source of Funding - (Percentages)

Federal: Enter text. County: 100
State: Enter text. Local: Enter text.

County Budget Accounts:

Revenue Account and Line: Enter text.
Revenue Amount: Enter text.
Appropriation Account and Line: Enter text.
Appropriation Amount: Enter text.

ADDITIONAL INFORMATION:

Mandated Program/Service: Yes No
If Mandated, Cite Authority: Enter text.

Request for Bids / Proposals:

Competitive Bidding Exempt: Yes No

of Response(s): Enter text.

of MWBE: Enter text.

of Veteran Business: Enter text.

Bond Resolution No.: Enter text.

Apprenticeship Program Yes No

Previous requests for Identical or Similar Action:

Resolution/Law Number and Date: Enter text.

DESCRIPTION OF REQUEST: (state briefly why legislative action is requested)

This request is to appoint Ann Marie Salmon as the new Director of Economic Development, Conservation and Planning. Through an extensive search it has been determined that Ann Marie is the most qualified candidate, and it is with great trust that this appointment is requested.

ANN MARIE SALMON

EXECUTIVE SUMMARY

Commissioner with 15+ years of progressive experience overseeing critical aspects of operations on behalf of government agencies, promoting integrity and transparency of departmental budgets, policies, and administrative functions. Adept at overseeing annual budgets of up to \$225 million each year, working with city officials to manage all phases of complex procurement processes, prioritize infrastructure improvements, and align capital expenditures with modernization goals. History of expanding professional development opportunities for hundreds of talented employees, consistently promoting safe and inclusive workplace culture with paths for advancement.

EXPERTISE

Project Management
Executive Leadership
System Implementation
Procurement Oversight
Stakeholder Relations
Public Communication
Fiscal Management
Process Improvement
Fleet Management
Staff Development
Strategic Planning
Training Initiatives
Human Resources
Policy Formation

EDUCATION

CUNY - BARUCH COLLEGE
Master of Public Administration

UNIVERSITY OF NOTRE DAME
Bachelor's Degree in Liberal Studies

TECHNICAL SKILLS

MS Office Suite (Project)
Adobe Creative Suite
New World ERP
Kronos
ArcGIS
Asana
Trello
SPSS
Visio

PROFESSIONAL EXPERIENCE

CITY OF ALBANY | Albany, NY

Commissioner - Administrative Services | Aug. 2023 – Present

- Reporting to the Mayor, managed critical aspects of City of Albany municipal operations, with initiatives impacting nearly 100,000 residents citywide.
- Developed \$225+ million operating budget and \$245+ million multi-year capital expenditure plan, effectively balancing citywide priorities with fiscal constraints.
- Served as part of executive leadership team for city with 1,300+ full-time employees.
- Managed department of 50 employees including the Offices of Budget, Human Resources, Innovation, Information Technology/GIS, Purchasing, MWBE Compliance, Payroll, Equal Employment Opportunity, Public Records, Energy & Sustainability, and Cultural Affairs.
- Advised and recommended policy actions to the Mayor and Common Council on budget, operations, planning, human resources, sustainability, and other administrative matters.
- Began developing a roadmap for the electrification of the City's fleet and secured legislative approval of \$13 million capital plan for EV conversions.
- Saved the City \$3.6 million by restructuring pharmacy benefit management.
- Initiated project to update the City's Climate Action Plan to create a roadmap towards a sustainable future.
- Implemented Prenatal Leave, Parental Leave, and Paid Family Leave for city workforce.
- Served on the Albany Community Development Agency Board.

Executive Deputy Commissioner - Administrative Services | Jan. 2022 – Aug. 2023

- Reporting to Commissioner, oversaw critical citywide administrative functions including budget, grant planning, human resources, sustainability, payroll, purchasing, and IT.
- Directed internal administration of \$25 million ARPA grant program, funding 35 organizations to build affordable housing, support businesses, and expand homeownership.
- Oversaw citywide compensation study to establish market rate salaries for government roles, working to promote equitable payment structure and improve employee retention.
- Secured \$3.5 million+ in grants for infrastructure and planning in one-year-period, with \$650,000 leveraged to procure fleet of electric vehicles and charging stations citywide.
- Established new Sustainability Department, converting 10,000+ streetlights to LED technology and conducting energy audits of 25+ government buildings.
- Oversaw campaign to improve diversity in recruitment operations, launching dedicated candidate website and introducing outreach strategies to attract and retain public servants.
- Supervised Director of Sustainability, Innovation Project Managers, Purchasing Director, Payroll Director, Senior Compliance Coordinator, Records Manager, and HRIS Analyst.

Deputy Commissioner - Administrative Services | Jan. 2019 - Jan. 2022

- Supported 1,400 municipal employees throughout COVID-19 pandemic, establishing telecommuting policies and leading transformation to digital services.
- Provided budgetary oversight for \$80+ million American Rescue Plan Act funding, including rollout of hazard pay and community grant application process.
- Led innovation team to address critical housing issues, receiving \$1 million grant to implement impactful programs.
- Interfaced with Commissioner and cybersecurity agencies to coordinate emergency response processes, working to devise continuity plans for IT backups and disaster response.
- Supervised Project Managers, Purchasing Director, Payroll Director, Compliance Coordinator.

ANN MARIE SALMON

ADDITIONAL EXPERIENCE

CITY OF ALBANY | Albany, NY

Director of Innovation - Administrative Services | Oct. 2017 - Jan. 2019

- Launched first-ever Office of Innovation & Performance, working to modernize and improve critical municipal infrastructure and programming while reporting to Commissioner of Administrative Services.
- Implemented automated data transfer between critical IT systems, achieving significant time savings, improved accuracy, and increased data integrity, and expedited updates of administrative records.
- Partnered with New York State to introduce lean project management framework, improving citywide operations which led to agency winning award for *Outstanding Lean Performance*.
- Worked with State officials to conduct fleet utilization study, installing trackers on hundreds of vehicles to monitor fuel use, generate automatic maintenance schedules, and produce performance reports.
- Introduced new policies to centralize municipal vehicle inventory, rollout safety programs, and promote purchase of EVs.
- Managed entire data configuration & migration from 30-year-old legacy tool, training 275+ staff on new features.
- Initiated improvements to onboarding and payroll administration procedures for division with 100+ seasonal employees.
- Developed training programs covering sexual harassment prevention, workplace violence protections, and diversity and inclusion, promoting positive workplace culture and adherence to regulatory requirements.
- Selected to participate in Bloomberg Harvard City Leadership Initiative, intensive year-long professional development program, earning recognition as one of two selected citywide to take part.
- Supervised Project Managers and Business Analyst.

NYC DEPARTMENT OF PARKS & RECREATION | New York, NY

Project Manager - Innovation & Performance Management | Jan. 2017 - Oct. 2017

- Served as in-house consultant on first change management team established within NYC Parks, working across agency to identify and implement service delivery improvements and advance data-driven decision-making.
- Managed team of data specialists and analysts, providing ongoing coaching to support staff.
- Managed project to automate work location assignments and schedules for 1,500+ temporary and seasonal employees, developing business requirements with stakeholders in compliance with project timelines.
- Worked with Operations Director to recruit and onboard 15-person crew, allocating \$450,000+ budget to manage projects.
- Oversaw business ownership of software product used by 1,000+ employees to track agency work, assets, and inventory.
- Outlined long-term strategy for agency asset management with Assistant Commissioner and Chief of Staff.
- Collaborated with IT division to draft five-year RFP for software consulting contract worth \$1.5 million.

Project Coordinator/Policy Analyst - Innovation & Performance Management | May 2015 - Jan. 2017

- Managed interdisciplinary projects involving multiple stakeholders, including frontline staff and executive leadership.
- Oversaw critical aspects of enterprise asset management software upgrade accessed by 500+ staff, defining business requirements and contributing to testing and training processes.
- Worked with Director of Data Analytics to create single authoritative source for agency data, overseeing project, interviewing stakeholders, and inventorying existing data sets while reporting to Assistant Commissioner.
- Oversaw initiative to increase utilization of field workforce through better deployment of resources, analyzing data from nearly 20 community board districts to measure efficiency of borough operations and recommending improvements.
- Managed roll-out of mobile app to track maintenance activities, working with stakeholders throughout interface design, user onboarding, and development of metrics dashboard.
- Delivered presentations to borough leadership, summarizing critical findings of newly accessible performance metrics.

NEW YORK ROAD RUNNERS | New York, NY

Senior Project Manager | Dec. 2009 - May 2015

- Oversaw planning process for New York City Marathon and other large-scale events, implementing year-round planning structure 12-18 months in advance which significantly reduced programming delays.
- Managed registration procedures impacting over 180,000 applicants, streamlining mobile applications and reporting tools to facilitate accurate projections of future registrations.
- Worked directly with finance department to manage a budget of \$12 million, ensuring adherence to budgetary constraints.
- Analyzed data and compiled reports pertaining to broadcast viewership, merchandise sales, sponsorship revenue and applicant demographics, identifying trends and key issues to inform future race planning.
- Initially hired as manager, earning multiple promotions in recognition of exceptional performance, supervising Project Manager and Project Assistant.