

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: SUPPORT SERVICES

DATE: JANUARY 24, 2017

COMMITTEE MEMBERS PRESENT:

SUPERVISORS: VANSELOW
FRASIER
MCDEVITT
BROCK
SEEBER
MONTESI
MACDONALD
VACANT

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
MIKE COLVIN, DIRECTOR OF INFORMATION TECHNOLOGY
RONALD F. CONOVER, CHAIRMAN OF THE BOARD
KEVIN B. GERAGHTY, ACTING COUNTY ADMINISTRATOR
MARY ELIZABETH KISSANE, ASSISTANT COUNTY ATTORNEY
AMANDA ALLEN, CLERK OF THE BOARD
FRANK E. THOMAS, BUDGET OFFICER
SUPERVISORS MERLINO
SIMPSON
SOKOL
STROUGH
DON LEHMAN, *THE POST STAR*
LESLIE LOVELACE, SECRETARY OF THE CLERK TO THE BOARD

COMMITTEE MEMBER ABSENT:

SUPERVISOR: LEGGETT

Please note, the following contains a summarization of the January 24, 2017 meeting of the Support Services Committee; the meeting in its entirety can be viewed on the Warren County website using the following link: <http://www.warrencountyny.gov/gov/comm/Archive/2017/support/>

Mr. Vanselow called the meeting of the Support Services Committee to order at 10:43 a.m.

Motion was made by Mrs. Frasier, seconded by Mr. Montesi and carried unanimously to approve the minutes of the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of her agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel presented the following requests:

- 1) To fill the vacant position of Recording Clerk, Full-Time, Grade 7, Base Salary \$30,949, due to retirement.
- 2) To fill the vacant position of Recording Clerk Part-Time, Grade 7, Base Salary \$30,949 (\$14.88/hour for a total of 1,000 hours per year), due to resignation.

Motion was made by Mr. Montesi, seconded by Mrs. Frasier and carried unanimously to approve the requests and forward same to the Personnel & Higher Education Committee for reporting purposes. *Copies of the Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

- 3) To extend the prior approval to fill the vacant position of Motor Vehicle License Registration Clerk, Full-Time, Grade 8, Base Salary \$32,238, due to resignation.
- 4) To extend the prior approval to fill the vacant position of Motor Vehicle License Registration Clerk, Part-Time, Grade 8, Base Salary \$32,238 (\$15.49/hour for a total of 1040 hours per year), due to promotion.

Motion was made by Mr. McDevitt, seconded by Mrs. Frasier and carried unanimously to approve the request and forward same to the Personnel & Higher Education Committee for reporting purposes.

This concluded the County Clerk portion of the meeting.

Privilege of the floor was extended to Mike Colvin, Director of Information Technology, who distributed copies of his agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mr. Colvin presented the following requests:

- 1) To amend the Table of Organization and Salary Schedule to create and fill the position of Computer Help Desk Technician 2, Annual Salary of \$50,000, and delete the existing position of Web/Intranet Developer, Annual Salary of \$41,208.
- 2) To amend the Table of Organization and Salary Schedule to create the temporary position of Computer Help Desk Technician, for a period not to exceed three months, at a pay rate of \$20 per hour.
- 3) To fill the vacant position of Computer Help Desk Technician, Annual Salary of \$35,000, due to resignation.

Following a brief discussion, a motion was made by Ms. Seeber, seconded by Mr. Montesi and carried unanimously to approve the requests and forward same to the Personnel & Higher Education Committee. *Copies of the resolution request forms and Notice of Intent to Fill Vacant Position forms are on file with the minutes.*

There being no further business to come before the Support Services Committee, on motion made by Mr. Montesi and seconded by Mrs. Frasier, Mr. Vanselow adjourned the meeting at 10:59 a.m.

Respectfully submitted,
Leslie Lovelace, Secretary to the Clerk of the Board