

Sheriff's Committee Agenda 10/31/11

1. Committee meeting called to order by Chairman
2. Motion to approve minutes of prior committee meeting.

Action Agenda

1. Request to fill vacant Correction Officer Position due to resignation.
2. Request to amend County Budget \$7,138.00 to increase Insurance recovery revenues and Repairs & Maintenance appropriation code. This reflects monies received from New York Municipal Insurance Reciprocal for lightning damage.
3. Request permission for Inv. Terry Comeau to attend EMT training WGF EMS.
4. Request to transfer funds from Correction Salaries to Corrections OT code in amount of \$74,402.00.
5. Request to transfer funds from Law Enforcement Salaries to L.E OT code in amount of \$61,211.00.
6. Request to transfer funds from 911 Communications Center Salaries to 911 OT code in the amount of \$8,154.00.

Topics for Discussion

Old Business / Pending Items

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

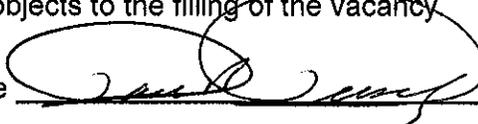
Department Sheriff-Correction Division Payroll Dept. No. 31.00
Title of Position Correction Officer Annual Salary 33,533.64 Grade
Budget code and title A 3150-110 Salary-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11277 / CO#41
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$6,684,.41 saving

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date Oct. 31, 2011

- 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 Public Safety Date Oct. 31, 2011

- 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 _____

Authorization To Attend Meeting or Convention

Check One:

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

The Public Safety Committee hereby authorizes Investigator T.M. Comeau
(committee) (name)

To attend NYS EMT Refresher Class / Certification
(name of meeting or organization)

At West Glens Falls EMS
(address)

On 6/15/2011 - 8/18/2011. Mode of Transportation to be used Sheriff's Office 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

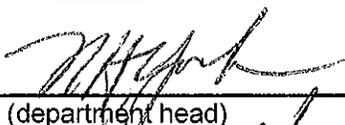
Room rate \$ _____ GSA Rate \$ _____

Meal costs – GSA per diem rate \$ _____

(see www.gsa.gov)

Date: 8/1/11

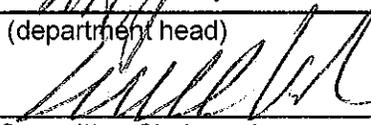
Signature _____



(department head)

Date: 10/31/11

Signature _____



(Committee Chairman)

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 A Fleet Vehicle

Filing Instructions:

1. Original with voucher to Auditor
2. Copy to Frank Morehouse if fleet vehicle is requested
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to commissioner of Administrative and Fiscal Services if credit card will be used.