

Criminal Justice Committee
District Attorney Office
AGENDA
March 23, 2016

Committee Members: WOOD, Dickinson, Girard, Frasier, Brock, Seeber, Simpson, Vanselow, Montesi, Braymer, MacDonald

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Request to fill vacant position.
Rationale: Permission to fill vacant position vacated due to resignation. This position is in our 2016 budget so no budget amendment is needed.
- IV. Referral/Pending Items
N/A
- V. Information for Discussion/Review
N/A
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VI. Motion to adjourn

Attachments

1. Notice of intent to fill vacant 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: District Attorney Payroll Dept. No.: 5.0
Title of Position: 6th Assistant District Atty Base Salary of Position: \$53,833.00 Grade:
Filling at Step # (If Known): N/A Request to Back Due to Promotion: [] Yes [X] No
Budget code and title: A.1165 110 District Attorney Salary Code Union [] Non-Union [X]
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No: 12145 Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] 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) [X] Non-Competitive [X] Other Exempt PEN
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] 3-21-16

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 3/22/16

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 3/23/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
[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 Evelyn M Wood Date 3/23/16

Warren County Request to Host Meeting or Conference

Name of Department: District Attorney

Name of Meeting/Conference: Special Narcotics Meeting

Date: 4-5-16

Location: Warren County Sheriff's Office Training Room

Purpose: Special Narcotics Meeting for Warren, Washington, and Saratoga Counties

Contact Person: (If other than Department Head) Kathleen B. Hogan

Phone No.: 518-761-6405

Number of People attending:

40 County Employees

30 State Employees

Volunteers

Others (specify)

Cost to County (please include amounts):

Room rental \$

Food/beverage \$ 600.00

Supplies \$ 50.00

Other (specify) \$

Total Cost: \$ 650.00

Dept Head Approval:

Signature

Date:

Committee Chairman Approval:

Signature

Date: