

**Warren County**  
**SUPPORT SERVICES COMMITTEE**

July 23, 2014 @ 9:30am

Committee Members: Chairman, Supervisor Taylor  
Supervisor McDevitt  
Supervisor Frasier  
Supervisor Vanselow  
Supervisor Wood  
Supervisor Brock  
Supervisor Seeber

**Information Technology:**

**I. Action agenda – matters requesting Resolutions of the Board and / or Committee approval:**

- A) Proposed changes to “Warren County Computer Usage Policy”
- B) Add logon message to county computers advising of its proper usage and privacy expectations.

**Clerk of the Board:**

**II. Action agenda – matters requesting Resolutions of the Board and / or Committee approval:**

- A) Request approval for reorganization in the Office of the Clerk of the Board. Requesting to delete the Legislative Office Specialist #3 position and create Assistant Secretary to the Clerk of the Board; thereby amending the departmental table of organization. There is no change in salary-this is an unclassified position in the Clerk of the Board’s Office.

**Self Insurance:**

**III. Action agenda – matters requesting Resolutions of the Board and / or Committee approval:**

- A) Warren County Travel Policy and County Vehicle Use Regulations

The Warren County Employee Safety Committee proposed amending the policy to:

- clarify who is an authorized driver
- provide a system to monitor drivers safety records
- provide guidance on what to do in the event of an accident
- provide a means to report safety issues with vehicles
- require all drivers attend driver improvement training

A stronger version of this policy was approved by the Support Services Committee on March 22, 2013 but was returned by the Clerk’s Office for further discussion prior to Board of Supervisors action. The policy attached has been amended/changed (bold font) and has been approved for use by the Warren County Employee Safety Committee, Risk Management Steering Committee, County Administrator, County Attorney, Needham Risk Management and CSEA. A resolution is requested to approve this policy that provides additional structure to who can use and how vehicles are used as well as guidance to those using the vehicles and works towards assuring safe drivers on behalf of the County.

**IV.) Items for Committee Discussion:**

- A) Warren County Self-Insurance 2015 budget and allocation to Plan Participants.

# ***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: Information Technology**

**DATE: July 23, 2014**

(a) Purpose of Request: **Proposed changes to “Warren County Computer Usage Policy”**

(b) Details: **Under Additional Provisions, #1:  
Change from “The County will limit Internet access ...”  
Change to “The County will provide Internet access ...”  
Reason: Wording contradicts intent of this section.**

**Under Additional Provisions, #5:  
Change from “Employees with Internet access may download software with direct business use, after review by the Director of Information Technology ...”  
Change to “Employees with Internet access may download software with direct business use, after Department Head approval and review by the Director of Information Technology...”  
Reason: IT Director can determine if software is safe, but does not know if necessary.**

**Under Additional Provisions, add #10:  
Add: “Employees requiring access to otherwise prohibited web sites may gain access after Department Head approval and review by the Director of Information Technology.”  
Reason: Web sites that are blocked sometimes have legitimate business use to specific employees.**

**Under Additional Provisions, add #11:  
Add: “Any on-line presence and its content must first be approved by the Department Head, Director of Information Technology, County Administrator and the Committee with oversight of the department. Subsequent changes/updates to the content will require the same approval.”  
Reason: Social media is being used to represent the county without oversight from the BOS.**

(c) Previous Resolution Number:

(d)

# ***RESOLUTION REQUEST FORM NO. 20***

## ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
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**DEPARTMENT NAME: Information Technology**

**DATE: July 23, 2014**

- (a) Purpose of Request: **Add logon message to county computers advising of its proper usage and privacy expectations.**
  
- (b) Details: **Add: “Warning! The County’s network system and voice mail systems are intended for the business use of Warren County personnel and agents. Any use of this computer or these systems by any other persons, unless specifically and expressly permitted by Warren County is unauthorized. All records (including e-mail and voice mail and other messages) generated or stored on these computers or systems are considered County records. Accordingly, the County reserves the right to access and disclose, at any time and for any purpose, all records sent over or stored in its computers and/or systems. Your use of the County’s computer and/or systems constitutes your consent to this access and disclosure. By clicking OK you are agreeing to the above statement.”**  
**Reason: To constantly remind users of the proper usage of county computers. To advise unauthorized users not to use county computers.**
  
- (c) Previous Resolution Number:
- (d)
  
- (e) 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. 11***

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

**DEPARTMENT NAME: CLERK - LEGISLATIVE BOARD**

**DATE: JULY 23, 2014**

- (a) Title of Requested Position: **Assistant Secretary to Clerk of the Board**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$34,680.**
- (c) Effective Date for New Position:\* **August 15, 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):  
**Legislative Office Specialist #3**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1040 110**
- (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: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

# ***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: 7-23-14**

- (a) Purpose of Request: Amending the Warren County Travel Policy and County Vehicle Use Regulations
  
- (b) Details: Amending the policy to further clarify requirements of "authorized users"; to add language regarding the safe use of vehicles; adding procedures to follow after accidents; and requiring driver improvement training.
  
- (c) Previous Resolution Number: 366 of 2014
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: n/a

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

\* as listed in budget and LOGOS

**Schedule A**  
**WARREN COUNTY TRAVEL POLICY AND**  
**COUNTY VEHICLE USE REGULATIONS**  
**DRAFT 7-23-14**

I. COUNTY TRAVEL POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Managers absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Chairman of the Board to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board or Chairman may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the

Board, each Supervisory committee shall review and approve *all* travel requests, both in-state and out-of-state. Out-of-state travel requires approval by a board resolution, and in-state travel that necessitates overnight accommodations, require committee approval only. The number of people traveling to an event from one department shall be limited and set by the Supervisory committee. Department Heads shall submit all paperwork describing travel and expenses for review by the committee. A Travel Form (Schedule A) shall be signed by the Supervisory committee chairman if travel is approved and must be attached to any Purchase Order or Voucher submitted for reimbursement.

- 2) Travel by officers and employees of Warren County does NOT need approval by the Supervisory committee or Board of Supervisors if all of the following conditions apply:
  - a. the travel does not require overnight accommodations;
  - b. there is no more than \$100 in costs (to the County) per person per trip for travel and meal costs;
  - c. the travel is part of the normal course of business, which includes, but is not limited to, travel to perform the duties of the officer's and/or employee's position or travel is for attendance at seminars, training, and/or other classes or meetings where such is at no cost to the County or where such is mandated by state law, rule, or regulation.
- 3) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend the New York State Association of Counties' conferences held twice per year do NOT need approval by the supervisory committee or Board of Supervisors, provided that the Department has budget appropriates for the same and there is compliance with the GSA policy.

#### C. FUNDING FOR TRAVEL

If payment of travel expenses require fund transfers, the Department Head must provide information on where the funds are coming from.

#### D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at [www.gsa.gov](http://www.gsa.gov) on the internet.

#### E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director/Fire Coordinator, Deputy Director of the Emergency Services Office, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this subparagraph 2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.

## II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be 1) **18 years and older** 2) considered any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function or 3) an employee who is authorized to operate the vehicle by a) the County Administrator or b) the County Department Head to whom the vehicle has been assigned. 4) **those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (The LENS program provides the County with notifications of driver license infractions and suspensions).** 5) **those who have acknowledged and agree to the fact that they may be required to release their motor vehicle records to the County as follows: a) annually; b) as part of the pre-employment**

reference checks for eligible applicants for whom driving is a primary requirement of the position; c) prior to the employee being transferred into a new position for which driving is a primary requirement of the position; or d) following a driving incident. 6) those who have acknowledged and agreed to the fact that the County has a right to review any appropriate documents including driving records, proof of a valid license, proof of automobile insurance and must be aware of any driving violations, changes to driver information and driver status immediately of all authorized users described above; 7) those who qualify according to the point system below; 8) those who have signed the acknowledgment at the end of this policy.

A point system will be used to determine if the employees driving record is satisfactory to authorize the employee to operate a County vehicle or other vehicle for County business. It will be the responsibility of the employee to notify the Department Head of all driving infractions within 24 hours or the next working day, whichever is sooner. Department Heads should keep track of all driving convictions for those employees authorized to drive County vehicles or any other vehicle on County business. The County is not responsible for any fines or court costs associated with the driving infraction.

For the individual infractions listed below. Those individual infractions of a lesser degree, 9 points or less, will only be considered under this policy IF the individual infraction occurs while the employee is working for Warren County. IF the individual infraction is 10 points or more as listed below this policy applies regardless of whether the employee is at work or not.

Upon CONVICTION of the driving infraction(s) the following point system will be used in the determination of authorized status as a driver of County vehicles or other vehicles on County business:

1-5 points total in a 2 year period: Written notice, documented, placed in employees personnel file.

6-11 points total in a 2 year period: Written notice, documented, placed in employees personnel file and mandatory completion of the County's driver improvement program.

12 or more points total in a 2 year period: Loss of authorized status as a driver of a County vehicle or the employees own vehicle for County business. However, in the event the loss of driving privileges will result in the employee not being able to perform essential job functions the County must seek to suspend the employees driving privileges through a formal disciplinary proceeding. Notwithstanding the forgoing, the Department Head may temporarily suspend the employees driving privileges pending

the outcome of the disciplinary proceeding.

<u>Infraction</u>	<u>Points Per Infraction</u>
Speeding (MPH over speed limit not indicated)	3
Speeding 1 -10 MPH over speed limit	3
Speeding 11-20 MPH over speed limit	4
Speeding 21-30 MPH over speed limit	6
Speeding 31-40 MPH over speed limit	8
Speeding more than 40 MPH over speed limit	11
Reckless driving	5
Failed to stop for a school bus	5
Inadequate brakes	4
Improper cell phone use	3
Following too closely	4
Passing improperly, changing lanes unsafely, Driving to the left of center, driving in the wrong Direction	3
Failed to obey a traffic signal, a stop sign, or a yield sign	3
Railroad crossing violation	3
Failed to yield the right of way	3
Passenger safety violation, including seat belt and child safety seat violations for passengers under the age of 16	3
Left the scene of an accident that includes property Damage or the injury of a domestic animal	3
Use of portable electronic device	3
Other moving violations not listed	2
Other safety violations not listed	2
No license or suspended license	10
Left scene of an at fault accident that includes bodily injury	13
DWI	13
Aggravated DWI	13
DWAI drugs, alcohol or combination	13

Points assigned are cumulative based upon CONVICTIONS received.

Vehicle accidents or incidents where no convictions are issued BUT the accident or incident results in payment of an at fault claim by the County's auto insurance policy will be assigned points as follows based upon the total cost of the damage:

- \$0 - \$1,500 = 1 point
- \$1,501-\$5,000 = 3 points
- \$5,000 and over = 5 points

Exceptions: 1) Law enforcement personnel will be exempt from the points listed above for accidents or incidents where damage results

**but no convictions are issued. 2) Highway personnel will be exempt from the points listed above for accident or incidents where damage results during a weather event but no convictions are issued.**

- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for: 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs; 2) for programs offered to Westmount Health Facility residents or persons participating in Countryside Adult Home programs whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity; and 3) unpaid interns working at the Department of Social Services. Picking up hitchhikers is prohibited.
- C. County vehicles shall be utilized for official purposes only. Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) **or a non-profit organization provided such non-profit organization is engaged in activity involving or related to County activities including but not limited to promoting the County** may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services, supports intergovernmental relationships **and furthers the interests of the County**. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to: 1) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience; 2) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II. B. hereof; 3) persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services; 4) residents of Westmount Health Facility or Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Westmount Health Facility or Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Westmount Health Facility residents; 5) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director; 6) District Attorney personnel transporting witnesses; 7) department employees who wish to carpool with other County Officials not from Warren County

when the purpose is furthering County business; 8) Youth being transported to various programs and seminars by the Youth Bureau Director; (9) Children being transported in County vehicles by DSS staff; and (10) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities **or non-profit organizations engaged in activities involving or relating to County activities.** Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chairman of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.

- D. Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
1. Department of Public Works:
    - a. Highway Construction Supervisors (5)
    - b. Superintendent of Public Works
    - c. Deputy Superintendent of Public Works; and
    - d. Department of Public Works General Highway Foreman
  2. Health Services:
    - a. Nurses, upon approval of the Director of Public Health/Patient Services
  3. Sheriff's Office:
    - a. Sheriff
    - b. Undersheriff
    - Chief Deputy**
    - c. Lieutenant- Criminal Investigators
    - d. Lieutenant-Law Enforcement
    - e. K-9 Officer
    - f. Narcotics Officers (5)
    - g. Civil Officer (1)
  4. ~~Fire Prevention~~ & Building Code Enforcement:
    - a. ~~Fire Coordinator~~
    - a. Building Inspectors (2)
  5. **Office of Emergency Services**
    - a. **Director**

Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.

- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head

desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:

1. A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this paragraph, the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
2. The log or record kept pursuant to subparagraph 1 hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
3. If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
4. An exemption is made for the Warren County Sheriff to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the Administrator/Clerk's Office.

F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this paragraph shall be as follows: (1) the General Highway Foreman who may be permitted to house or store his vehicle at the Town of Johnsburg Highway Garage; (2) the District Attorney vehicle assigned to the investigators shall be housed at the Town of Chester Town Hall or Warren County Municipal Center; (3) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff; and (4) Five vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: one in Hague, one in North Creek, and three in Chester; (5) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and (6) the Superintendent of Buildings vehicle to be housed in Warrensburg DPW shop.

G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Social Services Department and the Health Services Department.

- H. No County vehicles shall be used for private or personal use.
- I. In addition to the log that must be kept on overnight usage (see subparagraph II-E. 2.), daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy except for Sheriff's Office and Health Services Department Nurse's vehicles. Department Heads shall be responsible for this item.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. **Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to: 1) ensure that all vehicle occupants wear safety belts when the vehicle is in operation; 2) ensure that the vehicle to which the employee is assigned is maintained in a safe driving condition. Drivers shall not operate a vehicle that the driver suspects to not operate properly. The driver shall park the vehicle and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.**
- N. **Drivers of County vehicles are also responsible for: 1) ensuring that the vehicle is clean - no trash, good overall appearance; 2) ensuring that the vehicle is organized with tools and parts in their place; 3) ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date; 4) ensuring both license plates are properly**

attached and visible at all times; 5) maintaining vehicle logs in accordance with procedures outlined above; 6) conducting daily visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made. If a driver identifies a potentially hazardous defect the driver shall park the vehicle, complete Schedule B attached and provide the form to their immediate Supervisor/Department Head who should contact the Fleet Manager to determine if the vehicle requires maintenance before being operated. If the Supervisor/Department Head is not available, the employee should contact the Fleet Manager at 761-6494. If the defect is not hazardous but is of concern the driver should complete Schedule B attached and provide the form to their immediate Supervisor/Department Head who should contact the Fleet Manager.

- O. Drivers of County vehicles or those authorized employees using other vehicles for County business must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede the driver's ability to focus on safety operating the vehicle while it is in motion. Drivers are personally responsible for any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for County business.
- P. Drivers of County vehicles or other vehicles for County business must be alcohol and drug free. This includes prescription and non-prescription drugs that may impair a driver's judgment and other faculties.
- Q. Drivers must report all accidents and incidents while using a County vehicle or other vehicles for County Business to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.

Should an accident occur, the driver of a vehicle used for County business must:

- Stop and investigate immediately.
- Set out warning devices if such are available.
- Notify the police (call 911) and immediate Supervisor.
- The driver must supply his or her name, address, employer name and address, vehicle registration number and exhibit operator's license to the proper authorities.
- Secure names and addresses of other involved, witnesses and first persons at the scene.
- If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle.

- The driver shall attempt to protect his or her vehicle from further damage and theft.
  - The driver must comply with the drug-alcohol testing requirements of the County's substance abuse policy for motor vehicle drivers.
- R. If you are the driver of a disabled County vehicle you need to do the following: 1) make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard; 2) turn on the vehicles 4-way flashing hazard lights; 3) set-up the vehicles emergency safety triangles and safety cone if available; 4) place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number; 5) notify the local police department (911) of the vehicles location.
- S. No radar detection devices are to be used in any County owned, leased, borrowed or other vehicle used for County business. Drivers who are found to be using such devices may be subject to disciplinary action as determined by the Department Head or County Administrator.
- T. All employees seeking to operate a County vehicle or other vehicle on County business must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicle or the County's safety officer. All incidents and accidents involving County vehicles or other vehicles used for County business will be reviewed by the County's Risk Management Steering Committee and a recommendation will be made in regards to additional driver improvement training.
- U. It will be the County Department Head responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. The County Department Head will be responsible for obtaining the signed acknowledgement form that follows from the employees prior to using a vehicle for County business. Additionally this policy will be reviewed at the County's driver improvement training where the employees will be asked to sign the acknowledgement form that follows.
- V. County Department Heads or their designee shall notify the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly.
- W. This policy applies to all new employees hired after the date of adoption of the policy. This policy applies to all existing employees as of the date of adoption. However, the look back period for existing employees regarding convictions / points outlined in

**section II (A) will begin at the date of the adoption of this policy. In addition this policy will not affect agreements regarding driving privileges made between the County and existing employees prior to the adoption date.**

- X. The purpose of this policy is to determine eligibility for using County cars or personal cars on County business. The County will not use this policy for other purpose.**
- Y. The violation of any rule in this policy MAY result in disciplinary action.**

Schedule A

**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The \_\_\_\_\_ hereby authorizes \_\_\_\_\_  
(Supervisory Committee) (Employee Name)

to attend \_\_\_\_\_  
(Name of meeting or organization)

at \_\_\_\_\_  
(Address)

on \_\_\_\_\_ Mode of transportation to be used \_\_\_\_\_  
(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.

**For Overnight Travel**

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

\* [www.gsa.gov](http://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 County Administrator if credit card will be used.

Schedule B

**WARREN COUNTY  
REPORT OF CONCERNS REGARDING COUNTY VEHICLES**

*This section to be completed by the employee that used the vehicle.*

Department \_\_\_\_\_

Vehicle: Make: \_\_\_\_\_ Model: \_\_\_\_\_

County No. \_\_\_\_\_

Date Vehicle Used: \_\_\_\_\_

Detail of Concern(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Employee should provide this form to their Supervisor/Department Head who will immediately forward (via hard copy, fax or email) this form to the Fleet Manager and to the Warren County Vehicle Maintenance Shop in Warrensburg.*

*This section to be completed by the Fleet Manager:*

**REVIEW OF CONCERNS AND ACTION TAKEN**

Conclusion of Review of Concern(s) and Action Taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

*Upon resolution the Fleet Manager will distribute (via hard copy, fax OR email):  
Copy to Department Head, Copy Vehicle Maintenance Shop,  
Original to remain with Fleet Manager.*

## Warren County Travel Policy and Vehicle Use Regulations

### Acknowledgement Form

I understand to be an authorized driver of a County vehicle or to use another vehicle for County business I must:

- ❖ Be 18 years of age or older
- ❖ Hold a valid NYS Drivers license
- ❖ Use the vehicle as part of my usual and / or customary County job function
- ❖ Have been authorized to use the vehicle by the Department Head responsible for the vehicle or by the County Administrator
- ❖ Have a driving record with 11 or less points in the prior 2 years as per section II(a) of the Warren County Travel Policy and Vehicle Use Regulations
- ❖ Agree to provide my driver license number to the County for the LENS program
- ❖ Agree to sign a release for the County to obtain my motor vehicle records
- ❖ Agree to provide the County documents including driving records, proof of a valid license and proof automobile insurance coverage if requested
- ❖ Agree to immediately notify the County of any driving violations, changes to driver information and driver status

I, \_\_\_\_\_ have read and understand the Warren County Travel Policy and Vehicle Use Regulations. By signing below I agree to adhere to the policy including the items listed above.

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

This form shall be completed when the employee is offered a position that includes responsibility for driving a county vehicle or other vehicle for County business. This form shall also be completed when the employee attends a driver improvement training program.

Original of the form will be filed with the LENS documents in the Self-Insurance Office  
Copy will be filed with the Department Head



### Self-Insurance Plan Budget

- Revenues from participants in the plan
- Not a direct part of the Warren County budget
- Contributed reserve is increased or decreased at year end
- Balance of revenues after expenses has traditionally fluctuated
- To accurately budget we need to know how many employees will be injured, what type of medical care they will require and how long they will be away from work
- Budget is estimated based on historical figures
- Monies are part of a pool and not appropriated into funds other than for budgeting
- Budget Revenue is appropriated based mostly upon claims experience
- 2015 estimated expenses are .8% higher than 2014 budgeted expenses
- Estimated manual premium for 2013 was \$2,803,579 (MWECC). \$1,537,023 requested for 2015 from plan participants

Seidman ①

## Budget Challenges

- Maximum Indemnity Rates have increased 102% since the 2007 “reform”
- Medical visit rates have increased 30% since the 2007 “reform”
- Cost savings portions of the 2007 “reform” have yet to be fully implemented
- Increasing loss adjustment expenses (IME fees and legal fees) primarily due to additional resources necessary for compliance with recent legislative and regulatory changes
- Workers’ Compensation Board assessments estimated increase 33% due to new payment calculation method (2014-2015). WCB assessments 2012 actual to 2015 expected increase 58%.
- SLU awards increasing in severity and quantity (2005 = \$60,200, 2013 = \$364,800)
- Decreasing interest rates on reserve fund and fund balance

## Favorable trends

- 71 less claims filed 2013 than 2008.
- 398 less lost work days 2013 than 2008.

## Unfavorable trends

- Utilization of IME’s (loss adjustment expenses)
- Legal fees (loss adjustment expenses)
- NYCIRB reports +227% lost time claims inflation 2000-2009 and +158% medical only claims inflation 2000-2009 industry wide

Salg-dns (2)

Title	Code	year 2015 request	year 2014 budget	Net change
<b>171010</b>				
Payroll	110	\$ 133,659.00	\$ 127,833.00	\$ 5,826.00
S/T incentive	140	\$ -	\$ -	\$ -
Office Furniture	210	\$ -	\$ -	\$ -
Office Equip	220	\$ -	\$ 1,356.00	\$ (1,356.00)
Supplies/printing	410	\$ 2,800.00	\$ 2,500.00	\$ 300.00
Ins- Gen Liab	418	\$ -	\$ -	\$ -
Repair/Maint	422	\$ -	\$ -	\$ -
Telephone	423	\$ 97.00	\$ 74.00	\$ 23.00
Postage	424	\$ 2,179.00	\$ 1,520.00	\$ 659.00
Subscriptions	426	\$ 803.00	\$ 740.00	\$ 63.00
Memb & Dues	427	\$ 115.00	\$ 55.00	\$ 60.00
Data Proc.	428	\$ 135.00	\$ 135.00	\$ -
Med Fees	435	\$ 66,000.00	\$ 65,200.00	\$ 800.00
Consulting Fees	437	\$ 65,000.00	\$ 39,470.00	\$ 25,530.00
Misc Fees	439	\$ -	\$ -	\$ -
Legal Fees	440	\$ 91,000.00	\$ 103,000.00	\$ (12,000.00)
Travel/Ed/Fees	444	\$ 450.00	\$ 900.00	\$ (450.00)
Assessments/Excess Insurance	469	\$ 168,745.00	\$ 191,331.00	\$ (22,586.00)
Retirement	810	\$ 19,764.00	\$ 20,364.00	\$ (600.00)
Social Security	830	\$ 8,286.86	\$ 7,925.65	\$ 361.21
Medicare	831	\$ 1,938.06	\$ 1,853.58	\$ 84.48
Workers' Comp	840	\$ 660.00	\$ 16.00	\$ 644.00
Hospital Ins.	860	\$ 45,364.97	\$ 40,626.30	\$ 4,738.67
Retiree Health	861	\$ 11,286.00	\$ 10,256.40	\$ 1,029.60
Dental	865	\$ 422.00	\$ 422.00	\$ -
<b>172010</b>				
Assessments	469	\$ 206,464.00	\$ 152,666.00	\$ 53,798.00
Medical Awards	495	\$ 305,108.00	\$ 315,200.00	\$ (10,092.00)
Comp. Awards	496	\$ 361,746.00	\$ 396,775.00	\$ (35,029.00)
<b>Total Expenses:</b>		\$ 1,492,022.88	\$ 1,480,218.92	\$ 11,803.96
Less Interest Revenue		\$ 5,000.00	\$ 5,000.00	\$ -
Plus contributed reserve		\$ 50,000.00	\$ 50,000.00	\$ -
<b>Participant Assessments:</b>		\$ 1,537,022.88	\$ 1,525,218.92	\$ 11,803.96

7/8/14ac

Sally-Anne (3)

Budget Worksheet for 2015

Title	Code	2015 Estimate	Year 2014 est based year to date	Year 2014 budget request	Year 2013 actual	Comments
171010 Payroll	110	\$ 133,659.00	\$ 130,943.00	\$ 127,833.00	\$ 126,552.75	Per CBA for account clerk and no change for non-CBA ees.
Office Furn.	210	\$ -	\$ -	\$ -	\$ 382.55	No budgeted items.
Office Equip	220	\$ -	\$ 557.00	\$ 1,356.00	\$ 726.73	No budgeted items.
Supplies/ Printing	410	\$ 2,800.00	\$ 3,316.40	\$ 2,500.00	\$ 2,915.86	Code is used for office supplies and for copier charges under new County system. (2014 \$500 expense of software for 2 new computers required by the County IT Dept)
Repair/Maint	422	\$ -	\$ -	\$ -	\$ -	No budgeted items.
Telephone	423	\$ 97.00	\$ 97.44	\$ 74.00	\$ 73.54	No changes from 2014 estimated
Postage	424	\$ 2,179.00	\$ 4,179.42	\$ 1,520.00	\$ 1,343.76	This Code is used for regular and certified mailing. We have seen an increase in the certified mail and also large mailings due to changes in workers' comp regulations.
Subscriptions	426	\$ 803.00	\$ 803.00	\$ 740.00	\$ 730.72	NY Workers' Compensation Handbook and MD Guidelines web access.
Memb & Dues	427	\$ 115.00	\$ 145.00	\$ 55.00	\$ 55.00	Peer groups and dues
Data Proc.	428	\$ 135.00	\$ 135.00	\$ 135.00	\$ 135.00	Charges from IT for the desktop systems, 3 employees
Med Fees	435	\$ 66,000.00	\$ 66,042.00	\$ 65,200.00	\$ 63,381.48	2015 estimate based on current utilization. Code is used for Nurse Case Management and Independent Medical Exams. The expense is about 50% IME's. IME's are an important tool for controlling the cost and exposure of the claims. We schedule all exams directly to save the cost of the "middle man". New workers' compensation guidelines have caused an increase in the number of IME's and addendum reports needed. Nurse Case managers are assigned on a case by case basis. All lost time cases are now assigned nurse case management. This is a very cost effective tool and an important part of claims handling.

Sely dno (4)

Title	Code	2015 Estimate	year 2014 est based year to date	Year 2014 budget request	year 2013 actual	Comments
Consulting Fees 12	437	\$ 65,000.00	\$ 39,470.00	\$ 39,470.00	\$ 37,239.99	Code is used for the Safety Consultant fee. RFP currently in process expect cost increase Under contract since 2009, Needham Risk Management has performed many safety services that were not previously performed and has become a valuable resource to the Plan Participants.
Misc Fees 13	439	\$ -	\$ 1,867.50	\$ -	\$ 310.00	No budgeted items. 2014 misc legal fees for 207C etc
Legal Fees 14	440	\$ 91,000.00	\$ 90,638.73	\$ 103,000.00	\$ 107,807.95	Code is used for various types of legal fees (hearings, depositions, transcription) and investigation.
Travel/Edu Fees 15	444	\$ 450.00	\$ 588.00	\$ 900.00	\$ 1,070.75	Code is used for conference fees and education.
Assessments & Insurance 16	469	\$ 168,745.00	\$ 137,562.00	\$ 191,331.00	\$ 192,437.52	Code is used for Excess Workers' Compensation, Employers Liability. 2014 estimate reflects 5% rate increase and 3% p/r increase on Excess Workers' Comp and no increase on Employers Liability. We have worked closely with MWEC to update reserves mid year and advise them of our claims handling practices. Per MWEC overall the plan is performing much better than average. Prior to 2014 this code was also used for WCB assessments, now 1720.
Retirement 17	810	\$ 19,764.00	\$ 19,370.22	\$ 20,364.00	\$ 23,784.03	per treasurer's fringe estimates
Social Secty 18	830	\$ 8,286.86	\$ 8,093.67	\$ 7,925.65	\$ 7,493.79	per treasurer 6.2% of salaries.
Medicare 19	831	\$ 1,938.06	\$ 1,892.67	\$ 1,853.58	\$ 1,732.55	per treasurer 1.45% of salaries.
Workers' Comp 20	840	\$ 660.00	\$ 16.01	\$ 16.00	\$ 15.63	change due to new SIF formula
Hospital Ins. 21	860	\$ 45,364.97	\$ 41,240.88	\$ 40,626.30	\$ 37,350.45	estimated 10% increase
Retiree Hlth 22	861	\$ 11,286.00	\$ 10,260.00	\$ 10,256.40	\$ 9,324.00	estimated 10% increase
Dental 23	865	\$ 422.00	\$ 422.00	\$ 422.00	\$ 422.00	no change

Sely. Ans (5)



Title	Code	2015 Estimate	Year 2014 est based year to date	Year 2014 budget request	Year 2013 actual	Comments
172010 Assessments 24	469	\$ 206,464.00	\$ 154,347.73	\$ 152,666.00	\$ 37,123.00	Code used for WCB Assessments. Assessments now based on payroll, expect a substantial increase. Some of the cost here was in \$1710469 above for 2013.
Medical Awards 25	495	\$ 305,108.00	\$ 305,108.00	\$ 315,200.00	\$ 227,717.54	Code is used for injured worker medical expenses. 2015 estimate based on current utilization. Utilization is ordered by the injured worker. Each medical bill received is individually audited and adjusted (reduced) as appropriate per the NYS WCB fee schedule. Charges are not paid if not appropriate treatment or properly reported. In 2013 we saved over \$144,000 auditing medical bills. Regular medical visits had a 30% fee increase in 2011. This code includes charges for Ambulance: we have no control over the utilization of an ambulance and there is no fee schedule. Chiropractic: paid at fee schedule (30% increase 2011). IME's are set if utilization is excessive. Diagnostic Radiology: network vendor implemented in November 2009. \$6,534 saved 2013. Mileage to claimants: carefully audited to determine accuracy and appropriateness. Pharmacy: network vendor implemented in November 2009. \$18,321 saved 2013. Physical Therapy: audited and paid at fee schedule. IME's are set if utilization is excessive. Surgeries and Inpatient stays: pre-authorized and paid at fee schedule. Inpatient stays & DME are sent for review and negotiated at less than fee schedule by outside vendor. We obtain numerous recoveries on this code. Routinely working with the DA's office and various police agencies to seek recoveries from inmates and subjects that injure our workers. We also seek recoveries on auto claims and from negligent homeowners. Code is used for payments to injured workers, including wage loss, settlements & permanency awards. All are directed by the WCB. The rate of payment is also governed by the WCB. Since the 2007 "reform" the maximum payment rate has increased 102%. 2015 estimate based on current payments and expected awards. Regular payments: lost work days. Schedule Loss of Use awards. These are payments for permanent loss of use of an extremity. We review each treating providers medical opinion and schedule IMEs as appropriate. We usually compromise these awards and as a result obtain savings from the treating providers award. These are directly linked to the type of injury and could be reduced by reducing injuries. Treating providers are following up with the patient to make sure an assessment of permanency is made and the WCB is reminding patients to get the exams. 2014 SLU pd YTD is over 52,000 and we expect over \$106,000 more before year end. Section 32 awards: These are final closure agreements and are used to extinguish future liability on cases that we determine to be appropriate for closure. We negotiate with the injured worker and reach an agreement that both parties find acceptable. These are final and are the best way to ensure that our exposure is limited. These agreements reduce future liability and as such reduce the total estimated plan liability/reserves. Recoveries/adjustments: Every resource that we can utilize is contacted to gain recovery of plan monies. We routinely review claims to determine if a third party has been at fault. If we determine that it is appropriate we take various steps in attempt to recover the costs of the claim from that third party. We regularly work with police agencies, the District Attorney & Probation to recover funds from subjects and inmates. We also seek recoveries from various types of other insurances, automobile and homeowners. We immediately file lien notices if the injured worker brings suit against a third party.
Compen. Awards 26	496	\$ 361,746.00	\$ 468,463.00	\$ 396,775.00	\$ 361,611.27	

Sely-Dns 6



Title	Code	2015 Estimate	year 2014 est based year to date	Year 2014 budget request	year 2013 actual	Comments
<b>Total Expenses:</b>		\$ 1,492,022.89	\$ 1,524,242.87	\$ 1,480,218.93	\$ 1,460,923.09	
<b>Est. Cont Resv:</b>		\$ 50,000.00	\$ 7,620.68	\$ 50,000.00	\$ 0.00	
<b>Revenue: asmts</b>		\$ 1,537,022.89	\$ 1,525,218.92	\$ 1,525,218.92	\$ 1,285,595.11	
<b>Interest</b>		\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 6,833.98	
<b>Total Revenue:</b>		\$ 1,542,022.89	\$ 1,530,218.92	\$ 1,530,218.92	\$ 1,292,429.09	
<b>Actual Chg in Resv</b>					\$ (168,383.02)	

As you can see from the notes above that we are working very diligently to control costs on the "back end" of the claim (after the injury occurs) utilizing all resources and means to obtain savings for the SJF where possible. We believe that the Plan Participants could greatly reduce their costs by promoting safety and enforcing safe workplace practices throughout each work site.

7/8/14ac

Sely-Ano ⑦

Workers' Compensation Assessments:

NEW Assessment Formula:  
(8 years claims experience w/ \$50k cap)

Administrative Base will be total prior year non-claim costs:  
\*Volunteer Ambulance squads (for volunteers) will be charged 7% of the administrative cost allocated by number of runs during the last full year.  
\*Volunteer Fire Departments (for volunteers) will be charged 11% of the administrative cost allocated by number of runs during the last full year.  
\*All Participants with payroll will share the balance of the Administrative costs based upon gross payroll for the last whole year

Claims Base:  
The balance of the revenue needed for the next budget year will be based upon actual Claims paid for the 8 years prior to January 1st of each year. Each individual claim with a total paid for the 8 years exceeding \$50,000 will be charged \$50,000.

Revenue = claims base + admin base  
Admin base = p/r base + VF base + VAW base  
p/r base = non claim admin costs - VF base - VAW base

2015 Assessments	Administrative		Administrative		Administrative		Claims		Year 2015		Year 2014	
	Payroll Base	VAW	VFF	Allocation	Total Assessment	NEW FORMULA	Assessment	Old Formula				
Participant:												
Towns/Village/City:												
Glens Falls	\$ 49,624.39	\$ -	\$ -	\$ 275,934.59	\$ 325,558.98	\$ 325,558.98	\$ 353,555.43	\$ 20,219.95	\$ 26,044.79	\$ 21,517.76	\$ 7,665.37	\$ 11,195.21
Bolton	\$ 7,918.08	\$ -	\$ -	\$ 18,126.70	\$ 26,044.79	\$ 26,044.79	\$ 21,974.08	\$ 41,289.53	\$ 14,342.77	\$ 9,510.63	\$ 26,587.74	\$ 78,911.22
Chester	\$ 7,175.00	\$ -	\$ -	\$ 6,385.38	\$ 18,275.99	\$ 18,275.99	\$ 19,531.64	\$ 36,493.58	\$ 14,020.28	\$ 14,755.41	\$ 13,507.34	\$ 13,558.79
Hague	\$ 3,125.25	\$ -	\$ -	\$ 34,443.95	\$ 38,797.03	\$ 38,797.03	\$ 27,926.30	\$ 50,816.04	\$ 18,821.18	\$ 27,926.30	\$ 26,587.74	\$ 25,390.21
Horicon	\$ 4,255.71	\$ -	\$ -	\$ 45,649.77	\$ 50,816.04	\$ 50,816.04	\$ 78,911.22	\$ 36,493.58	\$ 16,740.08	\$ 19,531.64	\$ 36,493.58	\$ 36,493.58
Johnsburg	\$ 4,353.08	\$ -	\$ -	\$ 16,740.08	\$ 19,531.64	\$ 19,531.64	\$ 13,507.34	\$ 13,558.79	\$ 12,267.22	\$ 14,755.41	\$ 13,507.34	\$ 13,558.79
Lake George	\$ 9,105.11	\$ -	\$ -	\$ 8,216.59	\$ 14,235.90	\$ 14,235.90	\$ 13,558.79	\$ 25,390.21	\$ 8,216.59	\$ 14,235.90	\$ 13,558.79	\$ 13,558.79
Luzerne	\$ 5,166.26	\$ -	\$ -	\$ 22,585.41	\$ 27,827.60	\$ 27,827.60	\$ 25,390.21	\$ -	\$ 22,585.41	\$ 27,827.60	\$ 25,390.21	\$ -
Stony Creek	\$ 2,791.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Thurman	\$ 2,488.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Warrensburg	\$ 6,019.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Village of Lake George	\$ 5,242.19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other than Towns:												
SUNY Adirondack	\$ 78,687.12	\$ -	\$ -	\$ 19,995.84	\$ 98,682.96	\$ 98,682.96	\$ 49,988.95	\$ -	\$ 19,995.84	\$ 98,682.96	\$ 49,988.95	\$ -
Crandall Library	\$ 8,234.25	\$ -	\$ -	\$ 2,199.31	\$ 10,433.57	\$ 10,433.57	\$ 3,313.40	\$ -	\$ 2,199.31	\$ 10,433.57	\$ 3,313.40	\$ -
LG/LC Regional Planning	\$ 1,837.56	\$ -	\$ -	\$ 210.59	\$ 2,048.14	\$ 2,048.14	\$ 3,582.59	\$ -	\$ 210.59	\$ 2,048.14	\$ 3,582.59	\$ -
County Departments:												
WC Administrator	\$ 1,184.26	\$ -	\$ -	\$ 1,472.76	\$ 2,657.02	\$ 2,657.02	\$ 2,055.61	\$ -	\$ 1,472.76	\$ 2,657.02	\$ 2,055.61	\$ -
WC Attorney	\$ 1,306.40	\$ -	\$ -	\$ -	\$ 1,306.40	\$ 1,306.40	\$ -	\$ -	\$ -	\$ 1,306.40	\$ -	\$ -
WC Auditor	\$ 336.05	\$ -	\$ -	\$ -	\$ 336.05	\$ 336.05	\$ -	\$ -	\$ -	\$ 336.05	\$ -	\$ -
WC Bd of Elections	\$ 1,296.52	\$ -	\$ -	\$ 8,419.43	\$ 9,715.95	\$ 9,715.95	\$ 11,481.99	\$ -	\$ 8,419.43	\$ 9,715.95	\$ 11,481.99	\$ -
WC Bldg Codes	\$ 1,508.74	\$ -	\$ -	\$ 4,422.93	\$ 5,931.67	\$ 5,931.67	\$ 2,933.07	\$ -	\$ 4,422.93	\$ 5,931.67	\$ 2,933.07	\$ -
WC Clerk	\$ 3,485.08	\$ -	\$ -	\$ 4,999.79	\$ 8,484.87	\$ 8,484.87	\$ 4,372.88	\$ -	\$ 4,999.79	\$ 8,484.87	\$ 4,372.88	\$ -
WC Data Processing	\$ 1,962.36	\$ -	\$ -	\$ 21.74	\$ 1,984.11	\$ 1,984.11	\$ 30.35	\$ -	\$ 21.74	\$ 1,984.11	\$ 30.35	\$ -
WC District Attorney	\$ 4,286.59	\$ -	\$ -	\$ -	\$ 4,286.59	\$ 4,286.59	\$ -	\$ -	\$ -	\$ 4,286.59	\$ -	\$ -
WC DPW	\$ 18,742.07	\$ -	\$ -	\$ 101,219.82	\$ 119,961.89	\$ 119,961.89	\$ 165,782.92	\$ -	\$ 101,219.82	\$ 119,961.89	\$ 165,782.92	\$ -
WC DPW - Airport	\$ 1,275.75	\$ -	\$ -	\$ 1,706.07	\$ 2,981.82	\$ 2,981.82	\$ -	\$ -	\$ 1,706.07	\$ 2,981.82	\$ -	\$ -
WC DPW - Bldg & Ground	\$ 2,541.89	\$ -	\$ -	\$ 12,449.28	\$ 14,991.18	\$ 14,991.18	\$ -	\$ -	\$ 12,449.28	\$ 14,991.18	\$ -	\$ -
WC DPW - Up Yonda	\$ 626.60	\$ -	\$ -	\$ -	\$ 626.60	\$ 626.60	\$ -	\$ -	\$ -	\$ 626.60	\$ -	\$ -
WC E&T	\$ 1,954.00	\$ -	\$ -	\$ 240.17	\$ 2,194.17	\$ 2,194.17	\$ 3,441.02	\$ -	\$ 240.17	\$ 2,194.17	\$ 3,441.02	\$ -
WC Health Services	\$ 15,270.87	\$ -	\$ -	\$ 40,131.64	\$ 55,402.52	\$ 55,402.52	\$ 73,271.12	\$ -	\$ 40,131.64	\$ 55,402.52	\$ 73,271.12	\$ -
WC Historian	\$ 56.41	\$ -	\$ -	\$ -	\$ 56.41	\$ 56.41	\$ -	\$ -	\$ -	\$ 56.41	\$ -	\$ -

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2015 Assessments	Administrative		Administrative		Claims Allocation	Year 2015		Year 2014 Assessment Old Formula
	Payroll Base	VAW	VFF	Administrative		Total Assessment NEW FORMULA	Assessment	
Participant:								
WC HR and Personnel	\$ 695.87	\$ -	\$ -	\$ -	\$ -	\$ 695.87	\$ -	
WC Legal Def	\$ 234.58	\$ -	\$ -	\$ -	\$ -	\$ 234.58	\$ -	
WC Mental Health	\$ 1,333.06	\$ -	\$ -	\$ -	\$ -	\$ 1,333.06	\$ -	
WC OES	\$ 897.98	\$ -	\$ -	\$ -	\$ -	\$ 897.98	\$ -	
WC OFA	\$ 4,357.83	\$ -	\$ -	\$ 25,268.25	\$ -	\$ 29,626.07	\$ 7,986.89	
WC Planning	\$ 1,005.16	\$ -	\$ -	\$ -	\$ -	\$ 1,005.16	\$ 3,313.40	
WC Probation	\$ 4,931.53	\$ -	\$ -	\$ -	\$ -	\$ 4,931.53	\$ -	
WC Public Defender	\$ 2,271.69	\$ -	\$ -	\$ 7.60	\$ -	\$ 2,279.30	\$ -	
WC Purchasing	\$ 539.95	\$ -	\$ -	\$ -	\$ -	\$ 539.95	\$ -	
WC Real Property	\$ 998.29	\$ -	\$ -	\$ -	\$ 117.41	\$ 1,115.70	\$ 163.87	
WC Residential Hall	\$ 4,262.60	\$ -	\$ -	\$ -	\$ 778.04	\$ 5,040.64	\$ 3,601.14	
WC Self-Insurance	\$ 647.41	\$ -	\$ -	\$ -	\$ 12.91	\$ 660.31	\$ 18.01	
WC Sheriff's Dept	\$ 35,247.63	\$ -	\$ -	\$ -	\$ 64,474.13	\$ 99,721.75	\$ 164,029.85	
WC Sheriff's Dept - Jail	\$ 23,337.70	\$ -	\$ -	\$ -	\$ 60,701.39	\$ 84,039.09	\$ -	
WC Social Services	\$ 24,365.03	\$ -	\$ -	\$ -	\$ 33,112.99	\$ 57,478.01	\$ -	
WC Soil & Water	\$ 1,258.86	\$ -	\$ -	\$ -	\$ -	\$ 1,258.86	\$ 43,057.70	
WC Supervisors	\$ 3,346.43	\$ -	\$ -	\$ -	\$ 1,096.97	\$ 4,443.39	\$ 3,313.40	
WC Tourism	\$ 1,876.45	\$ -	\$ -	\$ -	\$ 1,608.92	\$ 3,485.37	\$ 1,531.10	
WC Traffic Safety	\$ 67.17	\$ -	\$ -	\$ -	\$ -	\$ 67.17	\$ 2,089.58	
WC Treasurer	\$ 2,919.60	\$ -	\$ -	\$ -	\$ -	\$ 2,919.60	\$ -	
WC Veterans	\$ 365.74	\$ -	\$ -	\$ 5,877.16	\$ -	\$ 6,242.90	\$ 6,700.49	
WC WIC	\$ 1,360.00	\$ -	\$ -	\$ -	\$ 1,113.75	\$ 2,473.75	\$ -	
WC Wts and Meas	\$ 250.03	\$ -	\$ -	\$ -	\$ -	\$ 250.03	\$ -	
Westmount	\$ 19,563.92	\$ -	\$ -	\$ -	\$ 112,272.28	\$ 131,836.20	\$ 138,096.00	
Volunteers:								
Bakers Mills FD	\$ -	\$ -	\$ 547.71	\$ 19.40	\$ -	\$ 567.11	\$ 3,327.98	
Bolton ER	\$ 845.13	\$ 3,023.43	\$ -	\$ 168.67	\$ -	\$ 4,037.23	\$ 3,313.40	
Bolton FD	\$ 45.79	\$ -	\$ 5,785.15	\$ -	\$ -	\$ 5,830.94	\$ 3,313.40	
Chester FD	\$ -	\$ -	\$ 3,731.25	\$ 553.64	\$ -	\$ 4,284.89	\$ 4,012.42	
Garnet Lake FD	\$ -	\$ -	\$ 239.62	\$ -	\$ -	\$ 239.62	\$ 3,313.40	
Hague ER	\$ -	\$ 1,073.13	\$ -	\$ 9,986.32	\$ -	\$ 11,059.45	\$ 21,153.95	
Hague FD	\$ -	\$ -	\$ 5,545.53	\$ 3,150.51	\$ -	\$ 8,696.04	\$ 7,340.60	
Horicon FD	\$ -	\$ -	\$ 3,252.01	\$ 2,814.12	\$ -	\$ 6,066.13	\$ 5,031.29	

Sally - Ans (10)

