

AGENDA
PERSONNEL COMMITTEE
OCTOBER 9, 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) **Request from the Clerk of the Board:**
Request to amend Resolution No. 354 of 2013 to identify a transfer from the contingent fund as the source of funding for arbitration services secured by the County Attorney in relation to PBA labor negotiations.
 - 3) **Referrals from the Health Services Committee:**
Public Health -
Request to fill the vacant position of Public Health Nurse #25 (*Grade 21, Annual Base Salary of \$43,905*) due to resignation. This is a non-mandated, Union position which receives a varying mix of Federal, State and private pay insurance reimbursements. The filling of this position will have no budgetary impact as it is already included in the 2013 Budget.
 - 4) **Referral from the Human Services Committee:**
Information Technology -
Request to amend Resolution No. 427 of 2013 to extend the term of the contract with Jacob Hume for web and software development consultant services for the Information Technology Department.
 - 5) **Referral from the Public Works Committee:**
Parks, Recreation & Railroad -
Request to create a Temporary Help position for the Parks, Recreation and Railroad Division, effective retro-active to September 23, 2013, with the source of funding to be a transfer from the Part-Time Salaries Budget Code, as necessary.
 - 6) **Referral from the Social Services Committee:**
Department of Social Services -
Request to fill the vacant position of Keyboard Specialist #6 (*Grade 3, Annual Base Salary of \$24,215*), due to retirement, as well as any vacancies created by promotion. This is a mandated, Union position which receives 50% Federal and 23% State reimbursement. The filling of this position will result in a budgetary savings of \$6,639 due to a decrease in longevity pay.
 - 7) **Item to be discussed by the County Administrator:**
 - A) Union supplemental agreement regarding Tri City Foods - Health Department.
 - B) Information Technology Director - Notice of retirement and request to fill position.
 - C) Health and dental insurance renewal for 2013-2014 and HRA and COBRA administration through Capital Financial.
- 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)
 - 2) Status of proposed Human Resources Manager position.

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: Clerk of the Board

DATE: October 9, 2013

- (a) Purpose of Request: To amend Resolution No. 354 of 2013 to identify a source of funding

- (b) Details: R354/2013 Authorizes the County Attorney to appoint an arbitrator for PBA labor negotiations but does not list a source of funding. A transfer from the contingent fund is anticipated.

- (c) Previous Resolution Number: N?A

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 354 OF 2013

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

**AUTHORIZING WARREN COUNTY ATTORNEY TO APPOINT
AN ARBITRATOR FOR THE POLICE BENEVOLENT
ASSOCIATION LABOR NEGOTIATIONS AND TO
AGREE UPON THE FEES CHARGED FOR THE
ARBITRATION SERVICES**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Warren County Attorney to appoint an arbitrator for the Police Benevolent Association ("PBA") labor negotiations and to agree upon the fees charged for the arbitration services, and be it further

RESOLVED, that the Chairman of the Board of Supervisors and/or the Warren County Attorney be, and hereby are, authorized to execute any and all necessary documents to carry out the terms of this resolution in a form approved by the County Attorney.

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. 36.00
Title of Position Public Health #25 Annual Salary \$43,905 Grade 21
Budget code and title A4010.110 ^{NURSE} CHHA - Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other

Employee No. 12275
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other private insurance %
Impact to Budget:

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Health Services Date 10/3/13

- 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 Health Services Date 10/3/13

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

Ranking Committee Member Signature [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 _____

reimbursement sources vary depending upon patient case mix

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: Clerk of the Board

DATE: October 9, 2013

- (a) Purpose of Request: To amend Resolution No. 427 of 2013 to extend the term of the contract with Jacob Hume for web and software development consultant services for the Information Technology Department

- (b) Details:

- (c) Previous Resolution Number: R427/2013

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1680 470 Information Technology, Contract

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 427 OF 2013

Resolution introduced by Supervisors Taylor, Strainer, Loeb, McDevitt, Frasier, Mason and Vanselow

AUTHORIZING INDEPENDENT CONTRACTOR AGREEMENT WITH JACOB HUME FOR WEB AND SOFTWARE DEVELOPMENT CONSULTANT SERVICES ON AN INTERIM BASIS FOR THE INFORMATION TECHNOLOGY DEPARTMENT

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an independent contractor agreement with Jacob Hume, P.O. Box 815, Point Arena, California 95468, to provide web and software development consulting services on an interim basis for the Information Technology Department at a rate of Thirty Dollars (\$30) per hour in an amount not to exceed Six Thousand Four Hundred Dollars (\$6,400) with services to commence August 15, 2013 and terminate October 30, 2013, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute the independent contractor agreement in a form approved by the County Attorney, and the funding for this agreement shall come from Budget Code A.1680 470 - Information Technology, Contract.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: DPW Parks, Recreation and Railroad

DATE: 10/1/2013

- (a) Title of Requested Position: Temporary Help
- (b) Annual Base Salary (and Grade if Applicable): NA
- (c) Effective Date for New Position:* Periodic as necessary
*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): None, fill in until vacant Full Time position is filled in Spring 2014.
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: A.7111 130 Parks and Recreation, Salaries, Part Time
- (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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department Social Services Payroll Dept. No. 40.07
Title of Position Keyboard Specialist #6 Annual Salary \$24,215 Grade03
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 09278
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50% State 23% Other
Impact to Budget: Savings of \$6,639; employee retiring was step 12; entry salary is \$24,215
Personnel Officer has approved this form when initialed. RW

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 9/25/13

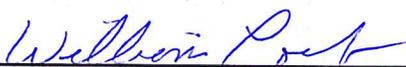
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date 9/25/13

- 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 _____

MONTHLY INSURANCE PREMIUMS

Employee/Retiree Monthly Cost	<u>BLUE SHIELD EPO</u>	<u>CDPHP</u>	<u>EMPIRE</u>
Individual	\$651.77	\$642.01	\$664.97
Two Person	\$1,336.12	\$1,316.12	\$1,296.69
Family	\$1,873.61	\$1,845.57	\$1,928.41

Budget: County Cost

No changes to Active or MA	\$11,920,468	\$11,785,385	\$11,995,311
CDPHP MA added MVP removed	\$11,866,689	\$11,731,606	\$11,941,532

*Emblem quote higher. MVP has not released quote yet. NYSAC/POMCO has not released quote yet.



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