

AGENDA
PERSONNEL COMMITTEE
FEBRUARY 7, 2013

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. **Action Agenda**
 - 1) **Personnel/Civil Service Office:**
Request to amend Resolution No. 100 of 2012 to update the Schedule "A" document to add and remove staff.
 - 2) **Request from the Clerk of the Board:**
Request to amend Resolution No. 756 of 2012 to update the Schedule "A" document to include updated information.
 - 3) **Referrals from the Health Services Committee:**
Health:
 - A) Request to authorize salary adjustments for two Nurses whose current salaries are below what is currently allowed by the CSEA contract, based upon professional experience, thereby amending the Departmental Table of Organization.**Westmount:**
 - B) Request to rescind Resolution No. 497 of 2012 and authorize the Board of Supervisors to fill the vacant Director of Nursing position at the Westmount Health Facility at an Annual Salary of \$85,000, thereby amending the Departmental Table of Organization.
 - 4) **Referrals from the Human Services Committee:**
Office for the Aging:
Request to fill vacant position of Meal Site Cook #8 at the Chester mealsite, Grade 2 Annual Base Salary of \$18,730 (part-time, 30 hours per week), due to resignation. This is a non-mandated, Union position which receives 12% Federal reimbursement. The filling of this position will result in a decrease of \$3,910 to the County budget as the associated work hours will be reduced to 25 hours (5 per day instead of 6), thereby amending the Departmental Table of Organization.
- IV. **Pending Items:**
None.

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: PERSONNEL/CIVIL SERVICE

DATE: FEBRUARY 7, 2013

- (a) Purpose of Request: To amend Resolution No. 100 of 2012 to update the Schedule "A" document.

- (b) Details: Add - Office of Emergency Services Director/Fire Coordinator and Fourth Deputy Fire Coordinator; Delete - Planning Assistant Director and GIS Coordinator and the Youth Bureau Director

- (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

Warren County Board of Supervisors

RESOLUTION NO. 100 OF 2012

Resolution introduced by Supervisors Wood, Girard, Bentley, Thomas, Conover Fraiser and Strainer

AMENDING RESOLUTION NO. 637 OF 2011; APPROVING AND ADOPTING COUNTY TIME CLOCK POLICY AND PROCEDURE FOR THE TIME AND ATTENDANCE SYSTEM

WHEREAS, by Resolution No. 637 of 2011, as previously amended by Resolution Nos. 741 of 2011, 325 of 2011 and 853 of 2010, the Warren County Board of Supervisors approved and adopted the County Time Clock Policy and Procedure for the time and attendance system, and

WHEREAS, the Public Safety Committee has recommended an addition to Sheriff - Corrections - Correction Inspector - set forth in Schedule "A" annexed hereto, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves and adopts the amended Time Clock Policy and Procedure for the Time and Attendance System, annexed to this Resolution as Exhibit "A" and Schedule "A", to be effective immediately and as determined by the County Administrator.

Exhibit "A"

Time Clock Policy and Procedure for the Time and Attendance System

Policy

It is the policy of Warren County that each employee will be at his or her work station and ready to commence the day's duties at the employee's starting time. The following procedure will govern the usage of time management tracking in order to provide a uniform procedure for timekeeping. These procedures must be followed consistently to ensure conformance to federal and state wage and hour laws and to ensure that employees are paid correctly.

Employees are separated into two (2) separate categories as follows:

1. Hourly employees, also called non-exempt employees, must record their actual time worked for payroll and benefit purposes. Non-exempt employees are those covered by collective bargaining agreements as well as non-unit employees not considered exempt. Non-exempt employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work related reason.

Non-exempt employees may not start work until their scheduled starting time. Non-exempt employees will not be allowed to clock in more than six (6) minutes before their shift starts and may not clock out more than six (6) minutes after their shift ends unless overtime is approved.

Break rules are set by the department and the applicable collective bargaining agreement. Employees are not required to record break times.

Non-exempt employees who work in the field or are out of the office on work related activities will not be required to clock in and out for lunch.

2. Exempt employees are classified in positions as administrative, executive, or professional in nature. Exempt employees include but are not limited to department heads, deputy dept. heads, attorneys, accountants and other high level employees whose work involves professional services at the county. Exempt employees are not entitled to overtime. For a list of exempt titles see attached schedule A.

RESOLUTION No. 100 OF 2012

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Exempt employees are required to clock in when arriving at their office. This one time entry indicates the employee will be working that day. If exempt employees will be working out of the office for any period of time they must contact the department payroll clerk to record the appropriate entry signifying a day's work. These employees are required to log any hours when they are not working with applicable leave credits as prescribed by management. Exempt employees must certify hours weekly indicating they have met the standard applicable hours.

Employees are responsible for their time reporting. Any errors in your time record should be reported immediately to your supervisor, who will attempt to correct legitimate errors.

All employees are expected to report to work on time, as scheduled, with no grace periods allowed. This includes arrival at work and returns from lunch and break periods. Exceptions must be approved by the appropriate department head.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to possible discipline, up to and including discharge. This includes clocking in or out for a co-worker regardless of the time management system in use.

Elected officials are not required to utilize the county's time management system.

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Schedule "A"

Administrative Fiscal Services

County Administrator
Assist to County Administrator

Board of Elections

Commissioner Elections #2
Deputy Commissioner Elections #2
Commissioner Elections #1
Deputy Commissioner Elections #1

Building & Fire Code

Administrator Fire & Bldg Code

Civil Service

Personnel Officer

Clerk of the Legislative Board

2nd Deputy Clerk of the Board
Deputy Clerk of the Board
Clerk of the Board

County Attorney

1st Assistant County Attorney
County Attorney
Assistant County Attorney

County Auditor

County Auditor

County Clerk

1st Deputy County Clerk

Countryside Adult Home

Director Countryside Adult Home

District Attorney/District Attorney

3rd Assistant DA
1st Assistant DA
4th Assistant DA
2nd Assistant DA
6th Assistant DA
5th Assistant DA

DPW

Airport Manager
Superintendent Bldgs & Grounds
Superintendent of Public Works
Fiscal Manager
Deputy Supt/Admin DPW
Dept Superintendent/Operations
Assistant Engineer #2
Junior Transportation Analyst
Engineer #1
Assistant Engineer #4
Dpty Superintendent Public Works
Recreation Facilities Manager
Director of Parks & Rec/Up Yonda
Fish Management Specialist
Environmental Education Admin
Naturalist
Assistant Engineer #1
Senior Civil Engineer

Employment & Training/WIA-Admin (Staff)

E & T Director II

Historian

County Historian

Human Resources

Human Resources Director

Information Technology

RESOLUTION No. 100 OF 2012

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Director Information Technology
Web/Intranet Developer
Analyst/Programmer #1
Analyst/Programmer #2
Legal Defense - Indigents
Assigned Counsel Administrator
Mental Health
Mental Health Program Analyst
Deputy Director Mental Health / Fiscal
Deputy Director Clinical
Director Mental Health
Office for the Aging
Fiscal Manager
Nutrition S Coordinator
Director Aging
Office of Emergency Services
Emergency Services Coordinator
Planning/Planning
Planning GIS Coordinator
Construction Cost Coordinator
Assistant Planning Director
SBS & Fiscal Account Specialist
County Planner
Probation/Probation
Probation Supervisor #2
Director of Probation
Probation Supervisor #1
Public Defender
1st Assistant Public Defender
3rd Assistant Public Defender
5th Assistant Public Defender
4th Assistant Public Defender
2nd Assistant Public Defender
Public Defender
Public Health
Director Pub Health/Patient Svc
Assistant Director Public Health
Supervising PHN #3
Public Health Fiscal Manager
Supervising PHN #6
Assistant Director Patient Serv
Supervising PHN #4
Long Term Coordinator
Clinical & Fiscal Info Coordinat
WIC Coordinator
Purchasing
Purchasing Agent
Deputy Purchasing Agent
Real Property Tax
Director Real Property
Deputy Director Real Property
Self Insurance
Insurance Administrator
Sheriff/Jail
Corrections Captain
Corrections Lieutenant #2
Corrections Lieutenant #1
Corrections Inspector
Sheriff/Sheriff Law Enforcement

RESOLUTION No. 100 OF 2012

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Investigative Lieutenant
Systems Maintenance Coordinator
Patrol Lieutenant #1
Major
Patrol Lieutenant #2
Undersheriff

Social Services/Social Services Admin
DSS Fiscal Manager
Social Services Attorney
Commissioner Social Services
Deputy Commissioner Soc Services
Assistant Soc Services Attorney

Tourism
Assistant Tourism Coordinator
Creative Director
Director of Tourism

Treasurer
Accountant
Junior Accountant
Deputy Treasurer

Veterans Service
Director Veterans

Weights & Measures
Director Weights & Measures

Westmount/Administration
Nursing Home Administrator
Director of Nursing
Dietary Supervisor
Comptroller
MDS Coordinator
Staffing/In-Service Coordinator

Youth
County Youth Director

Warren County Board of Supervisors

RESOLUTION NO. OF 2013

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

AMENDING RESOLUTION NO. 756 OF 2012; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES

RESOLVED, that Resolution No. 756 of 2012 be, and hereby is, amended accordingly regarding the standard workday and time reporting resolution for all elected and appointed officials in Warren County government as set forth in "Schedule A" attached, is hereby approved by the Warren County Board of Supervisors.

“Schedule A”

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
ELECTED OFFICIALS									
Bachman, Paul M.D.	Coroner	XXXX	XXXXXXXXXX	7	01.01.10 - 12.31.13	N	2.69		
Bentley, Ralph	Supervisor - Horicon	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	9.03		
Dickinson, Dennis	Supervisor - Lake George	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	5.2	✓	
Geraghty, Kevin	Supervisor - Warrensburg Budget Officer	XXXX	XXXXXXXXXX	6	01.01.10 - 12.31.13	N	11.78		
Hogan, Kate	District Attorney	XXXX	XXXXXXXXXX	7	01.01.10 - 12.31.13	N	29.03		
Kenny, William	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	11.16		
Loeb, William	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	10.18		
Mason, William	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	5.08		
McDevitt, Peter	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	5.25		
Merlino, Eugene	Supervisor - Lake Luzerne	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	9.38		
Orluk, William	Coroner	XXXX	XXXXXXXXXX	7	01.01.11 - 12.31.14	N	--		✓
Scidmore, Gary	Coroner	XXXX	XXXXXXXXXX	7	01.01.11 - 12.31.14	N	1.52		
Sokol, Matthew	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	15.26		
Stec, Daniel	Supervisor - Queensbury Chairman of the Board	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	13.00		
Strainer, David	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	12.86		
Swan, Mike	County Treasurer	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.15	N	23.07		
Taylor, Harold "Bud"	Supervisor - Glens Falls	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	16.46		
Thomas, Frank	Supervisor - Stony Creek Vice-Chairman of the Board	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	13.16		
Vanselow, Ronald	Supervisor - Johnsburg	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	4.02		

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
ELECTED OFFICIALS, continued									
Vogel, Pamela	County Clerk	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.15	N	28.81		
Westcott, Mark	Supervisor - Queensbury	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	--		✓
Wood, Evelyn	Supervisor - Thurman	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	8.83		
APPOINTED OFFICIALS									
Allen, Amanda	Deputy Clerk of the Board	XXXX	XXXXXXXXXX	7	03.01.12 - 12.31.13	Y			
Auer, Patricia	Director, Public Health	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y		✓	
Auffredou, Martin	County Attorney	XXXX	XXXXXXXXXX	7	09.26.11 - 12.31.13	Y			
Barrie, Kathy	Personnel Officer	XXXX	XXXXXXXXXX	7	02.01.10 - 12.31.16	Y			
Bartlett, Amy	1 st Assistant County Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Brown, Travis	6 th Assistant District Attorney	XXXX	XXXXXXXXXX	7	07.30.12 - 12.31.13	Y			
Burin, Matt	3 rd Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Carusone, Jason	1 st Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Casey, Mary Beth	Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.01.11 - 12.31.14	Y			
Clute, Amy	Self-Insurance Administrator	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Combs, Jeffrey	Second Deputy Fire Coordinator	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	2.6		
Davenport, Emilee	4 th Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM EXPIRATION	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER I	NO SUBMISSION
APPOINTED OFFICIALS, continued									
Delurey, Lexie	Director, Real Property Tax Services	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
DiResta, Denise	Director, Veterans' Services	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Donlon, Kevin	2 nd Assistant District Attorney	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Dubarry, Ross	Airport Manager	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Dusek, Paul	County Administrator	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Eby, Brett	5 th Assistant District Attorney	XXXX	XXXXXXXXXX	7	08.22.11 - 12.31.13	Y			
Flores, Marcy	1 st Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Gallagher, Mary	County Auditor	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Halloran, Nellie	3 rd Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Hajos, Kevin	Deputy Superintendent of Public Works	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Hunsinger, Chris	Director, Employment & Training Administration	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Kladis, Emily	Deputy Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.04.13 - 12.31.14	Y			
LaFlure, Brian	Fire Coordinator/Director, Office of Emergency Services	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
LaMothe, Wayne	County Planner	XXXX	XXXXXXXXXX	7	05.21.12 - 12.31.13	Y		✓	
Lamourée, C. Shawn	Undersheriff	XXXX	XXXXXXXXXX	7	10.31.12 - 12.31.15	Y			

NAME	TITLE	SS# (LAST 4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM EXPIRATION	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER I	NO SUBMISSION
APPOINTED OFFICIALS, continued									
Liebert, Glenn	5 th Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Livingston, Nicole	2 nd Deputy Clerk of the Board	XXXX	XXXXXXXXXX	7	03.01.12 - 12.31.13	Y			
Lynch, Robert	Deputy County Treasurer / Fiscal Assistant to the County Administrator	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
McKinstry, JoAnn	Assistant to the County Administrator	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
McLaughlin, Beth	Deputy Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	09.13.10 - 12.31.14	Y			
Mellon Jr., Charles	Third Deputy Fire Coordinator	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	2.62		
Metthe, Robert	Director, Information Technology	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Montfort, William	Commissioner, Board of Elections	XXXX	XXXXXXXXXX	7	01.01.11 - 12.31.14	Y			
Putney, Karen	Administrator, Fire Prevention & Building Code Enforcement	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Racino, Bryan	4 th Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Sady, Joan	Clerk of the Board	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Schmidt, Maureen	Deputy Commissioner, Department of Social Services	XXXX	XXXXXXXXXX	7	01.21.13 - 12.21.17	Y			
Scidmore, Gary	EMS Coordinator	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	.85		

NAME	TITLE	SS# (LAST-4)	RETIREMENT REG. NO.	STANDARD WORK DAY (HRS/DAY)	TERM EXPIRATION	PARTICIPATES IN EMPLOYER'S TIME KEEPING SYSTEM (Y/N)	AVG. DAYS PER MONTH (BASED ON RECORD OF ACTIVITIES)	TIER 1	NO SUBMISSION
APPOINTED OFFICIALS, continued									
Tennyson, Jeffery	Superintendent of Public Works	XXXX	XXXXXXXXXX	7	08.01.10 - 07.31.14	Y			
Trombley, Marie	Deputy County Clerk	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.15	Y			
Tyree, Tim	2 nd Assistant Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Villajuan, Bernardo	Physician, Westmount Health Facility	XXXX	XXXXXXXXXX	6	01.01.12 - 12.31.13	N	1.90		
Wappett, John	Public Defender	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			
Wheeler, Suzanne	Commissioner, Department of Social Services	XXXX	XXXXXXXXXX	7	12.21.12 - 12.21.17	Y			
Wolfe, Joan	Confidential Assistant/ Superintendent of Public Works	XXXX	XXXXXXXXXX	7	01.01.12 - 12.31.13	Y			

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: Health Services

DATE: January 24, 2013

(a) Purpose of Request: To authorize salary adjustments for 2 nurses whose current salaries, based upon their amount of professional experience, are below what is currently allowed by the CSEA Contract.

Employee #: 12194
Date of Hire: 9/17/12
Years of Experience: 24
Current Salary Grade and Salary: Grade 21 Public Health Nurse Base Salary: \$44,405
Proposed Adjustment: Grade 21 Step 5: \$51,080 (+6,675)

Employee #: 11877
Date of Hire: 11/23/10
Years of Experience: 14
Current Salary Grade and Salary: Grade 20 Community Health Nurse Step 4: \$45,605
Proposed Adjustment: Grade 20 Step 5: \$49,874 (+4,269)

(b) Details: We would request that these salaries would take effect upon the date of the new CSEA Contract ratification, since were these nurses to be hired today; these are the salaries that would be offered based on their amount of professional experience.

(c) Previous Resolution Number: Not Applicable

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: WESTMOUNT HEALTH FACILITY

DATE: FEBRUARY 7, 2013

- (a) Purpose of Request: Rescind Resolution No. 497 of 2012 and authorize the Board of Supervisors to fill the vacant Director of Nursing position at the Westmount Health Facility at an annual salary of \$85,000

- (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

Warren County Board of Supervisors

RESOLUTION NO. 497 OF 2012

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

AUTHORIZING THE ADMINISTRATOR OF WESTMOUNT HEALTH FACILITY TO FILL THE VACANT POSITION OF DIRECTOR OF NURSING DUE TO RESIGNATION

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Administrator of Westmount Health Facility to fill the vacant position of Director of Nursing, due to resignation, at a salary range between \$65,000 and \$80,000, to be determined based upon qualifications and experience, and subject to final review and approval by the County Administrator. This position is not mandated, but is 53% reimbursed and has no effect on the 2012 budget.

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 Westmount Health Facility Payroll Dept. No. 41.00
Title of Position Director of Nursing Annual Salary \$85,000 Grade
Budget code and title EF.60100.100 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 1872
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 53% Other %

Impact to Budget:

Personnel Officer has approved this form when initialed. _____

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 _____

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 OFA Payroll Dept. No. 57.01
Title of Position Meal Site Cook #8 Chester Annual Salary \$18,730PT 30 Hours Grade 2
Budget code and title A6773 130 Nutr Eld WC Salaries PT Union X Non-Union
This position is vacated due to: Retirement Resignation X Termination Promotion Other
Employee No. 11841
Is this position mandated? Yes No X Is the position reimbursable? Yes X No
Source of reimbursement: Federal 12% X State % Other %
Impact to Budget: Savings \$3,910 reduce hours to 25/wk (5 per day instead of 6)
Personnel Officer has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date January 28, 2013
The Administrator has no objection to the filling of the vacancy. X
The Administrator objects to the filling of the vacancy.

Administrator Signature [Handwritten Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date January 28, 2013
The committee has no objection to the filling of the vacancy. X
The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Handwritten 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