

**SPECIAL JOINT MEETING:**  
**PERSONNEL & HIGHER EDUCATION AND FINANCE COMMITTEES**  
**AGENDA**  
**APRIL 21, 2017**

***Personnel & Higher Education Committee: Supervisors Seeber, Frasier, McDevitt, Brock, Vanselow, Montesi, Leggett, Braymer, Geraghty, Simpson and Hyde***

***Finance Committee: Supervisors Sokol, Seeber, Dickinson, Merlino, Strough, Beaty, Frasier, McDevitt, Simpson, Geraghty and Vacant***

I. Personnel & Higher Education Committee called to order by Committee Chair Seeber  
Finance Committee called to order by Committee Chair Sokol

II. Action Agenda/New Business Items:

- 1) Request from the Public Defender to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant Public Defender - Temp at a pay rate of \$22.8365 per hour, effective April 24, 2017 (duration of position not to exceed seven months), as well as to determine a source of funding for the associated expense as there are no funds available within the existing Public Defender budget. The Treasurer's Office has suggested an initial transfer totaling \$10,246.85 to cover the first three months of the position; Public Defender will return to Committee to request additional funding if the position is still required after the initial three-month period. *Note: Supervisor Montesi has already signed the Notice of Intent to Fill Vacant Position Form for the new position, authorizing the creation on behalf of the Criminal Justice & Public Safety Committee.*

***Personnel Committee action is necessary to approve the creation and filling of the Assistant Public Defender-Temp position; Finance Committee action is necessary to approve the creation of the Assistant Public Defender-Temp position and to identify a source of funding for same. Two separate actions are required.***

III. Discussion Items:  
None.

IV. Referrals/Pending Items:  
None.

V. Privilege of the Floor to discuss any additional items to come before the Committee

VI. Motion to adjourn

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***Attachments:***

1. *Resolution request Form No. 11 - create new position of Assistant Public Defender - Temp.*
2. *Resolution Request Form No. 12 - notice of intent to fill new position of Assistant Public Defender - Temp.*
3. *Proposed resolution introduced by the Personnel & Higher Education Committee - Amending Table of Organization & Salary Schedule to create the new position of Assistant Public Defender - Temp.*
4. *Resolution Request Form No. 10 - requesting transfer of \$10,246.85 to cover first three months of funding for the new position.*
5. *Proposed resolution introduced by the Finance Committee - Authorizing transfer of funds from the Contingent Account to fund the creation of the new position of Assistant Public Defender - Temp.*

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position***DEPARTMENT NAME: *Public Defender*DATE: *4-7-17*

- (a) Title of Requested Position: *Assistant Public Defender-Temp*
- (b) Annual Base Salary (and Grade if Applicable):  
*\$22.8365/hr*
- (c) Effective Date for New Position:\* *APRIL 24, 2017*  
\*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: *TO BE DETERMINED*
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) *YES*
- (g) Is this a mandated position? If so, please explain:  
*No*
- (h) Is there expected revenue from this position? If so, please explain:  
*No*

RESOLUTION REQUEST FORM NO. 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: A1171
Title of Position: ASSISTANT PUBLIC DEFENDER Temp Base Salary of Position: \$22,836.5/hr Grade: OUT OF UNIT
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: A1171.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No.: 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 EXEMPT - PJC PCW 4/6/17
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 4/7/17

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 4/12/17

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 Criminal Justice & Public Safety
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 4/10/17

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, FRASIER, MCDEVITT, BROCK VANSELOW, MONTESI, LEGGETT, BRAYMER, GERAGHTY, SIMPSON AND HYDE

### AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2017

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2017 are hereby amended as follows:

#### PUBLIC DEFENDER

Creating Position:

A.1170 130

TITLE:

Assistant Public Defender -  
Temp

EFFECTIVE DATE

April 24, 2017

HOURLY RATE

\$22.8365\*

*\*position term not to exceed  
seven months*

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

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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**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.**

# Warren County Board of Supervisors

## RESOLUTION NO. OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS SOKOL, SEEBER, DICKINSON, MERLINO, STROUGH, BEATY, FRASIER, MCDEVITT, SIMPSON, GERAGHTY AND VACANT

### MAKING SUPPLEMENTAL APPROPRIATIONS

WHEREAS, the Finance Committee has recommended amending the Warren County Budget for 2017 as set forth herein, now, therefore, be it

RESOLVED, that the following budget amendments are approved and authorized:

**DEPARTMENT: SPECIAL ITEMS:**

A.1990 469	Contingent Account, Other Payments/Contributions	A.1171 130	Public Defender, Salaries - Part Time	\$8,769.24
		A.1171 810	Retirement	806.77
		A.1171 830	Social Security	543.69
		A.1171 831	Medicare Contribution	127.15