

AGENDA
PERSONNEL COMMITTEE
DECEMBER 11, 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:**
Discussion regarding the hiring of a temporary employee in a title and salary not previously used in the County.
 - 2) **Referrals from the Health Services Committee:**
Westmount Health Facility -
Request to reclassify the position of Senior Account Clerk #2, *Grade 7, Annual Base Salary of \$29,031*, to an Administrative Assistant, *Grade 8, Annual Base Salary of \$30,230*, effective December 27, 2013 and amending the Departmental Table of Organization accordingly.
 - 3) **Referrals from the Social Services Committee:**
Department of Social Services -
Request to fill the vacant position of Caseworker #26, *Grade 14, Base Annual Salary of \$35,385*, due to resignation, as well as any vacancies resulting from 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 \$8,647 due to a decrease in longevity pay.
 - 4) **Item to be discussed by the County Administrator:**
 - A) Update on Human Resources Manager position and introduction of local law necessary to create Department.
- 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. 14

Request to Reclassify Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: November 22, 2013

- (a) Title of Reclassified Position: Administrative Assistant

- (b) Annual Salary of Reclassified Position (and Grade if Applicable):*
*(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. Grade 8, \$30,230.00

- (c) Title and Employee Number of Position to be Deleted: Senior Account Clerk, #2 12351

- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):*
*(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. Grade 7, \$29,031.00

- (e) Effective Date:* December 27, 2013
*Please do not backdate unless the purpose is to correct an error.

- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: EF.83110.600 110 Westmount/Fiscal Services Office, Clerical & Other Wages, Salaries - Regular \$30,230.00

- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees. Yes

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 Caseworker #26 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. 09612
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 23%
Impact to Budget: Savings of \$8,647; employee leaving position was step 16
Personnel Officer has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date NOV. 26, 2013
[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 NOV. 26, 2013
[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 Dec. 11, 2013
[X] 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]

CODIFICATION COST AND SERVICES SUMMARY

American Legal Publishing proposes to codify the ordinances for Warren County, New York, at the following price:

I.	Base Cost	\$12,995.00
	<i>*The actual page count may vary from the estimate or you might add new ordinances during the codification process. If the page estimate is high, the cost will be lower than the initial base cost, and vice-versa.</i>	
	Includes	
	a. Number of Copies of Warren County's Code (includes binders and divider tabs)	25
	b. Legal Analysis	
	i. Research Internal Consistency	
	ii. Research State Law Consistency	
	iii. Legal and Editorial Research and Report	
	c. Special Features	
	i. Tables of Special Ordinances	
	ii. Parallel References	
	iii. Comprehensive Index	
	iv. Tabular Matter (Tables, Charts, Graphs)	
	v. Code on CD-ROM (WordPerfect, MS Word compatible)	
	d. Estimated Number Of Pages	
	8½" x 11" Format	
	i. Single column (12 point type)	750 pages
	ii. Dual column (11 point type)	650 pages
II.	Variable Cost	
	a. Per Page Increase/Decrease Rate	
	8½" x 11" Format	
	i. Single Column	\$18.00
	ii. Dual Column	\$20.00
	b. Shipping & Handling	
III.	Time to Completion	
	Number of Months Until Manuscript	3-6 months
	Number of Months Until Completed Code (after return of manuscript)	1-3 months
	Number of Days for Updated Supplements	45 days or less

IV. Optional Services that may be ordered:

- | | | |
|----|---|----------------------------|
| a. | Additional Copies of Code | |
| | i. Cost per Extra Code with Binder | \$80.00 |
| | ii. Cost per Extra Code without Binder | \$60.00 |
| b. | Supplement Service | |
| | 8½" x 11" Format | |
| | i. Single-column | \$18.00/per reprinted page |
| | ii. Dual-column | \$21.00/per reprinted page |
| | iii. Tables, charts, graphs, etc. | \$10.00 per page |
| c. | Subscription Service | YES |
| d. | Pamphlets (With cardstock cover) | |
| | Per Impression (Printed Page) | |
| | i. 1-50 copies | 7.5 ¢ |
| | ii. 51-99 copies | 7.0 ¢ |
| | iii. 100 copies or greater | 6.5 ¢ |
| | iv. Pamphlet Binders | \$11.50 each |
| e. | Folio VIEWS Search and Retrieval Software | |
| | <u>Documents in Folio:</u> | |
| | i. Code of Ordinances (includes one license) | \$650.00 |
| | ii. Future Supplements of Folio Code (cost is in addition to editing charge for printed pages): | |
| | • Annual update: \$1.00 per page | |
| | • Six month updates: \$1.00 per page | |
| | • Quarterly updates: \$1.00 per page | |
| | • Monthly updates: \$100.00 per year plus \$1.00 per page | |
| | • Instant updates: \$200.00 per year plus \$1.00 per page | |
| | (assumes Folio update is in conjunction with update to printed supplement; special pricing to be provided if Folio is updated more often than the printed book) | |
| | iii. Phone Support | No Extra Charge |
| | <u>Optional Services:</u> | |
| | i. On-Site Installation & Training (not necessary and not required) | \$695.00/day + travel |
| | ii. Additional read-only licenses (one time fee) | \$50 each |
| | iii. Additional CD's | \$60 each |
| f. | Code on the Internet (after conversion into Folio) | \$250.00 per year |
| g. | Access and Search other codes on American Legal Publishing's Website | No charge |

V. Terms (can be budgeted over two fiscal years)

- i. Forty Percent (40%) due upon acceptance of this agreement.
- ii. Forty Percent (40%) within 30 days of receiving the manuscript.
- iii. Balance 30 days after receiving and reviewing legal report and delivery of the completed code.

Investment Detail and Options



Base Codification Project Price*

\$16,000

Your base codification project includes the following:

- ♦ Preliminary Telephone Conference
- ♦ Codify Legislation Through Local Law No. 7-2013 and Policies, Rules and Resolutions Through July 9, 2013, up to a limit of 800 pages
- ♦ Conversion of Code into XML Document with General Code Numbering and Format
- ♦ Organizational Analysis
- ♦ Editorial and Legal Analysis
- ♦ Manuscript
- ♦ Editorial Work
- ♦ Proofreading
- ♦ Duplication and Publication of 25 Code Volumes in Standard Imprinted Post Binders
- ♦ Comprehensive Index
- ♦ Disposition List
- ♦ Customizable Tabs
- ♦ Code Adoption Legislation
- ♦ Premium eCode360, Including PubDocs Module (set-up and first year)
- ♦ Customized Masthead Banner
- ♦ Shipping

Project Page Count Increases or Decreases

* Please note that this proposal takes into account an estimated 800 pages of legislation. If upon completion of the codification project the actual final number of pages exceeds or is less than this estimate, the base price will be adjusted at a rate of \$18 per page.

Premium eCode360® Annual Maintenance \$ 1,195

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the County budget for this service each year. The fee covers annual licensing, web hosting, appending of legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

Supplementation Services

Cost for supplementation services for a period of five years following the completion of the codification project.

\$20 Price per page for 8 ½ x 11-inch format (single column)

Prices noted are valid for 6 months from the date of this proposal.

Optional Components

These options are available to you at an additional charge:

<i>No charge</i>	Meeting with County by telephone or webinar to make final corrections to manuscript
\$1,000 per day	Meeting with County on-site to make final corrections to manuscript
\$67	Price per Additional/Fewer Code Book(s) ordered prior to publication <i>Please note: These copies are in addition to the 25 Code books included in the base price.</i>
<i>Given Upon Request</i>	Price per Additional Code Book with binder ordered post project
<i>Given Upon Request</i>	Price per Additional Code Book without binder ordered post project

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS*

***Please List All Other Requests Not Covered by Previous Resolution Request Forms Here. Please attach any backup information available and be as detailed as possible.**

DEPARTMENT NAME: Health Services

DATE: 12/11/2013

- (a) Purpose of Request: To authorize paying employee #6760 Cathy Dufour for 32 hours of vacation time she is unable to use due to illness during 2013 per provisions specified in Warren County vacation policy.
- (b) Details:
- (c) Previous Resolution Number: Not applicable.