

**A G E N D A**  
**PERSONNEL COMMITTEE**  
**JUNE 10, 2009**

**1) Referrals from the County Clerk-Motor Vehicles Committee:**

- A)** Request to fill the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558, Employee No. 11560, due to termination. The Notice of Intent to Fill Vacant Position is attached.
- B)** Abolishing the vacant position of Motor Vehicle License/Registration Clerk, base salary of \$26,558; thereby amending the Department's Table of Organization.

**2) Referral from the County Treasurer:**

Abolishing the position of Senior Account Clerk #2, base salary of \$28,041; thereby amending the Department's Table of Organization.

**3) Referrals from the Criminal Justice Committee:**

**District Attorney:**

- A)** Decreasing the base salary of the 5<sup>th</sup> Assistant District Attorney, from the former base salary of \$47,163 to the current base salary of \$43,150 (plus \$350 longevity); thereby amending the Department's Table of Organization.
- B)** Increasing the base salary of the 4<sup>th</sup> Assistant District Attorney, from the former base salary of \$48,403 (plus \$1,050 longevity) to the current base salary of \$52,416 (plus \$1,050 longevity); thereby amending the Department's Table of Organization.

**Probation:**

- C)** Abolishing the position of part-time Probation Officer, base salary of \$20,530, Employee No. 11394; thereby amending the Department's Table of Organization.
- D)** Abolishing the position of part-time Probation Assistant, base salary of \$14,266, Employee No. 11425; thereby amending the Department's Table of Organization.

**4) Referrals from the Health Services Committee:**

**Countryside Adult Home:**

- A)** Abolishing the position of Recreation Aide, base salary of \$25,470, Employee No. 8280; thereby amending the Department's Table of Organization.
- B)** Abolishing the position of the full time Laundry Worker, base salary of \$22,897, Employee No. 7715; thereby amending the Department's Table of Organization.

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- C) Abolishing the position of Activity Director, base salary of \$30,222; thereby amending the Department's Table of Organization.
  - D) Abolishing the position of Case Manager, base salary of \$34,178; thereby amending the Department's Table of Organization.

**Health Services:**

- E) Abolishing the position of Word Processing Operator, base salary of \$24,480; thereby amending the Department's Table of Organization.
- F) Abolishing the position of Account Clerk, base salary of \$24,480; thereby amending the Department's Table of Organization.
- G) Abolishing the vacant position of Community Health Nurse, base salary of \$41,358; thereby amending the Department's Table of Organization.

**Westmount Health Facility:**

- H) Abolishing the position of Cleaner, base salary of \$22,897; thereby amending the Department's Table of Organization.

**5) Referral from the Planning & Community Development Committee:**

Abolishing the position of GIS Administrator, base salary of \$58,527; thereby amending the Department's Table of Organization.

**6) Referrals from the Public Safety Committee:**

**Fire Prevention & Building Codes:**

- A) Abolishing the vacant position of Fire Prevention & Building Code Inspector, base salary of \$37,934; thereby amending the Department's Table of Organization.

**Sheriff & Communications:**

- B) Requesting authorization of payment in the amount of \$100 to Michael Gates, Captain of the Corrections Division, under the Employee Suggestion Program, for revenue generated from the boarding of female inmates.

**7) Referrals from the Social Services Committee:**

- A) Abolishing the position of Social Welfare Examiner #29 in the Day Care Unit, base salary of \$29,199; thereby amending the Department's Table of Organization.
- B) Abolishing the position of Caseworker #8 in the Preventive Unit, base salary of \$34,178; thereby amending the Department's Table of Organization.

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**8) Referrals from the Public Works Committee:**

**DPW:**

- A)** Abolishing the vacant position of Airport Maintenance Worker, base salary of \$29,199; thereby amending the Department's Table of Organization.
- B)** Abolishing the vacant position of Motor Equipment Operator (MEO) Light, base salary of \$28,384; thereby amending the Department's Table of Organization.
- C)** Abolishing the vacant position of Laborer #34, base salary of \$22,897; thereby amending the Department's Table of Organization.
- D)** Abolishing the vacant position of Laborer #18, base salary of \$22,897; thereby amending the Department's Table of Organization.

**9) Referral from the Support Services Committee:**

**Information Technology:**

Abolishing the vacant position of Information Technology Business Analyst, base salary of \$33,000; thereby amending the Department's Table of Organization.

- 10)** Amending Resolution No. 343 of 2009 to correct wording to "Total Positions" from "Total Employees" and to accurately reflect the number of positions for each department listed, as per the attached.
- 11)** Time and reporting for Supervisors for a thirty day period.
- 12)** Discussion regarding policy relative to employees punching time cards.
- 13)** Discussion regarding the renewal of the MH Net policy.
- 14)** Paul Dusek, County Attorney, has requested permission to address the Committee regarding health insurance and the MVP surcharge due to State tax.

# 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 County Clerk/DMV

Title of Position MV Lic/Reg Clerk Base salary \$ 26,558

Budget code and title A1410 110 Full time Salary in County Clerk

This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other See details provided in Committee Agenda 5/28/09

Employee No. 11560

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

Name of Committee County Clerk Date 5/28/09

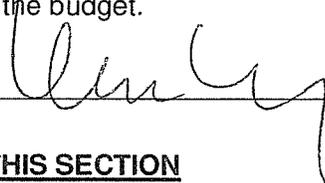
- The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.

Commissioner Signature 

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Clerk Date 5/28/09

- 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. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Treasurer**

**DATE: June 8, 2009**

- (a) Purpose of Request: To abolish Senior Account Clerk #2 Position with a base salary of \$28,041
  
- (b) Details: Position is vacant due to resignation of employee #10928 and we elected not to fill the position in order to save the County money.
  
- (c) Previous Resolution Number: N/A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A.1325 110, \$31,250

**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13

Request to <sup>Decrease</sup>~~Increase~~ Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: May 5, 2009

- (a) Employee Name, Title and Employee No.: Marc Kokosa, 5<sup>th</sup> Asst. District Attorney, 11546
- (b) Current Annual Base Salary (and Grade if Applicable): \$43,150.00 plus \$350.00 longevity for a total of \$43,500.00.
- (c) Former Annual Base Salary (and Grade if Applicable): ~~\$42,423.00~~ \$47,163 plus ~~\$350.00~~ in longevity, for a total of ~~\$42,773.00~~ \$47,863  
\$700
- (d) Effective Date for Salary Change: - 05-05-09
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code (with title), and Amount): A. 1165 110 District Attorney Salary Code, ~~\$727.00~~.

## RESOLUTION REQUEST FORM NO. 13

### Request to Increase Salary of Non-Union Position

DEPARTMENT NAME: District Attorney

DATE: May 5, 2009

- (a) Employee Name, Title and Employee No.: Emilee Davenport, 4<sup>th</sup> Asst. District Attorney, 11049
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$52,416.00 plus \$1,050.00 longevity for a total of \$53,466.00.
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$48,403.00. plus \$1050.00 in longevity, for a total of \$49,453.00.
- (d) Effective Date for Salary Change: - 6-22-09
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code (with title), and Amount): A. 1165 110 District Attorney Salary Code , \$4,013.00.

## Positions to be abolished at Countryside Adult Home

Countryside has 4 positions which I have reviewed the need for and have determined that the duties being performed by these positions can be done without any inconvenience to other staff members.

- 1) Recreation Aide – this is not a mandated position and we do have a full time Activity Director which is only mandated if we are over 50 residents therefore the Activity Director will be required to pick up the duties she has delegated to the Recreation Aide and if assistance is needed for any activity the Personal care staff will assist as they currently do.
- 2) Activity Director – This position is only required if we have over 50 residents and then it is only required for ½ hour per resident per week over 50 resident and up to 40 hours. If we downsize we can abolish this position saving over \$37,000.00 in salaries alone. The Activity program would be revised to offer more self-directed activities to increase the independence of our residents. It would also include staff participation and community programs planned by myself.
- 3) Case Manager – This position is only required if we are 50 residents or more our census has been down for at least the past 1 1/2 below the 50, downsizing to 48 beds allows us to abolish this position saving the county over \$38,000.00 in just salaries. The tasks performed by this individual have been shared between myself and the 2 charge aides. The only portion of this persons job that is not currently being done by someone else is the filling out of applications to go to Social Services but I have no doubt that I can fill these applications out or the charge aides.
- 4) Laundry Worker Full-Time– The full time laundry worker has given her notice of retirement. Her last day will be June 30<sup>th</sup>, 2009. We do not have a laundry at the facility therefore it is not necessary to keep this position..

In these crucial times and budget cuts we have taken a serious look at the staffing levels at Countryside Adult Home and what we have decided is since our census has been below 50 for over a year we need to reorganize and downsize. With a census less than 50 we are not required nor do we need a Case Manager or an Activity Director other than the Administrator, the Recreation Aide was not required and has not been necessary at all. The Activity Director and Case Management position salaries are \$37,831.00 and \$38,087.00 respectively, the Recreation Aide is another \$31,000.00. None of these salaries reflect the cost of benefits. With the laundry worker these abolished positions would reflect a decrease of over \$135,000.00 in salaries alone not including benefits.

*RESOLUTION REQUEST FORM NO. 20*

*MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 6/5/09**

- (a) Purpose of Request: To Abolish the position of Recreation Aide
  
- (b) Details: We are not required to have a recreation aide even if the facility was filled with 60 residents however since the census has been low we are reorganizing and downsizing the activities will be scheduled and planned by the Administrator and there is no need or requirement for our Adult Home to have a Recreation Aide.
  
- (c) Previous Resolution Number:

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 6/5/09**

- (a) Purpose of Request: To Abolish the position of Laundry
  
- (b) Details: We do not have a laundry at our facility and the person who has held this position is retiring so upon her retirement we will abolish the position.
  
- (c) Previous Resolution Number:

**RESOLUTION REQUEST FORM NO. 20**

**MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 6/5/09**

- (a) Purpose of Request: To Abolish the position of Activity Director
  
- (b) Details: We are not required nor do we need an Activity Director separate from the Administrator with the census less than 50, we have been less for well over a year and at this time we are reorganizing and downsizing to 48 beds. An Activities Director is not required.
  
- (c) Previous Resolution Number:

# *RESOLUTION REQUEST FORM NO. 20*

## *MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Countryside Adult Home**

**DATE: 6/5/09**

- (a) Purpose of Request: To Abolish the position of Case Manager
  
- (b) Details: We are not required nor do we need a Case Manager separate from the Administrator with the census less than 50, we have been less for well over a year and at this time we are reorganizing and downsizing to 48 beds. A Case Manager is not required.
  
- (c) Previous Resolution Number:

# Memo

**To:** Warren County Health Services Committee Members  
**From:** Patricia Auer, Director of Public Health/Patient Services/Early Intervention Official  
**CC:** Fred Monroe, Kevin Geraghty, Hal Payne, Todd Lunt, Richard Kelly  
**Date:** 5/27/2009  
**Re:** Position Eliminations

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Per Resolution 343 of 2009 passed by the Warren County Board of Supervisors at the May 15, 2009 Meeting, Health Services will have two positions slated for elimination.

The Senior Administrative Team has carefully evaluated the job tasks and associated workload, and recommends that the following positions will have the least impact on the overall function of the department:

**1 Word Processing Operator**

Grade 4: 2009 Base Salary: \$24,480

Employee's Current Salary: \$29, 531

**1 Account Clerk**

Grade 4: 2009 Base Salary: \$24,480

Employee's Current Salary: \$24,908

Both of the above employees have the least seniority in their job titles in the Health Services Department.

Additionally due to attrition:

**1 Community Health Nurse**

Grade 20: 2009 Base Salary: \$41,358

Employee's Salary at Retirement: \$46,091

We did not request to backfill this position when the nurse retired in March 2009, so the position is vacant, though funded in the 2009 County Budget.

## RESOLUTION REQUEST FORM NO. 20

### MISCELLANEOUS\*

**\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Health Services

DATE: June 3, 2009

- (a) Purpose of Request: To abolish the following positions per Board of Supervisors request for county budgetary deficit reasons effective July 1, 2009
- (b) Details: see below
- (c) Previous Resolution Number: n/a

#### Health Services Salary Adjustments for 2010

##### Fringe Rate\*

		Base	Fringe	County
Grade 4	Word Processor (current)	29,531.00	11,289.56	40,829.56
Grade 4	Account Clerk (current)	24,908.00	9,529.80	34,437.80
Grade 20	Community Health Nurse (base)**	41,358.00	15,823.57	57,181.57
	Total	\$95,797.00	\$36,651.93	\$132,448.93

##### Notes:

All positions are from the A.4010.110 General Ledger account  
CHHA-Health Services Full Time Salaries

\*Fringe rate: from Maximus report based on 2007 data  
Fringe rate is 38.26%

\*\*This position was previously at a rate of \$46,091.00 with Fringes estimated at \$17,634.00 - total expense of \$63,725.00 for this past employee. Listed above is the base pay/fringe to replace that position.

# WESTMOUNT HEALTH FACILITY

<sup>a</sup> SKILLED NURSING HOME operated by Warren County  
 42 GURNEY LANE--QUEENSBURY, NY 12804 - (518) 761-6540 Fax (518) 761-6590  
 Barbara Taggart  
 Administrator

To: Kevin Geraghty, Budget Office  
 From: Barbara Taggart, Administrator  
 Re: Response to letter dated May 18, 2009  
 Date: May 22, 2009

1. A summary of services provided by your department:  
 Westmount Health Facility is a self contained - Skilled Nursing Facility.

2. How many positions can be abolished and the affect it will have on the services provided by your department:

1 - ~~Housekeeper~~ - The last full time person hired.  
 Cleaner

3. Cost savings to the County (be sure to include revenues in you calculations):

No Revenue Savings

Salary/Shift differential	\$ 24,891.60
Fica	1,347.58
Mc	315.12
Workers Comp pd. 2009	581.04
Retirement 08/09	2,020.43
Dental - Family	288.00
Insurance - Family	<u>12,083.76</u>

Estimated County Savings \$ 41,527.53

4. If a retirement incentive is offered, how many employees in you department would be interested?

2 to 3 positions.

# *RESOLUTION REQUEST FORM NO. 20*

## *MISCELLANEOUS*

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Social Services**

**DATE: MAY 21, 2009**

- (a) Purpose of Request: Abolishment of positions
  
- (b) Details: Request permission to abolish the following positions from the organizational chart, Social Welfare Examiner #29 and Caseworker #8 in 40.01 A.6010
  
- (c) Previous Resolution Number:

# Warren County Board of Supervisors

RESOLUTION NO. 343 OF 2009

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Stec, Sokol and Tessier

## AUTHORIZING THE ABOLISHMENT OF TWENTY-FOUR POSITIONS IN VARIOUS DEPARTMENTS THROUGHOUT WARREN COUNTY

RESOLVED, that the Warren County Board of Supervisors authorize the abolishment of twenty-four positions, effective July 1, 2009, throughout Warren County as follows:

<u>TOTAL</u> <sup>Positions</sup> <u>EMPLOYEES</u>	<u>DEPARTMENT</u>	<u>NUMBER OF</u> <u>POSITIONS</u>
32	Countryside	4
<del>18</del> 21	County Clerk/DMV	1
<del>119</del> 124	DPW	5 <sup>4</sup>
7	Planning	1
<del>8</del> 10	Information Technology	1
24	Probation	1
<del>207</del> 190	Sheriff	<del>2</del> <sup>remove</sup>
<del>133</del> 135	Social Services	<del>3</del> <sup>2</sup>
14	Treasurer	1
<del>109</del> 101	Westmount	1
2	Youth Bureau	<del>1</del> <sup>remove</sup>
6	Building Codes	1
<del>84</del> 85	Health Services	<del>2</del> <sup>3</sup>

# Warren County Board of Supervisors

## RESOLUTION NO. 511 OF 2007

Resolution introduced by Supervisors Gabriels, Kenny, Haskell, Belden, Stec, F. Thomas and Sokol

### AMENDING RESOLUTION NO. 213 OF 2007, AUTHORIZING AGREEMENT WITH MH NET BEHAVIORAL HEALTH FOR INDEPENDENT EMPLOYEE ASSISTANCE SERVICE PROVIDER - HUMAN RESOURCES DEPARTMENT

WHEREAS, Resolution No. 213 of 2007 authorized an agreement with MH Net Behavioral Health for Independent Employee Assistance Service Provider for the County of Warren (WC 22-06), and

WHEREAS, Resolution No. 213 authorized a payment to MH Net Behavioral Health for Independent Employee Assistance Service Provider for a not to exceed amount of Fifteen Thousand Six Hundred Dollars (\$15,600) per year, when the rate bid and accepted was actually One Dollar Thirty Cents (\$1.30) per employee per month and

WHEREAS the amount of Fifteen Thousand Six Hundred Dollars (\$15,600) was an estimate based on the understood number of employees which have now been identified to be greater then originally known thereby changing and increasing the cost of the contract, and

WHEREAS the expense of the contract shall be subject to variation in the future by the number of County employees, now, therefore be it

RESOLVED, that Warren County amend the agreement with MH Net Behavioral Health, 9606 N. Mopac Expressway, Suite 600, Austin, Texas 78759, for Independent Employee Assistance Service Provider for the County of Warren (WC 22-06), to reflect

**RESOLUTION NO. 511 OF 2007**

**Page 2, Continued**

the correct payment amount, said payment shall be made each year of the contract in an amount not to exceed One Dollar and Thirty Cents (\$1.30) per employee per month, for the 3 Sessions Program, for a term commencing upon the execution of the agreement and terminating up to five (5) years later or until terminated by the County upon ninety (90) days notice, and be it further

RESOLVED, with exception of the above amendment, Resolution No. 213 of 2007 shall continue in full force and effect.

## **Punch Policy- Draft**

Hourly employees, also called non-exempt employees must record their actual time worked for payroll and benefit purposes. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason, i.e. lunch, on forms or applicable time management systems as prescribed by management.

Break rules are set by department and applicable Collective Bargaining Agreement. Employees are not required to record break times.

Non-exempt employees may not start work until their scheduled starting time.

Time records for exempt employees are as follows:

- Department heads and professional employees, including but not limited to attorneys, accountants and engineers, are not required to record time worked; they are required to log any hours when they are not working with applicable leave credits on forms or applicable time management systems as prescribed by management.
- Exempt employees who are not department heads or are not classified as professional employees will be required to record time when reporting to work as well as departure from work; no report is necessary for the lunch period.

Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible discipline, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.

## **Break Policy – Draft**

1. One break for every four hours of work, not to be used in conjunction with the beginning of the day, lunch or the end of the day.
2. Each break shall be no longer than 15 minutes in duration.
3. If employee works on county property, at no time during the break period should they leave county property.

Any other parameters that would be applicable to your Department are allowable as long as they do not conflict with the applicable collective bargaining agreement. If you are unsure if your policy or practice does not meet this requirement please contact me at your earliest convenience.

SIGN-IN SHEET FOR GUESTS

COMMITTEE: Personnel

DATE: June 10, 2009

PLEASE PRINT

NAME	REPRESENTING
Shane Ross	WCFO
Bud York	WCFO
Glenda Brown-Nayes	Countryside Adult Home
Sheila M. Weaver	Social Services
Janeene Tarrant	Westmount
Pat A.	Health Services
Robert Ins.	<del>Probate</del> Probate Court
Margaret Sing Smith	Warren Co. Youth Bureau
Ruth Kelly	CIVIL SERVICE
Kate Rogers	DA's Office
LINCOLN CATHERS	CITIZEN
Tina	WC Hz's Dept.
Tom Manney	OES
BRIAN LAFURER	OES
Rob Lynch	Treasurer
Tom Zymek	Records Storage Center
Geddy Ross	Co. Club Office
Alyson Martin	Post-Staff
David Cedestrom	The Chronicle
Tom Alvar	News Enterprise
Thom Rull	Adk Journal