

**AGENDA**  
**PERSONNEL COMMITTEE**  
**OCTOBER 10, 2012**

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the September 12<sup>th</sup> Committee meeting.
- III. **Action Agenda**
  - 1) **Requests from the Civil Service/Personnel Office:**

Request for a transfer of funds totaling \$4,100 to correct a previous transfer incorrectly applied for the Personnel Aide positions, as well as to fund the purchase of four 24" computer monitors that are necessary for use of the New World and Novatime systems.
  - 2) **Referrals from the Criminal Justice Committee:**

**Probation:**

    - A) Request to amend the Departmental Table of Organization and Salary Schedule to change the Senior Typist position from full-time to part-time, not to exceed 20 hours per week.
    - B) Request to fill the vacant position of Senior Typist (*part-time, not to exceed 20 hours per week*), Grade 4, Annual Base Salary of \$25,344, due to retirement. This is a non-mandated Union position that receives 12% State reimbursement.
  - 3) **Referrals from the Health Services Committee:**

**Public Health:**

    - A) Request to fill the vacant position of Community Health Nurse #25, Grade 20, Annual Base Salary of \$42,818, due to resignation. This is a non-mandated Union position that receives Federal, State and private pay insurance reimbursements depending upon the case type.
  - 4) **Referrals from the Social Services Committee:**

**Social Services:**

    - A) Request to fill the vacant position of Keyboard Specialist #1, Grade 3, Annual Base Salary of \$24,215, due to resignation. This is a non-mandated Union position which receives 52% Federal and 23% State reimbursements.
    - B) Request to fill the vacant position of Caseworker #27, Grade 14, Annual Base Salary of \$35,385, due to resignation, as well as any vacancies created due to promotion. This is a non-mandated Union position which receives 52% Federal and 23% State reimbursements.
  - 5) **Referrals from the Public Works Committee:**

**DPW:**

Request to amend the Departmental Table of Organization and Salary Schedule to set a salary of \$43,000 for the Assistant Engineer #2 position. Prior Resolution No. 495 of 2012 authorized the Superintendent of Public Works to fill the position of Assistant Engineer #2 using a salary range of \$43,000 - \$48,000, dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator.
  - 6) **Items to be Discussed by the County Administrator:**
    - A) Amendment to Resolution No. 501 of 2012 to add a Federal Search to the list of included background checks at an additional cost of \$10.
    - B) Approval for several individuals to attend the Emergency Preparedness Conference in Albany, NY on October 29 - 30, 2012.

IV. Pending Items:

- 1) Filling of the vacant Director of Nursing position at the Westmount Health Facility was authorized with a salary range of \$65,000 - \$80,000 with the final salary to be determined dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator. A firm salary figure will need to be identified and the Departmental Table of Organization amended accordingly. (08.08.12)

# RESOLUTION REQUEST FORM NO. 10

## Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: PERSONNEL & CIVIL SERVICE

SIGNED: *Kathleen Barri*

DATE: 9/28/12

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1430 110	Salaries - Regular	A.1430 130	Salaries - Part Time	\$3,200
A.1430 110	Salaries - Regular	A.1430 120	Salaries - Overtime	\$ 300
A.1430 410	Supplies	A.1430 210	Office Equipment	\$ 600

Please state reason for transfers requested: Money that was transferred from Administrative and Fiscal Services for the Personnel Aide was incorrectly transferred to A.1430 110. A.1430 120 salaries were incorrectly budgeted to A.1430 130.

A.1430 410 to A1430 210 transfer is for 4-24 inch computer monitors that are necessary. CONTINGENT FUND TRANSFER REQUESTS for New World and Novatime use.

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

# ***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: Probation**

**DATE: 10.01.2012**

- (a) Purpose of Request: Amend the Departmental Table of Organization to change the Senior Typist position from full-time to part-time (not to exceed 20 hours per week)
  
- (b) Details:
  
- (c) Previous Resolution Number: N?A
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# 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 Probation Payroll Dept. No. 29.00  
Title of Position Senior Typist Annual Salary ~~\$29,224~~ Grade4 \$ 25,344  
Budget code and title A.3140/Probation Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10934  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal %  State 12%  Other %  
Impact to Budget: Filling position Part-Time not to exceed 20 hours. Reduction to Budget.  
Personnel Officer has approved this form when initialed. \_\_\_\_\_

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice Date Oct. 1, 2012  
 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 Criminal Justice Date Oct. 1, 2012  
 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 Oct. 10, 2012  
 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 \_\_\_\_\_

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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### DEPARTMENT HEAD COMPLETES THIS SECTION

Department Health Services Payroll Dept. No. 4010.110  
Title of Position Community Health Nurse #25 Annual Salary \$42,818 Grade 20.1  
Budget code and title 4010.110 Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No. 10759

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

Source of reimbursement:  Federal %  State %  Other private %

Impact to Budget: +6,556 (due to retiring nurses)

Personnel Officer has approved this form when initialed. [Signature] nursing visits are reimbursable services

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date Sept. 28, 2012

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

Administrator Signature [Signature]

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services Date Sept. 28, 2012

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

Ranking Committee Member Signature [Signature]

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Oct. 10, 2012

- 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 [Signature]

will recruit most qualified nurse possible, and depending upon education and experience will place at Grade 20 or 21

B1

# 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 Social Services Payroll Dept. No. 01  
 Title of Position Keyboard Specialist #1 Annual Salary \$24,215 Grade3  
 Budget code and title 6010 110 Admin Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. 11915  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 52%  State 23%  Other County 25%  
 Impact to Budget: -424  
 Personnel Officer has approved this form when initialed. ELV

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.  
 Administrator Signature [Signature]

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 Ranking Committee Member Signature William Cook

### PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Oct. 10, 2012  
 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 [Signature]

B2

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 Social Services #27 Payroll Dept. No. 01
Title of Position Caseworker #28 Annual Salary \$35,385 Grade 14
Budget code and title 6010 110 Admin Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11830
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 52% State 23% Other County 25%
Impact to Budget: -1249
Personnel Officer has approved this form when initialed. [Signature]

And any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Sept. 27, 2012
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date Oct. 10, 2012
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 [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: DEPARTMENT OF PUBLIC WORKS**

**DATE: October 2, 2012**

- (a) Purpose of Request: To amend the Departmental Table of Organization and Salary Schedule to set a salary of \$43,000 for the Assistant Engineer #2 position.
  
- (b) Details: Prior Resolution No. 495 of 2012 authorized the Superintendent of Public Works to fill the position of Assistant Engineer #2 using a salary range of \$43,000 - \$48,000, dependent upon qualifications and experience, contingent upon final review and approval by the County Administrator.
  
- (c) Previous Resolution Number: 495 of 2012
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: D.5020 110, County Road, Engineering, Salaries - Regular

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 501 OF 2012

**Resolution introduced by Supervisors Conover, Kenny, Sokol, Merlino, Taylor, Strainer, Dickinson, Girard and Mason**

### **PROVIDING FOR BACKGROUND CHECKS OF CANDIDATES FOR MANAGERIAL LEVEL EMPLOYMENT WITH THE COUNTY OF WARREN**

RESOLVED, that effective immediately, no offer of employment shall be made to a candidate for Department Head, Deputy Department Head or managerial position of similar status, including, but not limited to, division managers, Director of Nursing, attorney, coordinator, and other similar positions, until a background investigation has been completed, and in the event it is determined to make an offer of employment, prior to completion of a background investigation, any such offer of employment made shall be expressly contingent upon the completion of a background investigation and the County's review of the results of the background investigation, and be it further

RESOLVED, that a background investigation of a candidate for employment shall include:

- a) Social Security Number and Address History,
- b) Statewide Criminal Search,
- c) DMV Search,
- d) Sex Offender Registry,
- e) Employment Verification,
- f) Education Verification,
- g) References Verification, and
- h) Credit Report; and be it further

RESOLVED, that the County Administrator's office shall make arrangements for the background checks through Alliance Worldwide Investigative Group, Inc. or such similar organization that may be approved, from time to time, by the Warren County Board of Supervisors; and be it further

RESOLVED, that the cost for any background investigation shall be paid for from the budget of the department in which the candidate is being offered employment; and be it further

RESOLVED, that the background investigation provided for herein shall not be applicable to candidates for employment in any capacity with the Warren County Sheriff's Office, provided that the Sheriff continues to complete background investigations substantially in a manner in which has been conducted to date with modifications to such investigation to lie within the purview of the Sheriff.

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The Personnel Committee hereby authorizes attached list of individuals  
(Supervisory Committee) (Employee Name)

to attend Emergency Preparedness Conference  
(Name of meeting or organization)

at Empire State Plaza Albany, New York  
(Address)

on 10/29 and 10/30/12. Mode of transportation to be used County, Personal or  
Fleet 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.

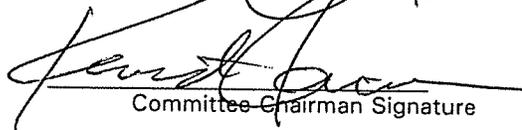
**For Overnight Travel**

- Room rate \$ No Cost to County GSA\* Rate \$ \_\_\_\_\_
  - Meal costs - GSA\* per diem rate \$ \_\_\_\_\_
- \*[www.gsa.gov](http://www.gsa.gov)

Date: Oct. 10, 2012

  
Department Head Signature

Date: Oct. 10, 2012

  
Committee Chairman Signature

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

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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\*\*\*\*\*

**Filing Instructions:**

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
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.

## Allen, Amanda

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**From:** Smith, Wanda  
**Sent:** Friday, October 05, 2012 8:51 AM  
**To:** Allen, Amanda  
**Cc:** Dusek, Paul  
**Subject:** Emergency Preparedness Conference

Per Paul's request, would you please add to the Personnel Agenda the following item:

Approval for the following individuals to attend the Emergency Preparedness Conference in Albany on Oct. 29-30

Kevin Geraghty  
Evelyn Wood  
Paul Dusek  
Jeff Tennyson  
Dan Durkee  
Brian LaFlure  
Amy Drexel  
Gary Scidmore  
Chris Norton  
Sheriff York

The Sheriff's Office and OES were invited separately. I am unsure if anyone else from the Sheriff's Office is attending the conference. Thank you.

Wanda I. Smith  
Confidential Secretary to County Administrator  
Warren County Administrator's Office  
1340 State Route 9  
Lake George, New York 12845  
(518) 761-6539  
Fax: (518) 761-7652  
[smithw@warrencountyny.gov](mailto:smithw@warrencountyny.gov)

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STATE OF NEW YORK  
**EXECUTIVE CHAMBER**  
ALBANY 12224

**ROBERT J. DUFFY**  
LIEUTENANT GOVERNOR

Honorable Daniel Stec  
Chairman of Board of Supervisors  
Warren County Municipal Center  
1340 State Route 9  
Lake George, NY 12845

September 24, 2012

Dear Chairman Stec,

On behalf of the Governor, I am pleased announce the inaugural Governor's Conference on Emergency Preparedness. The conference will take place in at the Empire State Plaza in Albany, New York on Monday and Tuesday, October 29<sup>th</sup> and 30<sup>th</sup>.

The conference is a result of Governor Cuomo's commitment to a new approach to building the best emergency response system in the nation. A seamless relationship between county emergency personnel and state emergency services is a critical component of emergency response.

I invite you to designate 10 members of your Emergency Management team to attend the conference. These may include your Emergency Managers, Fire Coordinators, and EMS Coordinators or others you think appropriate.

The two-day conference will highlight new leadership and direction in New York's emergency services and homeland security, as well as lessons learned and best practices from past disaster events, and shared ideas to prepare for future emergencies. Leading international experts as well as emergency management leaders from fields such as terrorism, cyber security, and meteorology will be on hand to share their experiences.

At the conclusion of the two-day conference, participants will receive A NYS Department of Homeland Security and Emergency Services Certificate.

Please RSVP the attendance of your designees by **October 5** to [gssp2012@dhses.ny.gov](mailto:gssp2012@dhses.ny.gov), or contact a member of the conference staff at (518) 292-2347. For more information, please visit [www.prepare-conference.ny.gov](http://www.prepare-conference.ny.gov).

We look forward to seeing you on October 29<sup>th</sup> and 30<sup>th</sup>.

Sincerely,

Lieutenant Governor Robert J. Duffy  
NYS Capitol Building  
Albany, NY 12224

