

Information Technology
 Support Services Committee Meeting
 March 22, 2017
 Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution:

Request authorization for Jeremy Scrimo to attend training conference in Newport, RI October 23 – 27, 2017. Cost is \$1,195 plus approximately \$600 for lodging and transportation.

Rationale:

The county has a significant investment in custom programming that supports nearly every department in the county. The IT department needed to change the interface used to accomplish custom programming last year and the conference is a way to advance our understanding and knowledge of the interface. Was included in the budget.

Request Resolution:

Request authorization for Michael Colvin to attend NYSLGITDA conference in Saratoga Springs May 16-19, 2017 and in Watkins Glen October 11-13 at a total cost of \$200 for both conferences (includes meals and lodging for October conference).

Rationale:

Opportunity to share information with other counties as well as to see what vendors have to offer all in one place. Director's conference was included in the budget.

Request Resolution:

Transfer \$96,825 to various departments from the Computer Reserve fund for various computer and computer related purchases.

Assigned Council	A1170.220.1	\$1,500	Information Tech.	A1680.220.1	\$700
Auditor	A1320.220.1	\$1,500	Mail Room	A1670.220.1	\$750
Building Codes	A3620.220.1	\$4,675	Probation	A3140.220.1	\$12,000
Civil Service	A1430.220.1	\$1,500	Purchasing	A1345.220.1	\$2,775
County Administrator	A1011.220.1	\$750	Real Property	A1355.220.1	\$4,100
County Attorney	A1420.220.1	\$3,300	Self-Insurance	A1355.220.1	\$2,600
County Clerk	A1410.220.1	\$2,250	Sheriff	A3110.220.1	\$15,000
DA-Crime Victims	A1168.220.1	\$1,500	Traffic Safety	A3315.220.1	\$750
Health Services	A4010.220.1	\$25,000	Treasurer	A1325.220.1	\$12,000
Historian	A7510.220.1	\$750	Veterans	A6510.220.1	\$1,675
Human Resources	A1435.220.1	\$1,750			

Rationale:

Anticipated purchases and included in the budget.

Resolution:

Amend table of organization to add Computer Help Desk Technician at a salary of \$40,000/year

Amend table of organization to add Computer Help Desk Technician 2 at a salary of \$50,000/year.

Amend previous resolution to modify salary for Computer Help Desk Technician position from \$35,000 to \$40,000.

Rationale:

Consolidate two IT departments into one. There are seven IT positions between the County and Sheriff's office with seven different titles. Having seven different titles makes filling position difficult and causes us to compete with ourselves.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
- Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Jeremy Scrim
(Supervisory Committee) (Employee Name)

to attend Alpha DevCon 2017 Conference
(Name of meeting or organization)

at Newport, RI
(Address)

on October 23-27, 2017. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

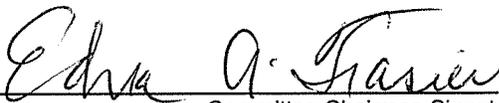
- Room rate \$ _____ GSA* Rate \$ _____
- Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: _____

Department Head Signature

Date: _____



Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.

4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Michael Colvin
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Conference
(Name of meeting or organization)

at Saratoga Springs
(Address)

on May 16-19, 2017. Mode of transportation to be used County Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: _____

Department Head Signature

Date: _____

Edna G. Traversi
Committee Chairman Signature

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Please check to request a fleet vehicle.

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SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (needs Supervisory Committee authorization)
 Out-Of State (needs Board resolution)

The Support Services Committee hereby authorizes Michael Colvin
(Supervisory Committee) (Employee Name)

to attend NYSLGITDA Conference
(Name of meeting or organization)

at Watkins Glen
(Address)

on October 23 - 27, 2017. Mode of transportation to be used Personal Vehicle
(Dates) (County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Trip coincides with personal trip.

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

- Notice of meeting or convention including cost.

For Overnight Travel

- Room rate \$ _____ GSA* Rate \$ _____
 Meal costs - GSA*per diem rate \$ _____

*www.gsa.gov

Date: _____

Department Head Signature

Date: _____

Edna A. Grassie
Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle.

REQUEST FOR USE OF FLEET VEHICLE

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1. Original with voucher to Auditor.
2. Copy to Frank Morehouse if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-state travel.

4. Copy to Purchasing with Purchase Order, If required.
5. Copy to County Administrator if credit card will be used.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology

SIGNED: Michael Colvin

DATE: March 22, 2017

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.895.00	Computer Reserve Fund	A11720.220.1	Office Equipment Reserved	\$1,500
A.895.00	Computer Reserve Fund	A1320.220.1	Office Equipment Reserved	\$1,500
A.895.00	Computer Reserve Fund	A3620.220.1	Office Equipment Reserved	\$4,675
A.895.00	Computer Reserve Fund	A1430.220.1	Office Equipment Reserved	\$1,500
A.895.00	Computer Reserve Fund	A1011.220.1	Office Equipment Reserved	\$750
A.895.00	Computer Reserve Fund	A1420.220.1	Office Equipment Reserved	\$3,300
A.895.00	Computer Reserve Fund	A1410.220.1	Office Equipment Reserved	\$2,250
A.895.00	Computer Reserve Fund	A1168.220.1	Office Equipment Reserved	\$1,500
A.895.00	Computer Reserve Fund	A4010.220.1	Office Equipment Reserved	\$25,000
A.895.00	Computer Reserve Fund	A7510.220.1	Office Equipment Reserved	\$750
A.895.00	Computer Reserve Fund	A1435.220.1	Office Equipment Reserved	\$1,750
A.895.00	Computer Reserve Fund	A1680.220.1	Office Equipment Reserved	\$700
A.895.00	Computer Reserve Fund	A1670.220.1	Office Equipment Reserved	\$750
A.895.00	Computer Reserve Fund	A3140.220.1	Office Equipment Reserved	\$12,000
A.895.00	Computer Reserve Fund	A1345.220.1	Office Equipment Reserved	\$2,775
A.895.00	Computer Reserve Fund	A1355.220.1	Office Equipment Reserved	\$4,100
A.895.00	Computer Reserve Fund	A3110.220.1	Office Equipment Reserved	\$2,600
A.895.00	Computer Reserve Fund	A3315.220.1	Office Equipment Reserved	\$750
A.895.00	Computer Reserve Fund	A1325.220.1	Office Equipment Reserved	\$12,000
A.895.00	Computer Reserve Fund	A6510.220.1	Office Equipment Reserved	\$1,675

Please state reason for transfers requested: Normal scheduled pc replacement that was budgeted for

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. 11

Request to Create New Position

DEPARTMENT NAME: Information Technology

DATE: March 22, 2017

- (a) Title of Requested Position: **Computer Help Desk Technician**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$40,000**
- (c) Effective Date for New Position:* **Upon Board Approval**
*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):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (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: **Information Technology** Payroll Dept. No:
Title of Position: **Computer Help Desk Technician** Base Salary of Position: **\$40,000/year** Grade:
Filling at Step # (If Known): Request to Backfill Due to Promotion: Yes No
Budget code and title: **A1680.110, Salaries-Regular** 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 _____
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 Support 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 Edna A. Traver Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the County Administrator. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Information Technology

DATE: March 22, 2017

- (a) Title of Requested Position: **Computer Help Desk Technician 2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$50,000**
- (c) Effective Date for New Position:* **Upon Board Approval**
*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):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
- (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"

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: **Information Technology** Payroll Dept. No: _____
Title of Position: **Computer Help Desk Technician 2** Base Salary of Position: **\$50,000/year** Grade: _____
Filling at Step # (If Known): _____ Request to Backfill Due to Promotion: Yes No
Budget code and title: **A1680.110, Salaries-Regular** 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 _____

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 Support 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 Edna A. Francis Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

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OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

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: Information Technology

DATE: March 22, 2017

- (a) Purpose of Request: **Modify salary from \$35,000 to \$40,000**
- (b) Details: **Evaluation of salary**
- (c) Previous Resolution Number: **76 of 2017**
- (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. 76 OF 2017

RESOLUTION INTRODUCED BY SUPERVISORS SEEBER, FRASIER, McDEVITT, BROCK VANSELOW, MONTESI, LEGGETT, BRAYMER, GERAGHTY, SIMPSON AND VACANT

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:

BOARD OF ELECTIONS

<u>Increasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1450 130		
<u>TITLE:</u> Voting System Support Specialists	January 1, 2017	\$17.50/hourly

<u>Increasing Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1450 130		
<u>TITLE:</u> Voting System Support Specialists	January 1, 2017	\$19.50/hourly

CIVIL SERVICE

<u>Reducing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1430 110		
<u>TITLE:</u> Civil Service Technician I	February 20, 2017	\$45,000

<u>Reducing Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1430 110		
<u>TITLE:</u> Civil Service Technician I	February 20, 2017	\$42,000

INFORMATION

TECHNOLOGY

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1680 110		
<u>TITLE:</u> Computer Help Desk Technician II	February 20, 2017	\$50,000

<u>Deleting Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1680 110		
<u>TITLE:</u> Web/Intranet Developer	February 20, 2017	\$42,032

RESOLUTION NO. 76 OF 2017

PAGE 2 OF 2

**INFORMATION
TECHNOLOGY**

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1680 130		
<u>TITLE:</u> Temporary Computer Help Desk Technician	February 20, 2017	\$20.00/hour

PUBLIC WORKS

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
D.5110 110		
<u>TITLE:</u> Highway Manager #1* <i>*Position created for training purposes for approx. four weeks</i>	March 1, 2017	\$71,904

SHERIFF

<u>Increasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.3110 130		
<u>TITLE:</u> Security Officers and Commissary Clerk	January 1, 2017	\$17.41/hour

<u>Increasing Salary To:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.3110 130		
<u>TITLE:</u> Security Officers and Commissary Clerk	January 1, 2017	\$17.76/hour