

AGENDA
PERSONNEL COMMITTEE
MAY 7, 2014

- 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 Human Resources/Civil Service/Personnel Office:

Human Resources -

- A) Request for a transfer of funds in the amount of \$9,179.88 from the Contingent Fund to support the costs of a full-time temporary HR/Civil Service Assistant. This position will be used for a three month term commencing May 19, 2014.

Civil Service/Personnel -

- B) Request to authorize travel for Patricia Nenninger, Personnel Officer, to attend the New York State Association of Personnel and Civil Service Officers Annual Training Conference in Corning, NY on June 8-11, 2014.
- C) Request for a transfer of funds in the amount of \$560 from the Contingent Fund to cover the costs of the travel outlined in Item 1B.

2) Request from the Clerk of the Board:

Amend Resolution No. 519 of 2013, *Amending Resolution No. 97 of 2013; Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to update retirement reporting information.

3) Referral from the Health Services Committee:

Westmount Health Facility -

Request to create and fill the new position of Health Facility Keyboard Specialist, *Grade 5, Annual Base Salary of \$26,897*, contingent upon Union approval, and delete the position of Keyboard Specialist, *Grade 3, Annual Base Salary of \$24,215 - Budgeted Salary of \$24,954*, effective June 1, 2014, and amend the Departmental Table of Organization accordingly.

4) Referrals from the Public Safety Committee:

Sheriff & Communications -

- A) Request to fill the vacant position of Senior Communications Officer #2, *Annual Base Salary of \$47,648 - Budgeted Salary of \$51,696*, due to retirement. This is a non-mandated, Union position which does not receive any reimbursements, the filling of which will result in a budgetary savings of \$4,048 due to a decrease in longevity pay.
- B) Request to fill the vacant position of Communications Officer #1, *Annual Base Salary of \$35,766 - Budgeted Salary of \$47,648*, due to resignation. This is a non-mandated, Union position which does not receive any reimbursements, the filling of which will result in a budgetary savings of approximately \$12,000 due to a decrease in longevity pay.
- C) Request to fill the vacant position of Communications Officer #15, *Annual Base Salary of \$35,766 - Budgeted Salary of \$45,272*, due to promotion. This is a non-mandated, Union position which does not receive any reimbursements, the filling of which will result in a budgetary savings of \$9,506 due to a decrease in longevity pay.
- D) Discussion regarding additional Corrections Officer staff.

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

Department of Social Services -

- A) Request to fill the vacant position of First Social Services Attorney, *Annual Salary to be determined - Budgeted Salary of \$66,940*, due to resignation. This is a mandated position which receives 39% Federal and 38% State reimbursements.
- B) Request to fill the vacant position of Resource Clerk #1, *Grade 4, Base Annual Salary of \$25,851 - Budgeted Salary of \$32,773*, due to retirement, as well as any vacancies resulting from promotion. This is a mandated, Union position which receives 39% Federal and 38% State reimbursements, the filling of which will result in a budgetary savings of \$6,922 due to a decrease in longevity pay.

6) **Requests/Items to be discussed by the County Administrator:**

Authorizing re-employment of Jason Michael Baker as a temporary part-time Computer Help Desk Aide for an additional thirty (30) days (30 hours per week to be paid at a rate of \$12.18 per hour). Funding is available within the existing budget to support this expense.

IV. **Pending Items -**

- 1) County Administrator to prepare a proposal for streamlining the process for filling vacant positions. (03.12.14)

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Human Resources & Civil Service

SIGNED:

DATE: 5/6/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1430 130	Human Recourses/Civil Service - Salaries – Part Time	\$7,750.00
		A.1430 810	Human Resources/Civil Service - Retirement	\$837.00
		A.1430 830	Human Resources/Civil Service - Social Security	\$480.50
		A.1430 831	Human Resources/Civil Service - Medicare	\$112.38

Please state reason for transfer request: Hire temporary FT HR/Civil Service Assistant for a period of 90 days

Please file original request with Clerk of the Board and retain copy for your records.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services hereby authorizes Patricia Nenninger
(Supervisory Committee) (Employee Name)

to attend Personnel & Civil Service Officers Annual Training Conference _____
(Name of meeting or organization)

at The Radisson, Corning, NY _____
(Address)

on 6/8 - 6/11/14. Mode of transportation to be used County Vehicle _____
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

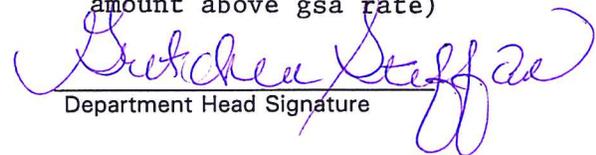
Proper documentation must be attached when submitting for approval.
(Please check documents attached)

- Notice of meeting or convention including cost. (\$150 fee)

For Overnight Travel

Room rate \$ 624.00 (& meals) GSA* Rate \$ 249.00
 Meal costs - GSA*per diem rate \$ 161.00 (Trish Nenninger will pay amount above gsa rate)
*www.gsa.gov

Date: _____


Department Head Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to the County Administrator if credit card will be used.

**NEW YORK STATE ASSOCIATION
OF
PERSONNEL AND CIVIL SERVICE OFFICERS**

ANNUAL TRAINING CONFERENCE

THE RADISSON
CORNING, NY
(JUNE 8 – 11, 2014)

Name: Patricia Nenninger Title: Personnel Officer
Department: Human Resource & Civil Serv Address: 1340 State Rt. 9
Municipality: Warren County Lake George, NY 12845
Phone: 518-761-6440 Zip Code: 12845

Arrival Date: 6/8/2014

Departure Date: 6/11/2014

COMMUTERS:

_____ Check here if your jurisdiction **does not plan** to stay overnight (please provide the name of the representative from your jurisdiction and other information requested above.) Instead of arrival/departure date, please indicate below the days your jurisdiction will be attending and the number of individuals from your jurisdiction who plan to attend the following meals (prices below):

Sunday, June 8: Dinner # _____
Monday, June 9: Breakfast # _____ Lunch # _____ Dinner # _____
Tuesday, June 10: Breakfast # _____ Lunch # _____ Reception # _____ Dinner # _____
Wednesday, June 11: Breakfast # _____

The daily meal ticket prices are as follows and **need to be paid with the Registration Fee:**

- Breakfast Only = \$17
- Morning and Afternoon Break = \$11.50
- Lunch Only = \$24
- Dinner (Sunday) = \$39 ; Dinner (Tuesday) = \$42
- Tuesday, June 10 Cocktail Reception Only = \$24

REGISTRATION FEE:

Member \$ 50 per Official (\$200 Maximum Charge per Jurisdiction)
Non-Member \$150 per Official (Subject to Availability)

Overnight Registration for each official includes participation at program workshops, meals, breaks, and receptions. Non-overnight Registration does not include any meals.

REGISTRATION POLICY:

Registration fee for each official must accompany his/her registration form by check or voucher payable to N.Y.S. Association of Personnel & Civil Service Officers by **May 7, 2014.**

Please complete one form for each overnight person who will be attending the training conference (for jurisdictions planning to commute for the day, please complete only one form).

Send to: Kathy Corona, Treasurer
Seneca County Office Building
1 DiPronio Drive
Waterloo, NY 13165

NOTE: DO NOT SEND THIS FORM TO THE HOTEL

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: JOAN SADY, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Human Resources & Civil Service

SIGNED:

DATE: 5/6/2014

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1430 444	Human Recourses/Civil Service - Travel/Education/Conference	\$560.00

Please state reason for transfer request: Costs for Patricia Nenninger to attend Annual Training Conference

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: WESTMOUNT HEALTH FACILITY

DATE: April 25, 2014

- (a) Title of Requested Position: Health Facility Key Board Specialist
- (b) Annual Base Salary (and Grade if Applicable): Grade 5, \$26,897.00
- (c) Effective Date for New Position:* June 1st, 2014
*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):
EF.83110.600 110 Westmount/Fiscal Services Office, Clerical & Other Wages, Salaries- Regular - \$24,954.00, Key Board Specialist, Grade 3.
- (e) Where are 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 \$101,574.00
- (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:
- (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 Sheriff _____ Payroll Dept. No. _____
Title of Position Sr. Communications Officer #2 Annual Salary \$47,648.00 Grade _____
Budget code and title A.3020 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 8007
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$4,048.00

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date April 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 Public Safety - Sheriff Date April 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

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DEPARTMENT HEAD COMPLETES THIS SECTION

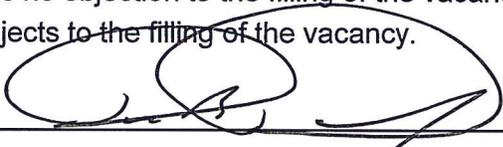
Department Sheriff _____ Payroll Dept. No. _____
Title of Position Communications Officer #1 Annual Salary \$35,766.00 Grade _____
Budget code and title A.3020 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11531
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$12,000.00

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14

- 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 Public Safety - Sheriff Date 4/28/14

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

Ranking Committee Member Signature 

PERSONNEL/HUMAN RESOURCES COMMITTEE COMPLETES THIS SECTION

Date _____

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

Ranking Committee Member Signature _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

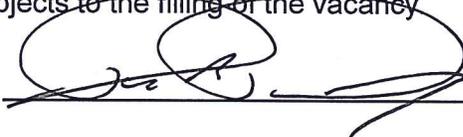
Department Sheriff _____ Payroll Dept. No. _____
Title of Position Communications Officer #15 Annual Salary \$35,766.00 Grade _____
Budget code and title A.3020 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11548
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
Impact to Budget: \$9,506.00

Personnel Officer has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Safety - Sheriff Date 4/28/14

- 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 Public Safety - Sheriff Date 4/28/14

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

Ranking Committee Member Signature Welyn 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. 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. 40.02
Title of Position ^{First} Social Services Attorney Annual Salary \$ TBD Grade
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 9770
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 39% State 38% Other
Impact to Budget:

Personnel Officer has approved this form when initialed.

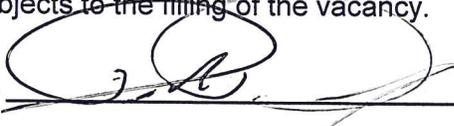


COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date April 25, 2014

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

Administrator Signature

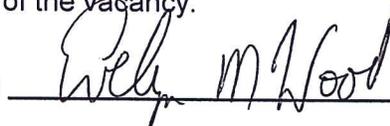


SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date April 25, 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 _____

Warren County Department of Social Services

1340 State Route 9
Lake George, New York 12845-3434
Telephone 518-761-6310
Fax 518-824-8812

Suzanne F. Wheeler
Commissioner

Maureen Schmidt
Deputy Commissioner

April 24, 2014

Suzanne F. Wheeler, Commissioner
Warren County Department of Social Services
1340 State Route 9
Lake George, New York 12845

RE: Social Services Attorney Position

Dear Suzanne:

It is with sadness that I provide you with formal notice that, effective April 28, 2014, I will no longer act as your Social Services Attorney. On that date I will begin my new position as Personnel Officer for Warren County.

I have enjoyed representing the Department of Social Services over the past three years, and look forward to working with you in my new role.

Very truly yours,



Patricia C. Nenninger

PCN/jc

SOCIAL SERVICES ATTORNEY

Distinguishing Features of the Class: This is a full-time professional position requiring performance and administration of local district Department of Social Services ("Department") legal work which falls outside the scope of legal services provided to the Department by the County Attorney's Office. This position also serves as confidential counsel to its Commissioner. The work is performed in accordance with the provisions of the New York State Social Services Law, New York State Rules and Regulations, Family Court Act, other applicable laws and rules, policies established by the Commissioner and policies approved by the County Board of Supervisors. The position requires ongoing interpretation and implementation of the foregoing, legal research, independent informed judgment, pursuit of appropriate legal action as well as administration of legal services and supervision of legal personnel for the Department. The position is under the general direction of the Commissioner of Social Services. The attorney is on-call on a 24 hours basis at all times. Does related work as required.

Typical Work Activities:

Provides legal counsel to the Commissioner, officials and employees of the Department relating to the administration of Department programs, including Public Assistance, Child Services, Adult Services, Family Preservation and Youth Development, Child Support, Medical Assistance, Recovery and Fraud.

Represents and/or oversees the representation of the Commissioner in Mental Hygiene Law Article 81 proceedings relating to guardianship of incapacitated persons.

Prepares and/or oversees the preparation of all petitions filed by the Department on behalf of those it serves. Examples include, but are not limited to, abuse and neglect petitions, permanency hearings, petitions to terminate parental rights and/or finalize adoptions, child support proceedings and paternity actions.

Prosecutes and/or oversees the prosecution of the foregoing in Supreme, County, Family and Surrogate's Court, and oversees the submission of court orders for signature as directed by Judges in such proceedings.

Represents and/or oversees legal representation at Department fair hearings.

Provides counsel with regard to medicaid liens and enforcement of the same.

Provides counsel and pursues legal action with regard to recovery against the estates of decedents for monies expended by the Department on the recipient's behalf.

Meets with and effects strategies with the County Attorney and District Attorney regarding issues of mutual responsibility and concern.

Initiates legal actions as directed by the Commissioner.

Serves as confidential counsel to the Commissioner or designee in Department legal matters.

Full Performance, Knowledge, Skills, Abilities & Personal Characteristics:

Knowledge of the principles and practices of common law and of County, State and Federal laws as they apply to social services; knowledge of civil court procedures and the rules of evidence; general knowledge of the functions and administrative activities of the County Department of Social Services; knowledge of the Family Court Act, Social Services Law, Mental Hygiene Law regarding guardianships, and the state and federal regulations applicable to such laws; general knowledge of estate and probate law, Freedom of Information Law, and laws and regulations concerning Medicaid and other public assistance; ability to analyze, appraise and apply legal principles, facts and precedents to legal problems; ability to delegate and direct the activities of legal staff; ability to establish and maintain an effective working relationship with employees at various levels of the Department and government; ability to express oneself both clearly and precisely both orally and in writing; good professional judgment; physical condition commensurate with the demands of the position.

Minimum Qualifications:

Admission to New York State Bar and five (5) years experience practicing law with two (2) years experience as attorney in a County Attorney's Office, Social Service Attorney's Office, District Attorney's Office or in private practice appearing for parties and/or as an attorney for the child in Family Court or a combination of the forgoing.

SPECIAL REQUIREMENT: Possession of an appropriate NYS Motor Vehicle Operator's license at the time of appointment.

April 2014 Salary Survey
DSS Attorney Positions

Positions	Warren	Seneca	Greene	Chenango	Tioga	Franklin	Fulton	Cayuga	Wayne	Ulster	Niagara
	County	County	County	County	County						
POPULATION	65831	34,198	48,954	50,118	51,043	51,551	55,180	79,738	93,436	182,448	216,011
Hours	8.0/2080	7.5/1950	7/1820	7/1820	7/1820	7/1820	7/1820	17 wk/875	7/1820	7/1820	7/1820
DSS Attorney	\$66,940		\$64,832	\$72,566	\$82,770	\$83,500	\$68,781	\$50,193	\$90,486	\$65,991	
1st Assistant Attorney	\$64,134	\$66,630	\$63,874	\$57,749		\$62,894	\$26,481*		\$59,459	\$63,141	
2nd Assistant Attorney									\$55,963		
3rd Assistant Attorney					\$64,572						
*=Part-Time											
Assistant DSS Attorneys	\$33,520										8@17.5 hrs
Assistant DSS Attneys (2)											\$41,408
SS Attorney (Competitive)											\$61,173
											\$73,606

70-77

Salary	Local Share	difference
66,940	15,387	
70,000	16,100	713
71,000	16,330	943
72,000	16,560	1,173
73,000	16,790	1,403
74,000	17,020	1,633
75,000	17,250	1,863
76,000	17,480	2,093
77,000	17,710	2,323

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. 40.00
Title of Position Resource Clerk #1 Annual Salary \$25,851 Grade 4
Budget code and title A.6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 10551
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 39% State 38% | | Other
Impact to Budget: Current staff salary of \$32,773 (Step 11) for a savings of \$6,922
Personnel Officer has approved this form when initialed. RS

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date 4/24/14
 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 April 25, 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 Apr
 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 _____

29 East Holcomb Street
North Creek, NY 12853
April 20, 2014

Warren County Department of Social Services
Attention Laurel Johnson, Resource Assistant
1340 State Route 9
Lake George, NY 12845

Dear Laurel,

Please accept this letter of retirement from my position effective April 30, 2014. My last day at Resources will be April 29, 2014. I will be using the last of my personal time Tuesday, leaving at noon that day.

I have enjoyed working at Social Services with my colleagues for the past 11 years and am ready to move on to the next phase of my life.

During the next week, I am willing to help you in any way to make the transition as smooth as possible for my department. Feel free to call me with any questions that I can help you with after my departure.

Everyone take care!

Sincerely,

A handwritten signature in cursive script that reads "Vickie Smith".

Vickie Smith

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: IT

DATE: 4/30/2014

- (a) Purpose of Request: Authorize re-employment of Jason Michael Baker as a temporary part-time Computer Help Desk Aide for an additional thirty (30) days (30 hours per week to be paid at a rate of \$12.18 per hour)

- (b) Details: Authorize re-employment of Jason Michael Baker as a temporary part-time Computer Help Desk Aide for an additional thirty (30) days (30 hours per week to be paid at a rate of \$12.18 per hour)

- (c) Previous Resolution Number: 732 of 2013 and 94 of 2014

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: \$2,902; A.1680 130 Information Technology, Salaries - Part-Time

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 732 OF 2013

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

WAIVING THE RULES OF THE BOARD THAT REQUIRE PRIOR AUTHORIZATION BY THE PERSONNEL COMMITTEE AND FINANCE COMMITTEE IN AUTHORIZING A TEMPORARY PART-TIME POSITION FOR THE WARREN COUNTY INFORMATION TECHNOLOGY DEPARTMENT

RESOLVED, that the Rules of the Board that require prior authorization by the Personnel Committee and Finance Committee be waived, and the Warren County Information Technology Department be authorized to employ a temporary part-time Computer Help Desk Aide for a period not to exceed sixty (60) days, to be paid at a rate of Twelve Dollars and Eighteen Cents (\$12.18) per hour with the source of funding to be Budget Code A.1680 130 Information Technology, Salaries- Part-Time.

Warren County Board of Supervisors

RESOLUTION NO. 94 OF 2014

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

AMENDING RESOLUTION NO. 732 OF 2013 TO EXTEND THE PERIOD OF EMPLOYMENT FOR THE TEMPORARY PART-TIME COMPUTER HELP DESK AIDE

WHEREAS, Resolution No. 732 of 2013 authorized the Warren County Information Technology Department to employ a temporary part-time Computer Help Desk Aide for a period not to exceed sixty (60) days, and

WHEREAS, the Information Technology Department has requested and the Personnel Committee agrees, that the resolution shall be amended to change the period of employment not to exceed one hundred twenty (120) days instead of the previously authorized sixty (60) days, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors authorize the amendment of Resolution No. 732 of 2013 to read for a period not to exceed one hundred twenty (120) days.