

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*).

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)

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Probation

DATE: 7/22/13

- (a) Title of Requested Position: Probation Assistant #2
 - (b) Annual **Base** Salary (and Grade if Applicable): \$14,515.00 Grade 7, Half-Time Position
 - (c) Effective Date for New Position:* ASAP
*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): Senior Typist-Half Time Position, \$12,672, Grade 4
 - (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.3140.140 Salaries- Part-Time \$12,672.
 - (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: State Aid Reimbursement 12%.
-

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Probation _____ Payroll Dept. No. 29.00
Title of Position Probation Assistant #2 Annual Salary \$14,515.00 Grade 7
Budget code and title A.3140.140-Salaries-Part-Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other New Position
Employee No. _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 12% Other %

Impact to Budget: _____

Personnel Officer has approved this form when initialed. *Pa*

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. 11

Request to Create New Position

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: Sr. Caseworker #6 - Foster Care/Adoption Unit
 - (b) Annual **Base** Salary (and Grade if Applicable): \$36,410, Grade 15
 - (c) Effective Date for New Position:* August 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):
Casworker #17; Salary \$~~35,385~~ Grade 14 - Foster Care/Adoption Unit
 - (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
 - (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
 - (g) Is this a mandated position? If so, please explain: Mandated Position
 - (h) Is there expected revenue from this position? If so, please explain:
-

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 Foster Care - Adoption Payroll Dept. No. 40.01
Title of Position Sr. Caseworker #6 Annual Salary \$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.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 23% Other _____
Impact to Budget: Reduce expenses by \$724 as present worker receives annual salary of \$37,134
Personnel Officer has approved this form when initialed. RV

and backfill
any vacancies
Created by
Promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13
 The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 7/26/13
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature William East

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 _____

Justification

Senior Case Worker Position in Foster Care and Adoption Unit

Worker would be direct supervision and provide support in adoption cases: would become an expert in all areas of adoption casework including subsidies (NYePay). A direct benefit would be a more accurate and efficient handling of adoption cases, especially important during the transition phase of the case.

Worker would be trained in MAPPS and FAD providing supervision and support in this area. Worker would also be responsible for providing assistance and completing annual recertifications. This is important as it is necessary to keep homes certified within the regulations or risk possibly losing reimbursement funding. In addition, some home finding/recruitment functions would be their responsibility. This would allow DSS to have a more focused effort on recruitment and retention of our own foster homes. It would also allow for better continued education and development of foster homes.

It would be expected that the worker in this position would have a very small caseload as well.

The second senior would be trained as backup for Novatime, coverage/scheduler, be included in the afterhours backup on-call rotation, and be expected to perform all other duties as needed that the current senior assumes.

The addition of a second senior in the unit would not only help in the above mentioned ways, but contribute to the unit in a way that would improve daily attention to detail and also would help improve overall efficiency.

The addition of this position would greatly improve succession planning as there would be another person "on the floor" with expert knowledge in these special areas. If one were to retire or leave from one of these positions there would be a significant improvement in continuity of information.

Ultimately the addition of this position might possibly reduce stress on workers thus improving morale and aiding in retention of workers. Work quality, although not a significant issue, could also improve leading to better outcomes for children and the department.

Heather Ranado
10 Terra Cotta Ave
Glens Falls, NY 12801

July 12, 2013

Christian Hanchett
Foster Care/Adoption Supervisor
Warren County Department of Social Services
1340 State Route 9
Lake George, NY 12845

Dear Mr. Hanchett:

I would like to inform you that I am resigning from my position as Foster Care Caseworker for the Warren County Department of Social Services, effective August 16.

Thank you for the opportunities for professional and personal development that you have provided me during my time here. I have enjoyed working for the agency and appreciate the support provided me during my employment with the Department.

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

Sincerely,

A handwritten signature in cursive script that reads "Heather Ranado".

Heather Ranado

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 Foster Care - Adoption Payroll Dept. No. 40.01
Title of Position Caseworker #10 Annual Salary \$35,385 Grade 14
Budget code and title A.6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No.
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 23% Other
Impact to Budget: Reduce expenses by \$500 as present worker receives annual salary of \$35,885
Personnel Officer has approved this form when initialed. [Signature]

and backfill any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13
[] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 7/26/13
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date
[] 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

Janet L. Baker

48 Maple Street
Hudson Falls, NY 12839

(518) 260-2432
bakerj2@gmail.com

Suzanne Wheeler, Commissioner
1340 State Route 9
Lake George, NY 12845

July 15, 2013

Dear Suzanne:

I would like to inform you that I will be resigning from the position of adoption caseworker, effective August 15, 2013. I have taken a position as a high school guidance counselor at Hudson Falls High School.

It has been a pleasure to work under your leadership, as well as the leadership of Deputy Commissioner Maureen Schmidt and Supervisor Christian Hanchett. The experiences and lessons learned through this experience have been invaluable. Thank you for the increased number of opportunities to grow both professionally and personally.

I have thoroughly enjoyed working here and appreciate the support and guidance provided. I am willing and happy to provide as much training and assistance I can to make sure the person who takes over my position transitions quickly and efficiently.

Again, I thank you for the opportunities here at DSS and wish you all the best.

Sincerely,



Janet Baker

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: Sr. Caseworker #7 - Family Preservation & Youth Development Unit
- (b) Annual Base Salary (and Grade if Applicable): \$36,410, Grade 15
- (c) Effective Date for New Position:* August 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): Caseworker, Salary \$35,385, Grade 14 - Family Preservation & Youth Development Unit (position number to be determined)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Mandated Position
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

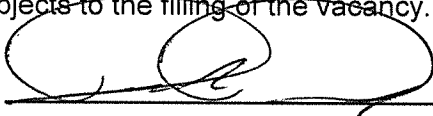
This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

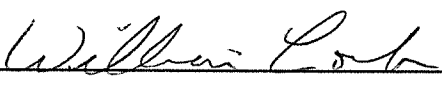
Department Family Preservation & Youth Devel Payroll Dept. No. 40.01
Title of Position Sr. Caseworker #7 Annual Salary \$36,410 Grade 15
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 23% | | Other
Impact to Budget: Increase expenses by \$1,025 as present worker is Caseworker Grade 14 Salary \$35,385
Personnel Officer has approved this form when initialed. Dr

as well as to backfile any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13
 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 Social Services Date 7/26/2013
 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 _____

Justification

Senior Case Worker in the Family Preservation and Youth Development Unit

Senior Caseworker would be the immediate supervisor of the Day Care Program, overseeing the day to day work activities of 2 Day Care Social Welfare Examiners (411 children) and 2 Preventive Case Workers (136 children) reviewing and approving their cases.

The Day Care program is responsible for assessing eligibility of parents to receive day care funding for the outside care of their children while they work.

In the past the main focus of the unit was on the prevention of the placement of children in foster care and not adequate attention to the Day Care Program.

Through a NYSOCFS audit of the Day Care Program we realized we needed to pay closer attention to potential consumer Fraud issues. The Day Care program needed better supervision over the policies and procedures regarding eligibility and the monitoring of the \$1, 510,000 Day Care budget.

The Senior Caseworker would also be responsible for the day to day oversight of Preventive Contracts with the Schools and the Probation Department while the Youth Bureau contracts are now monitored by the supervisor of the Unit.

The Senior Caseworker would also assist with supervising the remaining Preventive Staff if the other Senior Case Worker and/or Supervisor were absent.

The Senior Caseworker would also carry a small caseload.

The Senior would be trained as backup for Nova time, coverage/scheduler, be included in the afterhours backup CPS on-call rotation, and be expected to perform all other duties as needed that the current senior assumes.

The addition of a second senior in the unit would not only help in the above mentioned ways, but contribute to the unit in a way that would improve daily attention to detail and also would help improve overall efficiency.

The addition of this position would greatly improve succession planning as there would be another person " on the floor " with expert knowledge in these special areas. If one were to retire or leave from one of these positions there would be a significant improvement in continuity of information.

Ultimately the addition of this position might possibly reduce stress on workers thus improving morale and aiding in retention of workers. Although the work quality is already significantly above average we are continuously looking to improve supervision leading to better outcomes for children and the department.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: _____

DATE:

- (a) Title of Requested Position: *Sr. Social Services Investigator-#1*
- (b) Annual Base Salary (and Grade if Applicable): *\$31,504*, Grade 13
- (c) Effective Date for New Position:* *August 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): *Social Services Investigator, Salary \$33,026, Grade 11 - Fraud Unit (position number, to be determined)*
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: *Mandated Position*
- (h) Is there expected revenue from this position? If so, please explain:

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 Fraud Unit Payroll Dept. No.
Title of Position Sr. Social Services Investigator #1 Annual Salary \$34,564 Grade 13
Budget code and title A.6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No.
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 23% | Other L
Impact to Budget: Increase expenses by \$2,538 as current position is Grade 11 Salary of \$33,026
Personnel Officer has approved this form when initialed. [Signature]

And backfill any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13
[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 7/26/13
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date
[] 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

Justification

Senior Fraud Investigator

The Fraud & Investigation Unit (a portion of the Child Support Enforcement/Welfare Fraud Unit) currently consists of three Social Services Investigators and one Senior Account Clerk. This Unit is responsible for the investigation of alleged abuse of Social Services benefits and also occasionally assists with locating absent parents and employers for the Child Support Unit. The investigators perform random hotel room checks to insure the homeless placed in these rooms comply with their Individual living plan. They are responsible along with the District Attorney's Office and the Sheriff's Department for the prosecution of criminal fraud cases, and secure repayment agreements in instances where criminal prosecution is not a viable option. The Senior Account Clerk assigned to the Unit receives and assigns complaints to the investigators, handles the tracking of all payments received for fraud related activities, manages all claim information for over issuances to assistance recipients along with other duties related to both the Fraud and Investigation and Child Support Units. This work is overseen by the Director of Child Support Enforcement and Welfare Fraud. The Director, along with these duties, has oversight of the audit and administration of the Social Security on Line Query program, the Treasury Off Set Program, and the Cash Accounting Management System as well as all program related monthly reporting required by the state and the writing of Administrative Disqualification Hearings.

Because of the volume of cases in Child Support (3,876 as of June 2012), constant change in current child support laws/regulations and fiscal case maintenance, management of the Support Unit's business required the majority of the Director's time. The Support Unit has two Senior workers, one for the fiscal portion and one for the enforcement portion of the program, to assist with this.

In 2011, the Investigation Unit completed 615 investigations during the year. Along with the completed investigations, there were approximately 117 that were being actively worked on, but had not reached completion.

The Fraud & Investigation Unit has no Senior position at this time. The Investigators are very good at working independently with minimal supervision, however, productivity and cohesiveness of the Unit would be vastly improved with a Senior Investigator to oversee operations and insure that investigations and criminal cases were handled in a uniform manner. Having a Senior position to act as a dedicated liaison with the Sheriff's Department and the District Attorney's office would also assist with communication flow and productivity.

By promoting one of the current Investigators to a Senior Investigator position, the Unit would have a direct contact person for clarification of policy and procedure. Additionally, the reporting duties and the writing of Administrative hearings could be shifted to this position, effectively freeing the Director for more case review of both fraud cases and child support cases with large outstanding payments due for more aggressive enforcement efforts, increasing the amount of money returned to the county.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: Intake ~~Clerk #6~~ - Temp Assist-Reception
 - (b) Annual Base Salary (and Grade if Applicable): \$25,344, Grade 4
 - (c) Effective Date for New Position:* August 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): Sr. Intake Clerk #2, Grade 5, Salary \$~~26,310~~ - Temp Assist-Reception
 - (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
 - (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
 - (g) Is this a mandated position? If so, please explain: Mandated Position
 - (h) Is there expected revenue from this position? If so, please explain:
-

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 Temp Assist-Reception Payroll Dept. No. 40.00

Title of Position Intake Clerk #6 Annual Salary 25,344 Grade 4

Budget code and title A.6010 110 Union [X] Non-Union []

This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other

Employee No.

Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [X] Federal 50% [X] State 23% [] Other

Impact to Budget: Reduce expenses by \$8,953 as current worker is Sr. Intake Clk Grade 5 annual salary of \$34,297

Personnel Officer has approved this form when initialed. [Signature]

and to backfill any vacancies created by Promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13

[X] The Administrator has no objection to the filling of the vacancy.

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 7/26/13

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date

[] 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. 11

Request to Create New Position

DEPARTMENT NAME:

DATE:

- (a) Title of Requested Position: Sr. Social Welfare Examiner #12 - Temp Assist/WTW/Foodstamp/HEAP Unit
- (b) Annual Base Salary (and Grade if Applicable): \$33,026, Grade 11
- (c) Effective Date for New Position:* August 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): Social Welfare Examiner #1. (vacant), Grade . 8, Salary \$\$30,230 - TA/WTW/Foodstamp/HEAP
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Mandated Position
- (h) Is there expected revenue from this position? If so, please explain:

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 TA/WTW/Foodstamp/HEAP Payroll Dept. No. 40.00
Title of Position Sr. Social Welfare Examiner #12 Annual Salary \$33,026 Grade 11
Budget code and title A.6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No.
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 23% [] Other
Impact to Budget: Increase expenses by \$2,796 as vacant position is SWE Grade 8 Salary \$30,230
Personnel Officer has approved this form when initialed. [Signature]

and backfill any vacancies created by promotion

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 7/24/13
[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 7/26/13
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date
[] 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

Justification

Senior Social Welfare Examiner TA/WTW/FS/HEAP/Reception

At the present time the unit consists of a Principal Social Welfare Examiner Position, 3 Senior Social Welfare Examiner positions, 17 Social Welfare Examiner positions, 3 Key Board Specialists, 3 Intake Workers and 3 Temporary HEAP Workers.

One Senior is responsible for the HEAP, HEAP Emergency and Coolant programs and the SNAP program. This is oversight of approximately 6,400 cases, 8 Social Welfare Examiners, 2 Intake Workers and 3 Temporary HEAP workers. All HEAP cases must be reviewed and signed off by the Senior and a certain percentage of the SNAP cases unless they are opened by a new staff person and then it would also be 100% review.

The other 2 Seniors are responsible for the Temporary Assistance/Welfare to Work Program and the Homeless, Reception, Indigent Burials, Domestic Violence Housing, 9 Social Welfare Examiners, 1 Intake Worker and 2 Key Board Specialists.

All of these programs have monthly, if not weekly, State and/or Federal Policy and Procedure Updates.

The unit needs a Senior to be responsible for new staff training as well as all State and Federal Policy and Procedures Updates. This position would also assist with all HEAP and Energy program responsibilities.

There has been a high rate of transfers out of this unit due to inconsistent quality and availability of staff training and supervision. I receive the most complaints about stress and low morale from this unit and I strongly believe an additional Senior would alleviate the problem.

Month : * June 2013 ▾

View : List Report ▾



Monthly Case and Individual Statistics - WST002

District: Warren

Report Month: June-2013

Statewide Monthly Case and Individual Statistics -- WST002

Program Area	Cases	Individuals
FA	107	219
SN-FP	2	5
<i>TANF Subtotal</i>	<i>109</i>	<i>224</i>
SN-CSH INDIV	73	73
SN-CSH FAMILY	1	2
SN-FNP INDIV	35	35
SN-FNP FAMILY	5	14
<i>SN Subtotal</i>	<i>114</i>	<i>124</i>
EAA	1	1
EAF	0	0
<i>TA Total</i>	<i>224</i>	<i>349</i>
MA	4,406	6,698
MPE	62	62
MA-SSI	1,738	1,741
FHP	760	1,997
<i>MA TOTAL</i>	<i>6,966</i>	<i>10,498</i>
NPA-FS	3,849	7,085
FS-MIX	51	150
<i>FS Subtotal</i>	<i>3,900</i>	<i>7,235</i>
PA-FS	70	127
<i>FS RELATED TOTAL</i>	<i>3,970</i>	<i>7,362</i>
HEAP	2,338	5,060
ADC-FC	129	129
SERV	512	1,337
Unduplicated Individual Count		15,399

WARNING-CONFIDENTIAL INFORMATION FOR AUTHORIZED PERSONNEL ONLY

Data Source: WRTS Reporting

Commissioners' Dashboard

07/25/2013

Temporary Assistance (TA) is the “cash” assistance component of welfare. In New York State, temporary assistance includes Family Assistance, Safety Net Assistance, Emergency Assistance for Families, Emergency Safety Net Assistance and Emergency Assistance for Adults. TA is often referred to as “public assistance”.

Family Assistance (FA) FA provides cash assistance to eligible needy families that include a minor child living with a parent(s) or caretaker relative. It is operated under the federal TANF rules and is funded with federal/State/local money. Under FA, eligible adults are limited to receiving benefits for a total of 60 months in their lifetime, including months of TANF-funded assistance granted in other states. Once this limit is reached, that adult and all members of his or her household are ineligible to receive any more FA benefits. FA recipients receive Medicaid under the categorical group Low Income Families (LIF). FA and LIF financial eligibility is generally equivalent. There is no time limit for Medicaid.

Safety Net Assistance (SNA) SNA is a state and locally funded program that provides cash assistance to eligible individuals, couples and families that are not eligible for family assistance. Generally, SNA can be provided for a maximum of two years in a lifetime. After that, if eligibility continues, SNA will be provided in non-cash form, such as two-party check or a voucher. In addition, non-cash SNA is provided for families of persons who are unable to work due to the abuse of drugs or alcohol or for refusing drug/alcohol screening, assessment or treatment. The Medicaid eligibility category which most closely resembles SNA is Singles and Child-less Couples (S/CC). It is for individuals ages 21 through 65 who are not certified blind or certified disabled and do not have a minor dependent child living with them.

FA Family Assistance

SNA Safety Net Assistance

SNA-FP Safety Net Assistance – Federally Participating

EAA Emergency Assistance for Adults

EAF Emergency Assistance for Families

MA Medical Assistance

NPA Non-Public Assistance

SSI Supplemental Security Income (Federal Welfare Program for Aged, Blind and Disabled)

FHP Family Health Plus

RESOLUTION REQUEST FORM NO. 19

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

1. Employee's Name: Christina Mastrianni

2. Position: Caseworker

3. Department: Foster Care

4. Course Title: Abnormal Psychology

5. Institution or School: Sage Graduate School

6. How Course Relates to Current Position: The clientele with whom I work with significantly suffer from mental health disorders. Some individuals are not aware of the disorders until referrals are made. This course would allow me to develop a better understanding of the disorders the clientele suffer from, as well as assist me in working with those individuals. In gaining a better understanding of the disorders, the outcome of services would improve as well as strengthen my advocacy for those individuals. The course would also strengthen my recognition of safety concerns, for me and others.

7. Starting Date: 8/29/13

8. Completion Date: 12/12/13

9. Cost: \$1980.00

10: Employee's Signature:

Date:

7/10/13

11. Supervisor's Comments (Approval/Denial)

Supervisor's Signature:

Date:

7/11/13

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

Department Head's Signature:

Date:

7/11/13

13. Committee's Recommendation: *Approved*

Committee Chairman Signature: *William. Long* Date: *July 26, 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.

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

CURRENT STUDENTS

Welcome Mastrianni , Christina M.!

Section Information

Title Abnormal Psychology

Course Section Number PSY-575-20

Description The major psychological disorders across the lifespan are examined from a clinical, theoretical and empirical frame of reference. Nosological issues are critically considered, with reference to the DSM. A biopsychosocial model is adopted as an organizing frame.

Credits 3.00 CEUs

Start Date 26 August 2013 End Date 13 December 2013

Academic Level GR - Graduate

Meeting Information

08/29/2013-12/12/2013 Lecture Thursday 06:00PM - 09:00PM, Froman Hall, Room 101

Comments

None

Faculty name	Phone	Extension	E-mail address	Instructional Method
Kimberly J. Brayton			BRAYTK@SAGE.EDU	Lecture

Kimberly J. Brayton

BRAYTK@SAGE.EDU

Lecture

Prerequisites

None

Supplies

None

[Click here for prices of textbook\(s\)](#)

CLOSE WINDOW

LOG OUT

MAIN MENU

STUDENTS MENU

HELP

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 IT Payroll Dept. No. 24 *to be determined based on a Salary Study*
Title of Position Web/Intranet Developer Annual Salary ~~38,615~~ ↑ Graden/a
Budget code and title A 1680 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10854
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other 25% *Tourism Dept.*
Impact to Budget: 0
Personnel Officer has approved this form when initialed. *AM*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Support Services-IT Date 7/25/2013
 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 Support Services-IT Date 7/26/2013
 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 *[Signature]*

Job Skill Requirements

- Required proficiency/experience in the following languages/technologies:

- + PHP
- + SQL (Microsoft SQL Server 2005+)
- + HTML & CSS

+ Web Accessibility

- Preferred knowledge/experience (optional):

- + Designing sites with responsive web design principles
- + Implementing and maintaining a content management system (CMS)
- + Implementing and maintaining a Sharepoint-based Intranet
- + Distributed version control (git)
- + Windows Server (2003+)
- + Helpdesk/troubleshooting
- + Photo manipulation software
- + Javascript and/or jQuery

Current Breakdown of time

- 7% Tourism

- + Periodic email blasts
- + Modifications to legacy forms and pages
- + Fielding Questions relating to their current website

- 15% Bicentennial

- + Implementing new features, pages
- + Updates (press releases)
- + Assist the Bicentennial committee

+ Note: Should not continue past the end of July, unless additional requests made. Time will be split between tourism and other projects.

- 40% Periodic updates

- + Posting BOS updates: Calendar, minutes, etc.
- + Content updates
- + Requested layout changes

- 30% All Other Projects

- + Any large projects required on the County, First Wilderness, etc.

websites

- Emergency Registry
- Converting departments to the new layout
- Etc.

- 8% Miscellaneous

- + Time Entry
- + Helpdesk

Annual or Seasonal tasks

- New Year Updates

- + Phone Directories
- + Board of Supervisors listing
- + Add new year to the date-based sections:
 - BOS Minutes
 - BOS Local Laws

- BOS Histories
- BOE Elected Officials
- etc. - generally departments send this information
- + Occupancy Tax Forms
- Assessment Rolls and Alphabetical Indexes

- Election Results
 - + Posted on election night, usually on location
 - + Has been successfully done remotely... once.
- Tourism:
 - + Update a few seasonal documents
 - + Create Flash Page Flip versions of some documents
 - <http://county.visitlakegeorge.com/travelguide/>

Current Projects

- Emergency Registry
 - A form to interface with the Emergency Registry Ironspeed app, and allow people to register via the web
- Bicentennial Town Histories
 - Finish adding the town's unabridged (and in some cases, very unabridged) histories to the website
- Tourism: Alter several legacy forms that interact with Chris' FoxPro Inquiry program

Additional Projects

- Continuing transitioning department pages to the new layout
 - Major restructuring of the First Wilderness Page
 - Implement some form of CMS, most likely Drupal-based
 - + <http://openpublicapp.com/>
-

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. 350 OF 2013; AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2013

RESOLVED, that the Warren County Board of Supervisors hereby amends Resolution No. 350 of 2013 to clarify the source of funding for two Department of Public Works positions, thereby amending the 2013 Table of Organization, as follows:

DEPARTMENT OF PUBLIC WORKS

Deleting Position:

D.5110.110 Dept. No. 19.63

TITLE:

Motor Equipment Operator
Light #11

EFFECTIVE DATE

June 24, 2013

BASE SALARY

\$26,370
Grade 5

Funding Position:

D.5110.110 Dept. No. 19.63

TITLE:

Motor Equipment Operator
Medium #23

EFFECTIVE DATE

June 24, 2013

BASE SALARY

\$29,031
Grade 7

Deleting Position:

D.5110.110 Dept. No. 19.63

TITLE:

Laborer #47

EFFECTIVE DATE

June 24, 2013

BASE SALARY

\$23,706
Grade 2

Funding Position:

D.5110.110 Dept. No. 19.63

TITLE:

Motor Equipment Operator
Light #16

EFFECTIVE DATE

June 24, 2013

BASE SALARY

\$26,370
Grade 5

and be it further

RESOLVED, that other than the aforescribed amendment, Resolution No. 350 of 2013 shall remain in full force and effect.

Organization

Motion was made by Mr. Mason, seconded by Mr. Girard and carried unanimously to approve the request, as outlined above, and the necessary resolution was authorized for the June 21st Board meeting. *A copy of the request is on file with the meeting minutes.*

Mr. Taylor explained that Agenda Item 4B consisted of a request to amend the Departmental Table of Organization to delete an MEO Light position (*Grade 5, Annual Base Salary of \$26,370*) and transfer the unexpended funding for this position to the unfunded MEO Medium #23 position (*Grade 7, Annual Base Salary of \$29,031*), as well as to delete the Laborer #47 position (*Grade 2, Annual Base Salary of \$23,706*) and transfer the unexpended funding for this position to the unfunded MEO Light #16 position (*Grade 5, Annual Base Salary of \$26,370*), effective June 24, 2013.

Mr. Montesi questioned how the aforementioned positions had come to be unfunded and Jeff Tennyson, Superintendent of Public Works, explained that actions were taken in 2012 to remove funding from certain position, but not delete them, as part of a perceived reorganization plan which he was currently following through on.

Motion was made by Mr. Mason, seconded by Mr. Merlino and carried unanimously to approve the aforementioned request and the necessary resolution was authorized for the June 21st Board meeting. *A copy of the request is on file with the meeting minutes.*

Item C, Mr. Taylor stated, requested to fill the vacant position of MEO Light #16 (*Grade 5, Annual Base Salary of \$26,370*) due to promotion; he advised this was a non-mandated, Union position which received no reimbursement. Mr. Taylor noted that funding for this position would be provided within the existing 2013 County Budget through the action approved in Agenda Item 3B.

Motion was made by Mr. Girard, seconded by Mr. Mason and carried unanimously to approve the request, as outlined above, and the necessary resolution was authorized for the June 21st Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

Mr. Taylor advised Agenda Item 4C presented a request to fill the vacant position of MEO Medium #23 (*Grade 7, Annual Base Salary of \$29,031*), which was a non-mandated, Union position that received no reimbursement. As was the case in the prior request, he advised the funding for the position would be provided within the existing 2013 County Budget, as per action taken to approve Agenda Item 3B.

Motion was made by Mr. Montesi, seconded by Mr. Mason and carried unanimously to approve the above referenced request and the necessary resolution was authorized for the June 21st Board meeting. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the meeting minutes.*

Moving on, Mr. Taylor noted that Agenda Item 4 consisted of several referrals from the Social Services Committee, Countryside Adult Home, which he proceeded to outline as follows:

- 4A) Request to amend the Departmental Table of Organization to delete the position of Institutional Aide #5 (*Grade 3, Annual Base Salary of \$24,215*) and create the positions of Institutional Aide/P #4, #5 and #6 (*Grade 3, Annual Salary not to exceed \$4,843, work hours not to exceed 8 per week*);
- 4B) Request to amend the Departmental Table of Organization to delete the position of Institutional Aide #9 (*Grade 3, Annual Base Salary of \$24,215*) and create the position of Institutional Aide/P #7 (*Grade 3, Annual Salary not to exceed \$7,265, work hours not to exceed 12 per week*); and
- 4C) Request to fill the vacant position of Cleaner (*Grade 2, Annual Base Salary of \$23,706*), due to resignation. This is a mandated, Union position which receives 50% State