

AGENDA
PERSONNEL COMMITTEE
JULY 9, 2014

Committee Members: Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

- 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 to amend the County's ADA (*Americans with Disabilities Act*) policy, approved by Resolution No. 356 of 2013, to change occurrences of "Personnel Officer" to "County Human Resources Director".
 - B) Request for authorization for Gretchen Steffan, County Human Resources Director, to attend the NYSPERLA 40th Annual Training Conference in Saratoga Springs, NY on July 16-18, 2014 at a cost of \$350. Funding is not available within the existing budget for the aforementioned conference costs.
 - 2) **Referral from the Health Services Committee:**

Westmount Health Facility -

 - A) Request to amend Resolution No. 252 of 2014 to reflect the reclassification of a position, rather than a deletion/creation of positions, as well as to backdate the reclassification to March 1, 2014 and amend the Table of Organization accordingly.
 - B) Request to delete the positions of CNA PT #36 and CNA PT #37, and create the position of CNA FT #28, *Grade 4, Annual Base Salary of \$25,851*, effective July 21, 2014 and amend the Table of Organization accordingly.
- IV. **Vacancies Filled:**

Countryside Adult Home

 1. Institutional Aide, *Grade 3, Annual Base Salary \$24,699*, due to resignation, and any vacancies created by promotion. Approval to fill provided at the June 27th Social Services Committee Meeting.

DPW

 1. Word Processing Operator, *Grade 4, Annual Base Salary \$25,851*, due to retirement. Approval to fill provided at the July 2nd Public Works Committee Meeting.

Probation

 1. Probation Officer, *Grade 19, Annual Base Salary \$41,881*, due to retirement. Approval to fill provided at the June 30th Criminal Justice Committee Meeting.

Sheriff

 1. Patrol Officer #47, *Annual Base Salary \$36,414; Current Budgeted Salary \$47,710*, due to resignation. Approval to fill provided at the June 30th Public Safety Committee Meeting.
 2. Patrol Officer #29, *Annual Base Salary \$36,414; Current Budgeted Salary \$41,353*, due to retirement. Approval to fill provided at the June 30th Public Safety Committee Meeting.
- V. **Pending Items:**
 1. County Attorney to present suggested revisions to proposed Warren County Ethics Law (*the Ethics Law was presented at the May 20th Board Meeting and referred back to the Personnel Committee for review and revision*). 05.20.14

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

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

The Personnel Committee hereby authorizes Gretchen Steffan
(Supervisory Committee) (Employee Name)

to attend **NYSPERLA's 40th Annual Training Conference**
(Name of meeting or organization)

at **Saratoga Springs – Holiday Inn, 232 Broadway, Saratoga Springs, NY 12866**
(Address)

on **July 16th – July 18th**. Mode of transportation to be used **personal vehicle.**
(Dates) (County Vehicle or Mass Transportation)

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

Will drive personal vehicle for convenience.

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

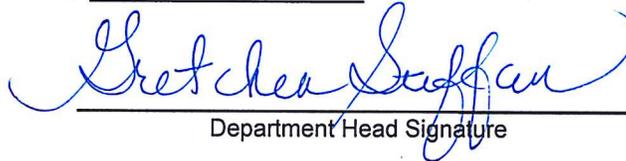
- Notice of meeting or convention including cost.- \$350.00**

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: 7/1/14



Department Head Signature

Date: _____

Committee Chair 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 County Administrator if credit card will be used.



New York State
Public Employer Labor Relations Association Inc.

Dear NYSPELRA Colleague:

On behalf of the New York State Public Employer's Labor Relations Association, I invite you to attend our 40th Annual Training Conference which will once again be held in beautiful downtown Saratoga Springs at the Holiday Inn. The conference will begin on the morning of Wednesday, July 16th and run through noon on Friday, July 18th, 2014

President Elect, Peter Troiano, along with the assistance of your Board, has put together a program of timely and relevant topics for the labor relations practitioner. The following sessions are on this year's agenda: Collective Bargaining, Enhancing Supervisor Skills Executive Session, Collective Bargaining and the New York State Meeting Law, What's New with FLSA, Bargaining Basics, Legislative Update, Civil Service Law for Labor Relations Professionals, Taylor Law, Affordable Care Act Update, Ask the Arbitrators - Now is your Chance as well as the always popular Arbitrator Review.

This year we are hosting a special reception to celebrate the 40th Anniversary of NYSPELRA we hope that you will be able to attend. The reception will be held Thursday evening at the beautiful Saratoga National Golf Course. Please make plans to attend this event.

We hope that you will join us for what promises to be a very informative and exciting conference along with an invaluable opportunity to network with colleagues across the State.

Enclosed you will find the conference registration form, program agenda, hotel registration information, and instructions. You can also visit NYSPELRA's website at www.nyspelra.org for these materials. Please keep in mind that we offer a discounted registration rate for NYSPELRA members which will also apply to any non-member who attends the Conference and decides to join our fine organization. We also offer a discounted conference rate for any "retiree member" of NYSPELRA. For all the attorney participants, we also intend to apply for CLE credits. Any questions about the Conference should be directed to our Secretary/Treasurer Jack Kalinkewicz at 518-885-2225 or jjkpersassoc@yahoo.com.

I look forward to seeing you in Saratoga!

Sincerely,
John Talerico

John Talerico
President

C/O John J. Kalinkewicz Secretary/Treasurer · 15 Rum Cherry Road · Ballston Spa, New York 12020 · (518) 885-2225 · Fax (518) 884-4752

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: WESTMOUNT HEALTH FACILITY

DATE: June 27, 2014

- (a) Purpose of Request:
**Amend Resolution Request 252 of 2014 to Create New /Delete Position to a
Reclassification Position with an effective date of March 1, 2014.**

- (b) Details:
**To Amend Resolution Request 252 of 2014 to Create New/Delete Position to a
Reclassification Position with an effective date of March 1, 2014.**

- (c) Previous Resolution Number:
252 of 2014

- (d) Where are the Funds (if required)? 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.**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 252 OF 2014

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2014

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2014 are hereby amended as follows:

WESTMOUNT HEALTH

FACILITY

Deleting Position:

EF.83110.600 Dept. No. 41.14

TITLE:

Keyboard Specialist

EFFECTIVE DATE

June 1, 2014

BASE

SALARY

\$24,215

Grade 3

Creating Position:

EF.83110.600 Dept. No. 41.14

TITLE:

Health Facility Keyboard
Specialist

EFFECTIVE DATE

June 1, 2014

BASE

SALARY

\$26,897

Grade 5

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Westmount Health Facility

DATE: June 27, 2014

- (a) Title of Requested Position: CNA F/T #28
- (b) Annual Base Salary (and Grade if Applicable): \$25,851.00 Grade 4
- (c) Effective Date for New Position:* July 21, 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):
CNA P/T #36 & CNA P/T #37
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
EF.60200.500 110 \$523,508.00 Westmount, Nursing-Nurses' Station, Aides, Sal-Reg
- (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 COUNTRYSIDE ADULT HOME Payroll Dept. No. 6030
Title of Position INSTITUTIONAL AIDE Annual Salary \$24,699.00 Grade 3
Budget code and title A6030.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No. 11893
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50 % Other %
Impact to Budget: NONE
Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Social Services Date June 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]

BUDGET OFFICER COMPLETES THIS SECTION

Date 6/27/14
The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services Date June 27, 2014
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [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 Public Works-Highway Admin. Payroll Dept. No. 19
Title of Position Word Processing Operator Annual Salary \$25,851 Grade 4
Budget code and title D.5010 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No. 9737
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal % [] State % [] Other %
Impact to Budget: Included in 2014 budget
Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee _____ Date 7/2/14
[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date July 2, 2014
[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works-DPW Date July 2, 2014
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Eugene J. Neuhues

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.3144. Day Reporting Union Non-Union

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

Employee No: 9611

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State 12% Other %

Impact to Budget:

Human Resources Director has approved this form when initialed. OS.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Criminal Justice - Probation Date June 30, 2014

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date June 30, 2014

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice - Probation Date June 30, 2014

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

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [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: Patrol Officer # 47 Annual Salary: \$47,710.00 Grade:

Budget code and title: A.3110 110 Union [X] Non-Union []

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

Employee No: 12560

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

Source of reimbursement: [] Federal % [] State % [] Other %

Impact to Budget: Neutral

Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Sheriff Date 6/30/14

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

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

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 6/30/14

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

[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Sheriff Date 6/30/14

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

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

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [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: Patrol Officer # 29 Annual Salary: \$41,353.00 Grade:

Budget code and title: A.3110 110 Union Non-Union

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

Employee No: 8475

Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal % State % Other %

Impact to Budget: Savings of \$19,935.00 *per year.*

Human Resources Director has approved this form when initialed. gs.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Sheriff Date 6/30/14

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

The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature]

BUDGET OFFICER COMPLETES THIS SECTION

Date 6/30/14

The Budget Officer has no objection to the filling of the vacancy.

The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Sheriff Date 6/30/14

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

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature]