

AGENDA  
PERSONNEL COMMITTEE  
MAY 6, 2015

*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:**
    - A) Request to authorize Patricia Nenninger, *Personnel Officer*, to attend the 2015 Annual Civil Service Training Conference in Albany, NY on June 8-10, 2015.
    - B) Request to authorize travel for Jackie Figueroa, *Executive Assistant to the Human Resources Director*, to attend the Bond, Schoeneck & King, PLLC Workplace 2015 Statewide Labor, Employment & HR Conference on June 17, 2015 at the Saratoga National Golf Club, Saratoga Springs, New York.
    - C) Report on tracking of salary implications for positions filled.
  - 2) **Referrals from the Criminal Justice Committee:**

*Assigned Counsel -*

    - A) Request to appoint Marcy Flores as Public Defender effective July 1, 2015, *Annual Salary of \$104,143*, due to the retirement of John Wappett on June 30, 2015.
    - B) Request to amend the Table of Organization and Salary Schedule as indicated below to reflect salary adjustments for the Assistant Public Defender positions effective July 1, 2015:
      - First Assistant Public Defender - Increase from \$66,390 to \$69,544;
      - Second Assistant Public Defender - Increase from \$56,838 to \$59,538;
      - Third Assistant Public Defender - Increase from \$54,196 to \$56,770;
      - Fourth Assistant Public Defender - Increase from \$52,443 to \$54,934; and
      - Fifth Assistant Public Defender - Increase from \$51,638 to \$54,091.
  - 3) **Referral from the Health Services Committee:**

*Public Health-*

Ms. Auer to address the Committee with respect to consideration of allocating specific Cost of Living Adjustment (COLA) funding offered by the Women, Infant and Children (WIC) Program to employees who provide "direct care" to clients.
  - 4) **Referral from the Human Services Committee:**

*Employment and Training-*

Request to amend Resolution No. 766 of 2009, as well as to amend the Table of Organization, to increase the hours of the Part-Time Employment and Training Counselor from the amount of up to 30 hours per week to the amount of up to 35 hours per week in accordance with the needs for the Summer Youth Program.
  - 5) **Referral from the Public Safety Committee:**

*Sheriff-*

Request to amend the Table of Organization and Salary Schedule to delete the position of Senior Account Clerk in the Sheriff's Correction Division. *Note: this position has been vacant for four years, the Sheriff intends to transfer the funds budgeted for this position to provide funding for the Part-Time Security Officer position at the DMV entrance.*

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

- A) Discussion concerning County Human Resources Department and Director vacancy.
- B) JoAnn McKinstry to discuss proposed Payroll Rules Policy which is intended to clarify and standardize procedures.

IV. **Vacancies Filled:**

***Sheriff-***

- 1) Senior Account Clerk, *Annual Salary \$35,269.36*, due to resignation. This is a non-mandated, Union position which receives no reimbursements.

***Social Services -***

- 1) Caseworker #29, Grade 16, *Annual Salary \$39,004*, due to resignation. This is a mandated, Union position which receives 50% Federal and 25% State reimbursements.

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 Patricia C. Nenninger  
(Supervisory Committee) (Employee Name)

to attend 2015 Annual Civil Service Training Conference  
(Name of meeting or organization)

at Albany Hilton  
(Address)

On June 8, 2015- June 10, 2015 Mode of transportation to be used County Vehicle  
(Dates) (County Vehicle or Mass Transportation)

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

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ 508.60 GSA\* Rate \$ 344.00 ( $\$111 \times 2 = 222.00$ )  
(COMBINED MEALS and ROOM) ( $\$61 \times 2 = 122.00$ )
- 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 "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one.

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

The Personnel Committee (Supervisory Committee) hereby authorizes Patricia C. Nenninger (Employee Name)

to attend 2015 Annual Civil Service Training Conference (Name of meeting or organization)

at Albany Hilton (Address)

On June 8, 2015- June 10, 2015 (Dates). Mode of transportation to be used County Vehicle (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)

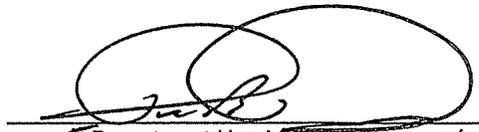
- Notice of meeting or convention including cost.

**For Overnight Travel**

- Room rate \$ 508.60 GSA\* Rate \$ 344.00 ( $\$111 \times 2 = 222.00$   
 $\$61 \times 2 = 122.00$ )  
 (COMBINED MEALS and ROOM)
- Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 5/1/15

*Copy for Morehouse or Clerk of Board*  
  
 Department Head Signature  
  
 Committee Chairman Signature

Please refer to the Warren County Travel Policy and general policy guidelines.

TOTAL \$508.60  
 GSA- 344.00  
 \$ 164.60

Please check to request a fleet vehicle.

- REQUEST FOR USE OF FLEET VEHICLE**

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5. Copy to County Administrator if credit card will be used



**President**  
Brayton Connard  
Monroe County  
(585) 753-1700  
bconnard@monroecounty.gov

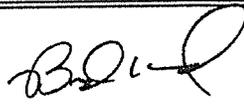
**1<sup>st</sup> Vice President**  
John Charon  
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(516) 676-4814  
jwcharon@cityofglencoveny.org

**2<sup>nd</sup> Vice President**  
Available

**Treasurer**  
Kathy Corona  
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(315) 539-1712  
kcorona@co.seneca.ny.us

**Secretary**  
Bethany O'Rourke  
Tioga County  
(607) 687-8201  
o'rourkeb@co.tioga.ny.us

## New York State Association of Personnel and Civil Service Officers

Date: March 24, 2015  
To: All Civil Service Agencies  
From: Brayton Connard, President of NYSAPCSO   
Subject: 2015 Annual Training Conference, 2<sup>nd</sup> Letter

The registration deadline is fast approaching for the 2015 Annual Civil Service Training Conference at the Albany Hilton from June 7 - 10, 2015.

### Updates:

- State Senator Martin Golden has accepted our invitation to be Tuesday night's banquet speaker. Senator Golden is chair of the Senate Civil Service & Pensions Committee. This will be an excellent opportunity to hear about the legislative process and its impact on Civil Service Law.
- I am seeking ten brave volunteers to participate in our new "**Civil Service Quiz Bowl**", a contest between two teams of Civil Service "experts" from our membership. If you are competitive or just a good sport, please send me an e-mail volunteering.
- The Executive Committee is actively seeking your nominations for the **Merit & Fitness Award** to be presented at Tuesday's semi-formal banquet. Please see the attached form for details.

### Reminders:

- At our Association business meeting we will be **electing officers for the next two year cycle**. 1<sup>st</sup> VP John Charon will assume the duties of President, leaving both VP positions vacant. The Executive Committee encourages interested members to step forward and seek the offices. If you are interested, please contact Patty Familo of Oswego County who is chair of the Nominating Committee.
- Hotel reservation forms must be submitted by **May 14, 2015** to qualify for the package pricing.
- Association registration forms must be submitted by **May 7, 2015**.
- Parking for overnight guests and commuters is included. The hotel also offers complimentary airport and train station shuttle service.
- The Monday reception and dinner will be at the Adirondack room of the New York State Museum. Capital tours are available Tuesday and Wednesday by signing up at the registration table.
- Scholarship application letters are due to me by March 31, 2015.

### Attachments:

- Merit & Fitness Award Nomination Form
- Session Schedule
- Hotel Reservation Form, to be returned to the Hotel.
- Association Registration Form, to be returned to Kathy Corona
- Blank Tax Exempt certificate, to go along with the Hotel Reservation Form. (have a copy at check-in as well)

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 Jackie Figueroa  
(Supervisory Committee) (Employee Name)

to attend BS&K Workplace 2015 Labor, Employment & HR Conference  
(Name of meeting or organization)

at 458 Union Avenue, Saratoga Springs, NY  
(Address)

on June 17, 2015. 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:

Prefer to drive own vehicle.

**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: 4/28/15

  
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**

\*\*\*\*\*

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*Commitment • Service • Value • Our Bond*

Click [HERE](#) to add this event to your Outlook Calendar.

This is confirmation that Jacqueline Figueroa has registered to attend the Workplace 2015 Statewide Labor, Employment & HR Conference scheduled for June 17, 2015 at the Saratoga National Golf Club, 458 Union Avenue, Saratoga Springs, NY 12866. Registration & Continental Breakfast 7:45 - 8:15 a.m.; Program 8:15 a.m. - 4:15 p.m.

You have indicated the following dietary restriction - Gluten Free

You have chosen to attend the following breakout sessions:

Session 1 (11:30 a.m. - 12:45 p.m.): Best Practices for Managing Employee Terminations

Session 2 (1:30 - 2:45 p.m.): Employee Handbooks – Choose Your Words Wisely

Method of Payment – Mail Payment

Payment Amount – \$140.00

Please make your check payable to Bond, Schoeneck & King PLLC and mail to the address below.

Click [HERE](#) to register another attendee from your organization.

If you have any questions or concerns, please contact:

Ms. Toko Moyo  
Marketing Events Coordinator  
Bond, Schoeneck & King, PLLC  
One Lincoln Center  
Syracuse, NY 13202  
Phone: 1-800-339-8897  
Fax: 1-315-218-8813  
[TMOYO@BSK.COM](mailto:TMOYO@BSK.COM)

We look forward to seeing you.

**Memorandum**

Date: May 1, 2015  
 To: Personnel Committee  
 From: Jackie Figueroa - Executive Assistant to the County Director of Human Resources  
 Re: Tracking of Notice of Intent to Fill Position Feb. - April 2015

Personnel Cmte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/11/2015	DPW	Fiscal Manager	Kloss	\$ 51,537.00	\$ 51,537.00	3/16/2015	Henkel	\$56,966.00	\$5,429.00	\$5,429.00
2/11/2015	Employment & Training	Employment & Training Counselor #1	Tarantino	\$ 22,833.00	\$ 32,553.00	3/25/2015	Booth	\$32,553.00	\$0.00	\$9,720.00
2/11/2015	Emergency Services	2nd Deputy EMS Coordinator	Ordway	\$ 5,028.00	\$ 5,028.00	4/1/2015	Howe	\$5,028.00	\$0.00	\$0.00
2/11/2015	Treasurer	Account Clerk #1	Gross	\$ 12,279.00	\$ 12,279.00	1/5/2015	Stark	\$12,524.00	\$245.00	\$245.00
3/11/2015	District Attorney	2nd Assistant District Attorney	Donlon	\$ 81,633.00	\$ 81,633.00	3/30/2015	Burin	\$78,477.00	-\$3,156.00	-\$3,156.00
3/11/2015	Public Health	Public Health Nurse #25 (1559)	Rainville	\$52,102.00	\$44,783.00	Vacant				
3/11/2015	DSS	Keyboard Specialist #7	Kilmartin	\$ 27,495.00	\$ 25,193.00	Vacant				
4/8/2015	DPW	Sign Maint. Worker #2	Sady	\$40,453.00	\$32,553.00	Vacant				
4/8/2015	DPW	Auto Mechanic	Dingman	\$42,454.00	\$32,553.00	Vacant				
4/8/2015	DPW	Assistant Engineer #2	Piekarz	\$44,675.00	\$43,000.00	Vacant				
4/8/2015	Public Health	Public Health Liaison	Meade (PT)	\$38,045.00	\$30,204.00	Vacant				
4/8/2015	Clerk of the Board	Deputy Clerk of the Board	Allen	\$50,000.00	\$44,500.00	5/1/2015	McLenithan	\$44,500.00	\$0.00	-\$5,500.00
4/8/2015	County Clerk/DMV	Senior Account Clerk	Corkins	\$37,786.00	\$30,204.00	Vacant				
								<b>TOTALS</b>	<b>\$5,674.00</b>	<b>\$15,394.00</b>

## ***RESOLUTION REQUEST FORM NO. 2***

### ***Request to Appoint or Reappoint County Department Head***

**DEPARTMENT NAME: Public Defender**

**DATE: June 30, 2015**

- (a) Name of Employee: **Marcy I. Flores**
- (b) If this is a Reappointment, list Employee No.:
- (c) If this is a Reappointment, please list the Resolution No. of the last appointment of this individual:
- (d) Address of Employee: **PO Box 373  
Warrensburg, NY 12885**
- (e) Title of Appointment:  
**Public Defender**
- (f) Effective Date of Appointment:  
**~~June 30, 2015~~ July 1, 2015**
- (g) Termination Date of Appointment:  
**December 31, 2015**
- (h) Annual Base Salary:  
**\$104,143.00**
- (i) If this is a New Appointment, Name of Person Being Replaced:  
**John P. M. Wappett**
- (j) If this is a New Appointment, Reason for Replacement:  
**John P. M. Wappett is retiring.**

# **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: Public Defender**

**DATE: April 27, 2015**

(a) Purpose of Request:

**To amend the salaries of the assistant public defenders and amend the Table of Organization for the Public Defender's Office.**

**To amend Flores to the salary of the Public Defender.**

(b) Details:

**Amend Flores to PD salary. Amend the 1st APD to \$66,390.00 with a increase of \$3,154.00 for an adjusted salary of \$69,544.00as listed on the attached chart.**

**Amend the 2nd APD, the 3rd APD, the 4th APD and the 5th APD salaries as listed on the attached chart.**

(c) Previous Resolution Number:

**Resolution 555 of 2014**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**A.1171 110 Public Defender- Salaries -Regular**

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

\* as listed in budget and LOGOS

Warren County Public Defender  
Proposed Salary Adjustment 2015

Position	Salary	Increase (4.75%)	Adjusted Salary
#1 APD	66,390	3,154	69,544
#2 APD	56,838	2,700	59,538
#3 APD	54,196	2,574	56,770
#4 APD	52,443	2,491	54,934
#5 APD	51,638	2,453	54,091

# **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: Employment and Training**

**DATE: April 24, 2015**

- (a) Purpose of Request: **Amend Resolution 766 of 2009 Authorizing Part-time Employment and Training Counselor**
- (b) Details: **Resolution 766 of 2009 authorizes our Part-time Employment and Training Counselor to work up to 30 hours per week. The primary duties of the position is administration of our youth program. During the year, the job is three days a week (24 hours), but additional hours are required leading up to and during the summer program. The definition of part-time in the current CSEA contract is up to 35 hours per week. The request is to increase the authorization to up to 35 hours per week.**
- (c) Previous Resolution Number: **766 of 2009**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **40.6293.0310 WIA Youth, Grade 9, \$32,553**

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

RESOLUTION NO. 766 OF 2009

Resolution introduced by Supervisors Thomas, Kenny, VanNess, Belden, Stec, Sokol and Tessier

**AUTHORIZING THE DIRECTOR OF EMPLOYMENT & TRAINING TO FILL THE VACANT POSITION OF PART-TIME EMPLOYMENT & TRAINING COUNSELOR**

RESOLVED, that by a 2/3 majority vote, the Warren County Board of Supervisors hereby authorizes the Director of Employment & Training to fill the vacant position of Part-Time Employment & Training Counselor, at a base salary of \$30,222, pro-rated, up to 30 hours a week.

# RESOLUTION REQUEST FORM NO. 20

## MISCELLANEOUS

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

DEPARTMENT NAME: *Sheriff*

DATE: *04/21/15*

- (a) Purpose of Request: *Delete SR. Account Clerk #1 position -*
- (b) Details: *Has been vacant for 4 years*
- (c) Previous Resolution Number: *DNA*
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: *A 3150 110*

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

\* as listed in budget and LOGOS

## PAYROLL RULES POLICY

### PURPOSE:

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

### POLICY RULES:

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or a designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer's Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work with the exception of half day vacation. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 4) Westmount Health Facility will continue to pay holiday plus time and one half to per diem employees who work on the holiday. All other County departments will pay straight time for all per diem employees who work on holidays. Temporary and seasonal employees receive holiday pay provided that the holiday falls on their regularly scheduled workday.

5) An employee must hold a position as of January 1st of any given year in order to receive applicable annual accruals.

**EFFECTIVE DATE:**

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015.

DRAFT

# 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: Senior Account Clerk Base Salary of Position: \$35,269.36 Grade:

Filling at Step # (If Known): TBD Request to Back Due to Promotion:  Yes  No

Budget code and title: A.3150 Union  Non-Union

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

Employee No: 10855 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.

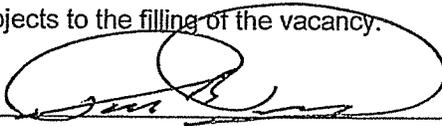
Human Resources Director has approved this form when initialed. gsterfer 4/21/15.

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

The Administrator objects to the filling of the vacancy.

Administrator Signature



Date

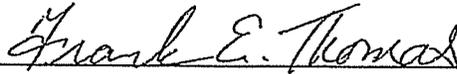
4/22/15

### BUDGET OFFICER COMPLETES THIS SECTION

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



Date

4/22/15

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee \_\_\_\_\_

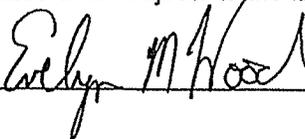
The committee has no objection to the filling of the vacancy.

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



Date

4/27/15

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: CASEWORKER #29 Base Salary of Position: 39,004 Grade: 16
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: [X] Yes [ ] No
Budget code and title: A6010 110-Salaries Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No.: 11425 Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 50% [X] State 25% [ ] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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. gsteffan 4/20/15

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 4/20/15

BUDGET OFFICER COMPLETES THIS SECTION

- [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 Date 4/22/15

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Social Services

- [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] Date 4/24/2015

## 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:** Health Services

**DATE:** 05/06/2015

- (a) Purpose of Request: To authorize WIC Program employees to receive COLA funds specifically earmarked by NYSDOH WIC program for employees providing direct care services, in the amounts set forth for the COLA funds per employee in a form approved by the Warren County Attorney, and to amend the 2015 budget to reflect funds.
- (b) Details:
- (c) Previous Resolution Number: None , not applicable

## Attachment C - Direct Care COLA Reimbursement Request

Contractor Name:

Warren County of

Contract Initiative:

Special Supplemental Nutrition Program for Women, Infants and Children (WIC)

Contract No.:

C025807

FY 14-15 Direct Care COLA Award:

\$ 1,867

*Requested Due Date for Claim Submission : May 15, 2015*

Column A: Employee Name Projected to be Paid Under Contract for Period 1/1/15-3/31/15	Column B: Your Agency's Position Title	Column C: Code Number from Attachment B	Column D: Projection of Salary and Fringe for the Period of 1/1/15-3/31/15 as Provided on Attachment A Phase-1	Column E: Projection of 2% Allocation Based on Projected Salary and Fringe Figures Provided on Attachment A	Column F: ACTUAL Salary and Fringe for the Period of 1/1/15- 3/31/15	Column G: Represents a 2% Allocation Based on Actual Salary and Fringe Figures reflected in Column F
Jamie Clute	WIC Nutrition Aide	290	\$ 13,383.00	\$ 267.66	\$ 10,673.19	\$ 213.46
Crystal McKinney	WIC Assistant	290	\$ 12,133.00	\$ 242.66	\$ 10,836.87	\$ 216.74
Sara Farnsworth	WIC Assistant	290	\$ 11,075.00	\$ 221.50	\$ 8,082.52	\$ 161.65
Cassandra Rausch	WIC Clerk	290	\$ 5,532.00	\$ 110.64	\$ 4,303.11	\$ 86.06
Toni Roth	Coordinator	290	\$ 18,998.00	\$ 379.96	\$ 18,982.72	\$ 379.65
Beth Paquette	Nutritionist	290	\$ 18,172.00	\$ 363.44	\$ 16,208.07	\$ 324.16
Sandy Watson	Registered Dietician	290	\$ 19,886.00	\$ 397.72	\$ 15,760.21	\$ 315.20
Ashely Long	Peer Counselor	290	\$ 3,657.00	\$ 73.14	\$ 3,117.51	\$ 62.35
Laura Saffer	Outreach Coordinator	290		\$ -	\$ 5,373.23	\$ 107.46
				\$ -		\$ -
				\$ -		\$ -
				\$ -		\$ -
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				\$ -		\$ -
				\$ -		\$ -
<b>GRAND TOTAL</b>			<b>\$ 102,836.00</b>	<b>\$ 2,056.72</b>	<b>\$ 93,337.43</b>	<b>\$ 1,866.73</b>

*This is to certify that the direct care cost of living funding, as described in subdivision 3-d of section 1 of part C of chapter 57 of the laws of 2006 as added by a chapter of the laws of 2014, will be used to provided additional funding as instructed in the award notification and that each of the employees as indicated above under Column A, as approved by the NYS Department of Health, have received the additional funding in the form of salary and related fringe expenditures in the amount of the value indicated in Column G above.*

Signed:

\_\_\_\_\_

Title:

\_\_\_\_\_

Date:

\_\_\_\_\_

*Please note that all expenditures must be documented and will be subject to audit.*

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 Jackie Figueroa  
(Supervisory Committee) (Employee Name)

to attend BS&K Workplace 2015 Labor, Employment & HR Conference  
(Name of meeting or organization)

at 458 Union Avenue, Saratoga Springs, NY  
(Address)

on June 17, 2015. 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:

Prefer to drive own vehicle.

**Proper documentation must be attached when submitting for approval.**

(Please check documents attached)

- Notice of meeting or convention including cost.

**For Overnight Travel**

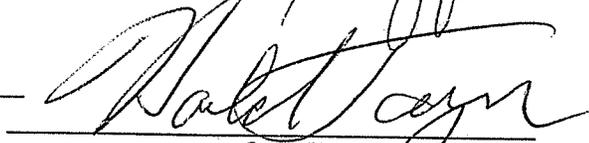
- Room rate \$ \_\_\_\_\_ GSA\* Rate \$ \_\_\_\_\_
- Meal costs - GSA\*per diem rate \$ \_\_\_\_\_

\*[www.gsa.gov](http://www.gsa.gov)

Date: 4/28/15

  
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.