

AGENDA
PERSONNEL COMMITTEE
MARCH 12, 2014

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of the prior Committee meeting.
- III. Action Agenda
 - 1) **Item to be addressed by the County Attorney:**
Executive session to discuss collective bargaining negotiations and proposed agreement with SUNY Adirondack faculty.
 - 2) **Amy Clute to address the Committee regarding:**
 - A) Powerpoint presentation by the Wellness Committee.
 - B) Request to authorize the Farm to Desk program.
 - 3) **Requests from the Human Resources/Civil Service/Personnel Office:**

Human Resources -

 - A) Request to reclassify the position of Human Resource Assistant (*Annual Salary \$38,300*) to County Human Resource Executive Assistant (*Annual Salary \$42,000*) effective March 24, 2014. This is a non-Union position that is not mandated and receives no reimbursements.
 - B) Request to fill vacant position of Human Resource Executive Assistant (*contingent upon approval of Item 2A, above*).
 - 4) **Requests from the County Treasurer:**
 - A) Request to fill vacant position of Accountant, (*Annual Salary \$65,000*) due to resignation. This is a non-Union, position that is not mandated and receives no reimbursement; there will be no impact to the 2014 Budget as this is a budgeted position.
 - B) Request to fill vacant position of Junior Accountant (*Annual Salary \$56,000*) due to promotion. This is a non-Union position that is not mandated and receives no reimbursement; there will be no impact to the 2014 Budget as this is a budgeted position.
 - C) Request to fill vacant position of Accounting Technician (*Grade 19, Annual Base Salary \$41,881*) due to promotion. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position.
 - D) Request to fill vacant position of Account Clerk #1 *19 hours (Grade 4, Annual Base Salary pro-rated to \$13,320)* due to resignation. This is a Union position that is not mandated and receives no reimbursements; there will be no impact to the 2014 Budget as this is a budgeted position. The County Treasurer has advised this position will not be filled immediately to allow funding for possible temporary staffing (*Item 5E*).
 - E) Request for a new contract with Heber Associates Inc. to obtain temporary staffing to help with accounting functions during maternity leave and while training new staff members.
 - 5) **Referral from the Criminal Justice Committee:**

Probation -

Request to fill the vacant position of Probation Officer, *Grade 19, Annual Base Salary of \$41,881*, due to termination. This position is not mandated, but receives 12% State reimbursement; funding for this position is included in the 2014 Budget. ***This request was to be presented at the February Committee meeting, however Mr. Iusi withdrew the request in order explore alternative ways to supervise low risk Probation cases that may not require an additional Probation Officer. Mr. Iusi to provide an update on his findings.***

6) **Referral from the Health Services Committee:**

Westmount Health Facility -

Authorizing the Administrator of Westmount Health Facility to develop a plan to create part-time LPN positions to be presented at the March 12, 2014 Personnel Committee Meeting, contingent upon the utilization of funds budgeted in 2014 for per diem LPN's and with the approval of the County Administrator.

7) **Referrals from the Public Safety Committee:**

Fire Prevention & Building Code Enforcement -

A) Request to fill the vacant position of Fire Prevention & Building Code Enforcement Officer #1, *Grade 17, Annual Base Salary of \$40,059*, due to retirement, as well as to fill any vacancies resulting from promotion. This is a non-mandated, Union position which receives no reimbursements; the filling of this position will result in a budgetary savings of approximately \$8,500 due to a decrease in longevity pay.

Sheriff & Communications -

B) Request to fill the vacant position of Computer Programmer, *Annual Base Salary of \$36,954*, due to promotion. This is a Union position which is not mandated and does not receive any reimbursements; the filling of this position will result in a budgetary savings of \$21,000 due to a decrease in longevity pay.

C) Request to increase the maximum accrual of sick leave days for non-Union employees of the Sheriff's Office from 180 to 200, but retain the 90-day limit for payout of sick days upon retirement.

8) **Referrals from the Social Services Committee:**

Countryside Adult Home -

A) Request to fill the vacant position of Laborer #1, *Grade 2, Base Annual Salary of \$24,180*, due to retirement. This is a mandated, Union position which receives 50% State reimbursements; the filling of this position will result in a budgetary savings of \$8,198 due to a decrease in longevity pay.

Department of Social Services -

B) Request to fill the vacant position of Social Services Investigator #3, *Grade 11, Annual Base Salary of \$33,687*, due to resignation, as well as any vacancies created by promotion. This is a mandated, Union position which receives 77% Federal and State reimbursements; the filling of this position will result in a budgetary savings of \$8,967 due to a decrease in longevity pay.

C) Authorizing the Commissioner of the Department of Social Services to fill any future vacancies for Caseworker positions in the Child Protective, Adoption/Foster Care, Preventive and Adult Protective Units without Committee approval for the time period commencing retroactive to the February 28th Social Services Committee meeting and terminating March 28, 2014, and ratifying the actions of the Commissioner of the Department of Social Services in filling any vacancies prior to the March 21st Board Meeting.

9) **Items to be Discussed by the County Administrator:**

- A) Revised Code of Ethics.
- B) Union negotiations.

10) Gretchen Steffan and Margit Lawrence to present 2013 Municipal Civil Service Agency Report.

IV. **Pending Items:**

None.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Self-Insurance

DATE: 3/12/14

- (a) Purpose of Request: To authorize an agreement between Warren County Wellness Committee and Juniper Hill Farm to allow Warren County Employees to participate in the Farm to Desk program.

- (b) Details: The Warren County Wellness Committee has reviewed several Farms and selected Juniper Hill Farm (c/o Adam Hainer, Loukes Lane, Wadhams, NY. 524-5652) to provide produce to Warren County Employees through a "Farm to Desk" program. The program is voluntary and at no cost to Warren County. Employees enroll and pay for the program directly with Juniper Hill Farm. Each employee will sign a wiaver and release form (attached). This will be a trial program terminating on 12/31/2014.

- (c) Previous Resolution Number: Similar to 568 of 2013

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: not applicable

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

* as listed in budget and LOGOS

**FARM TO DESK AGRICULTURE PROGRAM
PARTICIPANT WAIVER AND RELEASE - WARREN COUNTY**

I, the undersigned, am employed by Warren County. I have voluntarily elected to participate in the Farm to Desk Agriculture Program ("the Program"). I acknowledge that my participation in the Program is wholly voluntary on my part. The Program is not approved or endorsed by Warren County or any Department or Agency thereof. I acknowledge that the Program is not a term or condition of my employment or benefit of my employment at Warren County. I acknowledge that Warren County's only involvement in the Program is to provide a "drop-off" location for items that I purchase through the Program. I am responsible for making all arrangements to enroll in the Program and will be personally responsible for payment of all items I purchase or acquire through the Program. I acknowledge that Warren County has no responsibility for insuring that the items I purchase through the Program are clean, free of contamination or safe for human consumption. Therefore, on behalf of myself and my heirs, executors, administrators, assigns and/or anyone else who may assert or claim on my behalf, covenant not to sue, and do hereby waive, release and discharge Warren County and its officers and employees from any and all claims, actions, causes of actions, suits of any kind or nature whatsoever including, but not limited to, any and all liability for personal illness or injury which may occur, arise from or relate to my participation in the Program, to the fullest extent permitted under applicable law.

(Signature)

(Print Name)

Date

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: Warren County - Department of Human Resources and Civil Service Administration

DATE: March 12, 2014

- (a) Title of Reclassified Position: County Human Resource Executive 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. \$42,000

- (c) Title and Employee Number of Position to be Deleted: Human Resource Assistant

- (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. \$38,300

- (e) Effective Date:* March 21, 2014
*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: A 1430 110 - Human Resource Assistant \$38,300

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

Yes...Retired Personnel Officer Kathy Barrie reviewed this request before her retirement.

Warren County, New York
Jurisdictional Class: Competitive
Proposed: March 2014

COUNTY HUMAN RESOURCES EXECUTIVE ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing highly complex administrative support tasks to further the overall work of the Warren County Department of Human Resources (HR) and Civil Service Administration. The incumbent serves as a personal administrative assistant to the County Director of Human Resources, relieving the Director of administrative and business details. The County Human Resources Executive Assistant is also responsible for performing daily administrative support tasks necessary for the effective administration of a variety of benefit programs. The incumbent contacts employees, retirees and benefit program administrators regarding program enrollment changes and benefit questions or problems. The incumbent is also responsible for creating and maintaining both electronic and paper records related to benefit program administration, as well as records necessary for departmental operations. This position is distinguished from that of Human Resources Clerk by virtue of its expanded scope of program support tasks and increased level of complexity and decision-making. The work is performed under the general supervision of the County Director of Human Resources with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. The ability to maintain confidentiality is essential to this position.

Does related work as required.

TYPICAL WORK ACTIVITIES:

- Provides administrative and clerical support to the County Director of Human Resources;
- Schedules and arranges meetings, conferences and appointments and assembles and coordinates background material;
- Screens callers and visitors to determine the nature of the inquiry, answers questions on established policy and procedure and/or refers to appropriate party or office;
- Provides information on and descriptions of benefit programs to recipients;
- Assists employees and retirees with enrollment into various benefit programs including contacting insurance carriers to aid in the completion and correction of incomplete forms;
- Assists employees and retirees in the resolution of problems regarding benefits issues, calculation of benefits and payment processing;
- Develops, maintains and updates computerized records containing information required for benefit programs and departmental operations;
- Maintains and updates personnel records by processing reports of personnel changes;
- Prepares responses to letters concerning programs, policies and procedures for own or Director's signature;
- Performs general office duties including answering phone calls, greeting the public and preparing reports as required;

County Human Resources Executive Assistant
Typical Work Activities – continued

- Schedules and arranges conferences, training, travel and accommodations for departmental staff;
- Opens, reviews and distributes incoming mail in accordance with staff assignments and attaches appropriate background material to correspondence;
- Coordinates the maintenance of and prepares departmental financial, payroll, purchasing, personnel and attendance records;
- Monitors expenditures to maintain budgetary controls;
- Prepares reports using statistical and narrative information;
- Monitors and tracks status of various program activities;
- Attends meetings as necessary;
- Orders office supplies and maintain inventory of supplies and equipment.
- Supports Saturday Civil Service Exam process, including working occasional Saturdays.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

- Good knowledge of principals of HR Management, Labor Laws, Labor Relations, Employee Relations, Benefits, Compensation, Workforce Planning and Employment, Strategic Management and Risk Management;
- Good knowledge of Recruiting, Orientation and Performance Management;
- Good knowledge of timekeeping systems and payroll;
- Excellent computer skills with knowledge and experience with HRIS;
- Proficient with MS Word and Excel, including charting. PowerPoint experience a plus;
- Ability to manage projects.
- Ability to use databases;
- Ability to analyze and summarize information in both narrative and numerical form;
- Ability to understand and interpret complex oral instructions and/or written directions;
- Ability to prepare and maintain complex records;
- Ability to communicate effectively both orally and in writing;
- Ability to design and maintain filing systems;
- Good knowledge of modern office terminology, procedures and equipment;
- Good knowledge of the principles and practices of computerized records maintenance;
- Ability to handle administrative details independently including the composition of letters and memoranda, using proper grammar and punctuation;
- Good knowledge of the organization, functions, laws, policies, regulations and terminology related to Department of HR and Civil Service Administration functions;
- Knowledge of the various benefit plans offered by Warren County, including benefit limits, eligibility criteria, administrative and procedural requirements;
- Ability to establish and maintain effective working relationships with others;
- Ability to deal effectively with the public;
- Ability to maintain confidentiality;
- Ability to effectively work with and serve a diverse local community;
- Physical condition commensurate with the demands of the position.

County Human Resources Executive Assistant
continued...

MINIMUM QUALIFICATIONS:

A.

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Human Resources, Organizational Behavior, Business, or a closely related field with similar course curriculum and at least two (2) years of full-time paid experience, or its part-time equivalent, working in a Human Resources department or working with employee benefits programs, and the technical and operational aspects of Human Resources practices; or

B.

Graduation from high school or possession of a high school equivalency diploma and at least four (4) years of full-time paid experience as defined in (A); or

C.

An equivalent combination of training and experience as defined by the limits of (A) and (B).

D.

A PHR designation is desirable.

E.

Preference will be given to Warren County residents

Amended, Warren County Personnel, December 22, 1997

HUMAN RESOURCES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting a department head or administrator in a personnel or human resource office by providing policy and procedural information to staff and the general public. Responsibilities include, but are not limited to, human resource generalist functions, civil service compliance and working with labor contracts. Work is performed in accordance with policies and objectives outlined by the administrator with leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Maintains and updates personnel files and data base;
Coordinates with and provides information to payroll department on staff changes effecting payroll deductions and status;
Manages recruitment files and data base for applicant tracking of searches, including programming and hard coding of institutional data files;
Sets up interview schedules and performs applicant orientation;
Answers questions concerning benefits, i.e. health insurance, salary, retirement, leave time, holidays, etc. ;
Acts as liaison between staff and various benefit plan technical representatives;
Assists with COBRA administration;
Conducts salary, benefit and policy surveys;
Initiates, researches and compiles information;
Reviews mail and answers general correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of office management and human resource practices and procedures, organizational reporting and communication; good knowledge of data base systems; thorough knowledge of office terminology, procedures and equipment; ability to manage a complex data base, including generation of reports; ability to communicate orally and in writing; ability to get along well with others; resourcefulness, initiative; physical condition commensurate with the demands of the position

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:
(a) An Associate's degree in Business or Secretarial Science or related area and two years of experience in a clerical position; or
(b) Four years of experience as described above; or
(c) Any combination of training and experience as described in (a) and (b) above.

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 Human Resources and Civil Service Administration

Payroll Dept. No.

Title of Position County Human Resource Executive Assistant

Annual Salary 42,000

Grade N/A

Budget code and title A1430 Union Non-Union

This position is vacated due to: Retirement Resignation Termination Promotion Other NEW

Employee No.

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. gs

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date _____

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

Administrator Signature _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____

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

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

- The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
- The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Accountant Annual Salary \$ 65,000 Grade _____
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11118
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed. LS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 2/10/14
 The Administrator has no objection to the filling of the vacancy. pending salary review
 The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Junior Accountant Annual Salary \$56,000 Grade _____
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11936
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None

Personnel Officer has approved this form when initialed. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/10/14
 The Administrator has no objection to the filling of the vacancy. per salary review
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Accounting Technician Annual Salary \$ 41,881 Grade 19
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12023
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None

Personnel Officer has approved this form when initialed. JS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/10/14
 The Administrator has no objection to the filling of the vacancy. per my salary review.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____ Date _____
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____
 The Personnel/Human Resources Committee has no objection to the filling of the vacancy.
 The Personnel/Human Resources Committee objects to the filling of the vacancy.

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department Treasurer _____ Payroll Dept. No. 1325
Title of Position Account Clerk[#] 19 Hrs Annual Salary \$13,320 Grade 4
Budget code and title A.1325 110 Salary Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 12093
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: None
Personnel Officer has approved this form when initialed ES.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 3/10/14
 The Administrator has no objection to the filling of the vacancy. *was in working*
 The Administrator objects to the filling of the vacancy. *That this will not be filled right away to allow funds for possible temp posn*
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. 3

Request for New Contract

DEPARTMENT NAME: Treasurer

DATE: March 12, 2014

- (a) Is this a Result of a Bid or Request for Proposal? No

- (b) Purpose of Contract: To bring in a Temp worker to help with Accounting functions during maternity leave and while training new staff members

- (c) Name of Contractor: Heber Associates Inc

- (d) Address of Contractor: 420 Quaker Road, Queensbury NY 12804

- (e) Contractor's Contact Person and Telephone Number: Mike Baxter 792 2727

- (f) Has or will the Contract be provided, if so, please attach: No

- (g) Commencement Date of Contract: May 1, 2014

- (h) Termination Date of Contract: December 31, 2014

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount \$ 20.00 plus 29% Agency fee
 - iii) total amount not to exceed \$ 24,940.00
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. Every two weeks

- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount: A 1325 110 Salary

Sample: A.1010 470 Legislative Board – Contract \$xx.xx

Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

Warren County
Treasurer
Temporary Help Available Funding

		<u>Amount Available For Temp Help</u>
<u>Gina Borkowski - Account Clerk</u>		
Salary Budget (10 months)	11,100.00	
FICA/Medicare Budget (10 months)	849.15	
	<u>11,949.15</u>	
Amount used including final 2 weeks	<u>2,632.94</u>	9,316.21
<u>Kristen Shaw - Accountant</u>		
<u>6 weeks maternity leave</u>		
Salary - \$31.25/hr for 240 hours	7,500.00	
FICA/Medicare	573.75	
Retirement	<u>1,522.50</u>	9,596.25
<u>Yuliana Cummings - Junior Accountant</u>		
<u>12 weeks maternity leave</u>		
Salary - \$26.923/hr for 480 hours	12,923.04	
FICA/Medicare	988.61	
Retirement	<u>2,132.30</u>	16,043.95
Total available for Temp Help		34,956.42
<u>Accounting Technician level Temp Help</u>		
Salary - \$25.98 (includes 29% agency fee) for 960 hours		<u>24,940.80</u>
Balance Remaining		<u><u>10,015.62</u></u>

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 Officer Annual Salary \$41,881 Grade 19
Budget code and title: A. 3140 Probation 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 % State 12 % Other %
Impact to Budget: None. Budgeted for 2014

Human Resources Director has approved this form when initialed. js

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice Date 1/27/2014
 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 Criminal Justice Date 1/27/2014
 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. 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.

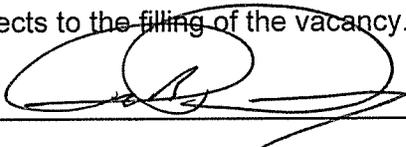
DEPARTMENT HEAD COMPLETES THIS SECTION

Department Fire Prev. & Bldg Codes _____ Payroll Dept. No. 71
Title of Position Code Enforcement Officer #1 Annual Salary \$40,059 Grade 17
Budget code and title A.3620 110-Salaries Reg. Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10486 and backfill any positions resulting from promotion
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: savings of \$8500+ due to steps and
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety Date March 2, 2014

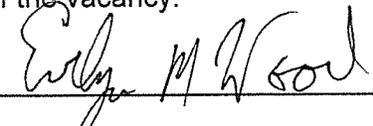
- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety - Fire Prevention Date March 2, 2014
Fire Prevention Bldg Codes

- 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 Sheriff _____ Payroll Dept. No. _____
Title of Position Computer Programmer Annual Salary \$36,954.00 Grade _____
Budget code and title A.3110 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 9646
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$21,000.00 Savings
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 Public Safety - Sheriff Date March 3, 2014

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

Ranking Committee Member Signature Evelyn M Wood

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: SHERIFF & COMMUNICATIONS

DATE: MARCH 3, 2014

- (a) Purpose of Request: To increase the maximum accrual of sick leave days for non-union employees of the Sheriff's Office from 180 to 200. The payout of sick leave at retirement will remain at 90 days.

- (b) Details:

- (c) Previous Resolution Number:

- (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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

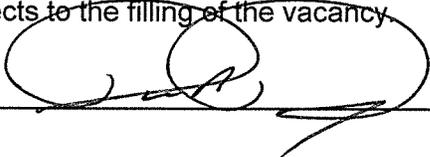
NOTICE OF INTENT TO FILL VACANT POSITION

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.

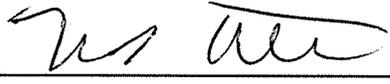
DEPARTMENT HEAD COMPLETES THIS SECTION

Department COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position LABORER* Annual Salary \$24,180.00 Grade2
Budget code and title A.6030.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 7771
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50% Other %
Impact to Budget: SAVINGS OF \$8,198.00/YR.
Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services - Countryside Date 2/4/14
 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 Feb, 28, 2014
 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.

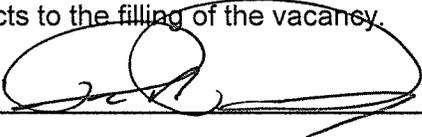
DEPARTMENT HEAD COMPLETES THIS SECTION

Department SOCIAL SERVICES Payroll Dept. No. 40.14
Title of Position SOCIAL SERVICES INVESTIGATOR #3 Annual Salary \$33,687 Grade 11
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8888
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 39% State 38% Other Local 23%
Impact to Budget: Current staff salary of \$42,654 (Step 20) for a savings of \$8,967
Personnel Officer has approved this form when initialed. *HW*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date February 28, 2014

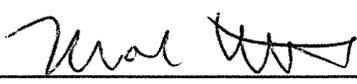
- The Administrator has no objection to the filling of the vacancy.
- The Administrator objects to the filling of the vacancy.

Administrator Signature 

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date Feb. 28, 2014

- 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 _____

Lisa Zulauf
7 Wincrest Drive
Queensbury, NY 12804

1/24/14

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

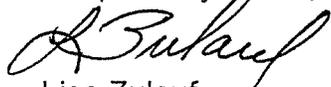
Dear Ms, Wheeler,

I am writing to notify you that I am resigning from my position as Social Services Investigator with Warren County Department of Social Services effective February 13, 2014. My last day of employment will be February 12, 2014.

I appreciate the opportunities I have been given during my time with the county, as well as the professional guidance and support. I would like to take this opportunity to say that making this decision has been difficult, as working at DSS has been such a positive experience and one for which I am grateful. I have gained much here and have enjoyed working with you and my other colleagues.

I wish the department every success in the future. Please be assured I will do all I can to clear up my caseload in preparation for my departure.

Respectfully Yours,



Lisa Zulauf
Social Services Investigator

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: SOCIAL SERVICES

DATE: 2/28/14

- (a) Purpose of Request: Requesting permission to fill any future Caseworker positions in the Child Protective, Adoption/Foster Care, Preventive and Adult Protective Units that become vacant, without going through Committee/Board.
- (b) Details: For the term commencing 2.28.14 and terminating 3.28.14;
and ratifying the actions taken by the Commissioner prior to the
3.21.14 Board Meeting.
- (c) Previous Resolution Number:
- (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