

**AGENDA**  
**PERSONNEL COMMITTEE**  
**NOVEMBER 12, 2014**  
***DRAFT AGENDA - SUBJECT TO CHANGE***

*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/Items to be discussed by the Human Resources Director:**  
Report on tracking of salary implications for positions filled from January - October 2014.
  - 2) **Referral from the Criminal Justice Committee:**  
***District Attorney -***  
Request to amend Resolution Nos. 493 and 494 of 2014 to specify an hourly pay rate of \$24.81 for the Part-Time Investigator #4 (*not to exceed 20 hours per week*). The prior resolutions indicated an annual salary amount of \$20,642, but did not clarify the hourly rate for this position.
  - 3) **Referral from the Health Services Committee:**  
***Public Health - WIC -***
    - A) Request to amend the Table of Organization to create and fill the new position of Public Health Educator Part-Time, not to exceed 24 hours per week, *Grade 14, Base Annual Salary of \$36,093, pro-rated to \$21,653*, effective retroactive to October 1, 2014. This a non-mandated, Union position which will be completely State funded under the WIC program grant.***Westmount Health Facility -***
    - B) Request to amend the Table of Organization to create and fill the new full-time position of Leisure Time Activity Aide #3, *Grade 3, Annual Base Salary \$24,699*, and delete the Leisure Time Activity Aide #2 part-time position effective November 24, 2014. This is a non-mandated, Union position for which 53% State reimbursement will be received.
  - 4) **Referral from the Public Safety Committee:**  
***Office of Emergency Services -***  
Request to amend the Table of Organization to reclassify the existing Account Clerk position, *Grade 4, Annual Base Salary \$28,168*, to an Office Specialist, *Grade 7, Annual Base Salary \$32,338*, effective January 1, 2015.
  - 5) **Requests/Items to be Discussed by the County Administrator:**
    - A) Extension of compensatory time provision in collective bargaining agreement with CSEA.
    - B) One year extension of agreement with Tri-City Foods Co-Op.
    - C) One year extension of agreement with Juniper Hill Farm for farm to desk program.
- IV. **Vacancies Filled:**  
***County Administrator -***
  1. Confidential Secretary to the County Administrator, *Current Annual Salary \$42,000 - position to be filled at salary determined subsequent to a salary study*, due to resignation. This is a non-mandated, non-Union position that receives no reimbursements.***District Attorney -***
  1. 5<sup>th</sup> Assistant District Attorney, *Annual Base Salary \$49,729*, due to resignation. This is a non-mandated, non-Union position that receives no reimbursements. Authorization was also provided to fill any vacancies resulting from promotion.***Social Services -***
  1. Caseworker #6, *Grade 14, Annual Base Salary \$36,093*, due to resignation. This is a mandated, Union position which receives 50% Federal and 25% State reimbursements. Authorization was also provided to fill any vacancies resulting from promotion.

**Memorandum**

**Date:** November 7, 2014  
**To:** Personnel Committee  
**From:** Jackie Figueroa - Executive Assistant to the County Director of Human Resources  
**Re:** Tracking of Notice of Intent to Fill Position from February - October 2014

Personnel Cntrc. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/12/2014	Public Health	WIC Nutrition Aide #2	Pieper	\$35,267.00	\$28,046.00	3/3/2014	Clute	\$ 32,849.00	\$4,803.00	-\$2,418.00
2/12/2014	Public Works	Highway Construction Supervisor #2	Baker	\$36,064.00	\$38,239.00	6/16/2014	Meade	\$ 44,602.00	\$6,363.00	\$8,538.00
2/12/2014	Public Works	Highway Construction Supervisor #5	Bennett	\$47,837.00	\$38,239.00	5/5/2014	McTeague	\$ 38,238.00	-\$1.00	-\$9,599.00
2/12/2014	Sheriff	Patrol Officer #28	Clark	\$61,287.00	\$36,414.00	2/24/2014	Banish	\$ 47,710.00	\$11,296.00	-\$13,577.00
2/12/2014	Social Services	CPS Caseworker #7	Gorman	\$42,126.00	\$36,093.00	4/7/2014	Seigfried	\$ 36,093.00	\$0.00	-\$6,033.00
2/12/2014	Social Services	Keyboard Specialist #7 (Sr. Typist prev.)	Gadway	\$34,277.00	\$24,699.00	4/21/2014	Kilmartin	\$ 24,699.00	\$0.00	-\$9,578.00
2/12/2014	Social Services	Senior Social Welfare Examiner #5	Steves	\$32,433.00	\$33,687.00	3/10/2014	Klaiber	\$ 41,673.00	\$7,986.00	\$9,240.00
3/12/2014	DSS	Social Services Investigator #3	Zulauf	\$42,673.00	\$33,687.00	4/7/2014	Meade	\$ 43,673.00	\$9,986.00	\$1,000.00
3/12/2014	DSS - Countryside	Laborer #1	Harpp	\$32,377.00	\$24,180.00	5/24/2014	Shambo	\$ 24,180.00	\$0.00	-\$8,197.00
3/12/2014	Fire Prevention & Building	Fire Prevention & Building Code Enf. Officer #1	Cowles	\$48,907.00	\$40,059.00	4/7/2014	Neville	\$ 40,059.00	\$0.00	-\$8,848.00
3/12/2014	Probation	Probation Officer	Johnston	\$51,477.00	\$41,881.00	8/11/2014	Steves	\$ 44,269.00	\$2,388.00	-\$7,208.00
3/12/2014	Sheriff	Computer Programmer	Colvin	\$57,711.00	\$36,954.00	6/2/2014	Baker	\$ 36,954.00	\$0.00	-\$20,757.00
3/12/2014	Treasurer	Account Clerk #1 (19 hours)	Borkowski	\$12,521.00	\$13,320.00	5/5/2014	Gross	\$ 12,280.00	-\$1,040.00	-\$241.00
3/12/2014	Treasurer	Accountant	Shaw	\$65,000.00	\$65,000.00	3/24/2014	Cummings	\$ 65,000.00	\$0.00	\$0.00
3/12/2014	Treasurer	Accounting Technician	Donohue	\$43,125.00	\$41,881.00	4/23/2014	Rose	\$ 41,881.00	\$0.00	-\$1,244.00
3/12/2014	Treasurer	Junior Accountant	Cummings	\$56,000.00	\$56,000.00	3/24/2014	Donohue	\$ 50,000.00	-\$6,000.00	-\$6,000.00
4/9/2014	IT	Computer Help Desk Aide	Hosford	\$30,318.00	\$30,318.00	6/30/2014	Merkle	\$ 25,851.00	-\$4,467.00	-\$4,467.00
4/9/2014	OFA	Aging Services Assistant	O'Rourke	\$27,274.00	\$25,581.00	4/28/2014	Hall	\$ 25,851.00	\$270.00	-\$1,423.00
4/9/2014	OFA	Meal Site Cook #8 (25 hours)	Smith	\$24,690.00	\$24,180.00	4/21/2014	Millington	\$ 24,180.00	\$0.00	-\$510.00
4/9/2014	OFA	Meal Site Manager #1 (30 hours)	Dalaba	\$32,377.00	\$24,180.00	4/21/2014	Potash	\$ 24,180.00	\$0.00	-\$8,197.00
4/9/2014	Parks, Rec & Railroad	Building Maintenance Worker #8	Burgess	\$37,267.00	\$28,046.00	9/3/2014	Converse	\$ 28,045.00	-\$1.00	-\$9,222.00
4/9/2014	Sheriff	Patrol Officer #26	Phillips	\$57,028.00	\$36,414.00	4/21/2014	LaFrance	\$ 47,710.00	\$11,296.00	-\$9,318.00
4/9/2014	Sheriff	Patrol Officer #32	Leone	\$61,288.00	\$36,414.00	4/29/2014	Lavallie	\$ 47,710.00	\$11,296.00	-\$13,578.00
5/7/2014	Sheriff	Communications Officer #1	Comstock	\$47,648.00	\$35,766.00	6/9/2014	Smith	\$ 42,895.00	\$7,129.00	-\$4,753.00
5/7/2014	Sheriff	Communications Officer #15	Conine	\$45,272.00	\$35,766.00	9/8/2014	Seabury	\$ 35,766.00	\$0.00	-\$9,506.00
5/7/2014	Sheriff	Senior Communications Officer #2	Zahn	\$51,696.00	\$47,648.00	7/2/2014	Mansfield	\$ 47,648.00	\$0.00	-\$4,048.00
5/7/2014	Social Services	First Social Services Attorney	Nenninger	\$66,940.00	TBD	6/23/2014	Jordan	\$ 73,000.00	n/a	\$6,060.00
5/7/2014	Social Services	Resource Clerk #1	Smith	\$32,773.00	\$25,851.00	6/10/2014	Norton	\$ 25,851.00	\$0.00	-\$6,922.00
6/11/2014	Sheriff	Patrol Officer #47	Rawson	\$61,288.00	\$47,710.00	6/12/2014	Belden	\$ 47,710.00	\$0.00	-\$13,578.00
6/11/2014	Sheriff	Patrol Sergeant #2	Backus	\$68,172.00	\$65,786.00	6/2/2014	Rawson	\$ 68,172.00	\$2,386.00	\$0.00
7/9/2014	Countryside	Institutional Aid #7	Buzzell	\$25,642.00	\$24,699.00	6/30/2014	Shambo	\$24,699.00	\$0.00	-\$943.00
7/9/2014	DPW	Word Processing Operator (1209)	Fish	\$33,278.00	\$25,851.00	Unfilled				
7/9/2014	Probation	Probation Officer	Johnston	\$51,477.00	\$41,881.00	8/11/2014	Steves - Step 4	\$44,629.00	\$2,748.00	-\$6,848.00
7/9/2014	Sheriff	Patrol Officer #29	Spinelli	\$61,287.00	\$41,353.00	7/14/2014	Bateholtz - Step 4	\$47,710.00	\$6,357.00	-\$13,577.00

Personnel Crite. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/9/2014	Sheriff	Patrol Officer #47	Belden	\$47,710.00	\$47,710.00	8/11/2014	Grenier - Step 4	\$47,710.00	\$0.00	\$0.00
8/6/2014	Health Services	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	Unfilled				
8/6/2014	Social Services	Social Services Attorney	Jordan	\$73,000.00	\$73,000.00	8/28/2014	Schrock-Seeley	\$73,000.00	\$0.00	\$0.00
8/6/2014	Social Services	Social Welfare Examiner #21	Allen	\$38,934.00	\$30,835.00	9/21/2014	Sullivan	\$30,835.00	\$0.00	-\$8,099.00
8/6/2014	Social Services	Social Welfare Examiner #40	McGowin	\$35,996.00	\$30,835.00	9/22/2014	Burlingame	\$31,345.00	\$510.00	-\$4,651.00
8/6/2014	Social Services	Social Welfare Examiner #41	Perry	\$40,434.00	\$30,835.00	9/29/2014	Stewart	\$30,835.00	\$0.00	-\$9,599.00
8/6/2014	Social Services	Sr. Social Welfare Examiner #6	Steves	\$35,996.00	\$33,687.00	9/8/174	Barber	\$39,355.00	\$5,668.00	\$3,359.00
8/6/2014	Treasurer	Payroll Technician	Kersy	\$38,754.00	\$33,166.00	9/8/2014	Reagan	\$33,166.00	\$0.00	-\$5,588.00
9/10/2014	Public Health - WIC	Infant Feeding Advocate (2081)	Dacey	\$11,87/hour	\$11.87/hour	Unfilled				
9/10/2014	Sheriff	Patrol Officer #25	Wells	\$61,287.00	\$36,141.00	9/22/2014	Kommer - Step 4	\$47,710.00	\$11,569.00	-\$13,577.00
9/10/2014	Westmount	Senior Account Clerk	Mellon	\$37,046.00	\$29,612.00	8/26/2014	Chilton	\$29,612.00	\$0.00	-\$7,434.00
10/8/2014	Countryside	Institutional Aide P #3 (2217)	Ward	\$25,642.00	\$24,699.00	Unfilled				
10/8/2014	County Clerk	Motor Vehicle License/Reg. Clerk #1 (1120)	Crawford	\$28,966.91	\$28,046.00	Unfilled				
10/8/2014	OFA	Food Service Manager (1929)	Pryme	\$24,274.00	\$25,851.00	Unfilled				
10/8/2014	OFA	Typist (1921)	Burlingame	\$25,208.00	\$24,699.00	11/10/2014	Rosen, N	\$24,699.00	\$0.00	-\$509.00
10/8/2014	Sheriff	Patrol Officer #55	Jeffords	\$61,287.00	\$47,710.00	9/30/2014	Gordon	\$47,710.00	\$0.00	-\$13,577.00
10/8/2014	Sheriff	Patrol Sargeant #10	Breen	\$68,452.00	\$68,452.00	9/30/2014	Jeffords	\$68,452.00	\$0.00	\$0.00
10/8/2014	Social Services	Intake Clerk #6	Putney	\$25,851.00	\$25,851.00	9/29/2014	Brown	\$25,851.00	\$0.00	\$0.00
10/8/2014	Social Services	Keyboard Specialist #2 (2030)	St. John	\$24,699.00	\$24,699.00	10/20/2014	Rosen, M	\$24,699.00	\$0.00	\$0.00
10/8/2014	Social Services	Social Services Investigator #2 (1758)	Walter	\$39,355.00	\$33,687.00	Unfilled				
10/8/2014	Veterans Services	Keyboard Specialist pt (2201)	Flores	\$17,646.00	\$17,289.00	Unfilled				
<b>Difference:</b>									<b>\$90,542.00</b>	<b>-\$235,427.00</b>

## **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: DISTRICT ATTORNEY**

**DATE: November 7, 2014**

- (a) Purpose of Request:  
**To amend Resolution Nos. 493 and 494 to specify an hourly pay rate of \$24.81 for the Part-Time Investigator #4 position (not to exceed 20 hours per week)**
  
- (b) Details:  
**Prior Resolution Nos. 493 and 494 listed an annual salary amount of \$20,642, rather than the proper hourly pay rate for this part-time position.**
  
- (c) Previous Resolution Number:  
**493 and 494 of 2014**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

**\* as listed in budget and LOGOS**

# Warren County Board of Supervisors

## RESOLUTION NO. 493 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:

#### DISTRICT ATTORNEY

Reducing Hours From:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #2  
32 hours per week

EFFECTIVE DATE

October 20, 2014

BASE  
SALARY

\$30,962

Reducing Hours To:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #2  
not to exceed 8 hours/week

EFFECTIVE DATE

October 20, 2014

BASE  
SALARY

\$10,321

Creating Position:

A.4220.130 Dept. No. 5.03

TITLE:

Part-Time Investigator #4  
not to exceed 20 hours /week

EFFECTIVE DATE

October 20, 2014

ANNUAL  
SALARY

\$20,642

#### SOCIAL SERVICES

Transfer Position From:

A.6010.110 Dept. No. 40.11

TITLE:

Social Welfare Examiner #24

EFFECTIVE DATE

October 20, 2014

ANNUAL  
SALARY

\$30,230

Grade 8

Transfer Position To:

A.6010 Dept. No. 40.06

TITLE:

Social Welfare Examiner #24

EFFECTIVE DATE

October 20, 2014

BASE  
SALARY

\$30,230

Grade 8

# Warren County Board of Supervisors

## RESOLUTION NO. 494 OF 2014

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

### **AUTHORIZING THE WARREN COUNTY DISTRICT ATTORNEY TO FILL THE VACANT POSITION OF PART-TIME INVESTIGATOR # 4 DUE TO CREATION**

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Warren County District Attorney to fill the vacant position of Part-Time Investigator #4, at an annual base salary of \$20,642 not to exceed twenty (20) hours per week, due to creation. This position is not mandated or reimbursed.

# RESOLUTION REQUEST FORM NO. 11

## Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: 10/23/2014

- (a) Title of Requested Position: Public Health Educator Part Time not to exceed 24 hours per week.
- (b) Annual **Base** Salary (and Grade if Applicable): Grade 14 \$36,093 pro-rated to \$21,653.
- (c) Effective Date for New Position:\* 10/01/2014  
\*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): None
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A 4013.130 WIC part time salary expense.
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?: (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: Not mandated 100% reimbursed by WIC program grant monies realized by release of "unallocated funds" in grant awarded for special project.
- (h) Is there expected revenue from this position? If so, please explain: Yes, 100% funded. Part time position is for duration of WIC special project.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

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

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services - WIC Payroll Dept. No: 36.01  
Title of Position: Public Health Educator Annual Salary: 36,093 Grade: 14  
Budget code and title: A 4013.130 WIC part time salaries Union  Non-Union  salary pro rate to 21,653 part time no  
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other new  
Employee No.: 10181 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No to exceed 24 hrs per wk.  
Source of reimbursement:  Federal 100 %  State %  Other % WIC program contract grant

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

Human Resources Director has approved this form when initialed. g Steffen

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Public Health Date 10/23/14

- 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 10/24/14

- 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 Health Services Date Oct. 24, 2017

- 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. 11***

## ***Request to Create New Position***

**DEPARTMENT NAME: Westmount Health Facility**

**DATE: October 24, 2014**

- (a) Title of Requested Position: **Leisure Time Activity Aide #3 F/T**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 3 \$24,699.00**
- (c) Effective Date for New Position:\* **November 24, 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): **Leisure Time Activity Aide #1 P/T**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **EF.72600.400 130 \$24,983.00**
- (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: **No**

**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: **Westmount Health Fac/Activities Program** Payroll Dept. No: **4104**  
Title of Position: **LeisureTime Activity Aide F/T** Annual Salary: **24,699.00** Grade: **3 (Labor Class)**  
Budget code and title: **EF.72600.400 110** 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 53 %  Other %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other (*labor class*)

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

**Candidate's qualifications must be approved by Personnel Officer prior to hiring.**

Human Resources Director has approved this form when initialed. gs

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee Health Services - Westmount Date 10/28/14

- 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 10/28/14

- 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 Health Services - Westmount Date \_\_\_\_\_

- 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 \_\_\_\_\_

# ***RESOLUTION REQUEST FORM NO. 14***

## ***Request to Reclassify Position***

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: October 27, 2014**

- (a) Title of Reclassified Position: **Office Specialist**
  
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **\$32,338 Grade 7**  
\*(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.
  
- (c) Title and Employee Number of Position to be Deleted:  
**Account Clerk 11914**
  
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **\$28,168 Grade 4**  
\*(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.
  
- (e) Effective Date:\* **January 1, 2015**  
\*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.3640 110 - Civil Defense - Salaries-Regular**
  
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

**Yes**

# Warren County Board of Supervisors

## RESOLUTION NO. 568 OF 2013

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

**AUTHORIZING SUPPLEMENTAL AGREEMENT TO THE COLLECTIVE BARGAINING AGREEMENT TO PROVIDE FOR PARTICIPATION IN TRI-CITY FOODS CO-OP BY HEALTH SERVICES DEPARTMENT EMPLOYEES AND AUTHORIZING ANY NECESSARY AGREEMENT WITH TRI-CITY FOODS CO-OP**

WHEREAS, the County of Warren ("County") entered into a collective bargaining agreement on or about January, 2013 with CSEA, Local 1000, AFSCME, AFL-CIO ("CSEA"), and

WHEREAS, CSEA has proposed a supplement to the aforementioned collective bargaining agreement which would authorize Health Services Department employees to participate in the Tri-City Foods Co-op program at no cost to Warren County, and

WHEREAS, many businesses, hospitals, health care facilities and school districts offer food co-op programs for their employees, and

WHEREAS, it is proposed that CSEA provide for the food co-op program through Tri-City Foods Co-op at no cost to Warren County on a trial basis for a period commencing upon execution of the supplemental agreement and terminating on December 31, 2014, unless terminated sooner or otherwise extended by agreement between both parties, now, therefore, be it

RESOLVED, that the County enter into a supplemental agreement with CSEA to provide for a food co-op program through Tri-City Foods Co-op for Health Services Department employees (both union and non-union) in accordance with the terms and provisions of the preambles of this resolution and at no cost to Warren County, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement providing for the same in a form to be approved by the County Attorney and with a sunset or termination date of December 31, 2014, and be it further

***RESOLUTION No. 568 OF 2013***

***PAGE 2 OF 2***

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute any necessary agreement with the Tri-City Foods Co-op program, provided such agreement is at no cost to Warren County, in order to fulfill the purposes of this resolution and in a form approved by the County Attorney.

# Warren County Board of Supervisors

## RESOLUTION NO. 143 OF 2014

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

**AUTHORIZING AN AGREEMENT BETWEEN WARREN COUNTY ACTING ON  
BEHALF OF THE WARREN COUNTY WELLNESS COMMITTEE AND JUNIPER  
HILL FARM TO ALLOW WARREN COUNTY EMPLOYEES  
TO PARTICIPATE IN A FARM TO DESK PROGRAM**

RESOLVED, that the Warren County Board of Supervisors hereby authorizes an agreement with Juniper Hill Farm, Loukes Lane, Wadhams, New York to provide produce to Warren County Employees through a "Farm to Desk" program, commencing upon execution of the agreement and terminating December 31, 2014, which will be voluntary and at no cost to the County, and be it further

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute an agreement with Juniper Hill Farm on behalf of the Warren County Wellness Committee in a form approved by the County Attorney, with each employee participating to sign a waiver and release form.

# 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: Office of the County Administrator Payroll Dept. No: 2.00  
Title of Position: Conf. Secretary to County Administrator Annual Salary: \$42,000 Grade: N/A  
Budget code and title: A.1011 Admin & Fiscal Services Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No.: 11767 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other Pending Jurisdictional Classification  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring.  
Human Resources Director has approved this form when initialed. GS.

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

Name of Committee Support Services Date 11/7/14  
 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 11/7/14  
 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 Support Services Date 11/7/2014  
 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**

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**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: District Attorney Payroll Dept. No.: 5.0

Title of Position: 5th Assistant District Attorney Annual Base Salary: \$49,726.00 Grade: As well as any vacancy created by promotions.

Budget code and title: A.1165 110 District Attorney Full Time Salary Union  Non-Union

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

Employee No: 11991 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No

Source of reimbursement:  Federal %  State %  Other %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director 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 \_\_\_\_\_

**BUDGET OFFICER COMPLETES THIS SECTION**

Date \_\_\_\_\_

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 \_\_\_\_\_

**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.

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 \_\_\_\_\_

