

A G E N D A
FINANCE COMMITTEE
AUGUST 7, 2013

- I.** Committee meeting called to order by Chairman.
- II.** Motion to approve minutes of prior Committee meeting.
- III. Action Agenda**
 - 1)** Request for Transfer of Funds attached for Committee approval.
 - 2) Referrals from the Public Safety Committee:**
 - Sheriff & Communications:**
 - A)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$20,500 to reflect receipt of Motorcycle Safety grant funds.
 - B)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$11,970 to reflect receipt of STEP (Selective Traffic Enforcement Program) grant funds.
 - C)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$3,240 to reflect receipt of BUNY (Buckle Up New York) grant funds.
 - D)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,500 to reflect receipt of Child Passenger Safety grant funds.
 - E)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$425,000 to reflect receipt of PSAP (Public Safety Answering Points) grant funds for the 911 Center.
 - 3) Referrals from the Public Works Committee:**
 - DPW:**
 - A)** Request to sell a Fruehauf Box Trailer to the Warrensburg Volunteer Fire Company for an amount of \$1,000.
 - B)** Increasing Capital Project No. H320.9550 280 Crane Mountain Road over Mill Creek Bridge in the amount of \$114,750 to adjust the capital project due to the availability of State Marchiselli funds and decrease in Engineer's estimate; with the source of funding to be as follows: 80% Federal Share reduction of \$31,200 due to a decrease in construction estimate; and 15% State Marchiselli Share for an amount of \$145,950. Please note, the 5% Local Share is not needed at this time.
 - C)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$135,176.10 to reflect an increase in Consolidated Highway Aid Revenue 2013 and to create 3 new road projects.

4) Referrals from the County Administrator:

- A)** Closing Capital Project No. H284.9550 280 Gaslight Village Purchase and transferring remaining funds in the estimated amount of \$4,004.95 to the Debt Service Fund.
- B)** Blue Shield EPO 12/01/2012 - 11/30/2013 Contract.
- C)** Proposal for Warren County to sponsor (on behalf of the Lake George Watershed Coalition members), a CFA application for funding to mitigate and prevent invasive species. Proposed application would be for \$1.2 million for a 2 year period with a 50/50 match (LG Watershed Coalition will work with the County on securing match). Dave Decker will take the lead on the application which is due August 14, 2013.
- D)** Request to appropriate funds from the Computer Reserve Fund (A.895.00) to departmental budgets to purchase computers and related equipment and software in the amount of \$23,794.
- E)** Amending the 2013 County budget to increase estimated revenues and appropriations in the amount of \$276 to allocate funds for the purchase of computer upgrades with the Computer Replacement Program funds.

- 5)** Finance Committee action is required on the following items as approved by the Personnel Committee: Item Nos. 2, 3A, 3C, 3D, 3E, 3F and 5C.

IV. Topics to be reported on/discussions/updates

- 1)** Response to the Budget Analysis Report from the County Treasurer as prepared by the County Administrator, will be emailed when completed.

V. Pending Items

- 1)** Accepting credit payments County-wide pending review of State contract and other vendors. County treasurer to provide an update at the next Committee meeting (06.13.13).

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Administrator

SIGNED:

DATE: 07/16/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1010 860	Legislative Board-Hospitalization	A.1340 860	Budget Office-Hospitalization	\$4,534.00
A.1010 865	Legislative Board-Dental Insurance	A.1340 865	Budget Officer-Dental Insurance	\$103.00

Please state reason for transfers requested: To cover Health Insurance for the Budget Officer

CONTINGENT FUND TRANSFER REQUESTS

<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:

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Probation

SIGNED: 

DATE: 7/26/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3144.410	Probation -Day Reporting Supplies	A.3140.220	Probation- Office Equipment	\$500.00

Please state reason for transfers requested: To pay for shredder and Safe for Restitution Funds.

CONTINGENT FUND TRANSFER REQUESTS

<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. 10

Request for Transfer of Funds

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

SIGNED: Patricia [Signature]

DATE: 7/26/13

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4010.470	Health Services -Contract Expense	A.4010.861	Health Services-Retirees Hospitalization	\$5,309.50

Total Transfers

\$5,309.50

1. To transfer funds to cover Retiree Hospitalization from August to December, due to a retirement this year June 2013.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Fund			

Please state reason for transfer request:

Total

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

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: IT

SIGNED: 

DATE: *7/25/2013*

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A1680 110	Salaries - Regular	A1680 470	Contract	6,400

Please state reason for transfers requested: funds for contract with Jake Hume

CONTINGENT FUND TRANSFER REQUESTS

<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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Office of Emergency Services

SIGNED:

DATE: July 25, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3645.4003 260	FY11 State Homeland Security Program - Other Equipment	A.3645.4003 470	FY11 State Homeland Security Program - Contract	\$520

Please state reason for transfers requested: To accommodate the annual generator maintenance costs as listed on bid WC34-13.

CONTINGENT FUND TRANSFER REQUESTS

<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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Tourism

SIGNED:

DATE: 8/1/13

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.6417 220	Office Equipment	A.6417 424	Postage	\$2,172.00

Please state reason for transfers requested: We do not anticipate making any more equipment purchases this year. This money was in our budget for computer programs, which when ordered separately from the new computers are considered to be office supplies not part of the equipment.

CONTINGENT FUND TRANSFER REQUESTS

<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:

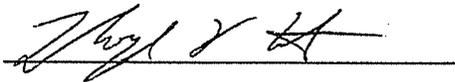
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

FROM: WESTMOUNT HEALTH FACILITY
Name of Department

SIGNED: 

DATE: July 26, 2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
EF.60200.500 110	Westmount, Nursing Nurses' Station Aides, Salaries – Regular	EF.60200.500 120	Westmount, Nursing Nurses' Station Aides, Salaries – Over Time	20,000.00
EF.82500.700 120	Westmount, Laundry & Linen Services, LL, Salaries – Over Time	EF.82400.700 120	Westmount, Housekeeping Services, HK, Salaries – Over Time	600.00
EF.72600.400 130	Westmount, Activities Program, Activities Dir Wages, Salaries – Part Time	EF.83110.600 120	Westmount, Fiscal Services, Clerical & Other Adm Wages Salaries – OT	2,000.00

Please state reason for transfers requested: Correct reporting of OT positions.

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

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REQUEST FOR TRANSFER OF FUNDS

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

FROM: PUBLIC WORKS

Name of Department

SIGNED: *[Signature]*

DATE: 7/29/2013

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.7111 110	Up Yonda Farms Salaries - Regular	A.7111 130	UpYonda Salaries, Part Time	\$ 3,000.00

Please state reason for transfers requested:

To transfer regular salaries in Up Yonda Farms to Part Time salaries due to changes in staff.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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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. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: March 22, 2013

(a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from Motorcycle Safety Grant

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3110 120	Law Enforcement Overtime	\$20,000.00
A.3110 410	Law Enforcement Supplies	500.00

(c) **Revenue Code (with title), and Amount:**

A.3110 3384	Other Sheriff's State Aid	\$20,000.00
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20,500.00

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: March 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from STEP Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 120 Law Enforcement Overtime \$11,970.00
- (c) **Revenue Code (with title), and Amount:**
A.3110 3384 Other Sheriff's State Aid \$11,970.00

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: March 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from Child Passenger Safety Grant
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 444 Law Enforcement Training \$1,500.00
- (c) **Revenue Code (with title), and Amount:**
A.3110 3384 Other Sheriff's State Aid \$1,500.00

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: March 22, 2013

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect monies to be received from PSAP Grant for 911 center.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
- | | | |
|------------|--------------------------------|--------------|
| A.3020 444 | 911 Center Technical Equipment | \$425,000.00 |
|------------|--------------------------------|--------------|
- (c) **Revenue Code (with title), and Amount:**
- | | | |
|-------------|---------------------------|--------------|
| A.3110 3384 | Other Sheriff's State Aid | \$425,000.00 |
|-------------|---------------------------|--------------|

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 18

Request to Transfer or Sell County Equipment

DEPARTMENT NAME: DPW

DATE: 7/29/13

- (a) Purchaser=s Name: ~~Town of Warrensburg~~ *Volunteer Fire Co.*
- (b) Purchaser=s Address: *18 Elm St Warrensburg*
~~Town Hall, 3797 Main Street, Warrensburg~~
- (c) **Description, Serial Number and/or County Inventory Number** of Item being sold:
Fruehauf Box Trailer, WC 702BT / 92-18, Serial #:1H2V04027NB031201
- (d) Amount: \$1,000.00
- (e) Value of County Equipment being transferred or sold: \$1,250.00 minus 20% typ. auction fee

RESOLUTION REQUEST FORM NO. 9

***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 7/29/13

(a) Exact Title and Number of Project*: Crane Mountain Road over Mill Creek Bridge (H320.9550 280)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$114,750.00

(e) Amount of Decrease (if applicable):

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

-\$31,200.00	Federal Share (80% - reduction due to decrease in construction estimate)
\$145,950.00	State Marchiselli Share (15%)
\$ 0.00	Local Match Share (5% - none needed at this time)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To adjust the capital project due to the availability of State Marchiselli funds and decrease in Engineer's Estimate.

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Department of Public Works, County Road

DATE: 08/02/2013

- (a) Purpose of Amendment: To amend the County budget for increase in Consolidated Highway Aid Revenue 2013 and to create 3 new road projects.

- (b) Appropriation Code, Object Code, Full Title and Amount: D.5112.8193 280 County Roads, CR19 Olmsteadville Road, \$23,176.10, D.5112.8194 280, County Roads, CR12 Hadley Road, \$33300.00, D.5112.8195 280, County Roads, CR60 Harrington Hill Road, \$78,700.00

- (c) Revenue Code (with title), and Amount: D.5010 3501 County Road, Maintenance, Consolidated Highway Aid. \$135,176.10

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: Office of the County Administrator

DATE: August 7, 2013

- (a) Purpose of Request: To close Capital Project H284 - Gaslight Village Purchase.

- (b) Details: To close Capital Project H284 9550 280 - Gaslight Village Purchase and transfer the remaining funds of \$4,004.95 to the Debt Service Fund.

- (c) Previous Resolution Number: 209 of 2008

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: H284 9550 280 Gaslight Village Purchase - \$4,004.95

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

* as listed in budget and LOGOS

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: Office of the County Administrator

DATE: 8/7/2013

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details: To appropriate funds in the amount of \$23,794.00 from the Computer Reserve (A.895.00) to codes:

Budget Code	Department		Amount
A.1011 220.1	Admin	Office Equipment Reserve	\$ 233.00
A.1325 220.1	Treasurer	Office Equipment Reserve	\$ 233.00
A.1420 220.1	County Attorney	Office Equipment Reserve	\$ 118.00
A.1450 220.1	BOE	Office Equipment Reserve	\$ 1,128.00
A.1620 220.1	Buildings and Grounds	Office Equipment Reserve	\$ 518.00
A.1665 220.1	DA	Office Equipment Reserve	\$ 564.00
A.1680 220.1	IT	Office Equipment Reserve	\$ 2,796.00
A.3410 220.1	Fire Prevention	Office Equipment Reserve	\$ 2,820.00
A.4010 220.1	Health Services	Office Equipment Reserve	\$ 11,368.00
A.4018 0030 220.1	Disease Control	Office Equipment Reserve	\$ 466.00
A.4018 220.1	Preventive Program	Office Equipment Reserve	\$ 797.00
A.4022 220.1	Emergency Med. Svs	Office Equipment Reserve	\$ 1,128.00
A.4054 0060 220.1	Early Intervention	Office Equipment Reserve	\$ 797.00
A.6778 220.1	OFA	Office Equipment Reserve	\$ 276.00
A.9901 910	DPW	Office Equipment Reserve	\$ 552.00
	Total		\$23,794.00

- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: Office of the County Administrator

DATE: 8/7/2013

(a) Purpose of Amendment: To allocate funds for the purchase of a computer upgrades with the Computer Replacement Program funds.

(b) Appropriation Code, Object Code, Full Title and Amount:

D.5010 220.1 County Road Highway Admin-Office Equip Reserve - \$276
DM.5130 220.1 Road Machinery- Office Equip Reserve \$276

(c) Revenue Code (with title), and Amount:

D.5010 5031 County Road Highway Admin Interfund Transfers - \$276
DM.5130 5031 Road Machinery Interfund Transfers \$276.

AGENDA
PERSONNEL COMMITTEE
AUGUST 7, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.

III. Action Agenda

1) **Requests from the Civil Service/Personnel Office:**

None.

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

Probation -

Request to amend the Departmental Table of Organization to delete the part-time position of Senior Typist (*Grade 4, Annual Base Salary of \$25,344 - pro-rated to \$12,672*) and create and fill the new part-time position of Probation Assistant (*Grade 7, Annual Base Salary of \$29,031 - pro-rated to \$14,515*) effective August 19, 2013. The Probation Assistant position is a non-mandated Union position which will receive 12% State reimbursement.

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

Department of Social Services -

- A) Request to amend the Departmental Table of Organization to delete the position of Caseworker #17 in the Foster Care/Adoption Unit (*Grade 14, Annual Base Salary of \$35,385*) and create and fill the position of Sr. Caseworker #6 (*Grade 15, Annual Base Salary of \$36,410*) effective August 19, 2013, as well as to authorize the filling of any vacancies created by promotion. The Caseworker #17 position is being vacated due to resignation effective August 16th; the Sr. Caseworker #6 position will be a mandated, Union position which will receive 50% Federal and 23% State reimbursements. This action will actually result in a savings of \$724 as the person previously filling the Caseworker #17 position received a total salary of \$37,134 due to longevity pay.
- B) Request to fill the Caseworker #10 position in the Foster Care/Adoption Unit (*Grade 14, Annual Base Salary of \$35,385*) due to resignation. This is a mandated, Union position which receives 50% Federal and 23% State reimbursements; there will be a \$500 budget savings as the person currently filling the position receives a salary of \$35,885 due to longevity pay.
- C) Request to amend the Departmental Table of Organization to delete a Caseworker position (*position number to be determined*) in the Family Preservation & Youth Development Unit (*Grade 14, Annual Base Salary of \$35,385*) and create and fill the position of Sr. Caseworker #7 (*Grade 15, Annual Base Salary of \$36,410*) effective August 19, 2013, as well as to authorize the filing of any vacancies created by promotion. The Sr. Caseworker #7 position will be a mandated, Union position which will receive 50% Federal and 23% State reimbursements. This action will result in an increased expense of \$1,025.
- D) Request to amend the Departmental Table of Organization to delete a Social Services Investigator position (*position number to be determined*) in the Fraud Unit (*Grade 11, Annual Base Salary of \$33,026*) and create and fill the position of Sr. Social Services Investigator #1 (*Grade 13, Annual Base Salary of \$34,564*) effective August 19, 2013, as well as to authorize the filling of any vacancies created by promotion. The Sr. Social Services Investigator #1 position will be a mandated, Union position that receives 50% Federal and 23% State reimbursements. This action will result in an increased expense of \$2,538. **Note: Creation of the Sr. Social Services Investigator position is contingent upon CSEA approval.**

PERSONNEL COMMITTEE AGENDA
AUGUST 7, 2013

Social Services Committee Referrals continued -

- E) Request to amend the Departmental Table of Organization to delete to position of Sr. Intake Clerk #2 in the Temporary Assistance/Reception Unit (*Grade 5, Annual Base Salary of \$26,370*) and create and fill the position of Intake Clerk #5 (*Grade 4, Annual Base Salary of \$25,344*) effective August 19, 2013, as well as to fill any vacancies created by promotion. The Intake Worker #5 position will be a mandated, Union position which receives 50% Federal and 23% State reimbursements. This action will result in a savings of \$8,953.
- F) Request to amend the Departmental Table of Organization to delete the position of Social Welfare Examiner #1 (*vacant*) in the Temporary Assistance/Welfare to Work/Foodstamp/HEAP Unit (*Grade 8, Annual Base Salary of \$30,230*) and create and fill the position of Sr. Social Welfare Examiner #9 (*Grade 11, Annual Base Salary of \$33,026*) effective August 19, 2013, as well as to fill any vacancies created by promotion. The Sr. Social Welfare Examiner #9 position will be a mandated, Union position which receives 50% Federal and 23% State reimbursements. This action will result in an increased expense of \$2,796.
- G) Authorizing Christina Mastrianni, Caseworker in the Foster Care Unit, to enroll in the following job-related course:
 - Title: Abnormal Psychology
 - Institution: Sage Graduate School
 - Term: 8/29/13 - 12/12/13
 - Cost: \$1,980

If approval to enroll in the aforementioned course is approved, Ms. Mastrianni will be due reimbursement of 50% of the course costs, upon completion with a grade of "C" or better.

4) **Referral from the Support Services Committee:**
Information Technology -

Request to fill the vacant position of Web/Intranet Developer (*Annual Salary to be determined based on a salary study*), due to resignation. This is a non-mandated, non-Union position which receives 25% reimbursement for services provided to other County Departments, primarily the Tourism Department.

5) **Items to be discussed by the County Administrator:**

- A) Request to amend Resolution No. 350 of 2013 to clarify the source of funding for two previously unfunded DPW positions.
- B) Request to amend Resolution No. 502 of 2012 regarding less than part-time employees and per diem nurses in the Public Health Division.
- C) Request to amend the Table of Organization to create an unfunded Temporary Help position at the Westmount Health Facility (*EF.72600 100*).
- D) New retiree health insurance contribution rules.

IV. **Pending Items:**

- 1) Committee approved preparation of RFP's for codification of all County laws/rules/policies and for consultant services relating to salary and wage studies. (06.13.13)