

FINANCE, PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

FEBRUARY 29, 2016

Committee Members: Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer.

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the floor
- IV. **Action Agenda**
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Human Resources Director** to review report on tracking of salary implications for positions filled
 - 3) **Request from the County Treasurer:**
 - A) Request to close Capital Project H235, *Finance and Human Resource Management*, and return the estimated case balance of \$1,921.91 to the General Fund.
 - B) Request to amend the 2016 County Budget in the total amount of \$458,407.88 to record the costs associated with payment of the Siemens contract for the co-generation lease, performance assurance and maintenance services and to record a revenue for the reimbursement of a portion of these cost by Warren Operations Associates, LLC. A source of funding will need to be identified for the \$1,578.16 that was already spent, as directed, to pay the performance assurance expenses for January and February which will not be reimbursed by Warren Operations Associates, LLC.
 - 4) **Referrals from the Criminal Justice & Public Safety Committee:**

Assigned Counsel -

 - A) Request to amend the Table of Organization and Salary Schedule to delete the existing position of Assistant to the Assigned Counsel Administrator, *less than part-time, Annual Salary \$15,218*, and create the position of Clerk, *less than part-time, Annual Salary \$15,218*, effective March 21, 2016. This change will allow the fully funded part-time position to be filled at no cost to Warren County and will provide access to a much wider pool of candidates to fill same.

Probation -

 - B) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the Probation Supervisor #1 salary from \$65,155 to \$60,000 retroactive to January 19, 2016. Although the employee filling this position is being paid \$60,000, a resolution is necessary to formally amend the Salary Schedule retroactively to reflect same as the request was not presented at the time approval to fill the position was given.

Public Defender -

 - C) Request for a new policy to authorize an alternate day off in lieu of a scheduled holiday in the event that an employee is called in to work on an official holiday, or if an employees normal day off falls on an official holiday.
 - 5) **Referrals from the Health, Human & Social Services Committee:**

Countryside Adult Home -

 - A) Request to reclassify the position of Laborer, *Grade 2, Annual Base Salary \$25,281*, to Food Service Helper, *Grade 2, Annual Base Salary \$25,281*, effective February 22, 2016, and to amend the Table of Organization and Salary Schedule accordingly. This request was made as per the direction of the Personnel Officer in order to make the position title better fit the duties assumed by the position.

Department of Social Services -

 - B) Request to increase the salary of the First Assistant Social Services Attorney from \$67,052 to \$70,000 effective March 21, 2016 and to amend the Table of Organization and Salary Schedule accordingly in order to align the salary of the First Assistant Social Services Attorney with that of the First Assistant County Attorney.

Continued

Referrals from the Health, Human & Social Services Committee, continued

Employment & Training Administration -

- C) Request to amend the 2016 County Budget in the amount of \$1,509 to reflect the receipt of Federal Trade Adjustment Act funds intended to provide reimbursement for the training of four dislocated workers.

Public Health -

- D) Request to set the salary of the Assistant Director of Patient Services position and to amend the Table of Organization and Salary Schedule accordingly. The Health, Human & Social Services Committee approved the filling of the vacant position, due to retirement, but referred the matter to the Finance, Personnel & Higher Education Committee to set the salary for the position pursuant to a salary study.

6) Referral from the Support Services Committee:

Information Technology -

Request for a new contract with Time Warner Cable Enterprises LLC to provide the Employment and Training Administration with a connection to the County Center when they move to their new location. *Note: This request was not entertained by the Support Services Committee as the issue arose after the Committee met; Supervisor Vanselow was consulted and was not objective to the request being presented to the Finance, Personnel & Higher Education Committee in an effort to secure this contract before the Employment & Training Administration's office move took place.*

7) Referrals from the Tourism, Occupancy Tax Coordination & Wood Park Committee:

Park Operations & Maintenance (O&M) -

- A) Request to appropriate \$423.59 from Budget Code A.691.07, *Deferred Revenue-Gaslight Village Parking Fees*, to Budget Code A.1625 470, *Gaslight Village Property, Contract*, and to authorize reimbursements in the same amount to the Village of Lake George for expenses incurred in relation to maintenance for the Charles R. Wood Park Festival Commons.

Tourism -

- B) Request to amend the 2016 County Budget in the amount of \$22,190 to reflect the receipt of Empire State Development grant funds.
- C) Request to continue Joanne Conley's temporary appointment as Tourism Coordinator for an additional six months, *April 20, 2016 - October 19, 2015*, pending a decision to fill the Tourism Director position.
- D) Request to appropriate funds in the amount of \$27,600 from the Occupancy Tax Reserve, A.881, to Budget Code A.6417 470, *Tourism-Occupancy Tax, Contract*, to fund a new contract for consulting services with BBG&G Advertising, Inc. *Note: although the Tourism, Occupancy Tax Coordination & Wood Park Committee acted to approve the new contract with BBG&G, they did not entertain the aforementioned request to appropriate funds because the need was not identified until after the meeting.*

8) Requests/Items to be Discussed by the County Administrator:

- A) Request to amend Resolution No. 632 of 2015, *Awarding Bid and Authorizing Agreement with McCarthy & Conlon, LLP for Auditing, Accounting and Reimbursement Services for Westmount Health Facility (WC 72-15)*, to list the correct source of funding which should be Budget Code A.4530 470, *Public Nursing Home, Contract*.
- B) Proposed changes to County job-related course benefit.
- C) Proposed stipends for Deputy Department Head service when Department Head position is vacant or absent and unable to serve.
- D) County Administrator position - review of timeline for filling vacancy; newspaper/publication ad; website posting; job application acceptance notice; and advertising costs.
- E) Last month's Resolution 80 of 2016 authorized Occupancy Tax funds for the 2016 Enhanced Occupancy Tax Spending Plan, but inadvertently the plan and the authorization for contracts was not adopted. The plan and authorization for Extension and/or Amendment Agreements is now attached for approval.

Continued

9) **Requests/Items to be Discussed by the County Attorney:**

Proposed amendment to Warren County Travel Policy pertaining to travel by members of the Board of Supervisors.

10) **Request from SUNY Adirondack** for a resolution showing support for a State base aid increase for Adirondack Community College.

V. **Pending Items:**

- 1) Committee to consider the appropriation of funds to the Board of Elections Department Budget to replace monies removed in the budgeting process.
- 2) Committee tabled request from the Criminal Justice & Public Safety Committee to identify a source of funding in an amount not to exceed \$150,000 for the construction of a storage building to house Office of Emergency Services equipment, which the Criminal Justice & Public Safety Committee desires to be constructed in 2016, pending additional information relating to placement of the structure, as well as more definitive cost estimates. (02.10.16)

VI. **Vacancies Approved for Filling:**

County Clerk/DMV-	Motor Vehicle License Registration Clerk PT, Grade 8, Annual Base Salary \$32,238 pro-rated , as the prior authorization to fill the position has expired as it was authorized more than six months ago Motor Vehicle License Registration Clerk FT, Grade 8, Annual Base Salary \$32,238 , due to resignation Recording Clerk, Grade 7, Annual Base Salary \$30,949 , due to resignation
Public Health -	Assistant Director of Patient Services, Salary to be determined following salary study , due to retirement
Public Works -	Heavy Equipment Operator #5, Grade 8, Annual Base Salary \$32,238 , due to retirement MEO Light #17, Grade 5, Annual Base Salary \$28,121 , due to retirement
Real Property -	Real Property Clerk, Grade 4, Annual Base Salary \$27,027 , due to promotion
Sheriff -	Civil Law Enforcement Officer #1, Annual Base Salary \$37,324.50 , due to promotion Civil Law Enforcement Sergeant, Annual Base Salary \$43,604.93 , due to retirement Investigator #4, Annual Base Salary \$45,014.05 , due to resignation Patrol Officer #35, Annual Base Salary \$39,214.05 , due to promotion Patrol Officer #49, Annual Base Salary \$39,214.05 , due to retirement Patrol Sergeant #10, Annual Base Salary \$46,414.05 , due to promotion Sr. Account Clerk #2, Annual Base Salary \$36,151.09 , due to retirement

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED: 

DATE: February 29, 2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 110	Law (County Attorney), Salaries-Regular	A.1420 130	Law (County Attorney), Salaries-Part Time	\$16,300.00

Please state reason for transfers requested:
To cover salaries for part-time temporary Legal Assistant and Assistant County Attorney.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Probation Department

SIGNED:

DATE: 2/29/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.3140.110	Salaries - Regular	A.3143.110	Salaries-Regular	\$53,797.00
A.3140.810	Retirement	A.3143.810	Retirement	\$8,876.00
A.3140.830	Social Security	A.3143.830	Social Security	\$3,335.00
A.3140.831	Medicare Contribution	A.3143.831	Medicare Contribution	\$780.00
A.3140.860	Hospitalization	A.3143.860	Hospitalization	\$13,724.00
A.3140.865	Dental Insurance	A.3143.865	Dental Insurance	\$288.00

Please state reason for transfers requested: Probation Officer #13 Position was initially removed from the 2016 Budget due to a budgeting error. This position was re-instated in December 2015 through Resolution 619 of 2015 and we are transferring funds from A.3140.110 where Probation Officer #7 was deleted to A.3143.110.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Memorandum

Date: February 23, 2016
 To: Personnel Committee
 From: Jackie Figueroa - County Director of Human Resources
 Re: Tracking of Notice of Intent to Fill Position February 2016

Personnel Cmte. Date	Department	Position Title	Incumbent	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/10/2016	Countryside	Cleaner (1881)	Holcomb	\$ 26,255.00	\$ 25,281.00	vacant				
2/10/2016	Countryside	Laborer #1 (1872)	Goodness	\$ 24,664.00	\$ 25,281.00	vacant				
2/10/2016	County Attorney	Legal Assistant #2 (1129)	VanNostrand	\$ 41,820.00	\$ 42,866.00	1/3/2016	Morgan	\$42,866.00	\$0.00	\$1,046.00
2/10/2016	OFA	Specialist Services for the Aging (1922)	Cabana	\$ 42,951.00	\$ 34,675.00	vacant				
2/10/2016	OFA	Meal Site Cook #9 (1945)	Rivers	\$ 21,719.00	\$ 18,861.00	vacant				
2/10/2016	Public Defender	1st Assistant Public Defender (1073)	Tyree	\$69,544.00	\$69,544.00	vacant				
2/10/2016	DPW	HEO #6 (1241)	Edmunds	\$40,183.00	\$32,238.00	vacant				
2/10/2016	Sheriff	Civil LE Officer #1 (1326, reclassified to Patrol Officer #62)	Girard	\$61,983.00	\$37,324.00	2/22/2016	Yandon	\$44,533.00	\$7,209.00	-\$17,450.00
2/10/2016	DSS	Sr. Account Clerk #5 (1692)	Binder	\$36,232.00	\$30,959.00	vacant				
								TOTALS	\$7,209.00	-\$16,404.00

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: Treasurer

DATE: February 24, 2016

- (a) Purpose of Request: **Close capital project H235 - Finance and Human Resource Management.**
- (b) Details: **Close project and return an estimated cash balance of \$1,921.91 to the General Fund.**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7**Request to Amend County Budget***

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Treasurer

DATE: 2/24/16

(a) Purpose of Amendment: **To amend county budget to record the costs associated with payment of the Siemens Contract for the Co-Gen lease, performance assurance and maintenance services and to record a revenue for the reimbursement of a portion of these costs by Warren Operations Associates LLC. We were advised by J. Lawrence Paltrowitz not to budget anything for the performance assurance as the County will not be paying any more for this and to include a full year of maintenance service costs as he is working with Warren Operations to determine if they want to continue with the maintenance services and reimburse the County for this portion of the Siemens contract. Please note that we were previously directed to pay the performance assurance portion of the bill for January and February which totaled \$1,578.16.**

(b) Appropriation Code, Object Code, Full Title and Amount:

A.9785 610 - Installment Purchase Debt - Principal - \$366,104.83

A.9785 710 - Installment Purchase Debt - Interest - \$18,297.89

A.4530 470 - Public Nursing Home - Contract - \$1,578.16

A.4530 422 - Public Nursing Home - Repair/Maint - \$72,427.00

(c) Revenue Code (with title), and Amount:

A.9785 2230 - Instalmnt Purchase Debt - Co-Generation Reimb - 384,402.72

A.4530 2230 - Public Nursing Home - Co-Generation Reimb - \$72,427.00

A source of funding will need to be identified for the \$1,578.16 that was already spent as directed and will not be reimbursed by Warren Operations.

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Assigned Counsel****DATE: 2/23/2016**

- (a) Title of Requested Position: **Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **Less than Part-Time \$15,218, Grade 2**
- (c) Effective Date for New Position:* **1/21/2016**
*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): **Assistant to the Assigned Counsel Administrator, \$15,218.**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A. 1170 110, Clerk, \$15,218.00 - OILS Grant, Contract # 552.**
- (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: **No**

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Probation Department****DATE: 2/29/16**

- (a) Employee Name, Title and Employee No.: **Amy Secor, Probation Supervisor, 11526**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$60,000-Non-Union Position**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$65,155-Non-Union Position**
- (d) Effective Date for Salary Change:* **1/19/16**
*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:
No
- (f) Justification of Request:
To amend the Probation Department's Table of Organization to decrease the salary of Probation Supervisor #1 from \$65,155 to \$60,000. A resolution request was not presented to reflect the above at the time a Notice of Intent to fill the Probation Supervisor #1 position was approved. Ms. Secor is currently being paid \$60,000.

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: Warren County Public Defender

DATE: 2/18/2016

- (a) Purpose of Request:
To Approve an alternative day off in Lieu of a Scheduled Holiday.

- (b) Details:
To approve an alternative day off in lieu of an official holiday if the employee is called in to work on one of the said official holidays or if the employee's normal day off falls on the official holiday(see attached)

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

Codification under Human Resource/personnel

Section VI .012 Non-Union Holidays

When a non-union and Fair Labor Standards Act exempt employee as part of the customary work schedule is required to work on one of the County officially designated holidays for closing government buildings, or if an employee is called in to work on one of the said official holidays, the employee shall be receive pay at the employee's regular salary rate for the impacted workweek and receive a day off for working the holiday within 6 months with prior approval of the department head (which approval shall not be unreasonable denied). If the afore described employee's normal day off falls on the official holiday the employee shall take an alternative day off in lieu of the official holiday within 6 months and with the prior approval of the department head.

RESOLUTION REQUEST FORM NO. 14***Request to Reclassify Position*****DEPARTMENT NAME: COUNTRYSIDE ADULT HOME****DATE: 2/16/2016**

- (a) Title of Reclassified Position: **FOOD SERVICE HELPER**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **\$25,281; GRADE 2**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
LABORER, GRADE 2, EMPTY
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$25,281; GRADE 2**
*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date:* **02/22/2016**
*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:

A6030.110 FULL TIME SALARIES
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

REQUESTED BY CIVIL SERVICE

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Social Services****DATE: February 22, 2016**

- (a) Employee Name, Title and Employee No.: **Sarah J. Merry, (First) Assistant Social Services Attorney, Employee No. 12647**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$70,000**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$67,052**
- (d) Effective Date for Salary Change:* **February 22, 2016**
*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:
Budget Code A 6010.110 - Salaries \$2,948
- (f) Justification of Request: **To align the salary with that of the First Assistant County Attorney position in order to retain current staff**

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Employment and Training

DATE: February 22, 2016

(a) Purpose of Amendment: add federal funds to county budget to reimburse training for four dislocated workers through the Trade Adjustment Act

(b) Appropriation Code, Object Code, Full Title and Amount: 41.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$1,509.

(c) Revenue Code (with title), and Amount: 41.6293.0305 4791 - WIOA Dislocated Worker - \$1,509.

RESOLUTION REQUEST FORM NO. 3**Request for New Contract****DEPARTMENT NAME: Information Technology****DATE: February 24, 2016**

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Connect E&T to County Center**
- (c) Name of Contractor: **Time Warner Cable Enterprises LLC**
- (d) Address of Contractor: **20 Century Hill Dr, Latham, NY 12110**
- (e) Contractor's Contact Person and Telephone Number: **Julie Scibelli
518-640-8572**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon Exection**
- (h) Termination Date of Contract: **3 years**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed **\$475**
iv) how will payments be made (i.e. monthly, quarterly,
upon completion of the project, etc. **Monthly**
- (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: ~~A1680.428 Data Processing & Internet Fees and A1681.423 Telephone~~
41 4791 6293 Workforce Innovation + Opportunity Act
Sample: A.1010 470 Legislative Board – Contract Sxx.xx
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx

*as listed in budget and LOGOS

Account Executive: Julie Scibelli
 Phone: 518-640-8572 ext:
 Cell Phone:
 Fax:
 Email: julie.scibelli@twcable.com

Order # 6238313

Business Name			Warren County	Customer Type:	
Federal Tax ID			Tax Exempt Status	Tax Exempt Certificate #	
*****2576			Federal/State		
Billing Address					
Attention To:			Account Number		
1340 State Route 9 Lake George NY 12845					
Billing Contact		Billing Contact Phone		Billing Contact Email Address	
Michael Colvin		(518) 761-6407		colvinm@warrencountyny.gov	
Authorized Contact			Authorized Contact Phone		Authorized Contact Email Address
Michael Colvin			(518) 761-6407		colvinm@warrencountyny.gov
Technical Contact		Technical Contact Phone		Technical Contact Email Address	

Internet and Video Order Information For 333 Glen St Glens Falls NY 12801	
Service Type	
Ethernet (Fiber)	

Internet and Video Order Information For 1340 County Rt 9 Lake George NY 12845	
Service Type	
Ethernet (Fiber)	

New and Revised Services and Monthly Charges At 1340 County Rt 9 , Lake George NY 12845				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Mbps	1	\$0.00	\$0.00	36 Months
*Total			\$0.00	
*Prices do not include taxes and fees.				

New and Revised Services and Monthly Charges At 333 Glen St , Glens Falls NY 12801				
Description	Quantity	Sales Price	Monthly Recurring Total	Contract Term
EPL Intrastate 10 Mbps	1	\$475.00	\$475.00	36 Months
*Total			\$475.00	
*Prices do not include taxes and fees.				

One Time fees At 333 Glen St , Glens Falls NY 12801				
Description	Quantity	Sales Price	Total	
Installation	1	\$0.00	\$0.00	
Total			\$0.00	
*Prices do not include taxes and fees.				

One Time fees At 1340 County Rt 9 , Lake George NY 12845				
Description	Quantity	Sales Price	Total	
Installation	1	\$0.00	\$0.00	
Total			\$0.00	
*Prices do not include taxes and fees.				



Service Agreement

This Time Warner Cable Business Class Service Agreement ("**Service Agreement**") in addition to the Time Warner Cable Business Class Terms and Conditions ("**Terms and Conditions**") and any Time Warner Cable Business Class Service Orders (each, a "**Service Order**"), constitute the **Master Agreement** by and between customer identified below ("**Customer**") and Time Warner Cable ("**TWC**" or "**Operator**") and is effective as of the date last signed below.

Time Warner Cable Information	
Time Warner Cable Enterprises LLC	
Street: 20 Century Hill Dr	Contact: Julie Scibelli
City: Latham	Telephone: 518-640-8572
State: NY	Facsimile:
Zip Code: 12110	

Customer Information				
Customer Name (Exact Legal Name): Warren County			Federal ID No: *****2576	
Billing Address: 1340 State Route 9	Suite:	City: Lake George	State: NY	Zip Code: 12845
Billing Contact Name: Michael Colvin	Phone: (518) 761-6407		E-mail: colvinm@warrencountyny.gov	
Authorized Contact Name: Michael Colvin	Phone: (518) 761-6407		E-mail: colvinm@warrencountyny.gov	

Agreement

THIS SERVICE AGREEMENT HEREBY INCORPORATES BY REFERENCE THE TERMS AND CONDITIONS (AVAILABLE AT WWW.TWCBC.COM/LEGAL), A COPY OF WHICH WILL BE PROVIDED TO CUSTOMER UPON REQUEST. BY EXECUTING THIS SERVICE AGREEMENT BELOW, CUSTOMER ACKNOWLEDGES THAT: (1) CUSTOMER ACCEPTS AND AGREES TO BE BOUND BY THE TERMS AND CONDITIONS, INCLUDING SECTION 21 THEREOF, WHICH PROVIDES THAT THE PARTIES DESIRE TO RESOLVE DISPUTES RELATING TO THE TIME WARNER CABLE BUSINESS CLASS SERVICES AGREEMENT THROUGH ARBITRATION; AND (2) BY AGREEING TO ARBITRATION, CUSTOMER IS GIVING UP VARIOUS RIGHTS, INCLUDING THE RIGHT TO TRIAL BY JURY.

By signing and accepting below you are acknowledging that you have read and agree to the terms and conditions outlined in this document.

Electronic Signature Disclosure

Authorized Signature for Time Warner Cable Enterprises LLC	Authorized Signature for Customer
By:	By:
Name (printed):	Name (printed):
Title:	Title:
Date:	Date:



You first. The technology follows.™

Intrastate Tax Authorization Form

Customer name: Warren County

In order to determine how to treat the Ethernet Solutions services we provide to you for taxation and fee assessment purposes, we ask that you please check one of the boxes below as appropriate.

- The traffic carried by Time Warner Cable in its provision of Ethernet Solutions services to customer Warren County is at least 10% interstate in nature and, therefore, may be classified under FCC rules as jurisdictionally interstate.

- The traffic carried by Time Warner Cable in its provision of Ethernet Solutions services to customer Warren County is intrastate in nature and does not contain traffic that is at least 10% interstate.

Customer signature: _____

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: Department of Public Works - Joint Park O & M Committee

DATE: February 22, 2016

- (a) Purpose of Request: Authorizing the Appropriation of Funds from Deferred Revenue - Gaslight Village Parking Fees to Gaslight Village Property Budget: Amending 2016 Warren County Budget.

- (b) Details: Authorizing the Appropriation of Funds from Deferred Revenue -Gaslight Village Parking Fees to Gaslight Village Property Budget: Amending 2016 Warren County Budget. To reimburse the Village of Lake George for expenses incurred to maintenance of the Charles R. Wood Festival Space.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.691.07 Deferred Revenue - Gaslight Village Parking Fees \$423.59 to Budget Code A.1625 470 Gaslight Village Property Contract \$439.59.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Tourism

DATE: 2/22/16

- (a) Purpose of Amendment: Empire State Development has granted us a Matching Funds award of \$89,803. This is \$11,095 more than we budgeted. This funding is matched with Occupancy Tax Funds, therefore we need to adjust our budget by \$22,190.

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.6417 424- Postage \$2,219; A.6417 470 - Contract 19,971

- (c) Revenue Code (with title), and Amount: A.3715, Tourism Promotion \$11,095; match from A.881, Reserve, Occupancy Tax \$11,095

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: 2/22/16

- (a) Purpose of Request:
To continue Joanne Conley's temporary appointment as Tourism Coordinator for an additional 6 months, from 4/20/16 to 10/19/15 pending a 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. She was temporarily appointed Tourism Coordinator effective 10/19/15.
- (c) Previous Resolution Number:
Res # 510 of 2015
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Funds available in unused portion of Director salary, A.6417 110. Additional funding for Joanne will not exceed \$6,200 for this time period.

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

* as listed in budget and LOGOS

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: February 23, 2016

- (a) Purpose of Request: to appropriate funds from A.881, Reserve, Occupancy Tax to A.6417 470, Contract to pay for the consulting services of BBG&G Advertising, Inc.

- (b) Details: Contract approved at 2/22/16 Tourism meeting; this is an unbudgeted item.

- (c) Previous Resolution Number: none

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.881.00, Reserve, Occupancy Tax \$27,600

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

* as listed in budget and LOGOS

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: County Administrator

DATE: February 29, 2016

- (a) Purpose of Request:
To amend Resolution No. 632 of 2015, Awarding Bid and Authorizing Agreement with McCarthy & Conlon, LLP for Auditing, Accounting and Reimbursement Services for Westmount Health Facility (WC 72-15)

- (b) Details:
The resolution lists the incorrect source of funding - contract costs should be paid from Budget Code A.4530 470, Public Nursing Home, Contract.

- (c) Previous Resolution Number:
R632 of 2015

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.4530 470 Public Nursing Home, Contract

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 632 OF 2015

Resolution introduced by Supervisors Conover, Taylor, Sokol, Monroe, Wood, Kenny, Merlino, Frasier and Dickinson

**AWARDING BID AND AUTHORIZING AGREEMENT WITH
McCARTHY & CONLON, LLP FOR AUDITING, ACCOUNTING AND REIMBURSEMENT
SERVICES FOR WESTMOUNT HEALTH FACILITY (WC 72-15)**

WHEREAS, the Purchasing Agent has advertised for sealed bids for Auditing, Accounting and Reimbursement Services for Westmount Health Facility (WC 72-15), and

WHEREAS, the Administrator of the Westmount Health Facility has issued correspondence recommending that Warren County award the contract to McCarthy & Conlon, LLP, as the lowest responsible bidder, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent notify McCarthy & Conlon, LLP of the acceptance of its proposal, and be it further

RESOLVED, that Warren County enter into an agreement with McCarthy & Conlon, LLP, pursuant to the terms and provisions of the specifications (WC 72-15) and proposal, at the prices listed on the proposal, for a term commencing January 1, 2016 and terminating December 31, 2016, and in the event that the sale of the Westmount Health Facility is not completed by December 31, 2015, Warren County reserves the right to extend the agreement under the same terms and conditions for one (1) additional year from the original date of expiration provided such extension is mutually agreeable, in writing, to both Warren County and McCarthy & Conlon, LLP, without the need for a further resolution, and the Chairman of the Board of Supervisors is hereby authorized to execute the agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code ~~EF.83110.3100-470 Westmount, Fiscal Services Office, Contracted Services - Auditing, Contract. A.4530 470, Public Nursing Home, Contract.~~

PROPOSED CHANGES TO COUNTY JOB-RELATED COURSE BENEFIT

Subparagraph (I) of Section VI.051 Chapter VI titled Human Resources/Civil Services of the Warren County Plans and Policies is hereby amended to read as follows:

(I) Job-related course benefit.

(1) County employees who are not represented by a union or collective bargaining agreement with the exception of ~~the Sheriff's Office employees and~~ elected officials, shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.

~~(2) Non-bargaining employees of the Sheriff's Office shall be allowed to take job-related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employees for 50% of the cost of tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee.~~

PROPOSED STIPENDS FOR DEPUTY DEPARTMENT HEAD SERVICE WHEN DEPARTMENT HEAD POSITION IS VACANT OR ABSENT OR UNABLE TO SERVE

Section VI.045 of Chapter VI title Human Resources/Civil Services of the Warren County Plans and Policies is hereby amended to add a new subparagraph (D) to read as follows:

(D) A Deputy Department Head who acts on the part of the Department Head during a time when the position is vacant or when the Department Head is absent or unable to act shall receive the same salary budgeted and set forth in the Salary and Wage Schedule of the County for the Department Head provided that the deputy serves during 1) a time of a vacancy or 2) a time period commencing the 31st day of a Department Head's absence or inability to act and continuing until Department Head returns to work.

**PROPOSED TIMELINE FOR FILLING
COUNTY ADMINISTRATOR POSITION**

- February 29** - Committee to review advertisement, placement of ads and timeline. If acceptable approve and authorize advertisement/search.
- March 4-7** - Advertisement to appear in The Post Star, Times Union, Adirondack Regional Chamber of Commerce, NYSAC, Craigslist, Monster.com, National Association of Counties, and Indeed.com.
- March 31** - Closing date for receipt of applications, résumés, and letters of reference.
- April 1** - All applications, résumés, references, etc. sent to Finance, Personnel & Higher Education Committee.
- April 7** - Special Committee Meeting to review and discuss applications for the County Administrator position, identify candidates for further consideration and/or interviews.
- April 11-15** - Interview process begins and if possible, completed.
- April 15** - Board Meeting and discussion of potential candidates.
- April 18-22** - Discussion of terms and conditions of employment with successful applicant.
- April 25** - Regular Committee Meeting – final decision with regard to filling the County Administrator position.
- May 20** - Board of Supervisors makes formal determination concerning appointment of a County Administrator.
- June 20** - Anticipated start date for new County Administrator.

Newspaper and Other Publications Ad

Warren County Administrator

Warren County seeks candidates for the position of County Administrator. For complete details including required qualifications, visit www.warrencountyny.gov. Applications accepted until 5:00 p.m. _____. Send resumes to _____, Warren County Municipal Center, 1340 State Rte. 9, Lake George, New York 12845. Equal Opportunity Employer.

County Website Posting

County Administrator Vacancy

Warren County seeks candidates for the position of County Administrator, which position is described in more detail below. Salary will be commensurate with experience. Applications accepted until 5:00 p.m. _____. Mail to _____, Warren County Municipal Center, 1340 State Rte. 9, Lake George, New York 12845. For complete details on how to apply, please click this link or send a written request to the _____ at the above address.



WARREN COUNTY JOB APPLICATION ACCEPTANCE NOTICE

County Administrator

Job Posting: _____, 2016

Closing Date: 5:00 p.m. _____, 2016

Position Available:

Warren County is accepting applications from candidates for the position of County Administrator. This is a full time position.

Powers and Duties of the County Administrator:

The County Administrator is responsible for the overall administration of County Government and provides and coordinates staff services to the Board of Supervisors, Chairman of the Board and its Committees. The County Administrator performs all the duties now and hereafter conferred or imposed upon the office by law and directed by the Board of Supervisors and has all powers and performs all the duties necessarily implied or incidental thereto. Among such powers and duties, but not by way of limitation, are:

- (a) serve as an advisor to the Board of Supervisors and develop policy and procedural recommendations for consideration of the Board;
- (b) undertake research and submit to the Board of Supervisors reports and recommendations regarding governmental operations and projects or activities undertaken or proposed to be undertaken by the Board as he or she may deem appropriate or the Board of Supervisors may require, and provide such assistance to the Board and its Committees as may be requested by the Board;
- (c) work with the Budget Officer to develop and recommend a budget program that includes both long-range capital budgeting, debt issuance and repayment and annual operating capital budgets under the direction of the Board of Supervisors;
- (d) monitor the report on the impact of Federal and State changes that affect County Finances;
- (e) determine and report to the Board of Supervisors the financial and budgetary impact of proposed County directives, projects and policies;
- (f) execute and enforce all local laws, legalizing acts, ordinances, resolutions, programs and policies of the Board of Supervisors, and all other acts required by operation of law;
- (g) promulgate administrative directions and/or procedures implementing the provisions of the acts and resolutions of the Board of Supervisors;
- (h) determine in consultation with the Chairman of the Board, what officer shall perform a particular duty not clearly defined by law;

- (i) serve as liaison between the Board and the boards, commissions, and advisory committees established by the Board of Supervisors;
- (j) maintain liaison and represent the Board in contacts with the Office of County Treasurer, County Clerk, and Sheriff and with political subdivisions, State and Federal officials and agencies;
- (k) make recommendations for appointments by the Board of Supervisors for all non-elected heads of units of County Government;
- (l) to the extent not provided for by law, prescribe methods of accounting procedures for the County and its administrative agencies as he or she may deem necessary;
- (m) have oversight of all contracts, purchase orders, and other documents by which the County incurs financial obligations and oversight of whether moneys have been duly appropriated or provided for and allotted to meet such obligations and will be available when such obligations shall become due and payable;
- (n) prescribe the form of receipts, vouchers, bills or claims to be filed by all administrative agencies, departments, offices or officials, institutions, and other agencies of the County;
- (o) advise Buildings and Insurance Committee relating to placement of all County insurance which shall be deemed necessary with the business and property of the County within appropriations set by the Board of Supervisors;
- (p) provide for the administration of supporting services and facilities for the various units of County Government, including the supervision of central reproduction, mail room, and telephone and information technology operations;
- (q) lead and/or participate in the conduct of collective negotiations with organized employee representatives;
- (r) appoint such assistants within the office as may be authorized by the Board of Supervisors;
- (s) have oversight, provide direction, evaluate and assess the operations, procedures, goals and objectives of the various County Departments such that their activities and operations are consistent with County general and specific directives, policies and goals and objectives and, from time to time as may be appropriate, report to the Board of Supervisors concerning the same;
- (t) administer County fiscal affairs involving the several departments and agencies of county government, including approving interfund transfers and providing information by appropriate budgetary controls and the efficient and economical management of appropriated funds;
- (u) have oversight and provide direction with County personnel matters and policies; and
- (v) have such other powers and perform such other duties as may now or hereafter be conferred or imposed upon him or her by the Board of Supervisors.

Appointment and Qualifications:

The County Administrator is appointed by the Board of Supervisors and serves at the pleasure of the Board. At the time of appointment, the County Administrator should possess a Juris Doctorate Degree, Masters in Business Administration or Masters in Public Administration and have at least five years experience as a County Department Head, County Attorney or equivalent experience in Federal, State, local government or private sector comparable position, or may have such other comparable educational training or professional experience or a combination thereof, and shall be appointed on the basis of these and such other qualifications as may be required for the responsibilities of the office.

New York State Civil Service Statutory:

Position will be filled based upon Civil Service requirements.

* (A provisional appointment will be made as the title is pending jurisdictional classification).
Waiting for status from State Commission.

TO APPLY

To apply, please submit a cover letter, resume, completed county application form (can be found on the Warren County website at <http://www.co.warren.ny.us/civilservice/app.pdf>) and provide three (3) letters of reference relevant to work history and experience to:

Warren County Municipal Center, _____, 1340 State Rte. 9,
Lake George, New York 12845.

Application deadline is 5:00 pm. _____.

Warren County is an Equal Opportunity Employer.

COUNTY ADMINISTRATOR POSITION - ADVERTISING COSTS

The Post Star

Approximately \$410.00 for 3 day print (Friday – Sunday)

Times Union

Approximately \$550.00 for 4 day print (Thursday – Sunday) - \$760.00 for paper & online posting

National Association of Counties (NACo)

Approximately \$110.00.

Adirondack Regional Chamber of Commerce (ARCC)

Free

New York State Association of Counties (NYSAC)

Free

Monster.com

Included with The Post Star advertising

Craigslist

Free

Indeed.com

Free

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2016

Resolution introduced by

AUTHORIZING AMENDMENT AND/OR EXTENSION AGREEMENTS BETWEEN MUNICIPALITIES AND THE GLENS FALLS CIVIC CENTER IN WARREN COUNTY AND THE COUNTY OF WARREN FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES - OCCUPANCY TAX

WHEREAS, the County derives revenues from the Occupancy Tax authorized by act of the New York State Legislature (Chapter 422 of the Laws of 2003) and, after deducting the amount provided for administering such Tax, is to allocate the funds to enhance the general economy of the County of Warren and its Cities, Towns and Villages through the promotion of tourist activities, conventions, trade shows, special events and other directly related and supported activities, and

WHEREAS, the Warren County Board of Supervisors has previously authorized contracts with the various Municipalities and the Glens Falls Civic Center in Warren County to provide funds, annually, to enhance the general economy of the various Municipalities and therefore, the County of Warren, through the promotion of tourist activities, conventions trade shows, special events, and other directly related and supported activities, and

WHEREAS, it has been proposed to provide the following additional amounts to the various municipalities and the Glens Falls Civic Center for 2016 and accordingly enter into extension agreements or amend the aforementioned contracts to provide the following stated additional funds for 2016:

Warren County	\$150,000	(Wood Park, Fair Grounds, Up Yonda, Invasives, as examples) Warren County 2016 allocation will be reduced by \$33,287 to cover festival space fence cost paid in 2015.
Lake George	\$150,000	(Combined Town and Village allocation)
Bolton	\$60,000	
Queensbury	\$60,000	
Towns & City GF	\$135,000	(\$15,000 for each of the eight remaining Towns & Glens Falls)
County Tourist & Convention Event Development Fund	\$250,000	Maximum 3 year funding
County Special Event, Tradeshow, Activity Discretionary Fund	\$75,000	(All municipalities eligible to apply for discretionary funding on a competitive basis)
Total Expense	\$880,000	
Revenue		
County Event Funding Reduction 2016	\$175,000	(Remaining County event funding for major regional activities only)
Required Fund Balance 2016	\$705,000	
Total Revenue 2016	\$880,000	

RESOLUTION No. ____ OF 2016

PAGE 2 OF 2

now, therefore, be it

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized and directed to execute extension agreements and/or amended or revised agreements providing additional funds for the various municipalities and the Glens Falls Civic Center as stated in the preambles of this resolution in a form to be approved by the County Attorney, and be it further

RESOLVED, that the terms and provisions of the prior contracts shall otherwise continue to remain in force and effect except as now amended by the amendment agreement authorized hereby, and be it further

RESOLVED, that the Warren County Treasurer be, and hereby is authorized and directed to pay to each municipality the amounts specifically set forth herein above as soon as possible upon receipt of a fully executed amendment agreement from the municipality with the remaining amounts provided for under the previously existing agreements to be distributed as provided therein and based on the formula previously approved by the Warren County Board of Supervisors in distributing one percent (1%) to the Municipalities.

Warren County Board of Supervisors

RESOLUTION NO. __ OF 2016

Resolution introduced by Supervisors Conover, Seeber, Sokol, Simpson, Merlino, Dickinson, Girard, Frasier, Beaty, McDevitt and Braymer

AMENDING THE WARREN COUNTY TRAVEL POLICY AND COUNTY VEHICLE USE REGULATIONS

WHEREAS, the Warren County Board of Supervisors adopted the Warren County Plans and Policies Set Forth in the Warren County, New York Plans and Policies and Municipal Code, which included Section III.155 Travel Policy by Resolution No. 416 of 2015, and

WHEREAS, the Finance, Personnel & Higher Education Committee of the Warren County Board of Supervisors has recommended revising Section III.155 to refer to Local Law Number 1 of 1954 that authorizes the Chairman of the Board to approve travel by the members of the Warren County Board of Supervisors, now, therefore, be it

RESOLVED, that Chapter III of the Warren County Plans and Policies titled County Administrator/Board of Supervisors is hereby amended to add a new paragraph at the beginning of Section III.155 to read as follows:

“Reference is made to the provisions of Local Law #1 of 1954, codified herein at Title III, section 30.21 that, pursuant to NY General Municipal Law section 77-b, delegates authority to the Chairman of the Board to approve attendance at conventions, conferences, meetings and educational activities. To the extent the procedures herein affect such attendance and accompanying travel, they are to be interpreted to supplement and further the goals of the enabling statute and the local law.”

**RESOLUTION NO. __ - SUPPORT FOR STATE BASE AID INCREASE FOR
ADIRONDACK COMMUNITY COLLEGE**

MOVED by _____, seconded by _____.

WHEREAS, Chancellor Zimpher of the State University of New York, with the support of the State University of New York Board of Trustees, has launched an advocacy plan across the State to “Stand With SUNY,” and

WHEREAS, included in this “Stand With SUNY” initiative, is a request to increase state base aid support for our community colleges in 2016-2017 by \$285/FTE, and

WHEREAS, the SUNY Board of Trustees, the SUNY Community College Presidents’ Association, the New York Community College Trustees Association, the SUNY Faculty Council, and others have expressed their support for this advocacy plan, and

WHEREAS, recent base aid increases have not kept pace with the ongoing increased costs of Adirondack Community College’s basic operations despite continued focus on expense reduction and pursuit of alternative revenue sources, and

WHEREAS, Adirondack Community College’s current (2015-2016) base aid, despite the State’s 2015-2016 year-over-year increase, remains \$78/FTE lower than it was five years ago, and has not kept pace with increases mandated by contractual obligations, and

WHEREAS, State support for community college operating budgets, currently at 28 percent for Adirondack Community College, is far below the regulated 1/3 of our operating costs that the State is meant to contribute per New York State Education Law (see Education Law Article 26, Section 6304), and

WHEREAS, as one of the co-sponsors of Adirondack Community College, it is difficult to support our community college to the extent we would like due to the limitations imposed by the property tax cap and other financial costs associated with State and Federal mandates, and

WHEREAS, we recognize that Adirondack Community College is a vital part of the overall economic ecosystem of our communities, and

WHEREAS, our ability to continue to attract and grow business in our community is dependent on an educated and qualified workforce, which is provided in large part by the services of Adirondack Community College, and

WHEREAS, these circumstances for community colleges and their respective county sponsors are similar throughout the SUNY system, now therefore be it

RESOLVED, for all of these reasons, the Warren County Board of Supervisors requests that the New York State Legislature and Governor Cuomo support a base aid increase of \$285/FTE for SUNY’s community colleges.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to approve the request to fill the vacant position of Secretary to the Clerk of the Board on a full-time basis, as outlined above and to report same to the Personnel Committee. *A copy of the Notice of Intent to Fill Vacant Position form is on file with the minutes.*

Mrs. Allen presented a request to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary of the Clerk of the Board from \$37,000 to \$34,000.

Motion was made by Mr. Taylor, seconded by Mr. McDevitt and carried unanimously to amend the Table of Organization and Salary Schedule to decrease the salary of the Secretary to the Clerk of the Board to \$34,000 and forward same to the Personnel Committee. *A copy of the request is on file with the minutes.*

Privilege of the floor was extended to Mary Beth Casey, *Commissioner of the Board of Election (R)*, and Elizabeth McLaughlin, *Commissioner of the Board of Elections (D)*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mrs. McLaughlin presented a request, for Board of Elections staff to attend the Election Commissioners Association of New York Winter Conference on January 14, 2016 in Albany, New York.

Motion was made by Mr. McDevitt, seconded by Ms. Wood and carried unanimously to approve the request to attend the Election Commissioners Association of New York Winter Conference. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Next Mrs. McLaughlin discussed budget changes for 2016; she informed her department's budget was decreased by \$65,000. She indicated \$45,000 was cut from Budget Code 410, Supplies, which she said was where ballots were purchased from and \$20,000 was cut from Budget Code 439, Inspectors. She said in an election year they would need to do Local Registration Days that would require staffing extra hours. Mrs. McLaughlin stated it was a surprise to see budget cuts and she stated she did not want to have to request additional funding later in the year. Ms. Wood mentioned there was the possibility of errors with ballots and asked if the money was restored to them, would it happen now or in January. Frank Thomas, Budget Officer, provided a breakdown of the budget and informed upon review of the budget over the last eight years there had always been a surplus, and rather than place a tax increase on taxpayers he decided to cut the budget and notified they could bring the issue back to Committee in January. A lengthy discussion ensued during which Mr. Vanselow noted after the first of the year the money could be allocated from the Fund Balance and he suggested referring the matter to the Finance Committee for review in 2016.

Motion was made by Ms. Wood, seconded by Ms. Seeber and carried unanimously to refer the matter of restoring funds to the Board of Elections budget to the Finance Committee for review in 2016.

Privilege of the floor was extended to Paul Dusek, *County Administrator*, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Mr. Dusek presented a request to renew the contract with Mailings Made Easy, Inc. for mail pickup and sorting services, to commence January 1, 2016 and terminate December 31, 2018.

Motion was made by Ms. Wood, seconded by Mr. Taylor and carried unanimously to approve the contract with Mailings Made Easy, Inc. and the necessary resolution was authorized for the December 17th Board Meeting. *A copy of the Resolution Request form is on file with the minutes.*

Next, Mr. Dusek discussed the changes to the Workplace Violence Prevention Plan and Program and indicated the changes were highlighted in red throughout. *A copy of the Workplace Violence Prevention Plan and Program is on file with the minutes.* He asked Martin Affredou, County Attorney, if the changes were legal and Mr. Affredou replied in the positive. Mr. McDevitt asked if there were any incidents and Mr. Dusek replied there were a few each year. Mr. Brock inquired if there were any unresolved threats and Mr. Dusek responded in the negative. Ms. Seeber suggested delaying action on the matter to allow the Committee time to review the documents. As the Committee was in agreement the matter was tabled for review at the next Support Services Committee meeting.

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 Clerk - DMV Payroll Dept. No: 15
Title of Position: Motor Vehicle License Reg Clerk PT Base Salary of Position: \$ 32,238 Grade: 8
Request to Backfill Due to Promotion: Yes No
Budget code and title: A 1410 130 Part -Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Health reasons
Employee No.: 11032 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 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. JF 2/12/16

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 2/16/16

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 2/19/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 Date

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 Clerk - DMV Payroll Dept. No: 15
Title of Position: Motor Vehicle License Reg Clerk FT Base Salary of Position: \$ 32, 238 Grade: 8
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A 1410 110 Full-Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other To WCSO
Employee No.: 11990 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. JF 2/12/16

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 2/16/16

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 2/19/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 Date

Renewed
2/10/2016

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 Clerk Payroll Dept. No: 22
Title of Position: Recording Clerk Base Salary of Position: \$ 30,949 Grade: 7
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A1665 110 Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 12124 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 PCW
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. JF 2/12/16

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 2/16/16

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 2/19/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 _____ Date _____

RESOLUTION REQUEST FORM NO. 12

ITEM VI

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: Health Services Payroll Dept. No: 36.00
Title of Position: ASST Director of Patient Services Base Salary of Position: TBD - survey Grade: N/A
Filling at Step # (If Known): N/A Request to Backfill Due to Promotion: Yes No
Budget code and title: A4010.110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 6268 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %
oversees staff that provide billable services

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other PCN
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. NJ 2-18-16

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 2/19/16

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 2/22/16

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

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

JET 2/19/16

Department: Public Works Payroll Dept. No: 19.63
Title of Position: Heavy Equipment Operator #5 Base Salary of Position: \$32,238 Grade: 8
Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: D.5110 110 HEO #5 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other 3/29/2016
Employee No.: 6824 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) [X] 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. JF 2/19/16

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 2/19/16

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 2/22/16

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 _____

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

JET 2/10/16

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO Light #17 Base Salary of Position: \$28,121 Grade: 5
Filling at Step # (If Known): Request to Backfill Due to Promotion: [X] Yes [] No
Budget code and title: D.5110 110 MEO Light #17 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other 3/31/2016
Employee No.: 10888 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) [X] 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. JF 2/10/16

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 2/16/16

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 Grant E. Thomas Date 2/19/16

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

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: Real Property Tax Services Payroll Dept. No.: 14
Title of Position: Real Property Clerk Base Salary of Position: \$27,027.00 Grade: 4
Filling at Step # (If Known): Request to Back Due to Promotion: [] Yes [X] No
Budget code and title: A 1355 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No: 12403 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 [X] 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. JF 2/12/16

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 2/16/16

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 2/19/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Environmental Concerns + Real Property Tax Services
[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[X] 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 2/19/16

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.: 30.00
Title of Position: Civil LE Officer #1 Base Salary of Position: \$ 37,324.50 Grade:
Filling at Step # (If Known): Request to Back Due to Promotion: [X] Yes [] No
Budget code and title: A.3110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No: 4119 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) [] Non-Competitive [X] Other Changing Rank
to Patrol Officer Title, we will eliminate Civil LE Officer #1. Reclassification
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]

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 1/22/16

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 1/25/16

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 [Signature] Date 1/25/16

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.: 30.00

Title of Position: Civil LE Sergeant Base Salary of Position: \$43,604.93 Grade:

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

Budget code and title: A.3110 Union [X] Non-Union []

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

Employee No: 4014 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 [X] 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] 1-4-16

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 1/4/16

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 1/7/16

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 Evelyn M Wood Date 1/7/16

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.: 30.00

Title of Position: Investigator #4 Base Salary of Position: \$45,014.05 Grade:

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

Budget code and title: A.3110 Union [X] Non-Union []

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

Employee No: 11989 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

[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] 1-4-16

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 1/4/16

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 1/7/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Sheriff 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 1/7/16

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.: 30.00
Title of Position: Patrol Officer #35 Base Salary of Position: \$39,214.05 Grade:
Filling at Step # (If Known): 3rd Year Request to Back Due to Promotion: [X] Yes [] No
Budget code and title: A.3110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No: 7580 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

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other Lateral PEN Reinstatement Transfer

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] 1-4-16

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 1/4/16

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 1/7/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Sheriff 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 [Signature] Date 1/7/16

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.: 30.00

Title of Position: Patrol Officer #49 Base Salary of Position: \$39,214.05 Grade:

Filling at Step # (If Known): 3rd Year Request to Back Due to Promotion: [X] Yes [] No

Budget code and title: A.3110 Union [X] Non-Union []

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

Employee No: 7833 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

[X] Competitive active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other Lateral Transfer

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] 2/5/16 prior ee is retiring 2/27/16

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 2/5/16

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 2/10/16

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 2/22/16

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.: 30.00

Title of Position: Patrol Sergeant #10 Base Salary of Position: \$46,414.05 Grade:

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

Budget code and title: A.3110 Union [X] Non-Union []

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

Employee No: 6280 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

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other P. 201

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] 1-4-16

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 1/4/16

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 1/7/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Sheriff 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 1/7/16

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.: 30.00

Title of Position: Senior Account Clerk #2 Base Salary of Position: \$36,151.09 Grade:

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

Budget code and title: A.3110 Union[X] Non-Union[]

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

Employee No: 9238 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

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other Pan

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]

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 1/4/16

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 1/7/16

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 Evelyn M Wood Date 1/7/16