

BOS

Health & Human Services Committee
Warren County Department of Social Services

AGENDA

December 12, 2017

Committee Members: Supervisors Frasier, MacDonald, Vanselow, Montesi, Braymer, McDevitt, and Leggett.

I. Committee meeting called to order by Chairman

II. Motion to approve minutes of prior Committee meeting

III. Action Agenda/New Business

1. **Request Resolution:**

Request to Increase the salary of the vacant Assistant Social Services Attorney from \$65,000, to \$73,567.
(Revised) Notice of Intent to Fill Assistant Social Services Attorney.

Rationale: To reflect a salary commensurate with level of education, experience and responsibilities.

Please see Attachment #1

2. **Request Resolution:**

Request to Increase the Salary of the Assistant Social Services Attorney, Employee No. 13018, from \$67,000, to \$73,567.

Rationale: To align the salaries in the DSS Legal Unit.

Please see Attachment #2

3. **Request Resolution:**

Request for a Transfer of Funds in the amount of \$10,000.

Rationale: To cover overtime costs at Countryside Adult Home through the end of 2017.

Please see Attachment #3

IV. Pending Item - There are no pending items

V. Information for Discussion/Review - None

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

VII. Motion to Adjourn

Attachments:

1. -Request to Increase the Salary of the (vacant) Social Services Attorney.
-(Revised Salary) Notice of Intent to Fill – Assistant Social Services Attorney
2. -Request to Increase the Salary of the Assistant Social Services Attorney, Employee No. 13018.
3. -Request to Transfer Funds (Countryside Adult Home), in the amount of \$10,000

RESOLUTION REQUEST FORM NO. 12

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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: 40007
Title of Position: ASSISTANT SOCIAL SERVICES ATTORNEY Base Salary of Position: 73,567 Grade: N/A
Filling at Step # (If Known):
Budget code and title: A 6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12647 (Merry) Date of Vacancy: 09/15/17
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
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.

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

As per H.R. this form not nec
Request change
See next pg

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RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: DECEMBER 12, 2017

- (a) Employee Name, Title and Employee No.: **Assistant Soc Svc Attorney (vacant)**

- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$73,567**

- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$65,000**

- (d) Effective Date for Salary Change:* **Jan. 1, 2018**
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A 6010 110

- (f) Justification of Request:
To assign a salary commensurate with experience, level of educational and responsibilities.

Reference only

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Agenda Item #1

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: 40.07 \$65,000

Title of Position: ASSISTANT SOCIAL SERVICES ATTORNEY Base Salary of Position: ~~\$63,000~~ ~~\$68,000~~ (2) Grade: NA

Filling at Step # (If Known): _____

Budget code and title: A 6010 110 Union Non-Union

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

Employee No./Last Name: 12647 MERRY Date of Vacancy: 09.15.17

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 _____

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. POW 8/29/17

Human Resources Director has approved this form when initialed. [Signature] 8/29/17

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 8/29/17

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 [Signature] Date 8/30/17

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

The committee has no objection to the filling of the vacancy. (Reviewed + approved @ 8/31/17 Personnel)

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 8/31/17

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RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: DECEMBER 12, 2017

- (a) Employee Name, Title and Employee No.: **James Lesperance, Empl # 13018**
ASSISTANT SOCIAL SERVICES ATTORNEY
- (b) Current Annual Base Salary (and Grade if Applicable): **\$73,567**
- (c) Former Annual Base Salary (and Grade if Applicable): **\$67,000**
- (d) Effective Date for Salary Change:* **Jan. 1, 2018**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A 6010 110
- (f) Justification of Request:
To assign a salary commensurate with experience, level of educational level and responsibilities. To align salaries within the Legal Unit.

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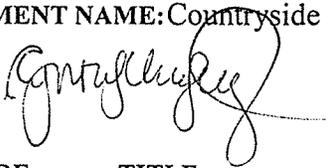
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Countryside Adult Home

SIGNED:



DATE: 12/8/17

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A 6030 470	Contract	A 6030 120	Salaries - Overtime	\$10,000

Please state reason for transfers requested: To cover overtime costs 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.