

AGENDA
PERSONNEL COMMITTEE
JULY 10, 2013

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

III. Action Agenda

1) **Referral from the County Facilities Committee:**
Buildings & Grounds -

Request to delete the position of Laborer #43 and create the position of Cleaner #11, (Grade 2; Annual Base Salary of \$23,706), thereby amending the Departmental Table of Organization.

2) **Referral from the Health Services Committee:**
Public Health -

- A) Request to fill the vacant position of WIC Nutrition Aide #1 (Grade 6; Annual Base Salary of \$27,496) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position which receives 100% State reimbursement;
- B) Request to fill the vacant position of WIC Infant Feeding Advocate (Grade 3; Annual Base Salary of \$24,215, pro-rated to \$12,107.47 for 20 work hours per week) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position which receives 100% State reimbursement;
- C) Request to fill the vacant position of Community Health Nurse #5 (Grade 20; Annual Base Salary of \$42,818) due to retirement, as well as to backfill any vacancies created as a result of promotion. This is a non-mandated, Union position that receives 100% reimbursement from various sources depending upon patient insurances;
- D) Request to create and fill the new position of Early Intervention Service Coordinator (Grade 18; Annual Base Salary of \$40,170, to be pro-rated to \$30,128 based on 30 work hours per week) and to delete the position of Community Health Nurse #13 effective July 22, 2013, thereby amending the Departmental Table of Organization; and
- E) Request to reclassify the position of Early Intervention Service Coordinator #1 (Grade 18; Annual Base Salary of \$40,170) to Senior Early Intervention Service Coordinator (Grade 19; Annual Base Salary of \$41,060) effective July 22, 2013, thereby amending the Departmental Table of Organization. This action is contingent upon CSEA review and approval.

3) **Referrals from the Human Services Committee:**
Office for the Aging -

- A) Request to fill the vacant position of Food Service Helper #3 Cedars (Grade 2; Annual Base Salary of \$23,706, pro-rated to \$20,742.72 for 35 work hours per week) due to retirement. This is a non-mandated, Union position which receives 20% Federal reimbursement; the filling of this position will result in a budgetary savings of \$5,746.11 due to a decrease in longevity pay; and
- B) Request to fill the vacant position of Meal Site Cook #5 Warrensburg (Grade 2; Annual Base Salary of \$23,706, pro-rated to \$17,779.48 for 30 work hours per week) due to resignation. This is a non-mandated, Union position which receives 20% Federal reimbursement; the filling of this position will result in a budgetary savings of \$5,300.52 due to a decrease in longevity pay.

PERSONNEL COMMITTEE AGENDA
JULY 10, 2013

- 4) **Referral from the Public Safety Committee:**
Fire Prevention & Building Code Enforcement -
Request to fill the vacant position of Administrator (*Annual Salary to be determined based on a salary study*) due to retirement. This is a non-Union position which is not mandated and receives no reimbursement.
- 5) **Referrals from the Social Services Committee:**
Countryside Adult Home -
A) Request to delete the position of Cook #1, as well as the Dietary Manager stipend, and create the new position of Cook Manager (*Grade 5, Annual Base Salary of \$26,370*) effective July 22, 2013, thereby amending the Departmental Table of Organization. This action will result in a budgetary savings of \$4,951 for the change in title, as well as an additional savings of \$7,265 due to the reduction in longevity pay. This action will be subject to CSEA review and approval;
B) Request to fill the vacant position of Cook Manager (*Grade 5, Annual Base Salary of \$26,370*), due to creation (*if approved by item 6A*);
C) Request to increase the salary of Deanna Park, Director of the Countryside Adult Home, from \$45,350 to \$49,500 effective July 1, 2013;
Department of Social Services -
D) Request to fill the vacant position of Senior Caseworker #5 (*Grade 15; Annual Base Salary of \$36,410*) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursements; the filling of this position will result in a budgetary savings of \$9,313 due to a decrease in longevity pay; and
E) Request to fill the vacant position of Social Welfare Examiner #13 (*Grade 8; Annual Base Salary of \$30,230*) due to resignation, as well as to backfill any vacancies created as a result of promotion. This is a mandated, Union position which receives 50% Federal and 50% State reimbursement; the filling of this position will result in a budgetary savings of \$5,127 due to a decrease in longevity pay.
- 6) **Referral from the Support Services Committee:**
Information Technology -
Request to authorize Jeremy Scime, Senior Programmer Analyst, to enroll in the following job-related course:
Course Title: Information Security Management
Institution: Florida Institute of Technology
Course Term: August 2013 - December 2013
Course Cost: \$1,650

If approval to enroll in the aforementioned course is approved, Mr. Scime will be due reimbursement of 50% of the course costs, upon completion with a grade of "C" or better.
- 7) **Items to be discussed by the County Administrator:**
A) New retiree health insurance contribution rules;
B) Human Resources/Civil Service Office reorganization; and
C) Creation of temporary help position within the Probation Department.
- IV. **Pending Items:**
1) As per Mr. Mason's request, Mr. Dusek to provide information relative to cost information for the past Human Resources Office. (06.13.13)
2) 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)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Dept. of Public Works

DATE: 07/03/2013

- (a) Title of Requested Position: Cleaner #11
- (b) Annual **Base** Salary (and Grade if Applicable): \$23,706 **Grade 2**
- (c) Effective Date for New Position:* 07/19/2013
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Laborer #43
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.1620 110 Laborer #43
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) yes
- (g) Is this a mandated position? If so, please explain: no
- (h) Is there expected revenue from this position? If so, please explain: no

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 Health Services Payroll Dept. No. 36-01
Title of Position WIC Nutrition Annual Salary \$27,496 Grade 6
Budget code and title A-4013-110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No. 11980
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %
Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13

- 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 Health Services Date 6/23/13

- 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 Health Services Payroll Dept. No. 3601
Title of Position WIC Program Infant Feeding Advocate Annual Salary \$12,107.47 Grade 3
Budget code and title WIC Part Time Salaries A4013.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12024
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 100 % Other %
Impact to Budget:

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13
 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 Health Services Date 6/28/13
 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 Health Services Payroll Dept. No. 2600
Title of Position CHNA Community Health Nurse #5 Annual Salary \$12,818 Grade 20
Budget code and title #5 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10536
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: 0

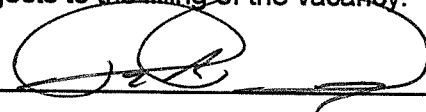
100%
reimbursed
various
sources depend
on patient
insurance

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 6/28/13

- 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 Health Services Date 6/28/13

- 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 _____

will seek to recruit and fill position with most experienced and educationally qualified nurse possible - Grade and step will be dependent on candidate experience and education level

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 06/28/13

- (a) Title of Requested Position: Early Intervention Service Coordinator
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 18 - \$40,170 to be prorated to 30 hours per week \$30,128.
- (c) Effective Date for New Position:* 07/22/13
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Community Health Nurse #15 Employee #8202, Grade 20 - \$42,818 (30 hrs. per week)
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.4054, 130 part time preschool.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: Yes (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: As a part of the Early Intervention Program. Early Intervention Service Coordination is mandated- can be contracted out to other agencies but it is in the county's best financial interest to do these services "in house".
- (h) Is there expected revenue from this position? If so, please explain: Yes, services coordination activities are billable services

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES:

Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;

Works closely with currently existing Warren County Public Health Programs: Physically Handicapped Children's Programs (PHCP), Infant Child Health Assessment Program (ICHAP), and Maternal Child Health and Pediatric Home Care (MCH) to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;

Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;

Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;

Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;

Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;

Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

Maintains essential and timely case records and reports in accordance with client confidentiality requirements;

Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;

Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

- Helps the family accept responsibility for the child's care;
- Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
- Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;
- Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
- Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
- Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
- Consults with other service providing professionals regarding individual case problems as needed;
- Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
- Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child; ability to identify and positively utilize strengths and weaknesses in family functioning and structure; working knowledge of the administrative organization and services provided in various community facilities; skill in interview and assessment techniques with children and adults; ability to communicate effectively with children and adults, both verbally and in writing; ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community; ability to accept and utilize guidance; ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education or a health related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Possession of a New York State Driver's License is required at time of appointment.

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Health Services

DATE: 06/28/13

- (a) Title of Reclassified Position: Senior Early Intervention Service Coordinator
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* Grade 19 / \$41,000
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted: 11542 Early Intervention Service Coordinator #1
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* Grade 18 / \$40,170
*(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (e) Effective Date:*07/22/13
*Please do not back date unless the purpose is to correct an error.
- (f) Where are Funds in the Budget for this Position? List Budget Code, (with title), Object Code, (with title), and Amount: A.4054.0060 110 Full Time Salaries
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*Yes *This is necessary **BEFORE** bringing the request to committees.

Warren County Personnel and Civil Service

1340 State Rt 9

Lake George, NY 12845

Job Classification Questionnaire

#13

<p>Recently NYSDOH has made significant changes in the Early Intervention Program. First, the program has added a computer data base, requiring duplication of effort in regard to the paper chart, utilized in case coordination and NYS audits and an electronic chart, utilized for tracking, reporting, and very recently billing. In addition, there have been regulation changes in regard to role changes, service provisions, and NYS fiscal agents. Erik really stepped to the plate to follow all the changes and assist our agency with compliance and staff with implementation and technical assistance. Erik has proven leadership, patience, his ability to educate staff through this process. He has assumed many new roles without complaint or being asked. He is familiar with all aspects of the EI and CPSE programs. Erik has proved to be a crucial asset to the agency and more specifically to the Early Intervention and CPSE programs.</p>	
% of Time	Duty/Explanation
2%	<p>Assistance with Writing/Review of Policy and Procedures: With the recent changes with NYSDOH regulation all Early Intervention policies and procedures required updating and review. Erik provided initiative and assistance in this cumbersome task. In addition, the procedures require annual review and adjustments, which he has routinely assisted with as needed.</p>
Constant-Integrated throughout day	<p>Facilitate NYSDOH Program Changes: As mentioned above, there have been significant changes requiring electronic case coordination and billing for Early Intervention. Although NYSDOH provided training, it was not helpful with all the technical glitches and lack of up to date information. Erik has researched NYS changes, questioned NYSDOH program, and in-serviced Warren County staff to implement these changes. He has a comprehensive view of the program and advocates for local interests.</p>
14%	<p>Provides Technical Assistance: Erik assists coworkers with the NYEIS program as needed. He demonstrated initiative to read the technical manuals and write easier algorithms for coworkers. HE also provides technical assistance to the fiscal staff leaning to adjust to the changes as well. He is the liaison with the help desk and serves as the invaluable problem solver!</p>

3%	Assists with Quality Assurance: Erik assists with organizing efforts for quality assurance of the EI program in regard to regulation compliance and client satisfaction.
1%	Assist with Joint Visits- Work with ADPH to assist with assessing competency of staff. The intent is to have Erik provide joint visits and the ADPH monitor documentation in an effort to provide a more thorough evaluation of EI Service Coordination staff.
1%	Participates on NYSDOH Conference Calls: NYSDOH holds conference calls every 2 months and as needed. Erik routinely attends the NYSDOH meetings and advocates for the local county issues. HE communicates this information to fellow staff members.
5%	Attends NYSDOH Trainings/Webinars and Regional County Meetings: Erik attends all NYSDOH training sessions, meetings, and regional county CEIPAC meetings. He demonstrates leadership and communicates information back to the county and his coworkers.
1%	Completes NYSDOH Information Requests/Surveys/Chart Audits: Erik satisfies the NYS requests for information. This is above his routine duties as a service coordinator and he readily volunteers. He completes the requests in a timely manner.
3%	Orients New Staff: Erik demonstrates competence as a coordinator and is ideal for fostering new staff. Erik demonstrates patience and provides a thorough job mentoring new staff.
10%	EIOD: Erik reviews coworkers' IFSPs and provides feedback as needed. This is a supervisory role.
60%	Case Coordination: Erik efficiently manages a full caseload. His families frequently acknowledge his efforts. His documentation is accurate and timely. He is an excellent resource to families.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

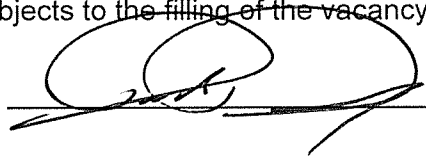
Department OFA Payroll Dept. No. 57.01
Title of Position Food Service Helper #3 Cedars Annual Salary \$20,742.72 Grade 2
Budget code and title A6773 110 Nutr Eld WC Salaries Reg Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10091
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 20% State % Other %
Impact to Budget: Savings \$5,746.11 due to longevity

Personnel Officer has approved this form when initialed. 

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services -OFA Date June 27, 2013

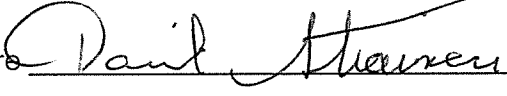
- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services OFA Date June 28, 2013

- 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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department OFA Payroll Dept. No. 57.01
Title of Position Meal Site Cook #5 Warrensburg (Ctryside) Annual Salary \$17,779.48 Grade 2
Budget code and title A6773 130 Nutr Eld WC Salaries PT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8453
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 20% State % Other %
Impact to Budget: Savings \$ 5,300.52 due to longevity
Personnel Officer has approved this form when initialed. *Jr*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Human Services - OFA Date June 27, 2013
 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 Human Services - OFA Date June 28, 2013
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature *David Atkinson*

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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Fire Prev. & Bldg. Codes _____ Payroll Dept. No. 71
 Title of Position Administrator _____ Annual Salary \$60,966.91 _____ Grade _____
 Budget code and title A3620 110-Salaries Reg. _____ Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No. 6444
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal % State % 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. 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: COUNTRYSIDE ADULT HOME

DATE: 6/10/13

- (a) Purpose of Request: DELETE COOK #1 (GRADE 4) POSITION WITH \$5,977/ANNUAL STIPEND AND CREATE COOK MANAGER (GRADE 5) POSITION.

- (b) Details: WE WILL BE DELETING ONE OF OUR COOK POSITIONS (GRADE 4), WHO RECEIVES A \$5,977/YEAR STIPEND TO BE THE KITCHEN MANAGER, AND CREATING A COOK MANAGER (GRADE 5). THIS WILL BE A COST SAVINGS OF \$4,951/YEAR. DOH REQUIRES THAT WE HAVE A FULL TIME MANAGER IN THE KITCHEN, BUT THIS CHANGE WILL MORE ACCURATELY REFLECT THE WORK THAT IS BEING DONE WITH THE SALARY OF THE EMPLOYEE.

- (c) Previous Resolution Number: N/A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.6030.110 COUNTRYSIDE ADULT HOME - FULL TIME SALARIES

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

* as listed in budget and LOGOS

Amended, Warren County Personnel, November 18, 1996

COOK-MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

Has charge of the preparation and cooking of food on a moderately large scale. Supervises personnel in meal preparation. The work is performed under general supervision of an appropriate designated superior. Supervision is exercised over the work of cooks, assistant cooks, and food service helpers.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, supervises and participates in the preparation and serving of food;
Supervises the storage and care of foods and supplies;
Supervises and participates in cleaning of the kitchen, serving, storage, and dining areas, and the care of equipment;
Keeps simple records on food and supplies received and used;
Keeps employee time records;
Plans work schedules;
Plans menus with attention to nutritional value, acceptability and budgetary limitations;
Determines requirements and submits requisitions for food, supplies and equipment;
Maintains approved standards of sanitation, health and safety;
Supervises and trains kitchen personnel, makes staff assignments and evaluates work performance;
Receives, inspects, stores and distributes supplies and maintains inventories and related records;
Supervises the collection of and accounting for cash receipts;
Makes reports relating to meal program activities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of large quantity food preparation, menu planning, purchasing, sanitary food handling and storage; good knowledge of the fundamentals of nutrition and their application to the health of children; good knowledge of modern cooking utensils, appliances and equipment; ability to plan and supervise the work of others; ability to keep records and prepare reports; ability to get along well with others; ability to understand and carry out oral and written directions; tact and good

judgment; resourcefulness; good physical condition.

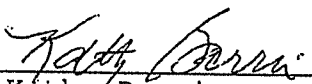
MINIMUM QUALIFICATIONS:

Three years of experience in the preparation of food on a large scale; or possession of an associate degree in applied science issued after completion of a two-year course in a technical institution with specialization in foods, nutrition and institution management; or any equivalent combination of experience and training.

WARREN COUNTY DEPARTMENT CIVIL SERVICE
WARREN COUNTY MUNICIPAL CENTER
LAKE GEORGE, NY 12845
TELEPHONE: (518) 761-6439, 6440, 6441
Kathleen Barrie, Personnel Officer

TO: Deanna Park, Director of Countryside Adult Home
FROM: Kathy Barrie, Personnel Officer
RE: Cook Manager
DATE: June 14, 2013

Based on the duties described on the New Position Duties Statement dated 6/12/13 it appears the most appropriate title is Cook Manager. Please forward a copy of the resolution if this position is approved by the Board of Supervisors.


Kathy Barrie

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

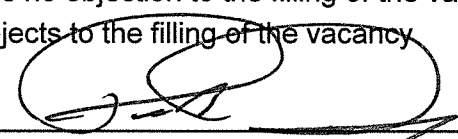
NOTICE OF INTENT TO FILL VACANT POSITION

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.

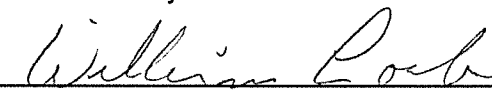
DEPARTMENT HEAD COMPLETES THIS SECTION

Department COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position COOK MANAGER Annual Salary \$26,370 Grade5
Budget code and title A.6030.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other CREATION
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: COST SAVINGS OF APPROXIMATELY \$4,951 (change in title), plus \$7,265 (longevity).
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services-Countryside Date June 27, 2013
 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 Social Services-Countryside Date June 27, 2013
 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. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Countryside Adult Home

DATE: April 10, 2013

- (a) Employee Name, Title and Employee No.: Deanna Park, Director - 10676
- (b) Current Annual **Base** Salary (and Grade if Applicable): \$49,500
- (c) Former Annual **Base** Salary (and Grade if Applicable): \$45,350
- (d) Effective Date for Salary Change:* 07/01/2013
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.6030 (Countryside Adult Home) (110 Salaries) \$4,150 Salary Increase
- (f) Justification of Request: Director salary lower than responsibilities dictate. Paid a much lower salary than like counterparts.

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. 40.01
Title of Position Senior CASEWORKER 5 Annual Salary ~~\$36,385~~ \$36,410 Grade 15
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 7301

Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 23% Other LOCAL 27%
Impact to Budget: reduce expenses by \$9,313 as present worker receives annual salary of \$44,698
Personnel Officer has approved this form when initialed. hr

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013
 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 Social Services Date June 27, 2013
 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 _____

Cemanda Roberts
165 Cameron Road
Athol, NY 12810
518-623-1023

June 4, 2013

Suzanne Wheeler
Commissioner
Warren County
Department of Social Services
1340 State Route 9
Lake George NY 12845

Dear Ms. Wheeler:

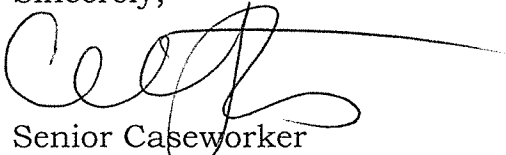
This letter is to announce my resignation as the Senior Caseworker of
CASA/Adult Protective Services effective June 27th.

I have enjoyed my 13 years as a member of the Warren County Social
Services team. I appreciate having had the opportunity to learn and grow
while doing my best to help others through difficult times. Hopefully a
few lives have been changed for the better along the way.

Please consider me in the future if you have any part-time or
consultation needs that would fit my skills and experience.

Thank you for your time and consideration.

Sincerely,



Senior Caseworker
Warren County CASA/Adult Protective Services
518-824-8805

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. 02
Title of Position Social Welfare Examiner 13 Annual Salary \$30,230 Grade 8
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11540
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 50% Other LOCAL 0%
Impact to Budget: Reduce expensee by \$5,127 as previous worker received an annual salary of \$35,357.
Personnel Officer has approved this form when initialed. hr

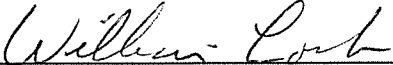
COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2013
 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 Social Services Date June 27, 2013
 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 _____

Kelli Anne Miller
12 Spring Street Apt 2
Glens Falls, NY 12801
518-744-8978

Commissioner Suzanne Wheeler
Dept of Social Services
1340 State Route 9
Lake George, NY 12845

June 13, 2013

Dear Commissioner Wheeler and Colleagues:

I would like to inform you that I am resigning from my position as Social Welfare Examiner for the Department of Social Services effective July 11, 2013.

Thank you for the opportunities for professional and personal development that you have provided me during the last six years. I have enjoyed working for the agency and appreciate the support provided me during my tenure with the department. I have made many friends and some even my second family. I truly love my job and the department. I hope that if the opportunity arises that I may serve the department again in the future.

If I can be of any help during this transition, please let me know.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kelli Anne Miller', with a long horizontal flourish extending to the right.

Kelli Anne Miller

RESOLUTION REQUEST FORM NO. 19

Application for Approval to Enroll in Job-Related Courses by Employee

1. Employee=s Name: Jeremy Scrimme
2. Position: Senior Programmer Analyst
3. Department: IT
4. Course Title: Information Security Management
5. Institution or School: Florida Institute of Technology
6. How Course Relates to Current Position:
7. Starting Date: 8/2013
8. Completion Date: 12/2013

9. Cost: 1,650

10. Employee=s Signature: *Jeremy Scrimme* Date: 6/25/2013

11. Supervisor=s Comments (Approval/Denial)

function only

Supervisor=s Signature: *Robert M. Miller* Date: 6/26/13

12. Department Head=s Comments (Approval/Denial)

Department Head=s Signature: Date:

13. Committee=s Recommendation: *Approval*

Committee Chairman=s Signature: *[Signature]* Date: 6/27/2013

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for 50% reimbursement for costs as itemized in Item #9. Employee must complete the course with at least a AC@, its equivalent, or better. Employee then submits a voucher with receipts verifying costs as listed and a copy of their final grade.