

Health, Human and Social Services Committee

Department of Employment and Training

AGENDA

June 22, 2016

Committee Members: *Matthew D. Sokol, Chair; Matthew J. Simpson, Rachel E. Seeber, Edna A. Fraiser, John F. Strough, Ron Vanselow, Peter V. McDevitt, Matthew MacDonald, and Claudia K. Braymer.*

- I. Committee meeting called to order by Chairman
- II. Motion to approve minutes of prior Committee meeting
- III. Action Agenda/New Business
 1. Resolution Request Notice of Intent to Fill Vacant Position
Rationale: After 26 years of service to Warren County, Sharon Sano, Senior Counselor is retiring. The position is paid out of our federal formula money through the Workforce Innovation and Opportunity Act (WIOA). The request is to fill the position through promotion and backfill the vacant Counselor position as a result of the promotion.
- IV. Referral/Pending Items
 1. No items pending.
- V. Information for Discussion/Review
 1. No new items.
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

Attachments:

1. Resolution Request Form No. 12, Notice of Intent to Fill Vacant Position

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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: **Employment and Training** Payroll Dept. No: **40.6293**
Title of Position: **Senior Employment & Training Counselor** Base Salary of Position: **\$38,828** Grade: **15**
Filling at Step # (If Known): **30** Request to Backfill Due to Promotion: Yes No
Budget code and title: **40.6293.0310** Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: **8132** Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal **100** % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other *PAW 6/14/16*

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 10-13-16*

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 *L B. Hight* Date *6/15/16*

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 *6/15/16*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health, Human & Social Services*

- The committee has no objection to the filling of the vacancy. *v 1*
 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 *June 22, 2016*