

FINANCE, PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

SEPTEMBER 1, 2016

DRAFT AGENDA - SUBJECT TO CHANGE

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:
 - 1) Kim Cook, *Director of The Open Door Soup Kitchen*, to speak about The Open Door's expansion project and their request for capital assistance.
 - 2) Any SUNY Adirondack representatives wishing to address the Committee.
 - 3) All others wishing to address the Committee.

IV. Action Agenda

1) Request for transfers of funds as attached for Committee approval.

2) Items to be Discussed by the Human Resources Director and/or Personnel Officer:

Human Resources Director -

A) Review of report on tracking of vacancies filled.

Personnel Officer -

B) Request for transfer of funds in the amount of \$2,000 from Budget Code A.1430.130, *Civil Service, Salaries - Part Time*, to Budget Code A.1430.120, *Civil Service, Salaries-Overtime*, to cover overtime for testing dates through the end of 2016.

3) Request from the County Treasurer:

Request to extend the existing contract with Environmental Capital LLC for financial advisory services for bonds authorized by Warren County, as previously authorized by Resolution No. 100 of 2014, for an additional three-year term commencing January 1, 2017 and terminating December 31, 2019.

4) Referrals from the County Facilities Committee:

Airport -

A) Request to amend the County Budget in the amount of \$42,408.18 for reimbursement to the County for a share of natural gas installation costs by Schermerhorn Commercial Holdings and ESML.

B) Authorizing the closing of several capital projects and the return of remaining funds to their funding sources.

C) Increasing Capital Project H399, *Land/Easement Acquisition Runway 12 & 19*, in the amount of \$200,000 for the acceptance of FAA grant funds received.

Buildings & Grounds -

D) Request for appropriation of funds totaling \$120,000 from the general fund unappropriated surplus for milling and paving of the employee parking lot at the Municipal Center and abatement and renovation of the old jail kitchen.

E) Request to appropriate \$50,740 from the unappropriated fund balance for the purchase of eight Rolloff Containers.

5) Referrals from the Criminal Justice & Public Safety Committee:

Public Defender -

A) Request to create and fill the new position of Assistant Public Defender #7, *Annual Salary \$45,000*, effective September 19, 2016 as well as to amend the Departmental Table of Organization and Salary Schedule accordingly. If approved, a source of funding will need to be identified for this position as there are no monies available in the existing Public Defender Budget to support the cost.

Continued

Referrals from the Criminal Justice & Public Safety Committee, continued**Sheriff's Office -**

- B) Request to amend the 2016 County Budget in the amount of \$1,602.98 to reflect the receipt of insurance recovery monies.
- C) Request to amend the Table of Organization and Salary Schedule to reclassify the position of Cleaner, *Annual Salary \$30,480*, to a Custodian, *Annual Salary \$36,151.09*, effective September 19, 2016.

6) Referrals from the Health, Human & Social Services Committee:**Countryside Adult Home -**

- A) Request for a transfer of funds in the amount of \$6,000 from the Contingent Account to Budget Code A.6030 260, *Countryside Adult Home, Other Equipment*, to cover the cost of the installation of new piping for the boiler at Countryside Adult Home due to unforeseen expenses associated with the original boiler installation project.

Department of Social Services -

- ~~B) Request to create and fill the new position of Case A Supervisor, *Annual Salary \$59,000*, effective January 3, 2017, as well as to amend the Departmental Table of Organization and Salary Schedule accordingly. This request was withdrawn by the Commissioner of the Department of Social Services - position will be created through the 2017 Budget process.~~

Employment & Training Administration -

- C) Request to amend the 2016 County Budget in the amount of \$38,956 to reflect the receipt of Federal Trade Adjustment Act funding for the training of dislocated workers.

Mental Health (Office of Community Services) -

- D) Request to amend the 2016 County Budget in the amount of \$343 to reflect the receipt of cost of living adjustment (COLA) funds from the New York State Office of Alcoholism and Substance Abuse Services.

7) Referrals from the Park Operation & Management Committee:

Request to appropriate \$3,809.40 from Budget Code A.691.07, *Deferred Revenue - Gaslight Village Parking Fees*, to Budget Code A.1625 413, *Gaslight Village Property, Repair & Maint.-Bldg/Property*, and authorize reimbursement to the Village of Lake George for maintenance costs associated with the Gaslight Village Property.

8) Referrals from the Public Works Committee:**DPW -**

- A) Request to delete the position of Automotive Mechanic #6, *Grade 9, Annual Base Salary \$33,367*, and create the new position of Motor Equipment Operator Medium #26, *Grade 7, Annual Base Salary \$30,959*, effective September 19, 2016, as well as to amend the Departmental Table of Organization and Salary Schedule accordingly.
- B) Request to authorize enrollment in job-related courses: Maja Tlokinska-Scroggins, to enroll in "Advanced Bookkeeping Applications; Principals of Economics I; and Mathematical Functions" (*Intro to Public Speaking course removed*) courses at SUNY Adirondack (Course Term: September 2016 - December 2016; Cost: \$2,024.50. If this request is approved, Ms. Tlokinska-Scroggins will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better. *Note: This item was tabled at the June 30th meeting of the Finance, Personnel & Higher Education Committee. The "Intro to Public Speaking" course was removed from this request when approved at the last meeting of the Public Works Committee.*
- C) Request to increase Capital Project No. H366, *West Mountain Road (CR 58) Preservation Project*, in the amount of \$698,118 to allocate Federal and State funds for the construction phase of the project in accordance with the State-Local Agreement with NYSDOT and return excess local match funds to the funding source.

Continued

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

- A) Journal Report of transfers approved by County Administrator staff since the last meeting.
- B) Reimbursement to Brian LaFlure, *Fire Coordinator/Director of the Office of Emergency Services*, in the amount of \$2,125.80 for items purchased for the OES command vehicle.
- C) Appointment of a Director for the Office for the Aging.

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

Request to amend Resolution No. 338 of 2016, *Authorizing Supplemental Agreement No. 1 with Clark Patterson Lee to add Construction Inspection Services for the CR31 & CR13 County Bridge Painting Project*, to include reference to prior Resolution No. 294 of 2015 which adjusted the aggregate total for the supplemental agreement with Clark Patterson Lee.

V. Pending Items:

Finance - No items this month.

Personnel -

- 1) Proposed Resolution No. 146 of 2016, *concerning salary adjustments for Deputy Department Heads when filling in for a Department Head vacancy*, was tabled at the March 18th Board Meeting and referred back to the Finance, Personnel & Higher Education Committee for review and revision.
- 2) Referral from the Health, Human & Social Services Committee, *Countryside Adult Home*, to amend Resolution No. 267 of 2015 to state that Countryside Adult Home will pay time and one half to per diem employees who work a holiday, any hours over eight (8) each shift, or any hours over forty (40) per week was tabled at the July 29, 2016 meeting of the Finance, Personnel & Higher Education Committee.

Higher Education - No items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

- Dept. of Social Services** - **Keyboard Specialist #4, Grade 3, Annual Base Salary \$25,823**, due to resignation.
Case Supervisor B #1, Grade 20, Annual Base Salary \$45,661, due to resignation.
Caseworker #5, Grade 16, Annual Base Salary \$39,979, due to resignation.
Caseworker #22, Grade 16, Annual Base Salary \$39,979, due to resignation.
Caseworker #26, Grade 16, Annual Base Salary \$39,979, due to resignation.
Caseworker #30, Grade 16, Annual Base Salary \$39,979, due to resignation.
- Office for the Aging** - **Mealsite Manager #6, Grade 2, Annual Base Salary \$25,281**, due to retirement.
Mealsite Manager #8, Grade 2, Annual Base Salary \$25,281, due to promotion.
Mealsite Cook #11, Grade 2, Annual Base Salary \$25,281, due to resignation.
Food Service Helper #3, Grade 2, Annual Base Salary \$25,281, due to resignation.
- Public Health** - **Registered Professional Nurse #8, Grade 19, Annual Base Salary \$43,787**, due to retirement.
Registered Professional Nurse #37, Grade 19, Annual Base Salary \$43,787, due to retirement.
- Dept. of Public Works** - **Auto Mechanic #4, Grade 9, Annual Base Salary \$33,367**, due to termination.

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Clerk of the Legislative Board

SIGNED:

DATE: 08/25/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1040 410	Clerk-Legislative Board, Supplies	A.1040 210	Clerk-Legislative Board, Furniture/Furnishings	\$321.00

Please state reason for transfers requested: To purchase a chair for the newest staff member in the office.

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: County Clerk

SIGNED:

DATE: 8/18/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 1410 130	Part Time Salaries	A 1410 120	Overtime Salaries	\$ 800.

Please state reason for transfers requested:

To balance OT account due to staffing shortages: vacation, FMLA, bereavement , training periods in both Clerk's Office and DMV - July/Aug 2016. Utilizing unused funds from A 1410 130 PT .

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.

REQUEST FOR TRANSFER OF FUNDS

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

FROM: DEPARTMENT OF PUBLIC WORKS

Name of Department

SIGNED: _____ DATE: 8/29/2016

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1620 415	Buildings & Grounds, Electricity	A.1628 260	Waste Management Containment, Other Equipment	\$ 8,000.00
D.5110 110	County Road Maintenance Salaries, Regular	D.5110 130	County Road Mainenance Salaries, Part-Time	\$ 14,000.00

Please state reason for transfers requested:

~~To Cover Cost of One 30 yard Recycling Waste Container and Salary - Part time~~

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 439	Contingent Fund			

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Office of Community Services**SIGNED:****DATE:** 8/24/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4320.0150 470	Mental Health Programs, 820 River Street-Mental Health, Contract	A.4320.0145 470	Mental Health Programs, Addictions Care Center, Contract	\$55,599
A.4320.0150 3490	Mental Health Programs, 820 River Street-Mental Health, Mental Health	A.4320.0145 3490	Mental Health Programs, Addictions Care Center, Mental Health	\$55,599

Please state reason for transfers requested:**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: Social Services

SIGNED: *Maureen Schmidt*

DATE: 8/19/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A6010 110	Salaries - Regular	A6010 130	Salaries - Part Time	\$50,000

Please state reason for transfers requested: To cover Heap Salaries (4 staff) & current part time staff through year end.

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:

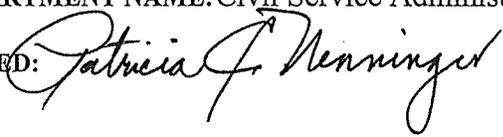
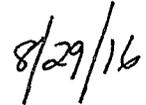
Please file original request with Clerk of the Board and retain copy for your records.

INTENT TO FILL VACANT POSITIONS

Personnel Cnte. 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	3/21/2016	Olden	\$25,281.00	\$0.00	-\$974.00
2/10/2016	Countryside	Food Service Helper (reclassified from Laborer-1872)	Goodness	\$ 24,664.00	\$ 25,281.00	3/21/2016	Anderson	\$25,281.00	\$0.00	\$617.00
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	8/8/2016	Hall	\$35,816.00	\$1,141.00	-\$7,135.00
2/10/2016	OFA	Meal Site Cook #9 (1945)	Rivers	\$ 21,719.00	\$ 18,861.00	3/25/2016	Mumblow	\$19,691.00	\$830.00	-\$2,028.00
2/10/2016	Public Defender	1st Assistant Public Defender (1073)	Tyree	\$69,544.00	\$69,544.00	2/26/2016	Goodspeed	\$81,000.00	\$11,456.00	\$11,456.00
2/10/2016	DPW	HEO #6 (1241)	Edmunds	\$40,183.00	\$32,238.00	4/11/2016	Harrington	\$34,493.00	\$2,255.00	-\$5,690.00
2/10/2016	Sheriff	Civil LE Officer #1 (1326, reclassified to Patrol Officer #62)	Girard	\$61,983.00	\$37,324.00	2/22/2016	Howse	\$66,001.00	\$28,677.00	\$4,018.00
2/10/2016	DSS	Sr. Account Clerk #5 (1692)	Binder	\$36,232.00	\$30,959.00	4/4/2016	Dolan	\$30,959.00	\$0.00	-\$5,273.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (PT) (2377)	Mulligan-Shaw	\$30,136.00	\$32,238.00	5/2/2016	Craig	\$32,238.00	\$0.00	\$2,102.00
2/29/2016	County Clerk/DMV	Motor Vehicle License Registration Clerk (FT) (1117)	Jockimo	\$33,908.00	\$32,238.00	3/21/2016	Leacock	\$32,237.00	-\$1.00	-\$1,671.00
2/29/2016	County Clerk/DMV	Recording Clerk #3 (1286)	Carr	\$30,204.00	\$30,959.00	vacant				
2/29/2016	Public Health	Asst. Director of Patient Services (1526)	Schalldone	\$78,292.00	\$76,000.00	5/2/2016	Whisenant	\$76,000.00	\$0.00	-\$2,292.00
2/29/2016	Public Works	HEO #5 (1226)	Waters	\$42,183.00	\$32,238.00	4/11/2016	Kennedy	\$34,493.00	\$2,255.00	-\$7,690.00
2/29/2016	Public Works	MEO (L) #17 (1250)	Muskus	\$35,508.00	\$28,121.00	4/11/2016	Combs	\$28,121.00	\$0.00	-\$7,387.00
2/29/2016	Real Property	Real Property Clerk (1105)	Carrera	\$28,034.00	\$27,027.00	7/25/2016	Chamberlin	\$27,027.00	\$0.00	-\$1,007.00
2/29/2016	Sheriff	Civil Law Enforcement Sergeant (1325)	Scellen	\$66,952.00	\$43,604.00	1/30/2016	Girard	\$66,952.00	\$23,348.00	\$0.00
2/29/2016	Sheriff	Investigator #4 (1357)	Contine	\$67,213.00	\$45,014.00	1/11/2016	Jeffords	\$71,800.00	\$26,786.00	\$4,587.00
2/29/2016	Sheriff	Patrol Officer #35 (1343)	Fidd	\$66,001.00	\$39,214.00	1/11/2016	Schrocek	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Officer #49 (1349)	Anuszewski	\$66,001.00	\$39,214.00	2/29/2016	Kinderman	\$51,378.00	\$12,164.00	-\$14,623.00
2/29/2016	Sheriff	Patrol Sergeant #10 (1360)	Jeffords	\$73,201.00	\$46,414.00	1/11/2016	Fidd	\$73,201.00	\$26,787.00	\$0.00
2/29/2016	Sheriff	Senior Account Clerk #2	Caruso	\$44,098.00	\$36,151.00	2/1/2016	Smith	\$38,014.00	\$1,863.00	-\$6,084.00
3/31/2016	District Attorney	6th Assistant District Attorney (1063)	Place	\$53,833.00	\$53,833.00	4/11/2016	Shkolnik	\$53,833.00	\$0.00	\$0.00
3/31/2016	OFA	Meal Site Manager #5 (1925)	Potash	\$19,360.00	\$18,961.00	5/16/2016	Tennant	\$18,961.00	\$0.00	-\$399.00
3/31/2016	Public Health	CHN #36 (1527)	Racicot	\$57,424.00	\$45,661.00	6/12/2016	Eicher	\$53,185.00	\$7,524.00	-\$4,239.00
3/31/2016	Public Health	PHN #1 (1528)	Dufour	\$60,182.00	\$46,821.00	vacant				
3/31/2016	Public Health	Sr. Engineering Technician (2321)	Bessaw	\$45,689.00	\$35,767.00	5/31/2016	Baker	\$35,767.00	\$0.00	-\$9,922.00
3/31/2016	Public Works	Communication Officer #19 (2185)	Habshi	\$47,332.00	\$37,393.00	4/18/2016	Kilmartin	\$37,393.00	\$0.00	-\$9,939.00
3/31/2016	Sheriff	Patrol Officer #24 (1334)	Bapp	\$66,001.00	\$39,214.00	4/11/2016	Leonardo	\$51,378.00	\$12,164.00	-\$14,623.00
3/31/2016	Countryside	Account Clerk #3 (20 hours/week) (2197)	Hess	\$16,536.00	\$13,513.00	vacant				
4/20/2016	Public Health	Supervising PHN #4 (1533)	Whisenant	\$68,974.00	\$66,000.00	6/13/2016	Andre	\$66,000.00	\$0.00	-\$2,974.00
4/29/2016	County Attorney	1st Assistant County Attorney (1126)	Bartlett	\$70,092.00	\$70,029.00	5/2/2016	Kissane	\$70,029.00	\$0.00	-\$63.00
4/29/2016	Sheriff	Communications Officer #6 (1422)	Davies	\$52,045.00	\$37,393.00	5/18/2016	Moyer	\$42,362.00	\$4,969.00	-\$9,683.00
4/29/2016	Sheriff	Patrol Officer #44 (1356)	Gould	\$66,001.00	\$39,214.00	7/11/2016	DeCristofaro	\$44,533.00	\$5,319.00	-\$21,468.00
4/29/2016	Sheriff	Patrol Officer #40 (1372)	Aldrich	\$66,001.00	\$39,214.00	6/27/2015	Campbell	\$51,378.00	\$12,164.00	-\$14,623.00
6/3/2016	County Clerk/DMV	Recording Clerk PT (2214)	Moynihan	\$14,883.00	\$14,888.00	vacant				
6/3/2016	Planning	Office Specialist (1963)	Benware	\$39,232.00	\$30,595.00	6/25/2016	Tucker	\$38,732.00	\$8,137.00	-\$500.00
6/3/2016	DSS	Caseworker #29 (1671)	Schmidt	\$39,979.00	\$39,979.00	8/1/2016	Chapman	\$39,979.00	\$0.00	\$0.00

RESOLUTION REQUEST FORM NO. 10**Request for Transfer of Funds**TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Civil Service Administration

SIGNED: DATE: 

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1430.130	Salaries: Part-time	A.1430.120	Salaries- Overtime	\$2,000.00

Please state reason for transfers requested: To cover testing dates overtime through year-end.

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. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Treasurer

DATE: August 29, 2016

- (a) Purpose of Contract Change: **To extend contract for another 3 years**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **Resolution 100 of 2014**
- (c) Name of Contractor: **Environmental Cappital LLC**
- (d) Address of Contractor: **110 West 40th Street, Suite 1804, New York NY 10018**
- (e) Contractor's Contact Person and Telephone Number: **Richard McCarthy**
- (f) Commencement Date of Extension: **January 1, 2017**
- (g) Termination Date of Extension: **December 31, 2019**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Upon Completion**)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: Budget Code A.1325 470 Treasurer Contract. Amount to be determined by Bond amount.**

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

*as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 100 OF 2014

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

**AWARDING PROPOSAL AND AUTHORIZING AGREEMENT WITH
ENVIRONMENTAL CAPITAL LLC FOR FINANCIAL
ADVISORY SERVICES FOR BONDS AUTHORIZED BY
WARREN COUNTY DURING 2014, 2015 AND 2016 (WC 066-13)**

WHEREAS, the Purchasing Agent has advertised for proposals to provide Financial Advisory Services for Bonds Authorized by Warren County During 2014, 2015 and 2016 (WC 066-13), and

WHEREAS, the Warren County Treasurer has issued correspondence recommending that Warren County award the contract to Environmental Capital LLC, as the lowest responsible proposer, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent notify Environmental Capital LLC of the acceptance of its proposal, and be it further

RESOLVED, that Warren County enter into an agreement with Environmental Capital LLC, to provide Financial Advisory Services for Bonds Authorized by Warren County During 2014, 2015 and 2016, pursuant to the terms and provisions of the specifications (WC 066-13) and proposal, for a term to commence January 1, 2014 and terminating December 31, 2016, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A.1325 470 - County Treasurer, Contract.

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: Department of Public Works - Airport

DATE: August 30, 2016

- (a) Purpose of Amendment: To amend the County budget for reimbursement to the County for the share of natural gas installation costs by Schermerhorn Commercial Holdings and ESMI.

- (b) Appropriation Code, Object Code, Full Title and Amount: H362.9950 280 Airport – Natural Gas Conversion, Capital Projects, Projects \$42,408.18.

- (c) Revenue Code (with title), and Amount: H362.9950 2790 Airport – Natural Gas Conversion, Capital Projects, Share of Joint Activity, Local \$42,408.18.

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: Airport

DATE: 08/30/2016

- (a) Purpose of Request: To authorize closure of the following capital projects and return any remaining funds to funding sources.

Project	Estimated Funds	Funding Source
H309 - Runway 1 RSA Wetland Mitigation	34.57	General Fund
H311 - PAPI Installation Runway 12-30	71.44	General Fund
H336 - Airfield Guidance Sign Replace	1,500.00	Reserve, Airport Repair & Projects
H326 - ARFF Building Expansion	21.01	General Fund

- (b) Details: The Projects listed are complete

- (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

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW - Airport

DATE: 8/30/2016

- (a) Exact Title and Number of Project*: **H339 Land/Easement Acquisition Runway 12 & 19**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Increase (if applicable): **\$200,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): **90% FAA, 5% State, 5% County A 9950 Transfers-Capital Projects**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: **Federal Aviation Administration Grant received on 8/26/2016 for project to acquire land in runway protection zone for runway 12.**

Project Cost

Municipal Center:

Employee Lot – Mill and Pave.....	\$80,000
Jail Kitchen abatement.....	30,000
Jail Kitchen renovation.....	10,000

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: Department of Public Works

DATE: August 30, 2016

- (a) Purpose of Request: **Appropriation of Unappropriated Surplus**
- (b) Details: **Appropriation of Unappropriated Surplus for the purchase of 8 Rolloff Containers.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1628 260 Waste Management Containment, Other Equip \$50,740.00
Unappropriated Surplus \$50,740.00**

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

* as listed in budget and LOGOS

2016 ROLLOFF CONTAINER LIST

2 30 yard	CONTRACTOR DUTY OPEN TOPS @ \$4200	\$8,400
2 40 yard	CONTRACTOR DUTY OPEN TOPS @ \$4670	\$9,340
2 40 yard	RECTANGLE PACKER @9800	\$19,600
2 40 yard	RECYCLER W/ 5 SLIDING DOORS @ \$6700	\$13,400
	TOTAL	\$50,740

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: **Public Defender**

DATE: **8-24-16**

- (a) Title of Requested Position: **Assistant Public Defender #7**
- (b) Annual Base Salary (and Grade if Applicable): **\$45,000.00**
- (c) Effective Date for New Position: * **As soon as possible, 9-19-16**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
none
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
There are no source of funding in the budget for this position
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes *SOJ 8/24/16*
- (g) Is this a mandated position? If so, please explain:
no
- (h) Is there expected revenue from this position? If so, please explain:
no

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings; good knowledge of judicial procedures and rules of evidence; ability to interpret and work with New York State and Federal criminal code; ability to communicate effectively both orally and in writing; ability to reason quickly and logically in stressful situations; ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion; ability to analyze and organize facts effectively; ability to prepare for and present cases in court; ability to establish and maintain effective working relationships with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a license to practice law in the State of New York. AND six (6) months of full-time paid experience as a licensed attorney practicing law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

Adopted, Warren County Civil Service, 11/6/03

Amended, Warren County Civil Service, 6/17/15, 8/24/15, 9/23/15.

JC; Exempt, #1,2,3,4, Competitive PJC as Exempt Class Positions #5,6.

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

REQUEST FOR ADDITIONAL POSITIONS IN AN ALREADY ESTABLISHED CLASSIFICATION

Agency: Public Defender

ACTION BY DEPARTMENT HEAD:

Title of Requested New Position: Assistant Public Defender #7 Number of Positions 1
If Temporary, indicate length of appointment: _____
If Permanent _____
For competitive titles only indicate: Full-Time PJC ,
_____ Less than Full-time (Hours/week) _____

I affirm that the duties, responsibilities and qualification requirements of the new position(s) requested below conform to the class specification of the *attached Civil Service position description* for Assistant Public Defender already established by Warren County Civil Service for the Agency.

Signature of Department Head: [Signature] Date: 8-24-16

ACTION BY APPOINTING AUTHORITY:

Creation of described position(s):
I agree that the duties and responsibilities conform to the attached Warren County Civil Service position description and approve the creation of this position(s).

Signature of Appointing Authority: [Signature] Date: 8-24-16

ACTION BY WARREN COUNTY CIVIL SERVICE ADMINISTRATION:

In accordance with the provisions of Civil Service Law, Section 22, the Warren County Department of Civil Service Administration certifies that the appropriate civil service title for the position described is Assistant Public Defender #7, and the appropriate classification is Exempt - Pending Jurisdictional Classification

Signature of Personnel Officer: [Signature] Date: 8/24/16

This original document will remain in the Civil Service Office, a copy signed by the Personnel Officer will be returned to the Agency.

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: **Public Defender** Payroll Dept. No: **6.01 A.1171**
 Title of Position: **Assistant Public Defender #7** Base Salary of Position: **\$45,000.00** Grade:
 Filling at Step # (If Known): **none** Request to Backfill Due to Promotion: Yes No
 Budget code and title: **none at this time but will be A.1171 110** Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other **new position**
 Employee No.: **none** 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 provisional pending rules resolution

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. _____

Handwritten initials/signature

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

- The committee has no objection to the filling of the vacancy.
- The committee objects to the filling of the vacancy.
- In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
- In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____

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: Sheriff

DATE: August 24, 2016

- (a) **Purpose of Amendment:** Amend the County Budget to increase revenue to reflect money from insurance recoveries.
- (b) **Appropriation Code, Object Code, Full Title and Amount:**
A.3110 441 \$1,602.98
- (c) **Revenue Code (with title), and Amount:**
A.3110 2680 \$1,602.98

*Please note all amount must be in whole dollars – no cents.

RESOLUTION REQUEST FORM NO. 14***Request to Reclassify Position*****DEPARTMENT NAME: Sheriff's Office****DATE: 08-24-2016**

- (a) Title of Reclassified Position: **Custodian**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **36,151.09**
*(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:
Cleaner, 11968
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$30,480.00**
*(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:* **Upon BOS Approval**
*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:
A.3110 110 Law Enforcement Salaries - Regular
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
*This is necessary **BEFORE** bringing the request to committees.

Yes

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: COUNTRYSIDE ADULT HOME

SIGNED:

DATE: 8/24/16

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
------------------	--------------	----------------	--------------	---------------

Please state reason for transfers requested:

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	A.6030.260	OTHER EQUIPMENT	\$6,000.00

Please state reason for transfer request: NEW PIPING AND INSTALLATION OF SUCH, FOR THE BOILER REPLACEMENT DUE TO UNFORESEEN CIRCUMSTANCES ON THE ORIGINAL PROJECT.

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

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: August 24, 2016

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

(b) Appropriation Code, Object Code, Full Title and Amount: 40.6293.0305 433 - WIOA Dislocated Worker (Training-Client) \$38,956.

(c) Revenue Code (with title), and Amount: 40.6293.0305 4791 - WIOA Dislocated Worker - \$38,956.

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: Mental Health/Office of Community Services

DATE: 8/24/16

- (a) Purpose of Amendment: **To amend the 2016 budget to accept funds (100% State Aid - NYS Office of Alcoholism and Substance Abuse Services) in the amount of \$343 for COLA adjustment.**

- (b) Appropriation Code, Object Code, Full Title and Amount:
A.4320.0110.470 - (Mental Health Programs-Alcohol Prevention Education Program), increase by \$343.

- (c) Revenue Code (with title), and Amount: **A.4320.0110.4490 (Federal Salary Sharing -Mental Health), increase by \$343.**

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: Public Works, Park O & M

DATE: August 29, 2016

- (a) Purpose of Request: To Reimburse Village of Lake George for Property Maintenance costs on gaslight Village property

- (b) Details: Appropriation Code is A.691.07 Deferred Revenue Gaslight Village to A.1625 413 Gaslight Village Property, Reepair and Maintenance: \$1,984.50 Attendants for July 2016; \$222.75 Repairs for July 2016; \$1,166.81 Landscaping Equipment; \$435.36 Supplies

- (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

Wood Park repairs				
date	attendent	cost per hour	hours worked	cost
7/13/2016	Scott B.	\$ 13.50	8	\$ 108.00
7/14/2016	Scott B.	\$ 13.50	5	\$ 67.50
7/28/2016	Scott B.	\$ 13.50	2	\$ 27.00
7/29/2016	Scott B.	\$ 13.50	1.5	\$ 20.25
Total				\$ 222.75

No 2327

Statement
VILLAGE OF LAKE GEORGE
P.O. Box 791
Lake George, New York 12845
518-668-5771

TO: ATTN JEFF TENNYSON
WARREN CO DPW SUPT
4028 MAIN ST

AUG. 4, 2016
DATE

WARRENSBURG NY 12885

FOR: WOOD PARK ATTENDANTS FOR JULY 2016	\$1,984.50
WOOD PARK REPAIRS JULY 2016	\$ 222.75
LANDSCAPING EQUIPMENT FOR WOOD PARK	\$1,166.81
WOOD PARK SUPPLIES	\$ 435.36

Total Amount Due \$3,809.42

Very truly yours,

DAVID HARRINGTON, DPW SUPT.

Park attendents/ July 2016				
Date	attendent	cost per hour	hours worked	cost
7/1/2016	Bob Gunther	\$ 13.50	4	\$ 54.00
7/1/2016	Dave Goodsell	\$ 11.50	5	\$ 57.50
7/5/2016	Bob Gunther	\$ 13.50	6	\$ 81.00
7/5/2016	Dave Goodsell	\$ 11.50	7	\$ 80.50
7/6/2016	Bob Gunther	\$ 13.50	2	\$ 27.00
7/6/2016	Dave Goodsell	\$ 11.50	5	\$ 57.50
7/7/2016	Dave Goodsell	\$ 11.50	8	\$ 92.00
7/11/2016	Bob Gunther	\$ 13.50	2	\$ 27.00
7/12/2016	Bob Gunther	\$ 13.50	4	\$ 54.00
7/13/2016	Bob Gunther	\$ 13.50	3	\$ 40.50
7/14/2016	Dave Goodsell	\$ 11.50	7.5	\$ 86.25
7/15/2016	Bob Gunther	\$ 13.50	2	\$ 27.00
7/15/2016	Dave Goodsell	\$ 11.50	8	\$ 92.00
7/18/2016	Bob Gunther	\$ 13.50	2	\$ 27.00
7/19/2016	Dave Goodsell	\$ 11.50	8	\$ 92.00
7/19/2016	Bob Gunther	\$ 13.50	2	\$ 27.00
7/20/2016	Dave Goodsell	\$ 11.50	8	\$ 92.00
7/20/2016	Bob Gunther	\$ 13.50	5	\$ 67.50
7/21/2016	Dave Goodsell	\$ 11.50	8	\$ 92.00
7/22/2016	Bob Gunther	\$ 13.50	1	\$ 13.50
7/22/2016	Dave Goodsell	\$ 11.50	5.5	\$ 63.25
7/25/2016	Dave Goodsell	\$ 11.50	5	\$ 57.50
7/26/2016	Bob Gunther	\$ 13.50	4	\$ 54.00
7/26/2016	Dave Goodsell	\$ 11.50	6	\$ 69.00
7/27/2016	Bob Gunther	\$ 13.50	4	\$ 54.00
7/28/2016	Dave Goodsell	\$ 11.50	7	\$ 80.50
7/29/2016	Dave Goodsell	\$ 11.50	6	\$ 69.00
7/1-7/31	rest room cleaners	\$ 10.00	35	\$ 350.00
8 hrs/week				
Just over an 1hr/day				
Total				\$ 1,984.50

landscape equipment Wood Park	
item	cost
push mower	\$ 255.55
edger	\$ 66.47
string trimmer and	
string	\$ 189.02
shovels,rakes,	
brooms,	
litter grabber	
2 each	\$ 168.79
2 100ft hoses	
4 splitters	\$ 148.08
hand leaf blower	\$ 132.05
wheel blower	\$ 90.23
Misc. Hand tools	\$ 116.62
	\$ 1,166.81

Wood Park supplies			
item	amount	cost each	total
Trash can liners	5 cases	\$ 20.86	\$ 104.30
Toilet paper	3 cases	\$ 44.48	\$ 133.44
paper towels	3 cases	\$ 18.32	\$ 54.96
hand soap	2 cases	\$ 21.24	\$ 42.48
windex	1 case	\$ 39.91	\$ 39.91
"Doggy Pot" bags	1 case	\$ 15.00	\$ 15.00
Masking Tape	1 case	\$ 45.27	\$ 45.27
Total			\$ 435.36

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Warren County Public Works****DATE: 08/22/2016**

- (a) Title of Requested Position: Motor Equipment Operator Medium #26
- (b) Annual **Base** Salary (and Grade if Applicable): \$30,959.00, Grade 7
- (c) Effective Date for New Position:* 09/16/2016
*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): Automotive Mechanic #6, Grade 9, annual salary \$33,367
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: DM.5130.110 Automotive Mechanic #6 \$33,367
- (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



**SUNY
ADIRONDACK**

www.sunyacc.edu

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

Date: 07/07/2016

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

Student ID: 500152829
Term: Fall 2016 (201610)

Due Date: 10-AUG-2016

Student Schedule and Bill

GRN	SUBJ	COURSE #	SECTION AND TITLE	CREDITS	DAYS	TIME	ROOM
11970	SPH	111	Intro to Public Spea	3.00	R	0545-0835pm	E-ESN 207
12028	MAT	108	Mathematical Functio	3.00	TBA	TBA	ONLINE TBA
12378	BUS	231	Advanced Bookkeeping	3.00	TBA	TBA	ONLINE TBA
12561	ECO	201	Prin of Economics I	3.00	TBA	TBA	ONLINE TBA
TOTAL CREDITS:				12.00			

CURRENT TERM CHARGES		CURRENT TERM PAYMENTS	
Accident Insurance	2.00		
Activity Fee	102.50		
ID Card	4.00		
Parking Fee	15.00		
Student Development Fee	15.00		
Technology Replacement Fee	120.00		
Tuition	2088.00		
+ Books			
NO CERT OF RESIDENCE ON FILE - 063Warren			

Current Term Charges Total: 2346.50

Current Term Payments Total: 0.00

Current Term Balance:	2346.50	AMOUNT DUE:	2346.50
Other Term Balance:	0.00		

Please pay by mail or online. Payment or payment arrangements must be made by 8/10 to retain this schedule. Late payment may result in loss of classes. A Certificate of Residence must be submitted by 9/29 for in state tuition rate. After 9/29 the out of state rate will apply.

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

Term: Fall 2016 (201610)

Pay this amount: 2346.50

Amount Paid: \$ _____

Date: 07/07/2016

Student ID Number: 500152829

Student Name: Maja A. Tlokinska-Scroggins

Please contact the Registrars Office to update your address.

SUNY Adirondack Official Bookstore

Login/Sign up | Faculty Resources



TEXTBOOKS APPAREL GIFTS & ACCESSORIES SUPPLIES & ELECTRONICS OFFERS COLLECTIONS

BUS 231 12378 FALL 2016

REMOVE COURSE



This course does not require any textbooks.

ECO 201 12561 FALL 2016

REMOVE COURSE

IMAGE NOT
AVAILABLE**ECONOMICS CUSTOM EDITION SUNY ACC**REQUIRED | By *HUBBARD*

EDITION: 2014

PUBLISHER: PEARSON C

ISBN: 9781269954006

BOOK NOTES:

This is a custom title designed by your instructor to deliver only the materials required for the course saving you money.

from \$150.00 - \$200.00

SELECT FORMAT

SPH 111 11970 FALL 2016

REMOVE COURSE

IMAGE NOT
AVAILABLE**SPEAKER'S COMPACT HANDBOOK**REQUIRED | By *SPRAGUE*

EDITION: 5TH 16

PUBLISHER: CENGAGE L

ISBN: 9781305280281

from \$18.45 - \$61.00

SELECT FORMAT

NO ITEMS SELECTED

EVERYTHING YOU NEED TO SUCCEED

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 8/24/16

- (a) Exact Title and Number of Project*: West Mountain Road (CR 58) Preservation Project Project (H366)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$698,118.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$588,494.00 Federal Share

\$110,343.00 State Marchiselli Share

-\$ 719.00 Local Match Share (\$37,500 appropriated by Resolution 638 of 2015, return excess local match to original fund source)



- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To allocate federal and state share funds for the construction phase of the project in accordance with the State - Local Agreement with NYSDOT and return excess local match to the fund source.

WARREN COUNTY
Journal Report - July 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
7/11/2016	A.4530 440	Legal/Transcript Fees	transfer within object code A.4530 470	\$ 500.00	\$ 500.00
7/11/2016	A.4530 470	Contract	transfer within object code from A.4530 440	\$ 4,000.00	
7/19/2016	A.4530 440	Legal/Transcript Fees	Out of code transfer from A.4530 850		\$ 4,000.00
7/19/2016	A.4530 850	Unemployment Insurance	Out of code transfer to A.4530 440		\$ 4,000.00
7/26/2016	A.1011 410	Supplies	Transfer within Object Code to A.1011 428		\$ 161.00
7/26/2016	A.1011 428	Data Processing & Internet Fees	Transfer within Object Code from A.1011 410	\$ 161.00	
Clk of Legislati - Clerk of the Legislative Board					
7/26/2016	A.1010 426	Subscriptions	Budget Transfer within Object Code from A.1010 444	\$ 66.00	
7/26/2016	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 426		\$ 66.00
7/28/2016	A.1010 426	Subscriptions	Budget Transfer From Object Code A.1010 444	\$ 8.21	
7/28/2016	A.1010 444	Travel/Education/Conference	Budget Transfer within Object Code to A.1010 426		\$ 8.21
County Attorney - County Attorney					
7/8/2016	A.1420 427	Memberships & Dues	Within Object Code Transfer from A.1420 428 to A.1420 427	\$ 60.00	
7/8/2016	A.1420 428	Data Processing & Internet Fees	Within Object Code Transfer from A.1420 428 to A.1420 427		\$ 60.00
Dist. Attorney_Dist. Attorney - District Attorney, District Attorney					
7/29/2016	A.1165 440	Legal/Transcript Fees	Transfer within budget code to A.1165 444	\$ 1,000.00	
7/29/2016	A.1165 444	Travel/Education/Conference	Transfer within budget code from A.1165 440		\$ 1,000.00
7/29/2016	A.1165 220	Office Equipment	Transfer out of budget code from A.1165 424	\$ 61.00	
7/29/2016	A.1165 424	Postage	Transfer out of budget code to A.1165 220		\$ 61.00
DPW_DPW Admin - DPW,DPW Administration					
7/1/2016	D.3310 424	Postage	Transfer Within Budget Code from D.3310 470	\$ 19.00	
7/1/2016	D.3310 470	Contract	Transfer Within Budget Code to D.3310 424		\$ 19.00
7/1/2016	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 421	\$ 510.00	
7/1/2016	DM.5130 421	Equipment Rental	Transfer Within Budget Code to DM.5130 418		\$ 510.00

WARREN COUNTY
Journal Report - July 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
7/6/2016	A.1490 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.1490 436	\$ 70.00	
7/6/2016	A.1490 436	Advertising Fees	Transfer Within Budget Code to A.1490 428		\$ 70.00
7/6/2016	A.1628 421	Equipment Rental	Transfer Within Budget Code from A.1628 422	\$ 2.00	
7/6/2016	A.1628 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1628 421		\$ 2.00
7/6/2016	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 421		\$ 1,560.00
7/6/2016	D.3310 421	Equipment Rental	Transfer Within Budget Code from D.3310 410	\$ 1,560.00	
7/6/2016	D.5020 421	Equipment Rental	Transfer Within Budget Code from D.5020 422	\$ 500.00	
7/6/2016	D.5020 422	Repair/Maint-Equipment	Transfer Within Budget Code to D.5020 421		\$ 500.00
7/11/2016	A.1490 423	Telephone	Transfer Within Budget Code to A.1490 428		\$ 1,000.00
7/11/2016	A.1490 428	Data Processing & Internet Fees	Transfer Within Budget Code from A.1490 423	\$ 1,000.00	
7/14/2016	A.1620 424	Postage	Transfer Within Budget Code from A.1620 470	\$ 70.00	
7/14/2016	A.1620 470	Contract	Transfer Within Budget Code to A.1620 424		\$ 70.00
7/15/2016	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 421		\$ 1,000.00
7/15/2016	D.3310 421	Equipment Rental	Transfer Within Budget Code from D.3310 410	\$ 1,000.00	
7/25/2016	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 418	\$ 88.00	
7/25/2016	A.7111 410	Supplies	Transfer Within Budget Code from A.7111 413	\$ 300.00	
7/25/2016	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7111 410		\$ 300.00
7/25/2016	A.7111 418	Ins-General Liability	Transfer Within Budget Code to A.7111 410		\$ 88.00
OFA - Office for the Aging					
7/12/2016	A.6787 410	Supplies	within object code transfer from A6787470	\$ 1,500.00	
7/12/2016	A.6787 470	Contract	within object code transfer to A6787410		\$ 1,500.00
7/18/2016	A.6773 260	Other Equipment	Outside object code transfer from A6773432	\$ 199.99	
7/18/2016	A.6773 423	Telephone	Outside object code transfer to A6773260		\$ 199.99
7/18/2016	A.6771 413	Repair & Maint.-Bldg/Property	within object code transfer to A6771432		\$ 300.00
7/18/2016	A.6771 432	Special Project Supply	within object code transfer from A6771413	\$ 300.00	
7/25/2016	A.6778 444	Travel/Education/Conference	within object code transfer from A6778470	\$ 2,300.00	
7/25/2016	A.6778 470	Contract	within object code transfer to A6778444		\$ 2,300.00

WARREN COUNTY
Journal Report - July 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Office of EMS - Office of Emergency Services					
	2016-00002714	Postec	GL		
	BA				
7/11/2016	A.3645.4011 410	Supplies	Budget transfer within object code to A.3645.4011 428	\$ 862.93	\$ 862.93
7/11/2016	A.3645.4011 428	Data Processing & Internet Fees	Budget transfer within object code from A.3645.4011 410	\$ 862.93	
7/12/2016	A.3410 410	Supplies	Budget transfer within object code from A.3410 444	\$ 1,000.00	
7/12/2016	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 410	\$ 1,000.00	
7/14/2016	A.3410 441	Auto-Supplies & Repair	Budget transfer within object code from A.3410 442	\$ 500.00	
7/14/2016	A.3410 442	Automotive - Gas & Oil	Budget transfer within object code to A.3410 441	\$ 500.00	
7/14/2016	A.3640 410	Supplies	Budget transfer within object code from A.3640 422	\$ 300.00	
7/14/2016	A.3640 422	Repair/Maint-Equipment	Budget transfer within object code to A.3640 410	\$ 300.00	
7/19/2016	A.4022 422	Repair/Maint-Equipment	Budget transfer within object code to A.4022 441	\$ 150.00	
7/19/2016	A.4022 441	Auto-Supplies & Repair	Budget transfer within object code from A.4022 422	\$ 150.00	
7/25/2016	A.3645.4011 250	Technical Equipment	Budget transfer within object code to A.3645.4011 260	\$ 8,400.00	
7/25/2016	A.3645.4011 260	Other Equipment	Budget transfer within object code from A.3645.4011 250	\$ 8,400.00	
7/25/2016	A.3645.4011 260	Other Equipment	Out of code transfer from A.3645.4011 410	\$ 5,085.00	
7/25/2016	A.3645.4011 260	Other Equipment	Out of code transfer from A.3645.4011 444	\$ 7,850.00	
7/25/2016	A.3645.4011 410	Supplies	Out of code transfer to A.3645.4011 260	\$ 5,085.00	
7/25/2016	A.3645.4011 444	Travel/Education/Conference	Out of code transfer to A.3645.4011 260	\$ 7,850.00	
7/28/2016	A.3645.4015 410	Supplies	Budget transfer within object code to A.3645.4015 422	\$ 1,900.00	
7/28/2016	A.3645.4015 422	Repair/Maint-Equipment	Budget transfer within object code from A.3645.4015 410	\$ 1,900.00	
Public Health_Health Services - Public Health,Health Services					
7/15/2016	A.4018.0030 435	Medical Fees	Budget transfer Dis Prog to A4018.0030.437	\$ 1,600.00	
7/15/2016	A.4018.0030 437	Consulting Fees	Budget transfer Dis Prog from A4018.0030.435	\$ 1,600.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
7/12/2016	A.3110 442	Automotive - Gas & Oil	Budget Amendment within Object Code	\$ 1,479.00	
7/12/2016	A.3110 455	Safety Equipment	Budget Amendment within Object Code	\$ 1,479.00	

WARREN COUNTY
Journal Report - July 2016

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Tourism - Tourism					
7/18/2016	A.6417 470	Contract	Transfer from A.6417 481	\$ 750.00	
7/18/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 470		\$ 750.00
7/20/2016	A.6417 426	Subscriptions	Transfer from A.6417 481	\$ 450.00	
7/20/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 426		\$ 450.00
7/22/2016	A.6417 220	Office Equipment	Transfer from A. 6417 481 -Out of Code Transfer	\$ 4,000.00	
7/22/2016	A.6417 481	Tourism Promotion	Transfer to A.6417 220 - Out of Code Transfer		\$ 4,000.00
7/28/2016	A.6417 470	Contract	Transfer to A.6417 481	\$ 5,000.00	
7/28/2016	A.6417 481	Tourism Promotion	Transfer from A.6417 470		\$ 5,000.00

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: Office of Emergency Services

DATE: September 1, 2016

- (a) Purpose of Request:
Request to reimburse Brian LaFlure, Director, Office of Emergency Services in the amount of \$2,121.00.
- (b) Details:
Reimbursement is requested for out of pocket purchases of supplies and materials for the communications vehicle equipment installation.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Various OES budget codes

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 Attorney

DATE: September 1, 2016

- (a) Purpose of Request:
To amend Resolution No. 338 of 2016, Authorizing Supplemental Agreement No. 1 with Clark Patterson Lee to Add Construction Inspection Services for the CR31 & CR13 County Bridge Painting Project
- (b) Details:
An amendment is required to include a reference to prior Resolution No. 297 of 2015 which adjusted the aggregate total of the agreement with Clark Patterson Lee
- (c) Previous Resolution Number:
257 of 2015; 294 of 2015
- (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

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 RESOLUTION NO. 338 OF 2016, WHICH AUTHORIZED A SUPPLEMENTAL AGREEMENT NO. 1 WITH CLARK PATTERSON LEE TO ADD CONSTRUCTION INSPECTION SERVICES FOR THE CR31 & CR13 COUNTY BRIDGE PAINTING PROJECT TO CORRECT THE TOTAL AMOUNT OF THE AGREEMENT

WHEREAS, pursuant to Resolution No. 257 of 2015 Warren County entered into an agreement with Clark Patterson Lee to provide consulting services relative to the County Bridge Painting Project, Horicon Avenue over Schroon River, Town of Chester and Glen Athol Road over Patterson Creek, Town of Thurman for an amount not to exceed Thirty-Five Thousand Dollars (\$35,000), and

WHEREAS, Resolution No. 257 of 2015 was subsequently amended by Resolution No. 294 of 2015 to increase the amount of the agreement with Clark Patterson Lee to an amount not to exceed Sixty-Eight Thousand Dollars (\$68,000), and

WHEREAS, pursuant to Resolution No. 338 of 2016, the Warren County Board of Supervisors authorized Supplemental Agreement No. 1 with Clark Patterson Lee to add construction inspection services to the County Bridge Painting Project, Horicon Avenue over Schroon River, Town of Chester and Glen Athol Road over Patterson Creek, Town of Thurman, for an amount not to exceed One Hundred Thirty-Eight Thousand Dollars (\$138,000), now, therefore, be it

RESOLVED, that Resolution No. 338 of 2016 be, and hereby is amended to include Resolution No. 294 of 2015 and to amend the total amount of the agreement with Clark Patterson Lee, including Supplemental Agreement No.1, to an amount not to exceed Two Hundred Six Thousand Dollars (\$206,000) in a form approved by the County Attorney, and be it further

RESOLVED, that other than the amendment outlined above, all other terms and conditions of Resolution No. 338 of 2016 will remain the same.

Warren County Board of Supervisors

RESOLUTION NO. 146 OF 2016

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

**AMENDING THE WARREN COUNTY, NEW YORK PLANS AND
POLICIES TO ADD A PROVISION CONCERNING A SALARY ADJUSTMENT FOR
DEPUTY DEPARTMENT HEAD SERVICE WHEN DEPARTMENT HEAD POSITION
IS VACANT OR THE DEPARTMENT HEAD IS ABSENT OR UNABLE TO SERVE**

RESOLUTION TABLED

WHEREAS, the Finance, Personnel & Higher Education Committee of the Warren County Board of Supervisors has recommended adding a new subparagraph (D) to Section VI.045 of the Warren County, New York Plans and Policies concerning the payment of a salary adjustment for Deputy Department Head service when a Department Head position is vacant or the Department Head is absent or unable to serve, now, therefore, be it

RESOLVED, that Section VI.045 of the Warren County, New York Plans and Policies is hereby amended to add a new subparagraph (D) concerning the payment of a salary adjustment for Deputy Department Head service when a Department Head position is vacant or the Department Head is absent or unable to serve 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 consecutive day of a Department Head's absence or inability to act and continuing until Department Head returns to work.

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: COUNTRYSIDE ADULT HOME

DATE: 7/20/2016

- (a) Purpose of Request:
AMEND RESOLUTION 267 of 2015, TO STATE THAT COUNTRYSIDE ADULT HOME WILL PAY TIME AND ONE HALF TO PER DIEM EMPLOYEES WHO WORK A HOLIDAY, ANY HOURS OVER EIGHT (8) EACH SHIFT, OR ANY HOURS OVER FORTY(40) PER WEEK.
- (b) Details:
IN ORDER TO ENSURE ADEQUATE COVERAGE AT THE FACILITY AT ALL TIMES, THE FACILITY NEEDS TO EMPLOYEE PER DIEM AND PART TIME LESS THAN 24 HOURS/WEEK. THESE EMPLOYEES SHOULD BE PAID OVERTIME FOR WORKING HOLIDAYS, ANY HOURS OVER EIGHT (8) IN ONE DAY, OR ANY HOURS OVER FORTY (40) IN ONE WEEK.
- (c) Previous Resolution Number:
267 OF 2016
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030.120 OVERTIME

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 267 OF 2015

Resolution introduced by Supervisors Taylor, Kenny, Sokol, Merlino, Dickinson, Girard, Vanselow, Wood and Simpson

APPROVING THE WARREN COUNTY PAYROLL RULES POLICY

RESOLVED, that the Warren County Board of Supervisors hereby approves the Payroll Rules Policy as attached hereto as Schedule "A".

*RESOLUTION NO. 267 OF 2015**PAGE 2 OF 2***SCHEDULE "A"****PAYROLL RULES POLICY****PURPOSE:**

The purpose of the Payroll Rules Policy is to provide clarification and standardization of rules that are not stipulated by union contracts or County policies. This Policy will identify payroll issues and create uniform written policies that will provide consistency and guidance to Warren County Departments.

POLICY RULES:

- 1) Sick leave will be earned and posted on the last Friday of the month.
- 2) Civil Service no longer will request a 426 form for an employee removed from the payroll for one day or less per pay period. Instead of the 426, the department head or designee must report any reduction in normal hours by email to the Payroll Supervisor and Payroll Technician in the Treasurer's Office, and Human Resources Executive Assistant before submission of payroll hours.
- 3) A lunch period will be paid after an employee completes at least a half day of work with the exception of half day vacation. For instance, if an employee normally works eight (8) hours, the employee must work four (4) hours in order to receive a paid lunch period. The hours worked during the day do not have to be consecutive. In the instance of half day vacation day, there will be no paid lunch hour since half is worked and half is vacation. (i.e. an eight (8) hour employee will work four (4) hours and take four (4) hours vacation.
- 4) Westmount Health Facility will continue to pay holiday plus time and one half to per diem employees who work the holiday. All other County departments will pay straight time for all per diem employees who work on holidays. Temporary and seasonal employees receive holiday pay provided that the holiday falls on their regularly scheduled workday.
- 5) An employee must hold a position as of January 1st of any given year in order to receive applicable annual accruals.

EFFECTIVE DATE:

This policy includes all employees, union and non-bargaining, excluding PBA members, and will be effective beginning May 18, 2015.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No.: 40.11
Title of Position: Keyboard Specialist #4 Base Salary of Position: 25,823 Grade: 3
Filling at Step # (If Known): Request to Back Due to Promotion: [X] Yes [] No
Budget code and title: A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No: 12870 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [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] 8-23-16

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] B. M. [Signature] Date 8/23/16

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 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24, 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: SOCIAL SERVICES Payroll Dept. No.: 40.01

Title of Position: Case Superv B #1 Base Salary of Position: 45,661 Grade: 20

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

Budget code and title: A6010 110 Union Non-Union

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

Employee No: 9600 Is this position mandated? Yes No Is the position reimbursable? Yes No

Source of reimbursement: Federal 50% State 25% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *P ON*

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. *P 8-23-16*

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 *W. B. Meigs* Date *8/23/16*

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 *8/24/16*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health Human & Social Services*

The committee has no objection to the filling of the vacancy.

The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature *[Signature]* Date *August 24 2016*

Pers Dept

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No.: 40.01

Title of Position: Caseworker #5 Base Salary of Position: 39,979 Grade: 16

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

Budget code and title: A6010 110 Union [X] Non-Union []

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

Employee No: 12239 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other PAN 8/22/16

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] 8-23-16

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 8/23/16

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 [Signature] Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24 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: SOCIAL SERVICES Payroll Dept. No.: 40.01

Title of Position: Caseworker #22 Base Salary of Position: 39,979 Grade: 16

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

Budget code and title: A6010 110 Union [X] Non-Union []

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

Employee No: 9125 Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

PCN 8/23/16

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] 8-23-16

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 8/23/16

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 [Signature] Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24 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: SOCIAL SERVICES Payroll Dept. No.: 40.01

Title of Position: Caseworker #26 Base Salary of Position: 39,979 Grade: 16

Filling at Step # (If Known): Request to Back Due to Promotion: Yes NoBudget code and title: A6010 110 Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No: 12201 Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal 50% State 25% Other %CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other

OK
8/23/16

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. AS 8-23-16COUNTY 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 B. M. [Signature] Date 8/23/16BUDGET 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 8/24/16SUPERVISORY COMMITTEE COMPLETES THIS SECTIONName of Committee Health, Human & Social Services The committee has no objection to the filling of the vacancy. The committee objects to the filling of the vacancy. In the case of an emergency, Committee Chair has no objection to the filling of the vacancy. In the case of an emergency, Committee Chair objects to the filling of the vacancy.Ranking Committee Member Signature [Signature] Date August 24, 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: SOCIAL SERVICES Payroll Dept. No.: 40.01

Title of Position: Caseworker #30 Base Salary of Position: 39,979 Grade: 16

Filling at Step # (If Known): Request to Back Due to Promotion: Yes NoBudget code and title: A6010 110 Union Non-Union This position is vacated due to: Retirement Resignation Termination Promotion OtherEmployee No: 11873 Is this position mandated? Yes No Is the position reimbursable? Yes NoSource of reimbursement: Federal 50% State 25% Other %**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive OtherRUP
8/27/16

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 initiated. 17 8-23-16**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

8/23/16**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

Date

8/24/16**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee

Health, Human & Social Services The committee has no objection to the filling of the vacancy. The committee objects to the filling of the vacancy. In the case of an emergency, Committee Chair has no objection to the filling of the vacancy. In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature

Date

August 24, 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: OFA Payroll Dept. No.: 57:15
 Title of Position: Mealsite Manager #6 (25 hrs) Base Salary of Position: \$25,281(25hrs) Grade: 2
 Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No
 Budget code and title: A6771 130 Nutr Program Ham- Sal PT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No: 9037 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 20% State % Other 80% Ham Cty

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *Pen 8/22/16*
 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. *AD 8-22-16*

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 *W. B. Light* Date 8/23/16

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 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health, Human & Social Services*
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature *[Signature]* Date *August 24, 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: OFA Payroll Dept. No.: 57.07

Title of Position: Mealsite ^{Mgr} Cook #8 Base Salary of Position: \$25,281 (25 hrs) Grade: 2

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

Budget code and title: A6773 110 Nutr Program Warr- Sal Reg Union [X] Non-Union []

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

Employee No: 10178 Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [X] Federal 20% [] 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 PCN 8/23/16

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] 8-23-16

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 8/23/16

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 [Signature] Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24 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: OFA Payroll Dept. No.: 57.15
Title of Position: Mealsite Cook #11 (5 hrs) Base Salary of Position: \$25,281.00(25 hrs) Grade: 2
Filling at Step # (If Known): \$ Request to Back Due to Promotion: [X] Yes [] No
Budget code and title: A6771 130 Nutr Program Ham- Sal PT Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No: 10914 Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 20% [] State % [X] Other 80% Ham Cty

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. [Signature] 8-22-16

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 8/23/16

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 [Signature] Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24 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: OFA Payroll Dept. No.: 57:01
 Title of Position: Food Service Helper #3 ^(35 hrs) Base Salary of Position: \$25,281.00 (35hr) Grade: 2
 Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No
 Budget code and title: A6773 110 Nutr Program Warr- Sal Reg Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No: 11202 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 20% State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *Labor Pool 8/22/16*
 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. 12-8-22-16

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 W. B. Magley Date 8/23/16

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 8/29/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

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

Ranking Committee Member Signature [Signature] Date August 24, 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: Health Services Payroll Dept. No: 36:00
 Title of Position: Registered Professional Nurse #8 Base Salary of Position: 43,787 Grade: 19
 Filling at Step # (If Known): ? Request to Backfill Due to Promotion: Yes No
 Budget code and title: A 4010.110 Full Time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No.: 10312 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other amt vary % insurances depending upon

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other can

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. 10-8-19-16

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 8/22/16

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 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Service

- 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 August 24 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: Health Services Payroll Dept. No: 36-00
Title of Position: Registered Professional Nurse Base Salary of Position: 43,787 Grade: 19
Filling at Step # (If Known): 2 Request to Backfill Due to Promotion: Yes No
Budget code and title: A4010-110 Full time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 9609 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other 0% 0% 0%
Handwritten notes: amounts vary depending upon case mix

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. [Signature]

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 8/22/16

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 [Signature] Date 8/24/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date August 24, 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

JET 8/16/16

Department: Public Works

Payroll Dept. No: 19.70

Title of Position: Automotive Mechanic

Base Salary of Position: \$33,367

Grade: 9

Filling at Step # (If Known):

Request to Backfill Due to Promotion: [X] Yes [] No

Budget code and title: DM 5130 Automotive Mechanic #4

Union [X]

Non-Union []

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

Employee No.: 11856

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 [] Other

PCW 8/16/16

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] 8-16-16

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 8/16/16

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 [Signature] Date 8/19/16

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works Committee

- [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 8/24/16