

WARREN-HAMILTON COUNTIES
OFFICE FOR THE AGING
1340 STATE ROUTE
LAKE GEORGE, NEW YORK 12845

CHRISTIE SABO
DIRECTOR

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HUMAN SERVICES COMMITTEE MEETING
FRIDAY JULY 22, 2011 11:15AM
OFFICE FOR THE AGING AGENDA

- I. Committee meeting called to order by Dave Strainer
- II. Motion to approve minutes of June 2nd meeting
- III. Action Agenda
 - a) Notice of Intent to Fill Vacant Position- Rabine
 - b) Authorization to Attend Meeting
- IV. Old business/pending items
 - a) Warrensburg meal site update
- V. Current business- not applicable

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, termination or promotion. 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 Payroll Dept. No. 57.01
Title of Position Meal Site Manager #2 Annual Salary \$20,743 35hr/week Grade 2
Budget code and title A.6773 130 (Nutrit. for Elderly Warren County- Salaries- PT) Union
Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other unable to return after 1 year of cumulative leave

Employee No. 10674

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 25% State % Other %

Impact to Budget: 2012 Cost to County Savings approx \$2,380

Human Resources Director has approved this form when initialed. TD

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

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

Administrator 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.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES 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.

Ranking Committee Member Signature _____

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Human Services Committee hereby authorizes Christie Sabo

(Supervisory Committee)

(Employee Name)

to attend the NYS Area Agencies on Aging 2011 Leadership Institute

(Name of meeting or organization)

at 16 North Franklin St., Watkins Glen, NY 14891

(Address)

on November 2-4, 2011. Mode of transportation to be used county vehicle

(Dates)

(County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

Room rate \$ 195.00 GSA* Rate \$ _____

Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 7/20/11



Department Head Signature

Date: 7/22/11



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

2011 Leadership Institute

A strategic planning session to advance aging issues and develop public policy objectives.

November 2 - 4

Harbor Hotel

Watkins Glen, NY

PUBLIC POLICY

COMMUNICATION

ADVOCACY

EDUCATION

NETWORKING

