

**SUPPORT SERVICES COMMITTEE
AGENDA
APRIL 1, 2015**

Committee Members: Supervisors Vanselow, McDevitt, Taylor, Frasier, Wood, Brock and Seeber

- I. Committee meeting called to order by Chairman Vanselow
- II. Motion to approve the minutes of the March 4, 2015 Committee meeting
- III. Action Agenda:
 - 1) **Clerk of the Board:**
 - A) Request: To appoint Amanda Allen, *current Deputy Clerk of the Board*, as Clerk of the Board effective May 1, 2015.
Rationale: Joan Sady will be retiring effective April 30, 2015; it is necessary to appoint a successor to fill her current term which will expire on December 31, 2015.
 - B) Request: To amend the table of organization and salary schedule to decrease the salaries for several positions within the Office of the Clerk of the Board which will be filled due to promotion effective May 1, 2015.
Rationale: The Table of Organization and Salary Schedule will need to be adjusted to reflect changes in salaries commensurate with experience, as follows:
 - Clerk of the Board - Decrease from \$67,314 to \$58,500
 - Deputy Clerk of the Board - Decrease from \$50,000 to \$44,500
 - Secretary to the Clerk of the Board - Decrease from \$38,760 to \$37,000
 - C) Request: To decrease the salary of the Assistant Secretary to the Clerk of the Board position from \$35,374 to \$0 effective May 1, 2015.
Rationale: This position will be vacated due to promotion. We do not intend to fill the position, but would like to retain it in the departmental organization unfunded, for possible consideration as an unclassified, part-time position.
 - D) Request: To fill the vacant position of Clerk of the Board, as well as any other vacancies resulting from promotion.
Rationale: Contingent upon the appointment of Amanda Allen (*Item 1A*), the Deputy Clerk of the Board position will become vacant; we intend to fill this position by promotion and would request permission to backfill this position by promotion.
 - E) Request: To authorize staff to attend the "How to Manage People" seminar scheduled to be held at The Queensbury Hotel on April 21, 2015. Funds are available within the existing budget.
 - 2) **Information Technology:**
 - A) Mike Colvin, *Director of Information Technology*, to address the Committee and present options for video recording angles in the Board Room.
- IV. Motion to adjourn

RESOLUTION REQUEST FORM NO. 2

Request to Appoint or Reappoint County Department Head

DEPARTMENT NAME: Board of Supervisors

DATE: April 1, 2015

- (a) Name of Employee: **Amanda Allen**
- (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:
- (e) Title of Appointment: **Clerk of the Board of Supervisors**
- (f) Effective Date of Appointment: **May 1, 2015**
- (g) Termination Date of Appointment: **December 31, 2015**
- (h) Annual Base Salary: **\$58,500.**
- (i) If this is a New Appointment, Name of Person Being Replaced: **Joan Sady**
- (j) If this is a New Appointment, Reason for Replacement: **Retirement**

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Clerk of the Board

DATE: April 1, 2015

- (a) Employee Name, Title and Employee No.: **Clerk of the Board**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$58,500**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$67,314**
- (d) Effective Date for Salary Change:* **May 1, 2015**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Position is being filled by promotion, salary adjusted to an amount commensurate with experience.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Clerk of the Board

DATE: April 1, 2015

- (a) Employee Name, Title and Employee No.: **Deputy Clerk of the Board**

- (b) Current Annual Base Salary (and Grade if Applicable): **\$44,500**

- (c) Former Annual Base Salary (and Grade if Applicable): **\$50,000**

- (d) Effective Date for Salary Change:* **May 1, 2015**
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

- (f) Justification of Request:
Position is being filled by promotion, salary adjusted commensurate with experience.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Clerk of the Board

DATE: April 1, 2015

- (a) Employee Name, Title and Employee No.: **Secretary to the Clerk of the Board**
- (b) Current Annual Base Salary (and Grade if Applicable): **\$37,000**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$38,760**
- (d) Effective Date for Salary Change:* **May 1, 2015**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
Position is being filled by promotion, salary adjusted to an amount commensurate with experience.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Clerk of the Board

DATE: April 1, 2015

- (a) Employee Name, Title and Employee No.: **Assistant Secretary to the Clerk of the Board**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$0.00**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$35,374**
- (d) Effective Date for Salary Change:* **May 1, 2015**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
- (f) Justification of Request:
This position is being vacated to due promotion. We would like to leave the title in our departmental organization, unfunded, for possible use in the future as an unclassified, part-time position.

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 Clerk of the Legislative Board**
Title of Position: **Deputy Clerk of the Board** Base Salary of Position: **\$44,500** 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.: **11101** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

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 _____

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 _____

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 Committee hereby authorizes Amanda Allen and Sarah McLenithan
(Supervisory Committee) (Employee Name)

to attend "How to Manage People" - Fred Pryor Seminar (cost of \$149 each; funds are budgeted)
(Name of meeting or organization)

at The Queensbury Hotel, Glens Falls NY
(Address)

On April 21, 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:
Due to the proximity of the conference, staff prefer to use a personal vehicle; no mileage reimbursement is expected.

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

Date: April 1, 2015

Joan Daly
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.

CREATOR STUDIO

Overview > Views

Comparison...

Groups ▾

Download report

DASHBOARD

Search for content

Search for locations

9/16/14 - 3/28/15

VIDEO MANAGER

Uploads Playlists

COMMUNITY

CHANNEL



Warren County New York

Created: Sep 17, 2014 • Videos: 99 • Lifetime views: 1,581

CHANNEL

ANALYTICS

Sep 16, 2014 - Mar 28, 2015

Overview

Realtme

Views reports

Views

Demographics

Playback locations

Traffic sources

Devices

Audience retention

Engagement reports

Subscribers

Likes and dislikes

Favorites

Videos in playlists **NEW**

Comments

Sharing

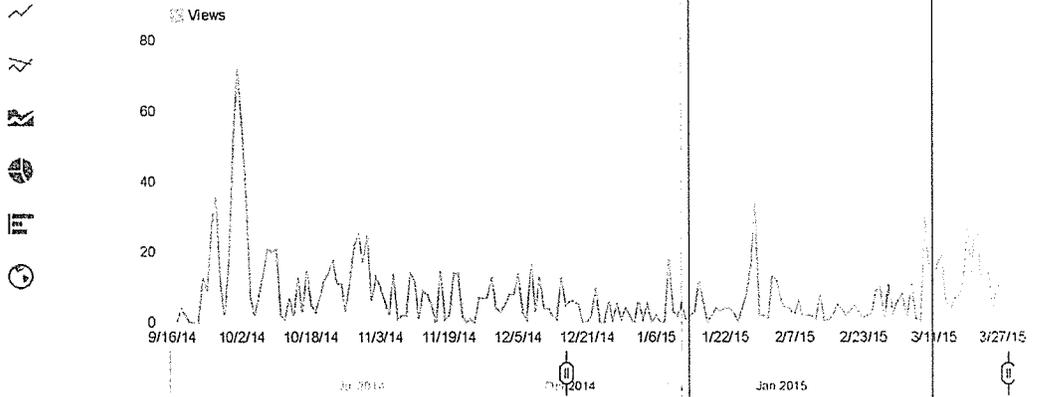
Annotations

Cards **BETA**

CREATE

VIDEOS **1,581** ESTIMATED MINUTES WATCHED **10,884**

Compare metric ▾ Daily ▾ Show growth



Video Geography Date Live/on demand Subtitles and CC

Video	Views	Estimated minutes watched	Average view duration
Health Services Committee March 16, 2015	73 (4.6%)	1,172 (11%)	16:02
L2z34SBrlag	61 (3.9%)	134 (1.2%)	2:11
Social Services Committee September 17, 2014	61 (3.9%)	146 (1.3%)	2:24
Public Safety Committee September 29, 2014	56 (3.5%)	613 (5.6%)	10:56
Ak4djjT9x6g	52 (3.3%)	283 (2.6%)	5:26
Social Services Committee September 26, 2014	46 (2.9%)	183 (1.7%)	3:59
Support Services Committee October 1, 2014	40 (2.5%)	281 (2.6%)	7:02
Budget Committee October 21, 2014	40 (2.5%)	651 (6.0%)	16:17
Performance Evaluation Sub-Committee February 11, 2015	36 (2.3%)	889 (8.2%)	24:41
Public Works Committee November 26, 2014	35 (2.2%)	126 (1.2%)	3:35
Personnel Committee October 8, 2014	31 (2.0%)	336 (3.1%)	10:49
County Facilities Committee September 30, 2014	31 (2.0%)	227 (2.1%)	7:20
Support Services Committee March 4, 2015	28 (1.8%)	98 (0.9%)	3:30
Human Services Committee September 29, 2014	25 (1.6%)	77 (0.7%)	3:05
Social Services Committee December 2, 2014	22 (1.4%)	52 (0.5%)	2:22
Personnel Committee October 27, 2014	22 (1.4%)	48 (0.4%)	2:10

CREATOR STUDIO

DASHBOARD

VIDEO MANAGER

COMMUNITY

CHANNEL

ANALYTICS

Overview

Realtime

Views reports

Views

Demographics

Playback locations

Traffic sources

Devices

Audience retention

Engagement reports

Subscribers

Likes and dislikes

Favorites

Videos in playlists **NEW**

Comments

Sharing

Annotations

Cards **BETA**

CREATE

Overview

Comparison...

Groups ▾

Download report

Search for content

Search for locations

Last 28 days

Uploads Playlists



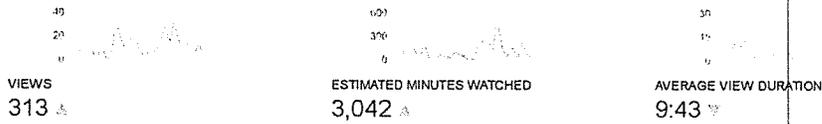
Warren County New York

Created: Sep 17, 2014 • Videos: 99 • Lifetime views: 1,581

CHANNEL

Last 28 days (Mar 1, 2015 – Mar 28, 2015)

Performance



Engagement

LIKES	DISLIKES	COMMENTS	SHARES	VIDEOS IN PLAYLISTS	SUBSCRIBERS
0 ●	0 ●	0 ●	0 ●	0 ●	4

Top 10 Videos [Browse all content](#)

Video	Views	Estimated minutes watched	Likes
Health Services Committee March 16, 2015	73 (23%)	1,172 (39%)	0
Support Services Committee March 4, 2015	28 (8.9%)	98 (3.2%)	0
Performance Evaluation Sub-Committee Febr...	23 (7.3%)	585 (19%)	0
Finance Committee March 11, 2015	17 (5.4%)	127 (4.2%)	0
March 20th Board Meeting	13 (4.2%)	238 (7.8%)	0
Health Services Committee February 27, 2015	11 (3.5%)	17 (0.6%)	0
Personnel Committee March 11, 2015	10 (3.2%)	34 (1.1%)	0
Social Services Committee February 27, 2015	9 (2.9%)	21 (0.7%)	0
Public Safety Committee March 2, 2015	9 (2.9%)	42 (1.4%)	0
Legislative & Rules Committee March 9, 2015	7 (2.2%)	133 (4.4%)	0

Demographics

TOP GEOGRAPHIES

United States
Greece
Sweden
Croatia
France



GENDER

Male n/a
Female n/a

Discovery

TOP PLAYBACK LOCATIONS

YouTube watch page 65%
Embedded player on other websites 35%



TOP TRAFFIC SOURCES

YouTube channel page 36%
Unknown – embedded player 35%
Unknown – direct 8.0%
Other 20%



RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME:

Information Technology

DATE: April 1, 2015

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Consulting service to assess Microsoft licensing needs**
- (c) Name of Contractor: **Microsoft Corporation**
- (d) Address of Contractor: **One Microsoft Way, Redmond, WA 98052-6399**
- (e) Contractor's Contact Person and Telephone Number: **425-882-8080**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon execution**
- (h) Termination Date of Contract: **6/1/2015**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$0**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:
Request ratifying the actions of the Information Technology Director in executing a letter of agreement with Microsoft for County review, at no cost to Warren County.**

Sample: A.1010 470 Legislative Board – Contract \$xx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx

*as listed in budget and LOGOS