

Health & Human Services Committee
Warren County Department of Social Services
COMMITTEE MEETING AGENDA
March 19, 2018

Committee Members: Supervisors Frasier, McDevitt, Braymer, Leggett, Loeb, Diamond, Hyde, Magowan and Sokol.

- 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:**
Notice of Intent to Fill Vacant Position:

Caseworker #18, in the Foster Care Unit, Employee #11710, Salary \$49,327 (Grade 16-Step 8), Base Salary \$42,290, due to resignation effective April 5, 2018.
Rationale: The position is mandated and reimbursed.
See Attachment
- IV. Pending Items
 - No Items
- V. Information for Discussion and/or Review
 - No Items
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to Adjourn

Attachments:

1. Notice of Intent to Fill Vacant Positions (CW#18).

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: 40.01
Title of Position: CASEWORKER#18 Base Salary of Position: 42,290 Grade: 16
Filling at Step # (If Known):
Budget code and title: A 6010 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 11710 (K. DePew) Date of Vacancy: 04/05/18 (last day worked 3/9/18)
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] 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. [Signature] 3/19/18
Human Resources Director has approved this form when initialed. [Signature] 3-19-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 3/19/18

BUDGET OFFICER COMPLETES THIS SECTION

[checked] 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 3/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[checked] 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