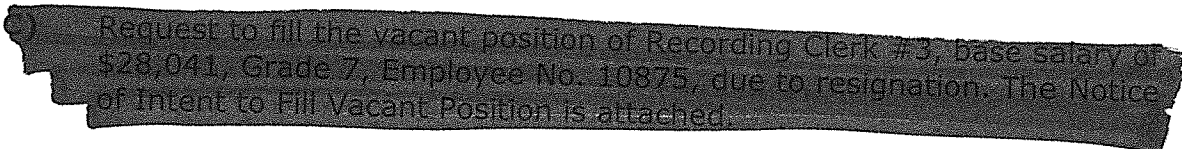


**A G E N D A**  
**PERSONNEL COMMITTEE**  
**AUGUST 12, 2009**

- 1) Discussion concerning the Hiring Freeze which expired on July 1, 2009. Resolution No. 799 of 2008 is attached.
- 2) **Referrals from the County Clerk-Motor Vehicles Committee:**
  - A) Request to fill the vacant position of Motor Vehicle Registration Clerk, base salary of \$26,558, Grade 6, Employee No. 11173, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
  - B) Request to fill the vacant position of Legal Recording Clerk, base salary of \$28,041, Grade 7, Employee No. 11561, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
  - Request to fill the vacant position of Recording Clerk #3, base salary of \$28,041, Grade 7, Employee No. 10875, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- 3) **Referral from the County Treasurer:**

Request to fill the vacant position of Senior Account Clerk #6, base salary of \$28,041, Grade 7, Employee No. 11424, due to resignation. The Notice of Intent to Fill Vacant Position is attached.
- 4) **Referrals from the Health Services Committee:**

**Countryside Adult Home:**

  - A) Reclassifying the position of Laborer, base salary of \$25,517, Grade 2, to the position of Building Maintenance Worker, base salary of \$29,597, Grade 6, Employee No. 10221, effective July 15, 2009; thereby amending the Department's Table of Organization.

**Health Services:**

  - B) Creating the part-time position (not more than 20 hours per week) of Breast-feeding Peer Aid, base salary of \$23,390, Grade 3; thereby amending the Department's Table of Organization. Please note: This position is 100% funded by the WIC Program grant.
  - C) Request to fill the vacant position of WIC Nutrition Facilitator, base salary of \$36,210, Grade 16, Employee No. 10861, due to promotion. The Notice of Intent to Fill Vacant Position is attached.
  - D) Request to fill the vacant position of Community Health Nurse, base salary of \$41,358, Grade 20, Employee No. 9617, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

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

**Sheriff & Communications:**

- A) Request to fill the vacant position of Correction Officer #29, base salary of \$32,400, Employee No. 10022, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
- B) Request to fill the vacant position of Correction Officer #41, base salary of \$32,400, Employee No. 11224, due to retirement. The Notice of Intent to Fill Vacant Position is attached.
- C) Request to fill the vacant position of Correction Officer #37, base salary of \$32,400, Employee No. 11075, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

**Office of Emergency Services:**

- D) Request to fill vacant position of 2<sup>nd</sup> Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10499, due to termination. The Notice of Intent to Fill Vacant Position is attached.
- E) Request to fill vacant position of 3<sup>rd</sup> Deputy EMS Coordinator, base salary of \$2,999, Employee No. 10500, due to promotion. The Notice of Intent to Fill Vacant Position is attached.

**6) Referral from the Social Services Committee:**

Request to fill the vacant position of Case Supervisor Grade B #3, base salary of \$37,934, Grade 17, Employee No. 7958, due to resignation. The Notice of Intent to Fill Vacant Position is attached.

- 7) Mr. Kenny has requested that the Committee re-visit the position of the Stop DWI Coordinator/Traffic Safety Board Executive Secretary.
- 8) Todd Lunt, Director of Human Resources, has requested permission to address the Committee regarding the review of the draft of the Time Card Policy and Break Policy.

# Warren County Board of Supervisors

RESOLUTION NO. 799 OF 2008

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

## ADOPTING THE HIRING FREEZE POLICY FOR WARREN COUNTY

RESOLVED, that the Warren County Board of Supervisors does hereby approve and adopt the implementing of a Hiring Freeze Policy attached to this Resolution and be it further

RESOLVED, that said policy shall be in effect from January 1, 2009 through July 1, 2009.

# **WARREN COUNTY BOARD OF SUPERVISORS**

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

DATE: January 1, 2009  
TO: Department Heads, Elected Officials  
FROM: Chairman Frederick H. Monroe, Warren County Board  
Hal Payne, Commissioner Administrative and Fiscal Services  
RE: Hiring Freeze Policy January 1, 2009 – July 1, 2009

Effective January 1, 2009 and to continue thru July 1, 2009 Warren County has enacted a hiring freeze for all positions except those mandated by law.

Positions not included above will be considered with the following approvals, Commissioner of Administrative and Fiscal Services, Chairman of the Committee, supermajority vote of appropriate committee, supermajority vote of Personnel Committee, supermajority vote of the County Board of Supervisors. Any level of denial except the supermajority vote of the County Board of Supervisors will nullify any request.

Any current notice of intent to fill that has not been filled as of January 1, 2009 will be subject to all stated restrictions. All future notices approved shall remain in effect for 6 months from the date of committee approval only to allow department heads to properly evaluate probationary employees and take appropriate action when necessary.

**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

Title of Position MV License Reg Clerk (#1)

Base salary 26,558

Budget code and title A1410110

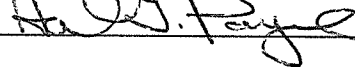
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 11173

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

Name of Committee County Clerk Date Aug. 10, 2009

- 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.

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

**RESOLUTION REQUEST FORM NO. 12**

Schedule "A"

**NOTICE OF INTENT TO FILL VACANT POSITION**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department County Clerk

Title of Position Legal Recording Clerk

Base salary 28,041

Budget code and title A1410110

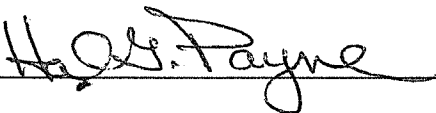
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  
 Other

Employee No. 11561

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

Name of Committee County Clerk Date 8/10/09

- 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 \_\_\_\_\_ 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 \_\_\_\_\_

Notice of Intent to Fill Vacant Position  
Treasurer's Office

We currently have a vacant position in our front office due to a resignation and we need to have it filled. We have already eliminated one position from our front office this year and one position from our back office last year. We would not be able to maintain our current level of service, proper level of internal control and segregation of duties if we did not fill this position and were left with only 3 staff in the front office. This would also create a large problem with vacations and illness if we were unable to fill this position.

# 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 #6

Base salary 28,041

Budget code and title A.1325 110 County Treasurer Salaries

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

Employee No. 11424

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

Name of Committee Finance Date 7-30-09

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

The Commissioner objects to the filling of the vacancy.

Commissioner Signature H. Payne

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance 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 \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 14

## Request to Reclassify Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 7/24/09

- (a) Title of Reclassified Position: Building Maintenance Worker
- (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. \$29,597.
- (c) Title and Employee Number of Position to be Deleted: Laborer #10221
- (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. \$25,517.00
- (e) Effective Date:\* July 15<sup>th</sup>, 2009  
\*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: 6030.110
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees. Spoke with R. Kelly on 5/18/09 and he advised I speak with my committee and explain the reason is the person in this position clearly does much more than the laborer at grade 2 and it is beneficial to the facility to offer her this new title at this time.

## WIC Breastfeeding Peer Aid

### Title:

Breastfeeding WIC Peer Aid

### General Description:

A WIC Breastfeeding Peer Aid is a para professional support person who gives basic breastfeeding information and encouragement to WIC pregnant and breastfeeding mothers.

### Qualifications

Has breastfed at least one baby (does not have to be currently breastfeeding).  
Is enthusiastic about breastfeeding and want to help other mothers enjoy a positive breastfeeding experience.  
Can work up to 20 hours per week.  
Has reliable transportation  
Valid NYS Driver's License  
Physical condition commensurate with demands of position

### Education:

High School Diploma or GED

### Training:

Attends a series of breastfeeding classes. Breastfed babies are welcomed.  
Observes other peer counselors or breastfeeding experts helping mothers breastfeed.  
Reads assigned books or materials about breastfeeding.

### Supervision:

The peer aid is supervised by the WIC Program Coordinator

### Specific Duties:

1. Attends breastfeeding training classes to become a peer counselor.
2. Receives a caseload of WIC mothers and makes routine periodic contacts with all mothers assigned.
3. Gives basic breastfeeding information and support to new mothers, including telling them about benefits of breastfeeding, overcoming common barriers, and getting a good start with breastfeeding. She also helps mothers prevent and handle common breastfeeding concerns.
4. Counsels WIC pregnant and breastfeeding mothers by telephone, home visits, and/or hospital visits at scheduled intervals determined by the local WIC programs.
5. May counsel women in the WIC clinic.
6. Respects each mother by keeping her information strictly confidential.
7. Keeps accurate records of all contacts made with WIC mothers.

8. Refers mothers according to clinic-established protocols, to:
  - a. WIC nutritionist or breastfeeding coordinator
  - b. Lactation consultant
  - c. Mother's physician or nurse
  - d. Public health programs in the community
  - e. Social service agencies
9. Attends and assists with prenatal classes and breastfeeding support groups.
10. Attends monthly staff meetings and breastfeeding conferences/workshops as appropriate.
11. Reads assigned books and materials on breastfeeding that are provided by the supervisor.
12. May assist WIC staff in promoting breastfeeding peer counseling through special projects and duties assigned.

## RESOLUTION REQUEST FORM NO. 11

### Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: July 24, 2009

- (a) Title of Requested Position: Breastfeeding Peer Aid
- (b) Annual Base Salary (and Grade if Applicable): \$23,390.00, Grade 3
- (c) Effective Date for New Position:\* August 24, 2009 or as soon as possible in accordance with CSEA posting guidelines  
\*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): n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: WIC A4013.130 Part Time Salaries; 4013.4403 Revenues, would transfer funds from A4013.410 Supplies to Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Yes, mandated in order to meet contract deliverables for receipt of WIC grant funds
- (h) Is there expected revenue from this position? If so, please explain: 100% funded by WIC Program grant, if funding not available, positions go away

Position to be part time - not more than 20 hours/week, hourly rate, no benefits

Schedule "A"

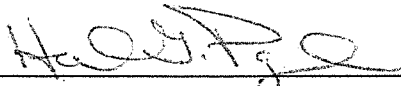
**NOTICE OF INTENT TO FILL VACANT POSITION**

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 Health Services  
Title of Position wic Nutrition Facilitator Base salary \$ 34,210 (Grade 16)  
Budget code and title 4013.110 wic full time salaries  
This position is vacate due to:  Retirement  Resignation  Termination  promotion  
Employee No. 10861

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

Name of Committee Health Services Date 6/26/09  
 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 Health Services Date 6/26/09  
 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

### Request to Fill Vacant Position\*

\*(Please Note: A Resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: Health Services

DATE: June 26, 2009

- (a) Title of Vacant Position to be Filled: WIC Program Coordinator
- (b) Date position will become vacant: July 30, 2009
- (c) Do You Anticipate Filling the Position In-House? Yes  
If Yes, List Employee Number: 10861
- (d) Annual Salary of Position (and Grade if Applicable):\* 43,606.00, out of bargaining unit  
\*(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.
- (e) Effective Date of Filling Position:\* August 3, 2009 or as soon thereafter as possible  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): 4013.110 WIC Full Time Salaries (salary of current employee: 48,306.00
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? Yes If yes, is there a Request to Fill that Position also? Yes
- (i) If Yes, will it be Filled In-House? Yes  
If Yes, List Current Title and Employee No.: WIC Dietician, part time, #6447
- (j) Salary of Lower Level Position:\* Base: 36,210.00, current: <sup>43,500</sup>40,353 prorated to part time  
\*See notes under Item No. (c) concerning how the salary should be listed.  
A lateral move will occur - Grade 16 part time WIC Dietician will be vacated as employee currently qualified wishes to move to full time WIC Nutrition Facilitator
- (k) Effective Date of Filling Lower Level Position: August, 3, 2009 or as soon as possible thereafter
- (l) Is this a mandated position? If so, please explain: No, however positions are 100% grant funded and critical to operation of WIC Program
- (m) Is there expected revenue from this position? If so, please explain: See (l) above

We are not requesting to fill the part time position at this time but my need to request at a later date if

**RESOLUTION REQUEST FORM NO. 12**  
**Request to Fill Vacant Position\***

\*(Please Note: A Resolution **IS NOT REQUIRED** for approval **IF** the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee **BEFORE** the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution **IS REQUIRED** if the vacant position is **NOT FUNDED** in the Warren County Salary Budget.)

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 \*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevity, for any existing employee who is filling the position.
- (e) Effective Date of Filling Position:\* August 3, 2009 or as soon thereafter as possible  
 \*Please do not backdate unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): 4013.110 WIC Full Time Salaries (salary of current employee: 48,306.00)
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? Yes If yes, is there a Request to Fill that Position also? Yes
- (i) If Yes, will it be Filled In-House? Yes  
 If Yes, List Current Title and Employee No.: WIC Dietician, part time, #6447
- (j) Salary of Lower Level Position:\* Base: 36,210.00, current: 40,353 prorated to part time  
 \*See notes under Item No. (c) concerning how the salary should be listed.  
A lateral move will occur - Grade 16 part time WIC Dietician will be vacated as employee currently qualified wishes to move to full time WIC Nutrition Facilitator
- (k) Effective Date of Filling Lower Level Position: August 3, 2009 or as soon as possible thereafter
- (l) Is this a mandated position? If so, please explain: No, however positions are 100% grant funded and critical to operation of WIC Program
- (m) Is there expected revenue from this position? If so, please explain: See (l) above

We are not requesting to fill the part time position at this time but my need to request at a later date if clinic needs cannot be met.

## **Budget Discussion Re: Staff and Program Implications**

Since January 1, 2009, we have lost 3 Full Time Nursing Positions in the Division of Home Care – the Certified Home Health Agency specifically

- 1 Public Health Nurse given up in order to backfill a Supervising Nurse retiring mid January (Public Health Nurse was promoted to the Supervisor position)
- 1 Community Health Nurse RN retired and was not replaced (position was deleted effective July 1, after 4months of being down this nurse)
- 1 Community Health Nurse RN has recently resigned (July 9<sup>th</sup> after being out of work since May)

We are at a point where we cannot continue to keep up with the demand for patient care without back filling this most recent resignation.

One of 2 options can happen, and these were recently reviewed and discussed at the Health Services Committee Meeting on July 24<sup>th</sup>

**We can request to backfill the position, which is revenue generating, but not mandated.**

**Or**

**We can reassign a nurse from the Division of Public Health with minimal experience in caring for adult patients with various medical diagnoses, but could learn.**

- The reassignment would be based on least seniority in the Division of Public Health, as it is 100% certainty there would be no volunteers.
- Nurses today, particularly those with experience, have niches and can most usually find a place where they can do what they like to do. (Sort of like doctors have specialties even though they could learn other things were they so disposed)
- We stand a reasonable chance that the reassigned nurse may leave, and we lose a good nurse for the Division of Public Health. But, the county benefits are good, so maybe she would stay.
- We would have a nurse in a position she doesn't really want, but she would have a job.
- There would be a learning curve to come up to speed, but that would be the case with any new nurse, though less the case if the nurse had experience in what the job entails.
- The county would save a full time position through attrition.
- The Maternal Child Health Program in the Division of Public Health would be negatively impacted. Fewer visits would be made to this population, where reimbursement is less likely than in the CHHA. Though MCH visits are important, the necessity is not as easily demonstrated to insurance companies, and hence reimbursement is not as easy to come by. These visits are also not in lieu of hospitalization. (It is easier to receive reimbursement, for example, to provide care for a child that sustains injuries falling out of a window, or being failure to thrive because the parent doesn't understand how to feed the infant correctly than it is to get payment for education and proactive measures.) Proactivity, as opposed to Reactivity, is an important part of the overall Public Health Mission. We do get some state aid for this program, but the program is not without cost to the county.

- There would be morale issues in the Division of Public Health, as the agency has spent many years building our well regarded home visiting programs to physicians and other community service agencies.

The Division of Public Health Nurses are all already each working one day a week in the CHHA to assist in decreasing the cost of per diem nurses. Our costs are showing this is making a positive impact on the department's budget. Although this has not been popular, we are working through the concerns, and it is getting better. This is a long-term plan and the nurses are resigned that this is a need that must be met. Reassigning a nurse from the Division of Public Health to the Certified Home Health Agency will take a day a week away from in house coverage that we will need to use a per diem nurse.

Also, to make matters more challenging, since our Health Services Committee Meeting, we have had a nurse go out on extended sick leave.

Ultimately, it is the Board of Supervisor's call, but after weighing all the pros and cons in this decision and attempting to take all concerns into consideration; those of the county budget, staff issues, and patient care needs, we asked the Health Services Committee to offer their opinions, and refer the decision to the Personnel Committee for further review.

**We need to remember:**

- We are down 3 full time nursing positions from where we were last year at this time, plus the 2 full time clerical support personnel whose positions were abolished on July 1.
- Even with the Point of Care Medical Record System, which we are still in the process of learning, that is a lot to absorb, particularly when we are talking about patient care, where the acuity level of needs continues to increase. (patients are discharged from the hospital sooner and sicker)
- Two options have been offered.

Whatever the outcome, our staff and the public will be assured that the decision regarding our first significant program cut in the Health Services Department was made thoughtfully and deliberately after careful consideration. As one of the members of the Health Services Committee aptly commented, "we have exhausted all the fat, and are now into the muscle of the department."

We are understanding of the budget situation in the county, and have done our best to be as cooperative as possible, but we are now looking at taking steps backward in our department, that will be demonstrably detrimental to the citizens in our communities.

**Recommendation**

It is in the best interest of Warren County Health Services and the citizens we serve to backfill the most recent nursing vacancy in the CHHA created by a resignation with a new employee. Please see the attached statistical documentation demonstrating the need.

Warren County Health Services  
August 4, 2009

Division of Homecare  
Certified Home Health Agency:

- New Referrals per month average 145-150 = 1740 – 1800 for 2009 an increase of 200-300 from 2008
- 2008 we averaged 127 referrals /month = 1524 year
- Evaluation visit takes 3 1/2 to 4 hours to complete.
- Daily average census of 430 plus 300 therapy pediatric cases = Totaling 730 – 750 daily average census.
- Telemonitoring installations of about 50 per month = 600 installations per year. Average daily census is about 65 – 70 telemonitored patients
- Average daily home visits are about 2160 per month = averaging 26,000 per year.
- Note these visits are nursing visits ONLY this does not account for therapy visits
- Acuity of patient is 200% higher over the past 10 years
- Average length of stay of an acute care admission (hospital) is under 7 days averaging 4-5 days.
- This includes patients that have had acute surgeries of cardiac, orthopedic, vascular and abdominal.
- Patient's requiring IV antibiotic treatment for infection these patients come home for service they are not staying in the hospital for care.
- These patients listed above are acutely ill and still need the increase number of nursing visits to prevent rehospitalization and complications. Telemonitoring does help however it is not appropriate for all diagnosis such as post op wounds, orthopedics, and vascular surgeries.

To date 8/09, we have 17 full time RN's who are responsible for the evaluation visits for all CHHA referrals. From June 1 thru July 5 2009 we received and evaluated and admitted 142 new patients. This is 8.4 new patients per month, about 2 new patients per week/nurse

In 2008, for the same time frame of June to July we received 127 referrals and had 20 full time nurses with 3 part time per diem nurses. This computes to 5.9 new patients per month/nurse.

Warren County Health Services works hard to maintain its sole CERTIFICATION FOR HOMECARE SERVICES IN Warren County. What does this mean? We are the only homecare agency that can bill Medicare and Medicaid directly for homecare skilled services when the client experiences an acute care episode.

The national health care direction is to reduce acute care hospital care and provide more acute care in the home care setting. This is evident by the acuity status and number of referrals we receive.

We have increased the productivity of our nursing staff by 1 home visit per day. The acuity however of the patient requires more time with the patient and caregivers with more extensive documentation.

We have worked with 3 less full time RN's for the past 5-6 months while learning a new computer system. The stress has now begun to catch up with us as evident by the hours the nurses have to put in over an 8-hour day.

The nurses are able to do 3 revisits per day and 1 new referral (eval). This is the maximum number per day to assure quality care and quality documentation. Without both we are jeopardizing the revenue we receive for the care rendered.

The number of referrals and the acuity of the patient have increased over the past year as noted above and will continue to do so. We have tried to work with 3 less RN positions, however based on the numbers and the acuity of our patients we cannot continue at this pace. We are jeopardizing the safety of the client and of our staff. We need to replace one of these RN positions immediately as it is directly tied to revenue and quality of care. We will also need to closely monitor statistical data in planning for continuing to meet patient care demands, and not "burn out" nurses.

In 2008, the revenue received from the CHHHA was about \$1.4 million, an increase of about 400,000 from 2007.

Information Compiled By:

Sharon Schaldone, Assistant Director of Patient Services

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 Health Services  
Title of Position Community Health Services  
Base salary \$ 41,358  
Budget code and title \_\_\_\_\_  
This position is vacate due to:  Retirement  Resignation  Termination  
Employee No. 9617

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

Name of Committee Health Services Date 7/24/09  
 The Commissioner has no objection to the filling of the vacancy.  
 The Commissioner objects to the filling of the vacancy.  
Commissioner Signature [Signature]

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Health Services Date 7/24/09  
 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 [Signature]

\* would request nurse recruited + hired be placed at grade commensurate with experience and education level.

December 2006  
Grade 19: 39,61  
Grade 20: 41,358  
Grade 21: 42,408

## RESOLUTION REQUEST FORM NO. 12

### Request to Fill Vacant Position\*

\*(Please Note: A Resolution IS NOT REQUIRED for approval IF the vacant position is funded in the Warren County Salary Budget. However, the request must be approved by the Personnel Committee BEFORE the position is filled as well as the Finance Committee if new dollars are involved.

A Resolution IS REQUIRED if the vacant position is NOT FUNDED in the Warren County Salary Budget.)

DEPARTMENT NAME: Health Services

DATE: July 24, 2009

- (a) Title of Vacant Position to be Filled: Community Health Nurse
- (b) Date position will become vacant: 7/9/09
- (c) Do You Anticipate Filling the Position In-House? No  
If Yes, List Employee Number:
- (d) Annual Salary of Position (and Grade if Applicable):\* \$41,358, Grade 20  
\*(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.
- (e) Effective Date of Filling Position:\*  
\*Please do not backdate unless the purpose is to correct an error. 8/24/09 - as soon as possible after CSEA posting period
- (f) Where are Funds in the Budget for this Position? (List budget code (with title), object code (with title), and amount): A.4010.110 Health Services Full Time Salary
- (g) Does the Vacant Position Show a Salary in the Budget? Yes
- (h) Will Lower Level Position be Vacated as a Result of Filling this Vacancy? No If yes, is there a Request to Fill that Position also?
- (i) If Yes, will it be Filled In-House? n/a  
If Yes, List Current Title and Employee No.:
- (j) Salary of Lower Level Position:\* n/a  
\*See notes under Item No. (c) concerning how the salary should be listed.
- (k) Effective Date of Filling Lower Level Position: n/a
- (l) Is this a mandated position? If so, please explain: No, but revenue generating
- (m) Is there expected revenue from this position? Yes If so, please explain: Nursing services are billable

**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 vacate due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff's Correction Division

Title of Position Correction Officer

Base salary <sup>400</sup> \$32,399.64

Budget code and title: A.3150 110 Salaries-Regular

This position is vacate due to:  Retirement     Resignation     Termination

Employee No. 10022 - 65\* 27

**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.

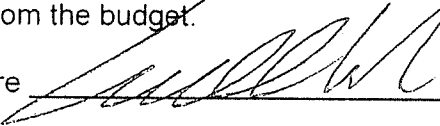
Commissioner Signature 

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee PUBLIC SAFETY Date 7/23/09

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/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources 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 \_\_\_\_\_

**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 vacate due to a retirement, resignation or termination. This notice may not be used for requests to create a *new* position.

**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff's Correction Division  
Title of Position Correction Officer Base salary \$32,399.64<sup>400</sup>  
Budget code and title A.3150 110 Salaries-Regular  
This position is vacate due to:  Retirement  Resignation  Termination  
Employee No. 11224 CO\*41

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

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

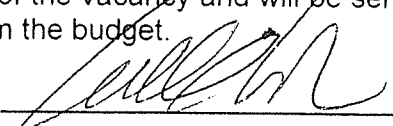
- The commissioner has no objection to the filling of the vacancy.  
 The commissioner objects to the filling of the vacancy.

Commissioner Signature 

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date 7/23/09

- 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/Human Resources Committee has no objection to the filling of the vacancy.  
 The Personnel/Human Resources 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 \_\_\_\_\_

**NOTICE OF INTENT TO FILL VACANT POSITION**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department Sheriff's Correction Division

Title of Position Correction Officer

Base salary \$32,400.00

Budget code and title A.3150 110 Salaries-Regular

This position is vacate due to:  Retirement  Resignation  Termination

Employee No. 11075 / CO# 37

**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.

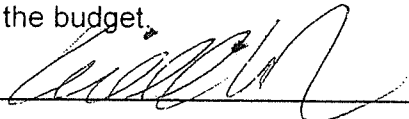
Commissioner Signature 

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date 7/23/09

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/Human Resources Committee has no objection to the filling of the vacancy.

The Personnel/Human Resources 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 Office of Emergency Services

Title of Position 2<sup>nd</sup> Dep.EMS Coordinator

Base salary \$2999

Budget code and title A.4022 110 Emergency Medical Services - Salaries

This position is vacated due to:  Retirement  Resignation  Termination

Employee No. 10499 Promotion

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

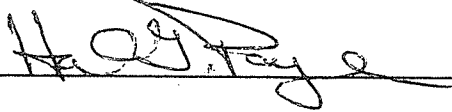
Name of Committee

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

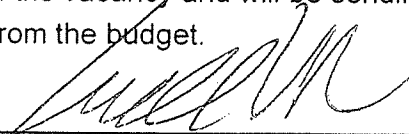
Name of Committee

Date 7/23/09

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

December 2006

# 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 of Emergency Services

Title of Position 3<sup>rd</sup> Dep.EMS Coordinator

Base salary \$2999

Budget code and title A.4022 110 Emergency Medical Services - Salaries

This position is vacated due to:  Retirement  Resignation  Termination

Employee No. 10500  Promotion

### 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 7/23/09

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 \_\_\_\_\_

December 2006

# RESOLUTION REQUEST FORM NO. 12

Schedule AA@

## 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 Social Services

Title of Position Case Supervisor Grade B

Base salary \$37,934

Budget code and title A. 6010 40.01

This position is vacated due to:  Retirement  Resignation  Termination

Employee No. 7958

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

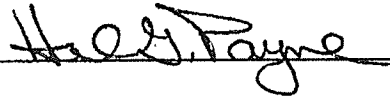
Name of Committee Social Services

Date 7/22/09

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

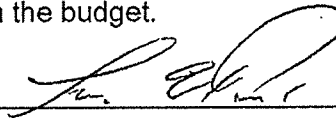
Name of Committee Social Services

Date 7/23/09

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

December 2006

# 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

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 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

A. 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.

December 2006

# Warren County Board of Supervisors

RESOLUTION NO. 340 OF 2009

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

**AUTHORIZING THE DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES TO  
FILL THE VACANT POSITION OF STOP-DWI COORDINATOR/TRAFFIC SAFETY  
BOARD EXECUTIVE SECRETARY DUE TO CREATION OF POSITION**

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Director of the Office of Emergency Services to fill the vacant position of part-time STOP-DWI Coordinator/Traffic Safety Board Executive Secretary, for up to 19 hours per week, at a base salary of \$31,200, due to creation.

# Warren County Board of Supervisors

RESOLUTION NO. 339 OF 2009

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

## AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2009

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2009 are hereby amended as follows:

### OES/STOP-DWI

Deleting Position:

A.3315 Dept. No. 34.00

TITLE

STOP-DWI Coordinator

EFFECTIVE DATE

January 1, 2010

ANNUAL

BASE SALARY

\$4,848

Creating Position:

A.3315 Dept. No. 34.00

TITLE

STOP-DWI Coordinator/Traffic  
Safety Board Executive Secretary (part-time 19 hrs per week)

EFFECTIVE DATE

May 18, 2009

ANNUAL

BASE SALARY

\$31,200

### SOCIAL SERVICES

Reclassifying From:

A.6010 Dept. No. 40.02

TITLE

Director of Administrative  
Services

EFFECTIVE DATE

May 15, 2009

ANNUAL

BASE SALARY

\$56,042

Reclassifying To:

A.6010 Dept. No. 40.02

TITLE

Director of Case Management  
Services

EFFECTIVE DATE

May 15, 2009

ANNUAL

BASE SALARY

\$56,042

Mr. Thomas called the question and the motion was carried unanimously to approve Item 3A as outlined above contingent upon the elimination of a Social Welfare Examiner position within a different unit. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Mr. Thomas added Item 3B was a request to reclassify 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 to delete the position of Director of Administrative Services, base salary of \$61,242, Employee No. 1241; thereby amending the Department's Table of Organization.

Motion was made by Mr. Tessier, seconded by Mr. Sokol and carried unanimously to approve Item 3B as outlined above. The necessary resolution was authorized for the next board meeting.

Mr. Thomas remarked Items 4A and B were referrals from the Traffic Safety Board. He stated Item 4A was a request to create 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 to delete the position of STOP-DWI Coordinator, base salary of \$4,848, effective January 1, 2010; thereby amending the Table of Organization.

Motion was made by Mr. Tessier and seconded by Mr. Kenny to approve the request as presented.

Mr. Kenny referred to the annual base salary of \$31,200 and questioned if the employee would be paid an hourly rate for the nineteen hours per week and what the actual salary would be. Mrs. Sady responded that the actual salary paid would be \$14,820 with no benefits included.

Mr. Thomas called the question and the motion was carried by majority vote to approve Item 4A as outlined above, with Mr. Thomas voting in opposition. The necessary resolution was authorized for the next board meeting.

Mr. Thomas noted Item 4B was a 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.

Motion was made by Mr. Kenny, seconded by Mr. Tessier and carried by majority vote to approve Item 4B as outlined above, with Mr. Thomas voting in opposition. A copy of the Notice of Intent to Fill Vacant Position is on file with the minutes.

Concluding the Agenda review, Mr. Thomas announced that the Commissioners of the Board of Elections had requested permission to address the Committee.

request as

the

2009

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: July 24, 2009

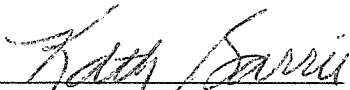
- (a) Title of Requested Position: Breastfeeding Peer-Aid *Infant Feeding Advocate Service*
- (b) Annual Base Salary (and Grade if Applicable): \$23,390.00, Grade 3 *per civil service*
- (c) Effective Date for New Position:\* August 24, 2009 or as soon as possible in accordance with CSEA posting guidelines *proposed*
- \*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): n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: WIC A4013.130 Part Time Salaries; 4013.4403 Revenues, would transfer funds from A4013.410 Supplies to Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Yes, mandated in order to meet contract deliverables for receipt of WIC grant funds
- (h) Is there expected revenue from this position? If so, please explain: 100% funded by WIC Program grant, if funding not available, positions go away

Position to be part time - not more than 20 hours/week, hourly rate, no benefits

*WARREN COUNTY DEPARTMENT CIVIL SERVICE  
WARREN COUNTY MUNICIPAL CENTER  
LAKE GEORGE, NY 12845  
TELEPHONE: (518) 761-6439, 6440, 6441  
Richard F. Kelly, Personnel Officer*

TO: Pat Auer, Director of Public Health  
FROM: Kathy Barrie, Personnel Technician  
RE: Infant Feeding Advocate  
DATE: August 10, 2009

Based on the New Position Duties Statement dated 7/16/09, it appears the appropriate title is Infant Feeding Advocate.

  
Kathy Barrie

Adopted, Warren County Civil Service, August 10, 2009

INFANT FEEDING ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the W.I.C. (Women, Infants and Children) Coordinator the Infant Feeding Advocate promotes breastfeeding as the optimal method of infant feeding among W.I.C. participants. Provides breastfeeding education, follow-up and basic clerical support relating to breastfeeding to promote W.I.C. program operations. Assists W.I.C. staff as assigned by the W.I.C. Coordinator or Breastfeeding Coordinator. An Infant Feeding Advocate must be enthusiastic about the W.I.C. program and breastfeeding and have a desire to share that enthusiasm.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides information and promotes breastfeeding to W.I.C. participants and the community;
- Evaluates client breast pump needs, issues breast pumps according to policy and provides information to clients on best practices for breast milk collection and storage;
- Conducts or assists with group breastfeeding classes;
- Makes telephone contacts with breastfeeding participants to support breastfeeding and identify clients needing additional assistance to optimize their breastfeeding success;
- Works with W.I.C. Coordinator and Breastfeeding Coordinator in development and implementation of promotional ideas;
- Evaluates and identifies breastfeeding issues that may require referral and continuous follow-up;
- Refers W.I.C. breastfeeding mothers to the Lactation Consultant and/or physician when the problems presented are beyond the Infant Feeding Advocate's scope of breastfeeding knowledge and skills;
- Assists clinic staff with the counseling of W.I.C. clients by telephone or by in-person visits to clinic;
- Documents Infant Feeding Advocate education codes on clients participant form;
- Files W.I.C. Client Detail Records according to policies/procedures;
- Documents Client follow-up contact and progress;
- Accurately documents pump issuance and/or retrieval according to policies/procedures;
- Maintains breastfeeding equipment and pumps according to sanitation/safety and infection control guidelines, manufacturer's equipment instructions and policies/procedures;
- Completes New York State and local agency training and is able to meet training objectives;

(cont.)

Attends and participates in regularly scheduled Peer Advocate meetings for on-going training and policy updates;  
Shares information obtained from peer advocate meetings/trainings with supervisor and clinic staff;  
Integrates information into daily work/practices;  
Assists with orientation and coaching of new staff on breastfeeding skills;  
Successfully passes Infant Feeding Advocate competency evaluations and completes all training modules within six months of employment;  
Performs related tasks as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to develop and maintain satisfactory working relationships with pregnant women and breastfeeding mothers; ability to get along well with others; ability to communicate effectively both orally and in writing; ability to keep records; ability to work independently; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:** Possession of a NYS driver's license at time of appointment.