

AGENDA  
PERSONNEL COMMITTEE  
OCTOBER 7, 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/Personnel Officer:**
    - A) Report on tracking of salary implications for positions filled.
    - B) Review of County Human Resources Department budget.
  - 2) **Referral from the Criminal Justice Committee:**  
***Probation -***  
Request to create and fill the new position of Probation Officer Trainee #1, *Grade 18, Annual Base Salary \$39,004*, as well as to decrease the salary for the Probation Officer #2 position to \$3,500 effective October 19, 2015 and amend the Table of Organization and Salary Schedule accordingly.
  - 3) **Referral from the Health Services Committee:**  
***Mental Health -***  
Request to create the new position of Children and Youth SPOA (*Single Point of Access*) Coordinator, *Annual Salary \$53,500*, effective November 1, 2015 and amend the Table of Organization and Salary Schedule accordingly. This is a mandated position required by the New York State Office of Mental Health which will receive 100% State reimbursements.
  - 4) **Referrals from the Public Works Committee:**  
***DPW -***
    - A) Request for ratifying authorization for enrollment in a job related course: Maja Tlokinska-Scroggins, *Senior Account Clerk*, to attend AS Accounting Courses at SUNY Adirondack which began in the Fall of 2015 and will conclude in December of 2015. This course is being taken in furtherance of Ms. Scroggins' accounting degree program at a total cost of \$2,250 for which the County will provide reimbursement for 50% upon completion of course with a grade of "C" or better.
    - B) Correcting the vacation accruals for Employee No. 6112 to immediately credit 17 days of vacation, make payment in the amount of \$2,415.75 to the aforementioned employee, authorize retroactive use of the corrected vacation time during a prior payroll period when said employee was off the County payroll, and to adjust the employee's earned service credits during this period.
  - 5) **Referral from the Support Services Committee:**  
***County Attorney -***  
Request to create the new position of Legal Assistant #3 for training purposes - details to be provided.
  - 6) **Referral from the Tourism Committee:**  
Request to temporarily appoint Joanne Conley as Tourism Coordinator for a period of six months (*10/19/15 - 4/19/16*) pending a decision by the Tourism Committee to fill the position of Tourism Director. For this appointment, Ms. Conley is to receive an additional amount not to exceed \$3,000 in 2015, nor \$5,000 in 2016.
  - 7) **Requests/Items to be discussed by the County Administrator:**  
Employee Health Insurance renewal review and such authorizations as are required within the Warren County Health Insurance Policies for 2015-16 with Capital Financial.
  - 8) **Request from the Chairman of the Board:**  
Committee to hold an executive session to discuss the employment history of a particular employee.

*Continued*

**IV. Vacancies Filled:**

***Clerk of the Board*** -

Sr. Legislative Office Specialist #1, *Annual Salary \$39,270*, due to resignation.

***Countryside Adult Home*** -

Building Maintenance Mechanic, *Grade 13, Annual Salary \$35,960*, due to resignation.

***County Attorney*** -

Legal Assistant #1, *Annual Salary to be determined*, due to retirement.

***Social Services*** -

Social Welfare Examiner #6, *Grade 8, Annual Base Salary \$31,452*, due to resignation.

Keyboard Specialist #2, *Grade 3, Annual Base Salary \$25,193*, due to resignation.

**Memorandum**

Date: September 30, 2015

To: Personnel Committee

From: Jackie Figueroa - County Director of Human Resources

Re: Tracking of Notice of Intent to Fill Position Feb. - September 2015

Personnel Cnte. 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	5/4/2015	Saville	\$51,888.00	\$7,105.00	-\$214.00
3/11/2015	DSS	Keyboard Specialist #7 (2306)	Kilmartin	\$ 27,495.00	\$ 25,193.00	5/4/2015	Lorrain	\$25,193.00	\$0.00	-\$2,302.00
4/8/2015	DPW	Sign Maint. Worker #2 (1204)	Sady	\$40,453.00	\$32,553.00	6/15/2015	Monroe	\$40,453.00	\$7,900.00	\$0.00
4/8/2015	DPW	Auto Mechanic #6 (1267)	Dingman	\$42,454.00	\$32,553.00	6/1/2015	Cole	\$32,553.00	\$0.00	-\$9,901.00
4/8/2015	DPW	Assistant Engineer #2 (1215)	Piekarz	\$44,675.00	\$43,000.00	Vacant				
4/8/2015	Public Health	Public Health Liaison (1619)	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 (1115)	Corkins	\$37,786.00	\$30,204.00	5/18/2015	S. Smith	\$39,287.00	\$9,083.00	\$1,501.00
5/6/2015	Sheriff	Senior Account Clerk #6 (1492)	Lail	\$41,935.00	\$35,269.00	7/2/2015	J. Smith	\$37,087.00	\$1,818.00	-\$4,848.00
5/6/2015	DSS	Caseworker #29 (1671)	Johnson	\$45,493.00	\$39,004.00	6/15/2015	Schmidt	\$39,004.00	\$0.00	-\$6,489.00
6/10/2015	Public Health	CHN #16	Moehringer	\$51,888.00	\$41,547.00	6/15/2015	Saville	\$51,888.00	\$10,341.00	\$0.00
6/10/2015	Mental Health	Deputy Director - Clinical (1622)	Johnson	\$65,234.00	\$65,234.00	8/10/2015	Coutu	\$62,700.00	-\$2,534.00	-\$2,534.00
6/10/2015	Public Defender	1st Assistant Public Defender	Flores	\$56,838.00	\$69,544.00	7/1/2015	Tyree	\$69,544.00	\$0.00	\$12,706.00
6/10/2015	Public Defender	2nd Assistant Public Defender	Tyree	\$54,195.00	\$59,538.00	7/1/2015	Halloran	\$59,538.00	\$0.00	\$5,343.00
6/10/2015	Public Defender	3rd Assistant Public Defender	Halloran	\$52,443.00	\$56,770.00	7/1/2015	Racino	\$56,770.00	\$0.00	\$4,327.00
6/10/2015	Public Defender	4th Assistant Public Defender	Racino	\$51,637.00	\$54,934.00	7/1/2015	Liebert	\$54,934.00	\$0.00	\$3,297.00
6/10/2015	Westmount	Director of Nursing	Baker	\$88,434.00	\$88,434.00	6/12/2015	Gallo	\$88,434.00	\$0.00	\$0.00
6/10/2015	Westmount	In-Service Coordinator (2057)	Gallo	\$55,357.00	\$55,357.00	6/30/2015	Reed	\$65,000.00	\$9,643.00	\$9,643.00
6/10/2015	Westmount	Health Facility Office Records Specialist	S. Smith	\$39,287.00	\$36,815.00	6/15/2015	Clarke	\$36,815.00	\$0.00	-\$2,472.00
6/10/2015	Westmount	Health Facility Office Specialist	J. Smith	\$37,344.00	\$36,815.00	6/19/2015	W. Smith	\$36,815.00	\$0.00	-\$529.00
7/8/2015	County Clerk	Recording Clerk #3 (1286)	Carr	\$31,253.00	\$30,204.00	Vacant				
7/8/2015	DPW	MEO Medium #4 (1254)	Adams	\$37,787.00	\$30,204.00	8/24/2015	Kennedy	\$31,790.00	\$1,586.00	-\$5,997.00
7/8/2015	DPW	MEO Light #16 (1260)	Lehman	\$27,435.00	\$27,345.00	7/20/2015	Perrone	\$27,435.00	\$90.00	\$0.00
7/8/2015	DPW	MEO Medium #22 (2192)	D'Angelico	\$35,349.00	\$30,204.00	8/24/2015	Ashline	\$31,790.00	\$1,586.00	-\$3,559.00
7/27/2015	Treasurer	Payroll Technician	Reagan	\$33,829.00	\$33,829.00	7/27/2015	Duret-Clapper	\$33,829.00	\$0.00	\$0.00
8/12/2015	Treasurer	Senior Account Clerk	O'Hara	\$32,338.00	\$30,204.00	8/3/2015	Stark	\$30,204.00	\$0.00	-\$2,134.00

Personnel Cmte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
8/12/2015	Public Health	Infant Feeding Advocate - PT (2081)	Long	\$12,596.00	\$12,596.00	9/10/2015	Graham	\$12,596.00	\$0.00	\$0.00
8/12/2015	Public Health	RPN #21 (1534)	Hay	\$51,888.00	\$42,719.00	Vacant				
8/12/2015	Office for the Aging	Supervisor of Volunteers (1940)	Jarrell	\$28,959.00	\$24,664.00	Vacant				
8/12/2015	Public Defender	5th Assistant Public Defender	Liebert	\$54,934.00	\$54,091.00	9/8/2015	Bruhns	\$54,091.00	\$0.00	-\$843.00
9/9/2015	Employment & Training	Employment & Training Counselor (1899)	Metcalf	\$34,223.00	\$32,553.00	Vacant				
9/9/2015	Probation	Probation Assistant #2	Mason	\$30,724.00	\$30,204.00	Vacant				
9/9/2015	Public Health	RPN II #5 (8941)	Carpenter	\$51,888.00	\$42,719.00	Vacant				
9/9/2015	DPW	Confidential Assistant to the Superintendent DPW	Wolfe	\$41,770.00	\$41,770.00	Vacant				
9/9/2015	DSS	Social Welfare Examiner #41 (2129)	Stewart	\$31,972.00	\$31,452.00	Vacant				
								<b>TOTALS</b>	<b>\$45,874.00</b>	<b>\$14,266.00</b>

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2016 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources

BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2014 EXPENDITURES	2015 ADOPTED	2015 AMENDED	2016 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$112,000.00
200's EQUIPMENT				\$1,032.00
400's CONTRACTUAL	\$0.00			\$23,638.00
800's EMPLOYEE BENEFITS				\$35,206.00
<b>TOTALS</b>	<b>\$0.00</b>			<b>\$171,876.00</b>

SIGNED: *Diane Owen*  
 DEPARTMENT HEAD

TITLE: *Director of HR*

DATE: *9-17-15*

# Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
<b>Fund: A</b>						
<b>General</b>						
<b>Expenses</b>						
<b>Department: 1435 Human Resources</b>						
<b>Personal Services</b>						
110	Salaries - Regular	\$0.00	\$0.00	\$0.00	\$0.00	\$112,000.00
	<b>Total Personal Services</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$112,000.00
<b>Equipment</b>						
210	Furniture/Furnishings	\$0.00	\$0.00	\$0.00	\$0.00	\$1,032.00
220	Office Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Equipment</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$1,032.00
Account	Level	Comment				
210	Departmental Request	2,42" 4-drawer lateral locking files				

# Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
<b>Fund: A</b>						
<b>General</b>						
<b>Department: 1435</b>						
<b>Human Resources</b>						
<b>Contractual Expense</b>						
410	Supplies	\$0.00	\$0.00	\$0.00	\$0.00	\$1,150.00
420	Printing Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
421	Equipment Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
422	Repair/Maint-Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
423	Telephone	\$0.00	\$0.00	\$0.00	\$0.00	\$624.00
424	Postage	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00
426	Subscriptions	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
427	Memberships & Dues	\$0.00	\$0.00	\$0.00	\$0.00	\$490.00
428	Data Processing & Internet Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$124.00
439	Misc Fees & Expenses	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
444	Travel/Education/Conference	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
470	Contract	\$0.00	\$0.00	\$0.00	\$0.00	\$20,300.00
<b>Total Contractual Expense</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$23,638.00
<b>Account Level Comment</b>						
470	Departmental Request	\$14,300	WWVEAP (730EEs\$19.56)			
		\$6,000	Novatime Maintenance fee and Hardware Support			

# Budget Worksheet Report

Account Number	Description	2014 Actual Amount	2015 Adopted Budget	2015 Amended Budget	2015 Actual Amount	2016 Departmental Request
<b>Fund: A</b>						
<b>General</b>						
<b>Expenses</b>						
<b>Department: 1435</b>						
<b>Human Resources</b>						
<b>Employee Benefits</b>						
810	Retirement	\$0.00	\$0.00	\$0.00	\$0.00	\$11,761.00
830	Social Security	\$0.00	\$0.00	\$0.00	\$0.00	\$6,944.00
831	Medicare Contribution	\$0.00	\$0.00	\$0.00	\$0.00	\$1,624.00
860	Hospitalization	\$0.00	\$0.00	\$0.00	\$0.00	\$19,454.00
865	Dental Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$288.00
	<b>Total Employee Benefits</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$40,071.00
<b>Other Benefits</b>						
840	Workmen's Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$716.00
850	Unemployment Insurance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
855	Disability	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>Total Other Benefits</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$716.00
<b>Department Total: Human Resources</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	\$177,457.00
<b>Expense Totals</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	\$177,457.00
<b>Fund Total: General</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	(\$177,457.00)
<b>Revenue Grand Totals:</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Expense Grand Totals:</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	\$177,457.00
<b>Net Grand Totals:</b>						
		\$0.00	\$0.00	\$0.00	\$0.00	(\$177,457.00)

# 2016 - Salary Schedule Showing Grade-Step

Empl #	Name	Position	Jan1 Salary	Step Salary	Annual Sal.	Type	Union	Hire Date
12524	Jacqueline Figueroa	County Human Resources Director	\$72,499.88	\$0.00	\$72,499.88	Full Time	Appointed F/T	5/12/2014
12435	Christopher Klimartin	Personnel Aide PT	\$12,911.50	\$0.00	\$12,911.50	Part Time	Out of UnitPT	3/2/2015
5372	Margit Lawrence	Personnel Technician #1	03-00 \$47,858.30	\$0.00	\$47,858.30	Full Time	Out of UnitFT	3/1/1989
9770	Patricia Nenninger	Personnel Officer	\$68,278.76	\$0.00	\$68,278.76	Full Time	Appointed F/T	4/7/2003
		Personnel Extra Help/Over Time	\$5,545.00	\$0.00	\$5,545.00			
		Human Resources Executive Asst.	\$39,500.00	\$0.00	\$39,500.00			
		<b>Department Total:</b>	<b>\$246,593.44</b>	<b>\$0.00</b>	<b>\$246,593.44</b>			
		<b>Grand Total:</b>	<b>\$246,593.44</b>	<b>\$0.00</b>	<b>\$246,593.44</b>			

***RESOLUTION REQUEST FORM NO. 11***

***Request to Create New Position***

DEPARTMENT NAME: **Probation**

DATE: **9/28/15**

- (a) Title of Requested Position: **Probation Officer Trainee**
- (b) Annual Base Salary (and Grade if Applicable): **\$39,004, Grade 16**
- (c) Effective Date for New Position:\* **ASAP**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): **None- Will need to keep Probation Officer #2-#7222, Martha DeLarm's Position open and funded at \$3,500 because the trainee appointment is for a period of one year, following which incumbent receiving satisfactory rating will be advanced to the title of Probation Officer without further examination.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.3140-Probation, 110, - \$39,004.00**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) **Yes**
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 12% reimbursement from NYS Division of Criminal Justice Services**

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Mental Health****DATE: 9/25/15**

- (a) Title of Requested Position: **Children and Youth SPOA Coordinator**
- (b) Annual Base Salary (and Grade if Applicable): **\$53,500**
- (c) Effective Date for New Position:\* **11/1/2015**  
\*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.4310-110 Salaries**
- (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: **Yes. New mandated duties required by the NYS Office of Mental Health.**
- (h) Is there expected revenue from this position? If so, please explain: **Yes, 100% reimbursable by State Aid - NYS Office of Mental Health. 50% of the position is funded through Washington County chargeback (also 100% State Aid).**





**SUNY  
ADIRONDACK**

www.sunyacc.edu

Accounts Receivable  
640 Bay Road  
Queensbury, NY 12804  
Phone: 518.743.2266

Date: 07/06/2015

Maja A. Tlokinska-Scroggins  
4871 State Route 8  
Chestertown, NY 12817-3603

Student ID: 500152829  
Term: Fall 2015 (201510)

Due Date: 06-AUG-2015

**Student Schedule and Bill**

CRN	SUBJ	COURSE #	SECTION AND TITLE	CREDITS	DAYS	TIME	ROOM
12347	BUS	147	Management Accountin	4.00	TBA	TBA	ONLINE TBA
12370	PHD	107	Swimming and Water S	2.00	M	0710-0900pm	GRHS TBA
12380	BUS	247	Tax Compliance	3.00	W	0545-0835pm	ETSN 203
13166	BUS	201	Business Law I	3.00	TBA	TBA	ONLINE TBA
TOTAL CREDITS				12.00			

CURRENT TERM CHARGES		CURRENT TERM PAYMENTS	
Accident Insurance	2.00		
Activity Fee	90.00		
Adventure Sports Fee	30.00		
ID Card	4.00		
Parking Fee	15.00		
Technology Replacement Fee	102.00		
Tuition	1992.00		
Wellness Fee	15.00		
NO CERT OF RESIDENCE ON FILE - 063Warren			

Current Term Charges Total: 2250.00

Current Term Payments Total: 0.00

Current Term Balance:	2250.00	<b>AMOUNT DUE:</b>	2250.00
Other Term Balance:	0.00		

Please pay by mail or online. Payment or payment arrangements must be in by Aug 6th to retain this schedule. Late payment may result in loss of classes. You must submit a Certificate of Residence to receive the in state tuition rate, otherwise the out of state rate will apply.



If mailing payment, include this stub and send payment to:  
(please do not send cash)  
Adirondack Community College  
Business Office  
640 Bay Road  
Queensbury, NY 12804

Term: Fall 2015 (201510)

Pay this amount: 2250.00

Amount Paid: \$

Date: 07/06/2015

Student ID Number: 500152829

Student Name: Maja A. Tlokinska-Scroggins

Please contact the Registrars Office to update your address.

**PUBLIC WORKS**  
**SEPTEMBER 29, 2015**

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Motion was made by Ms. Wood, seconded by Mr. Simpson and carried unanimously to approve the request to amend the County Budget and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

Continuing to Agenda Page 18, Mr. Tennyson presented a request to establish Capital Project H361, *Brant Lake Lower Dam*, in the amount of \$45,000.

Motion was made by Mr. Simpson, seconded by Mr. Conover and carried unanimously to approve the request and refer same to the Finance Committee. *A copy of the request is on file with the meeting minutes.*

Agenda Page 22, Mr. Tennyson stated, included a request for a new contract with PIM Corporation to perform spray applied waterproof membrane for the Lanfear Road Bridge deck. He noted that the cost for the contract was in an amount not to exceed \$24,300, as estimated based on the square footage of the Bridge. Mr. Tennyson indicated that this application would extend the life of the Lanfear Road Bridge, making it last up to 20 years; he apprised that this Bridge had exposed rebar which needed to be protected.

Motion was made by Mr. Conover, seconded by Ms. Wood and carried unanimously to approve the request and the necessary resolution was authorized for the October 16<sup>th</sup> Board Meeting. *A copy of the request is on file with the meeting minutes.*

Mr. Tennyson advised Agenda Page 25 consisted of a request to authorize himself and Kevin Hajos, *Deputy Superintendent of Public Works*, to attend the 21<sup>st</sup> Annual Conference on Local Bridges - Professional Development Program in Syracuse, NY on October 20-22, 2015.

Motion was made by Mr. Simpson, seconded by Mrs. Frasier and carried unanimously to approve the request. *A copy of the executed Authorization to Attend Meeting or Convention Form is on file with the meeting minutes.*

Continuing to Agenda Page 28, Mr. Tennyson addressed a request for Maja Tlokinska-Scroggins, *Senior Account Clerk*, to enroll in job related courses at SUNY Adirondack (*AS Accounting Course - intended to further Accounting Degree program - Course to begin in the Fall of 2015 and to conclude in December of 2015 at a total cost of \$2,250*).

Motion was made by Mr. Conover, seconded by Mr. Taylor and carried unanimously to approve the request and refer same to the Personnel Committee. *A copy of the request is on file with the meeting minutes.*

Mr. Tennyson advised his final Action Agenda Item consisted of a request to enter into an executive session to discuss the employment history of a particular employee.

Motion was made by Mrs. Frasier, seconded by Ms. Wood and carried unanimously to enter into executive session pursuant to Section 105(f) of the Public Officer's Law.

Executive session was held from 10:13 a.m. until 10:53 a.m.

Ms. Seeber and Paul Dusek, *County Administrator*, entered the meeting during the executive session.

Upon reconvening, Mr. Tennyson requested a motion to correct the vacation accrual for Employee No. 6112 to immediately credit 17 days of vacation, make payment in the amount of \$2,415.75 to the aforementioned employee, authorize retroactive use of the corrected vacation time during a prior payroll period when said employee was off the County payroll, and to adjust the employee's earned service credits during this period, and refer same to the Personnel Committee.

**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: TOURISM**

**DATE: 9/24/15**

- (a) Purpose of Request:  
**To temporarily appoint Joanne Conley, Employee # 5808, as Tourism Coordinator for a period of six months, 10/19/15 through 4/19/16 pending decision by the Tourism Committee to fill the position of Tourism Director.**
- (b) Details:  
**Kate Johnson, previous Tourism Director retired effective 7/1/15. Joanne has taken a leadership role in the department to coordinate all tourism promotion/activities pending the filling of this position.**
- (c) Previous Resolution Number:  
**None**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**Funds available in unused portion of Kate Johnson's salary, A.6417 110. This transfer will not exceed \$3,000 in 2015, nor \$5,000 in 2016.**

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

\* as listed in budget and LOGOS

**McLenithan, Sarah**

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**From:** Miller, Kristy  
**Sent:** Wednesday, September 30, 2015 11:55 AM  
**To:** McLenithan, Sarah  
**Subject:** Personnel Agenda

Hi Sarah!!!

Paul would like the following added to the Action section of the Personnel Agenda:

Employee Health Insurance renewal review and such authorization as are required with the Warren County Health Insurance Policies for 2015-2016 with Capital Financial.

Thank you.

Kristy M. Miller  
Confidential Secretary to County Administrator  
Warren County Administrator's Office  
1340 State Route 9  
Lake George, New York 12845  
(518) 761-6539  
Fax: (518) 761-7652  
[millerk@warrencountyny.gov](mailto:millerk@warrencountyny.gov)

**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.

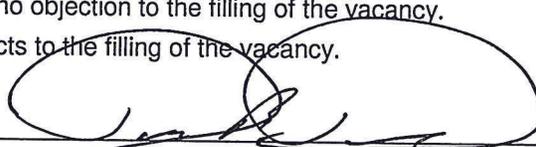
**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: **Clerk of the Board** Payroll Dept. No: **3.00**  
 Title of Position: **Sr. Legislative Office Specialist #1** Base Salary of Position: **\$39,270** Grade: **N/A**  
 Filling at Step # (If Known): **N/A** Request to Backfill Due to Promotion:  Yes  No  
 Budget code and title: **A.1040 110, Clerk-Legislative Board, Salaries-Regular Union**  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No.: **11263** 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 **UNCLASSIFIED PER**  
 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. **AG 9-22-15**

**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 9/23/15

**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 Frank E Thomas Date 9/24/15

**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 10/2/15

**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 **COUNTRYSIDE ADULT HOME** Payroll Dept. No. **6030**  
 Title of Position **BUILD MAINT MECHANIC** Annual Salary **\$35,960.00** Grade **13**  
 Budget code and title **A6030.110** Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No. **12187**  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal %  State **50** %  Other %  
 Impact to Budget: **APPROXIMATE SAVINGS OF \$260 [County Share].**  
**Human Resources Director has approved this form when initialed.** \_\_\_\_\_

**COUNTY ADMINISTRATOR COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature \_\_\_\_\_

**BUDGET OFFICER COMPLETES THIS SECTION**

Date \_\_\_\_\_  
 The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature \_\_\_\_\_

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee \_\_\_\_\_ Date \_\_\_\_\_  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature \_\_\_\_\_

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: County Attorney Payroll Dept. No: 16.00
Title of Position: Legal Assistant #1 Base Salary of Position: Subject to Salary Study Grade: N/A
Filling at Step # (If Known): N/A Request to Backfill Due to Promotion: Yes No
Budget code and title: A.1420 110, Law(County Attorney), Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 4465 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. 9-22-15

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 [Signature] Date 9/23/15

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 Frank E. Thomas Date 9/24/15

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 [Signature] Date 10-2-15

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: 40.06
Title of Position: Social Welfare Examiner #6 Base Salary of Position: \$31,452 Grade: 8
Filling at Step # (If Known): 0 Request to Backfill Due to Promotion: [X] Yes [ ] No
Budget code and title: A.6010 110 Salaries Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No.: 12665 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. [Signature] 9-22-15

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 9/23/15

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 [Signature] Date 9/24/15

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 9/25/15

**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: **40.03**  
 Title of Position: **Keyboard Specialist #2** Base Salary of Position: **\$25,193** Grade: **3**  
 Filling at Step # (If Known): **00** Request to Backfill Due to Promotion:  Yes  No  
 Budget code and title: **A.6010 110 Salaries Regular** Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No.: **11455** Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal 50%  State 25%  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. *NA 9-22-15*

**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 *[Signature]* Date 9/23/15

**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 *Frank E. Thomas* Date 9/24/15

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Social Services

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 9/25/15