

**A G E N D A**  
**PERSONNEL COMMITTEE**  
**MAY 6, 2009**

- 1) **Referral from the Human Services Committee:**  
**Office for the Aging:**  
Request to fill the vacant position of Meal Site Manager, base salary of \$22,897, Grade 2, Employee No. 6726, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
  
- 2) **Referral from the County Treasurer:**  
Request to fill the vacant position of Senior Account Clerk, base salary of \$28,041, Grade 7, Employee No. 10928, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
  
- 3) **Referrals from the Social Services Committee:**
  - A) Request to fill the vacant position of Social Welfare Examiner, base salary of \$29,199, Grade 8, Employee No. 10005, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
  
  - B) Reclassifying the position of Director of Administrative Services to the position of Director of Case Management Services, base salary of \$61,242, Employee No. 1241 and deleting the position of Director of Administrative Services, base salary of \$61,242, Employee No. 1241; thereby amending the Department's Table of Organization.
  
- 4) **Referrals from the Traffic Safety Board:**
  - A) Creating the position of part-time STOP-DWI Coordinator, Traffic Safety Board Executive Secretary, up to 19 hours per week, annual base salary of \$31,200 and deleting the position of STOP-DWI Coordinator, base salary of \$4,848, effective January 1, 2010; thereby amending the Table of Organization.
  
  - B) Request to fill the vacant position of part-time STOP-DWI Coordinator, Traffic Safety Board Executive Secretary, up to 19 hours per week, annual base salary of \$31,200, due to creation. The Notice of Intent to Fill Vacant Position is attached.
  
- 5) The Commissioners of the Board of Elections have requested permission to address the Committee.

Kelly, Candy

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**From:** Kelly, Candy  
**Sent:** Monday, April 27, 2009 3:02 PM  
**To:** Payne, Hal  
**Subject:** filling vacant position

Hal, Our meal site manager is retiring so I need to do a Resolution to fill the position. Will you be around this afternoon or tomorrow so you can sign the form. This position is necessary since we only have 2 positions there, one cook and the site manager. Thanks. Candy Does this suffice for the explanation that is supposed to accompany the Resolution request?

Candace Kelly, Director  
Warren/Hamilton Counties Office for the Aging  
333 Glen St. 3rd floor Suite 306  
Glens Falls, NY 12801  
518-761-6347  
518-745-7643 fax

TOMORROW

TOMORROW

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office for the Aging  
Title of Position Meal Site Manager Base salary \$22,897  
Budget code and title A.6774110 SNAP OFA SNAP salaries regular  
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other  
Employee No. 6726

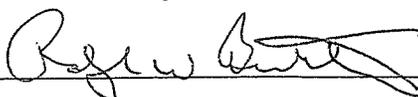
### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Human Services Date 5/3/09  
 The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services Date 5-4-09  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature 

### PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_  
 The Personnel Committee has no objection to the filling of the vacancy.  
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation or termination. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer

Title of Position Sr Account Clerk

Base salary 28,041

Budget code and title A.1325 110 Treasurer

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 10928

### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Finance Date 5-1-09

- The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature H. G. Payne

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_

- The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date \_\_\_\_\_

- The Personnel Committee has no objection to the filling of the vacancy.  
 The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

# Warren County Department of Social Services

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Sheila M. Weaver  
Commissioner  
Municipal Center Annex  
1340 State Route 9  
Lake George, New York 12845-9803

Telephone 518-761-6300  
Fax 518-761-6314

## MEMORANDUM

To: Social Services Committee and Personnel Committee  
From: Sheila M. Weaver, Commissioner of Social Services  
CC: Hal Payne and Joan Sady  
Date: April 27, 2009  
Re: Permission to fill a Social Welfare Examiner position

To All:

First I would like to apologize as I am unable to attend the Personnel Committee meeting. I will be at a Commissioner's Meeting in White Eagle meeting with State representatives. I am sending Kathy Baker in my stead to justify the Social Welfare Examiner position.

I am requesting to fill a position as a result of a retirement effective 5/29/09. I held off on filling the position for a month and we need to have this position filled. Even though Employee 10005 is retiring 5/29/09 she is on vacation the entire month of May. I am trying to work smarter within the Department and do more with less.

It will be a cost savings of \$34,708.00 as once I have permission to fill, next month at Committee I will be eliminating a Social Welfare Examiner position within a different unit of the Department and filling this position with a lateral transfer. Our Food Stamp Caseload has increased by at least 25%. This position is reimbursed 69% by Federal and State dollars. As the economy worsens our Food Stamp caseload will be increasing more as families try to stretch their food dollars. Additionally we will be getting more money in Food Stamp Administration through the Stimulus packet for the next two years so reimbursement on this position should increase.

Thank you for your consideration and support for filling this position and if you have any questions, please contact me at work 761-6309 or on my cell phone at (585) 322-5861.

Sincerely,

Sheila M. Weaver  
Commissioner

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services

Title of Position Social Welfare Examiner

Base salary \$29,199  
~~\$31,900~~

Budget code and title 40.06 A.6010

This position is vacated due to:  Retirement     Resignation     Termination

Employee No. 10005

### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

Name of Committee Social Services

Date 4/24/09

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

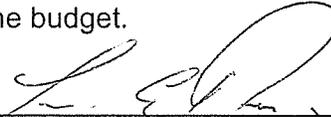
Name of Committee Social Services

Date 4/24/09

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature



### PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 14

## *Request to Reclassify Position*

DEPARTMENT NAME: Social Services

DATE: 4/22/09

- (a) Title of Reclassified Position: Director of Case Management Services
  
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$61,242
  
- (c) Title and Employee Number of Position to be Deleted: Director of Administrative Services, 1241
  
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position. \$61,242
  
- (e) Effective Date:\* 5/15/09  
\*Please do not backdate unless the purpose is to correct an error.
  
- (f) Where are the Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.6010 110 salaries
  
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees. Yes

position in such service shall be reclassified; the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

### New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward one typed copy to this Commission.

|   |   |  |
|---|---|--|
| <b>1. Department</b><br>Social Services | <b>Bureau, Division, Unit or Section</b><br>Eligibility | <b>Location of Position</b><br>Eligibility |
|---|---|--|

**2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

**Job Title:** Director of Case Management Services

| Percent of Work Time | Job Duty   |
|----------------------|--|
| 100%                 | <p>This is an important administrative work involving the responsibility for planning, directing, and implementing all activities within the local department. Work involves administrative responsibility for maintaining high standards of social and temporary assistance service in accordance with agency policy. Under the general direction of the Commissioner of Social Services or designee, the employee in this position coordinates operations of the county wide delivery system involving services responsibility for the following areas: temporary assistance, food stamps, Medicaid, heap, fraud and resource recovery. Wide leeway is permitted for the exercise of independent judgment in performing this work. Supervision is exercised over the work of designated professional and clerical employees. Does related work as required.</p> <p>Administers, coordinates and supervises selected and assigned activities within the human services delivery system;</p> <p>Directs the formulation and assists in the formulation of agency and eligibility programs policy and procedures within the human services delivery system;</p> <p>Established work flow, controls and oversees personnel-related issues in this unit and others on activities such as leaves, performance evaluations, discipline, grievances and arbitration;</p> <p>Interprets Federal, State and other bulletins, directives and procedural material and develops administrative procedures for their implementation;</p> <p>Represents the Commissioner of Social Services and Department of Social Services at conferences, meetings hearing, etc. involving eligibility services;</p> <p>Assists in the budgetary process for this division;</p> <p>Coordinated activities between separate units within the human services delivery system to ensure that uniform application of Quality initiatives and standards;</p> <p>Recommends staffing and funding requirements for local department delivery systems and assists with budget preparation for the agency;</p> <p>Maintains close coordination and cooperative relationships with other public and private social services agencies within the community;</p> <p>Evaluates impact of Welfare Reform and restructuring activities by the state and federal governments in relation to local operations;</p> <p>Makes feasibility studies of program changes to improve operation;</p> <p>Prepares a variety of program-related, statistical, personnel and budgeting narrative reports as required;</p> <p>Supervises other department program staff as needed or required.</p> |

(Attach additional sheets if more space is needed)

| <u>Name</u>      | <u>Title</u> | <u>Type of Supervision</u> |
|------------------|--------------|----------------------------|
| Sheila M. Weaver | Commissioner | Direct                     |
|                  |              |                            |

4. Names and Titles of Persons Supervised by Employee in this position

| <u>Name</u>                           | <u>Title</u>                      | <u>Type of Supervision</u> |
|---------------------------------------|-----------------------------------|----------------------------|
| Kelly Barker/ Lisa Zulaf/Jamie Brochu | Principal Social Welfare Examiner | Direct                     |
| Karen Whitted                         | Principal Social Welfare Examiner | Direct                     |
| Winston Varnum                        | Resource Assistant                | Direct                     |

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

| <u>Name</u>       | <u>Title</u>                | <u>Location of Position</u> |
|-------------------|-----------------------------|-----------------------------|
| Douglas Herschleb | Director of Social Services | Services                    |
| Katherine Baker   | Fiscal Director             | Accounting                  |

6. What minimum qualifications do you think should be required for this position?

Education: High School Grad Years  
 College 2 years Years, with specialization in Associates degree  
 College 4 years Years, with specialization in Bachelor's Degree

Experience: (list amount and type) Graduation from high school or a GED, Associates Degree or Bachelor's preferred but Associates degree and 4 years supervisory experience or Bachelors Degree and 2 years of supervisory experience. High school graduation or GED and 6 years supervisory experience in the Eligibility field may be substituted.

Essential knowledges, skills and abilities: Good knowledge of departmental client assistance programs and eligibility criteria; good knowledge of interviewing practices and procedures; ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public; ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency; ability to understand and follow instructions; knowledge of community resources and organizations; ability to read and write English and prepare brief accurate reports; tact; emotional maturity; judgment; physical condition commensurate with the demands of the position.

Type of license or certificate required: Possession of a valid NYS Drivers License

7. The above statements are accurate and complete.

Date: April 8, 2009

Title: Commissioner

Signature:

**Certificate of Civil Service Commission**

8. In accordance with the provisions of Civil Service Law Section 22, County of Warren Civil Service certifies that the appropriate civil service title for the position described is:

Title: \_\_\_\_\_  
 Jurisdictional Classification: \_\_\_\_\_

Date:

Signature:

**Action by Legislative Body or Other Approving Authority**

9. Creation of described position

- Approved  
 Disapproved

Date:

Signature:

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: OES/STOP-DWI

DATE: May 15, 2009

- (a) Title of Requested Position: p/t STOP-DWI Coordinator, Traffic Safety Board Executive Secretary (19hr)
- (b) Annual **Base** Salary (and Grade if Applicable): \$31,200
- (c) Effective Date for New Position:\* after May 18, 2009  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): On January 1, 2010, STOP-DWI Coordinator \$4,848
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.889 STOP-DWI Reserve - \$14,820
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Yes, as per NYS Vehicle & Traffic Law Article 31, Section 1197 & Article 43 Section 1676
- (h) Is there expected revenue from this position? If so, please explain: Yes, through drinking while intoxicated fines and NYS Ggovernor's Traffic Safety Committee grants.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Office of Emergency Services

Title of Position Part time STOP-DWI Coordinator/Traffic Safety Board Executive Secretary (19hr)  
Base

salary \$31,200

Budget code and title A.3315 110 STOP-DWI - Salaries

This position is vacated due to:  Retirement  Resignation  Termination

Employee No.

New Position

### COMMISSIONER OF ADMINISTRATIVE & FISCAL SERVICES COMPLETES THIS SECTION

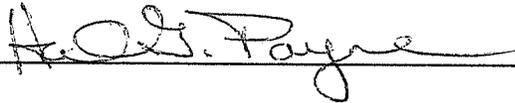
Name of Committee

Date

The Commissioner has no objection to the filling of the vacancy.

The Commissioner objects to the filling of the vacancy.

Commissioner Signature



### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

Date

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

Ranking Committee Member Signature \_\_\_\_\_

### PERSONNEL COMMITTEE COMPLETES THIS SECTION

Date

The Personnel Committee has no objection to the filling of the vacancy.

The Personnel Committee objects to the filling of the vacancy and will be sending a resolution to the full board to have the position removed from the budget.

December 2006



**SIGN-IN SHEET FOR GUESTS**

COMMITTEE: Personnel

DATE: May 6, 2009

**PLEASE PRINT**

| NAME            | REPRESENTING       |
|-----------------|--------------------|
| RICH KELLY      | CIVIL SERVICE      |
| Mary Beth Cusey | Board of Elections |
| Wm. A. Montfort | Board of Elections |
| <del>John</del> | W.C. HR            |
| Katherine Baker | Social Services    |
| Amy J. Manney   | W.C. OES           |
| BRIAN LAFURR    | W.C. OES           |
| SHANE ROSS      | WCSD               |
| Mig Shambis     | we the people      |
| George J. Stee  | Self               |
| Bill Brown      | Self               |
| DAVE BRIEN      | SELF               |
| Richard Sanford | Self               |
|                 |                    |
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# WARREN COUNTY BOARD OF ELECTIONS

1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845  
FAX: (518) 761-6480

MARY BETH CASEY  
REPUBLICAN COMMISSIONER  
TEL: (518) 761-6458



WM. A. MONTFORT  
DEMOCRATIC COMMISSIONER  
TEL: (518) 761-6459

## Personnel Committee Meeting May 6, 2009

Re: Letter received from the Board of Supervisors dated April 16, 2009

Included in this packet are:

1. A copy of the letter sent to the Warren County Board of Elections dated April 16, 2009.
2. Copies of e-mails/correspondence to and from the NYSBOE, Warren Co. Treasurers Office, the Warren County Commissioner of Administrative Services, the Deputy County Administrator, the Warren County Attorney's Office, the United States Department of Justice and the Warren County Board of Elections beginning February 23, 2009 and continuing through April 23, 2009.
2. Lists of all of the activities that are necessary to prepare for the administration of a Special Federal Election in the 20<sup>th</sup> Congressional District as well as other activities of the BOE.
3. A copy of Court Orders issued to the Warren Co. Board of Elections with regard to the Special Election of March 31, 2009 and the court ordered conduct of the Warren Co. Board of Elections with regard to making available discovery items for the court and the manner in which re-canvassing and counting may or may not be completed and when and to be witnessed by whom.

# WARREN COUNTY BOARD OF SUPERVISORS

WARREN COUNTY MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE, NEW YORK 12845-9803

Telephone 518-761-6535  
Fax 518-761-7652

Frederick H. Monroe, Chairman

Joan Sady, Clerk of the Board

April 16, 2009

Mary Beth Casey, Commissioner  
William Montfort, Commissioner  
Warren County Board of Elections  
1340 State Route 9  
Lake George, New York 12845

Dear Commissioners:

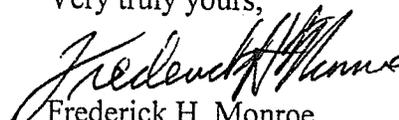
As authorized by law, the Warren County Board of Supervisors requested that each County Department provide the Treasurer's Office with a cash flow report, in a format developed by the Treasurer's Office. Unfortunately, as Commissioners of the Warren County Board of Elections, you failed to comply with the request for a report.

While I understand your response was a need to complete election work, the requested report was something that was urgently needed by the Board and Treasurer's Office in these difficult financial times. Further, it is my understanding that the report was completed within a matter of minutes by JoAnn McKinstry, upon a visit to your office.

Please be advised that the intentional failure to provide the reports to the Warren County Board of Supervisors is of great concern and viewed as a lack of respect and understanding with regard to the importance of the information requested by the Board. Further, you should know that the Board may seek fines when the budgetary reports are not furnished as requested.

I trust that the failure to provide reports when requested will not arise again in the future. Thank you for your understanding and cooperation.

Very truly yours,

  
Frederick H. Monroe  
Chairman

FHM:dlm

WARREN COUNTY  
2009 APR 17 PM 2:40

## Casey, MaryBeth

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**From:** McKinstry, JoAnn  
**Sent:** Tuesday, April 21, 2009 9:10 AM  
**To:** Casey, MaryBeth  
**Cc:** Thomas, Frank; Kenny, William; VanNess, William; Belden, Daniel; Stec, Daniel; Sokol, Matt; Tessier, Louis; Payne, Hal; Montfort, William; Sheehan, Joseph  
**Subject:** RE: Conversation on April 1, 2009

I apologize for the delay in responding. Hal is on vacation and at the direction of Chairman Monroe I dedicated many hours yesterday preparing for the Special Board Meeting on Friday.

Chairman Monroe gave me the direction to do the cash flow report for your department because of the situation you were in at that time. I prepared the cash flow report and submitted it to the Treasurer's Office. I do remember our conversation on April 1<sup>st</sup> as you stated and I will be happy to help you in the future if I am directed to do so.

Please let me know if you need anything more.

*JoAnn McKinstry*

**Deputy Commissioner of Administrative & Fiscal Services**  
Warren County Board of Supervisors  
1340 State Route 9  
Lake George, NY 12845  
(518)761-7655

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**From:** Casey, MaryBeth  
**Sent:** Tuesday, April 21, 2009 8:43 AM  
**To:** McKinstry, JoAnn  
**Cc:** Thomas, Frank; Kenny, William; VanNess, William; Belden, Daniel; Stec, Daniel; Sokol, Matt; Tessier, Louis; Payne, Hal; Montfort, William; Sheehan, Joseph  
**Subject:** FW: Conversation on April 1, 2009  
**Importance:** High

JoAnn,

You haven't responded to my e-mail of yesterday, and I know you were in the building. If you were too busy to respond I understand as I am in the same situation 9-5 with counting ballots and lawyers, which is why I'm here at 8:00 to get this sent again.

I do need to share this with the Personnel Committee because of a letter that was sent to me and this office. I would really appreciate a reply from you.

Personnel Committee Members & Chairman Sheehan:

This is a communication I sent to JoAnn McKinstry: Dept. County Administrator to verify a conversation of April 1, 2009 about the cash flow report. As of this time I have not received a response.

I tried to get a copy of the phone log but was told by Scott McLaughlin that internal calls are not available to be reviewed.

My reputation, and the reputation of this office, is at stake here and I will leave no stone unturned to get this corrected. I spoke to Chairman Monroe on Friday and he suggested that we take this to the Personnel Committee to resolve it, so I am sending all members as well as Mr. Sheehan, Chairman of Support Services, this communication.

Mary Beth with the agreement of Bill Montfort

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**From:** Casey, MaryBeth

5/4/2009

**Sent:** Monday, April 20, 2009 11:37 AM

**To:** McKinstry, JoAnn

**Subject:** Conversation on April 1, 2009

JoAnn,

I'm just putting in writing what was said between the two of us on Wed. April 1, 2009 at approximately 3:50pm. This was the soonest I could call as we had observers in the office.

I called you to thank you for coming in and speaking to Connie while Bill and I were re-canvassing the voting machine paper with 4 lawyers representing the candidates in my office.

I thanked you and asked if I needed to do anything else for our cash flow report. You told me you put in the numbers that Connie gave you for our contracts etc. and submitted the cash flow report and that you would be happy to help us the next time it needed to be done.

I thanked you again and we hung up.

Please confirm receipt of this note and the conversation as you remember it.

Thanks,

Mary Beth

5/4/2009

## Casey, MaryBeth

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**From:** Payne, Hal  
**Sent:** Wednesday, April 01, 2009 12:00 PM  
**To:** Casey, MaryBeth  
**Subject:** RE: Cash Flow

MaryBeth: I just met with the Chairman and Budget Officer and it was determined that you are to work with the Treasurer's Office today and complete the Cash Flow form.

---

**From:** Casey, MaryBeth  
**Sent:** Wednesday, April 01, 2009 8:22 AM  
**To:** Lynch, Rob; York, Bud; LaFountain, Joy; Kelly, Richard; Morehouse, Frank; Lamy, Bill; Montfort, William  
**Cc:** Payne, Hal; Monroe, Fred; Geraghty, Kevin; Stec, Daniel  
**Subject:** RE: Cash Flow

Rob,

You're welcome to come over and do it.

We are under a court order to prepare for a recount of the 20<sup>th</sup> Congressional Special Election. The Deputies and the Commissioners will not be able to assist until our court mandated post election work is completed. No one else has access to New World.

Mary Beth/Bill

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**From:** Lynch, Rob  
**Sent:** Wednesday, April 01, 2009 9:11 AM  
**To:** York, Bud; LaFountain, Joy; Kelly, Richard; Morehouse, Frank; Lamy, Bill; Casey, MaryBeth; Montfort, William  
**Cc:** Payne, Hal; Monroe, Fred; Geraghty, Kevin; Stec, Daniel  
**Subject:** Cash Flow

Hello Everyone,

We will need to have your cash flows into us by the end of the day April 2 (Thursday) in order for us to have time to prepare our cash flow analysis for the Board. Please contact me if you need assistance in preparing your cash flow. As discussed, you will not have to record your normal payroll – you will only need to enter projected overtime amounts and any expected amounts for retirement payoffs. Your cooperation will be greatly appreciated.

Rob Lynch

**Casey, MaryBeth**

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**From:** Casey, MaryBeth  
**Sent:** Wednesday, April 01, 2009 9:22 AM  
**To:** Lynch, Rob; York, Bud; LaFountain, Joy; Kelly, Richard; Morehouse, Frank; Lamy, Bill; Montfort, William  
**Cc:** Payne, Hal; Monroe, Fred; 'Geraghty, Kevin'; Stec, Daniel  
**Subject:** RE: Cash Flow

Rob,

You're welcome to come over and do it.

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Mary Beth/Bill

---

**From:** Lynch, Rob  
**Sent:** Wednesday, April 01, 2009 9:11 AM  
**To:** York, Bud; LaFountain, Joy; Kelly, Richard; Morehouse, Frank; Lamy, Bill; Casey, MaryBeth; Montfort, William  
**Cc:** Payne, Hal; Monroe, Fred; Geraghty, Kevin; Stec, Daniel  
**Subject:** Cash Flow

Hello Everyone,

We will need to have your cash flows into us by the end of the day April 2 (Thursday) in order for us to have time to prepare our cash flow analysis for the Board. Please contact me if you need assistance in preparing your cash flow. As discussed, you will not have to record your normal payroll – you will only need to enter projected overtime amounts and any expected amounts for retirement payoffs. Your cooperation will be greatly appreciated.

Rob Lynch

This is a partial list of items, activities and a small time frame that the Board of Elections was responsible to complete prior to and after the Special Election of March 31, 2009 for the Federal Office of Member of Congress from the 20<sup>th</sup> Congressional District as Proclaimed by Governor David Patterson on February 23, 2009.

1. February 23, 2009, received notice from the SBOE of the election to be held on March 31, 2009.
2. February 27, 2009 received original e-mail requesting cash flow information and replied immediately, our budget/ first quarter would be identical to 2008 because of Presidential Primary/Special Election.
3. We maintained continuing contact with the Treasurers Office throughout the election as they continued to request information from us. All of those e-mails are available for review.
4. Contacted all City/Town Clerks, as the local election official, to inform them of the Special Election and its' hours of 6:00am-9:00pm.
5. Sent written notice to all contact persons at the 22 Polling Locations in Warren Co., supplied some with necessary request forms and insurance certificates.
6. Worked with the County Attorney's office to re-write and enact Inter-municipal agreements with all City/Towns for the conduct of elections and reimbursements. The prior agreements had expired.
7. Worked with the Purchasing Department to create BIDS for Election Day product needs (absentee ballots, machine strips, affidavit envelopes etc.) as well as for the delivery of 17 Ballot Marking Devices to each of 17 locations throughout Warren Co.
8. March 12, 2009 BOE sent an e-mail to County Administrator to inquire if to ease the "cash flow situation" he would like us to bill the City/Towns their \$87,000.00 now instead of in September. We never received a reply.
9. Sent notices to all Election Inspectors/ alternate inspectors (300+) to see who was available to work on March 31, 2009 as well as to send the newly requested (by the Treasurers Office) W-9 forms.
10. Called all Lever Machine Custodians to begin the process of preparing and testing the AVM machines for Election Day use.
11. Called BMD Techs to come in to test and prepare the BMD for Election Day use and be sure to document quarterly testing for SBOE per Regulation 6210.
12. Save 2008 election information from Flash Cards on BMDs so cards could be reprogrammed for Special Election.
13. Worked on voter registration and voter history numbers to see if we could consolidate election districts and therefore use fewer machines and fewer poll books, Election Day inspectors and paper products.
14. Prepared information about district consolidations for NTS for Poll Book production.
15. Accepted the low bids for paper products and delivery of BMD voting systems.
16. Once SBOE certified ballot, ordered ballots and paper products from low bidder.
17. Prepared legal ads for the Post Star for election notices and candidate information (4 different ads to run 2 times each).

18. Prepared notices to Party officials and candidates on the dates of preparing and public viewing of all 36 lever and 22 BMD voting systems once the schedule was confirmed.
19. Determine from the SBOE who had the authority to program the Flash Cards for the BMD and send the cards to that location for programming
20. Due to the fact that this was a Special Election many inspectors and custodians were not available to work so we had to have additional inspector training classes, which are taught by the Commissioners.
21. Commissioners had to help with Lever machine and BMD set up as well as teach additional classes for the BMD inspectors during the evening hours when the inspectors were available.
22. **On Wednesday (6 days before the Special Election) March 25, 2009 the SBOE changed the ballot. All machines had to be reset and the BMDs had to be reprogrammed. All flash cards were removed sent back to the state for reprogramming. All paper ballots had to be corrected to reflect the change in candidate certification.**
23. March 31, 2009 (Special Election Day) staff reports to the BOE at 4:30 am. At 11:30 am, at the telephoned invitation of the County Administrator, the Commissioners attended a meeting with several other Department Heads about "Cash Flow Reports". It was noted that the only departments attending were departments that have NO accounts clerk. It was also noted that while municipal accounting and their reports may be easy if that is what you normally do but are not be so easy to do if you do it rarely as it never becomes second nature to you
24. . The Treasurers Office agrees to calculate the personnel portion of the cash flow reports and the departments agree to go back and try again to do the report. There is no deadline given for this to be completed.
25. Upon leaving the meeting and returning to their office, the Commissioners received a Court Order naming them parties to a law suit and outlining what must be done to insure that all Election Day materials are impounded and how they must be maintained and secured.
26. The BOE staff had to waited for all election day inspector bags to be brought back from all county polling locations and secured them in back room with double locks. The staff left at approximately midnight or a little after.
27. The Commissioners and their Deputies reported to work on April 1, 2009 at 8:00 am to prepare for lawyers and re-canvass of machine paper per our letter to candidates and the court order.
28. At approximately 1:00 pm Connie Service mentioned to the Commissioners that JoAnn McKinstry had come in and requested budget/contract information and would file our "cash flow report" for us.
29. At approximately 3:50 pm when the re-canvassing that could be completed was and the "observers" left Commissioner Casey called to thank JoAnn for her help. She said that she was happy to help and would help show us how to do it for the next time.
30. **At 4:30 pm Commissioner Casey while checking e-mail for the day saw the directive from the county administrator Hal Payne that had been sent at 12:00 noon. Since the task had already been completed and a conversation**

**was held with Deputy Administrator JoAnn McKinstry, Commissioners Casey & Montfort felt the situation was handled and over and that they could get on with the business of the Court Orders and going out to see machines as requested by the candidate's counsel.**

31. Imagine our surprise on receiving the attached letter of April 16, 2009 sent and signed by the Chairman of the Board of Supervisors. We were hurt and outraged to say the least. We had conducted ourselves professionally and held an election that was above reproach and this was our reward.
32. Can you imagine if the press or either campaign had wanted or needed ammunition to use against us as Commissioners in this highly contested and contentious campaign and they saw that letter?
33. We work very hard and prepare for every election as if it will be close and in court and will continue to do so because anything less is unacceptable.
34. We, as Commissioners, and our office deserve better treatment than what was just afforded to us and we are hoping that this committee can correct this injustice.

| Total Employees | Department                         | # of Positions |
|-----------------|------------------------------------|----------------|
| 39              | Countryside                        | 1              |
| 21              | County Clerk/DMV                   | 1              |
| 46              | DPW                                | 25             |
| 7               | Planning                           | 1              |
| <del>21</del>   | <del>Buildings &amp; Grounds</del> | <del>1</del>   |
| <del>11</del>   | <del>Parks &amp; Rec</del>         | <del>2</del>   |
| 9               | IT                                 | 1              |
| 24              | Probation                          | 1              |
| 91              | Sheriff                            | 2              |
| 150             | Social Services                    | 3              |
| 8               | Tourism                            | 1              |
| 14              | Treasurer                          | 1              |
| 96              | Westmount                          | 1              |
| 2               | Youth Bureau                       | 1              |
| 6               | Building Codes                     | 1              |
| 75              | Health Services                    | 2              |