

**Support Services**  
**Self-Insurance**  
**AGENDA**  
**March 4, 2015**

I. Action Agenda/New Business

Action Item:

1. Request for authorization for Amy Clute to attend the 2015 New York State Association of Self Insured Counties (NYSASIC) Spring meeting at the Doubletree by Hilton Syracuse, NY from May 6-8, 2015 utilizing her own vehicle.

II. Referral/Pending Items

- 1) County Administrator to research cafeteria plan insurance options again, such as AFLAC. (05.30.14)
- 2) County Administrator to research whether moving employees from light duty to disability in Sheriff's Office was based on opinion or statute of law and report back to the Committee (05.30.14)
- 3) Request to amend the Warren County Travel Policy and County Vehicle Use Regulations was tabled until the County Administrator could review the policy with the unions and report on their thoughts and/or suggestions at the next Committee meeting. (07.23.14)

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

**Check one:**

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

The Support Services hereby authorizes Amy Clute  
(Supervisory Committee) (Employee Name)

to attend NYSASIC Spring 2015 Meeting  
(Name of meeting or organization)

at Doubletree by Hilton Syracuse, 6301 St Rt 298, East Syracuse, NY  
(Address)

On May 6, 7, 8, 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:  
personal vehicle at employee expense.

**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 \$ 380 package GSA\* Rate \$ 96

Meal costs - GSA\*per diem rate \$ 56  
\*[www.gsa.gov](http://www.gsa.gov)

Date: 2/23/15

Amy Clute  
Department Head Signature

Date: 3/9/15

[Signature]  
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

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Please check to request a fleet vehicle.

**REQUEST FOR USE OF FLEET VEHICLE**

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**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.