

PERSONNEL AND HIGHER EDUCATION COMMITTEE
AGENDA
OCTOBER 4, 2018

Committee Members: *Geraghty, Frasier, McDevitt, Leggett, Braymer, Simpson, Hyde, Diamond, Loeb, Merlino and Sokol*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the floor

- IV. **Action Agenda**
 - 1) **SUNY Adirondack representatives to provide an update on the College.**

 - 2) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources-
 - A) Review of report on tracking of vacancies filled.
 - B) Human Resources Budget presentation by the County Human Resources Director.

Civil Service-
 - C) Civil Service Budget presentation by the Personnel Officer.

 - 3) **Referral from the County Facilities Committee, *Airport:***
Request to amend the Salary Schedule to increase the salary of Airport Maintenance Worker from \$0 to \$34,104 retroactive to September 24, 2018.

 - 4) **Referral from the Economic Growth & Development Committee, *Planning:***
Request to amend the Table of Organization & Salary Schedule to change the GIS Coordinator position from part-time (32 hrs/week) to full time effective October 29, 2018.

 - 5) **Referral from the Health, Human & Social Services Committee, *Health Services:***
Request to reclassify the position of Community Services Worker #2, *Grade 8, Base Annual Salary \$34,102*, to Sr. Community Services Worker, *Grade 11, Base Annual Salary \$37,256*, effective October 22, 2018.

 - 6) **Request from the Clerk of the Board of Supervisors:**
Request for authorization to enroll Warren County in the National Association of Counties (NACo) for the annual membership fee of \$1,314. *Note: this expense was not included in the 2019 Budget Request.*

 - 7) Request to appoint G. Travis Whitehead to fill Warren County's vacant position on the Warren-Washington Counties IDA & CDC due to the resignation of Louis Tessier.

Continued

V. Pending Items:

Personnel -

- 1) Committee members to present their recommendations for Ethics Board membership to replace those who were no longer affiliated with government and those who had moved out of the area. (03.29.18) Update: It was the consensus of the Committee to have the County Attorney to contact James Underwood, *Town of Queensbury Zoning Board of Appeals*, former Supreme Court Judge Krogmann, Jim Campinell, *First Ward Councilman, City of Glens Falls* and Robert Smith, *Town of Queensbury Resident*, to inquire whether they were interested in becoming members of the Warren County Ethics Board and report back to the Committee. (04.11.18) Update: The Committee determined Messrs. Campinell and Smith were ineligible to serve as Board members due to existing conflicts of interest and the County Attorney indicated she had received no response to her inquiries from Judge Krogmann and Mr. Underwood. Mr. Geraghty instructed the Committee to concentrate on filling the two governmental member vacancies on the Board. (05.03.18) Update: Supervisor Braymer will notify Diana Palmer, who had indicated to her she was interested in becoming a member, to contact Ms. Kissane. (06.26.18) Update: Committee removed Gayle Seaman, changed Edna Wells from an Alternate Government to Alternate Non-Government member and appointed Diana Palmer as a Governmental member resulting in the Alternate Government member position being vacant. (08.02.18) Update: Mr. Geraghty informed following a review by the County Attorney a decision would be made regarding whether the vacant Alternate Government member position would be filled with Catherine Atherden, *Town of Queensbury Ward 3 Councilwoman*, or Robert Curtis, *Clerk City of Glens Falls*, at the next Committee meeting. (08.30.18)

Higher Education - No Items this month.

VI. Vacancies Approved for Filling by Oversight Committee:

Buildings and Grounds-	Building Maint. Worker #6, <i>Grade 6, Base Annual Salary \$31,107</i> , due to promotion.
Fire Prevention & - Building Code Enforcement	Fire Prevention & Building Code Enforcement Officer (PT), <i>Grade 17, Base Annual Salary \$22,151.50</i> , due to resignation.
Health Services-	Registered Professional Nurse/CHN #11, <i>Grade 19, Base Annual Salary \$46,318</i> , due to promotion.
Office for the Aging-	Meal Site Cook #7, <i>Grade 2, Base Annual Salary \$26,743</i> , due to resignation.
Probation-	Probation Officer Trainee, <i>Grade 16, Base Annual Salary \$42,290</i> , due to retirement.
Public Works-	Highway Construction Supervisor II, <i>Grade 18, Base Annual Salary \$45,313</i> .

INTENT TO FILL VACANT POSITIONS

Personnel Conf. Date	Department	Position Title	Incumbent	Reason for Vacancy (RT = Vacancy, RT = Resigned, PR = Promotion, O = Other)	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/1/2018	Board of Elections	Deputy Commissioner Elections #1 (1138)	Hayes	RS	\$ 46,782.00	\$ 46,782.00	2/21/2018	ComEAU	\$ 46,782.00	\$ -	\$ -
2/1/2018	Purchasing	Purchasing Assistant (2276)	Parker	RS	\$ 32,421.00	\$ 32,749.00	2/26/2018	Brownell	\$ 32,749.00	\$ -	\$ 328.00
2/1/2018	Health Services	RPN (CHN #31) (1597)	Getz	RT	\$ 60,128.00	\$ 46,318.00	4/30/2018	Hoerter	\$ 46,882.00	\$ (564)	\$ (13,246.00)
2/1/2018	Health Services	WIC Nutrition Facilitator (2410)	Samascot	RS	\$ 21,145.00	\$ 21,145.00	7/31/2018	Shah	\$ 21,145.00	\$ -	\$ -
2/1/2018	Mental Health/OCS	Mental Health Program Analyst (1623)	Wright	RS	\$ 52,530.00	\$ 54,053.00	5/21/2018	Wright	\$ 54,053.00	\$ -	\$ 1,523.00
2/1/2018	DSS	Social Welfare Examiner #22 (1732)	Savage	RT	\$ 43,506.00	\$ 34,102.00	5/14/2018	Oswald	\$ 39,885.00	\$ (5,783)	\$ (3,621.00)
2/1/2018	DSS	Social Welfare Examiner #23 (1734)	Humphreys	RT	\$ 43,006.00	\$ 34,102.00	5/14/2018	Costine	\$ 34,666.00	\$ (564)	\$ (8,340.00)
2/1/2018	DSS	Social Welfare Examiner #25 (1731)	Kelly	RT	\$ 43,506.00	\$ 34,102.00	5/14/2018	Connell	\$ 34,666.00	\$ (564)	\$ (8,840.00)
2/1/2018	DSS	Social Welfare Examiner #32 (1711)	Girard	RS	\$ 35,510.00	\$ 34,102.00	4/1/2018	Barbarino	\$ 39,885.00	\$ (5,783)	\$ 4,375.00
2/1/2018	DSS	Caseworker #10 (1667)	Johnson	RT	\$ 51,800.00	\$ 42,290.00	3/19/2018	Rowell	\$ 42,290.00	\$ -	\$ (9,510.00)
2/1/2018	Civil Service	Principal Personnel Clerk (2439)	Felger	RS	\$ 43,218.00	\$ 43,218.00	3/12/2018	Tlokinska-Sc	\$ 43,218.00	\$ -	\$ -
2/1/2018	Sheriff	Communication Officer # 4 (1420)	Combs	RS	\$ 44,899.00	\$ 39,595.95	2/19/2018	Keane	\$ 39,595.95	\$ -	\$ (15,303.05)
3/1/2018	DPW	Conf. Assist. to Superintendent of Public Works	Tlokinska-Seroggins	RS	\$ 54,872.00	\$ 44,872.00	3/21/2018	Wolfe	\$ 44,872.00	\$ -	\$ -
3/1/2018	Public Health	Nurse Technician #3 (1529)	Barney	RT	\$ 46,854.00	\$ 36,259.00	3/19/2018	Pattton	\$ 37,256.00	\$ (997)	\$ (9,598.00)
3/1/2018	County Attorney	2nd Assistant County Attorney (2442)	Betelhol	RS	\$ 50,000.00	\$ 60,567.00	8/13/2018	Dickey	\$ 60,567.00	\$ -	\$ 10,567.00
3/1/2018	Tourism	Assistant Tourism Coordinator (1907)	Coon	RS	\$ 42,840.00	\$ 44,082.00	3/21/2018	Tackett	\$ 44,082.00	\$ -	\$ 1,242.00
3/8/2018	DPW	Senior Engineering Technician (2321)	Dowd	RS	\$ 38,398.00	\$ 37,835.00	5/23/2018	Lamy	\$ 37,835.00	\$ -	\$ (563.00)
3/8/2018	Countryside	Institutional Aide #16 (2512)	Kitchen	RS	\$ 27,880.00	\$ 27,316.00	4/2/2018	Olden	\$ 28,359.00	\$ (1,043)	\$ 479.00
3/8/2018	Countryside	Cleaner (1881)	Olden	PR	\$ 21,829.00	\$ 95,000.00	4/2/2018	Jones	\$ 95,000.00	\$ -	\$ (68,229.00)
3/8/2018	Health Services	Director Public Health/Patient Services (1591)	Auer	RT	\$ 101,829.00	\$ 51,934.69	6/25/2018	Heitel	\$ 51,934.69	\$ -	\$ -
3/29/2018	Health Services	WIC Coordinator/Nutritionist (1577)	Roth	RT	\$ 30,311.00	\$ 29,747.00	6/5/2015	Stockwell	\$ 29,747.00	\$ -	\$ (564.00)
3/29/2018	Health Services	WIC Assistant (1582)	Hunt	RS	\$ 45,627.00	\$ 46,318.00	5/7/2018	Monroe	\$ 46,882.00	\$ (564)	\$ 1,255.00
3/29/2018	Health Services	RPN #1 (1528)	Sullivan	RS	\$ 44,320.00	\$ 46,318.00	9/17/2018	Alman	\$ 53,973.00	\$ (7,655)	\$ 9,653.00
3/29/2018	Health Services	RPN #39 (2379)	Dwyer	RS	\$ 72,661.00	\$ 80,000.00	7/2/2018	DeGraw	\$ 80,000.00	\$ -	\$ 7,339.00
3/29/2018	DPW	Airport Manager (1182)	Dubarry	RS	\$ 37,107.00	\$ 35,296.00	5/7/2018	Smith	\$ 37,746.00	\$ (2,450)	\$ 639.00
3/29/2018	DPW	MFO Medium #3 (1253)	Johnson	O	\$ 109,598.00	\$ 109,598.00	4/23/2018	Hajos	\$ 105,000.00	\$ 4,598	\$ (4,598.00)
3/29/2018	DPW	Superintendent of Public Works (1146)	Tennysen	RS	\$ 49,327.00	\$ 42,290.00	4/16/2018	Hoerter	\$ 44,348.00	\$ (2,058)	\$ (4,979.00)
3/29/2018	DSS	Caseworker #18 (1678)	Depew	RS	\$ 58,378.00	\$ 42,290.00	4/9/2018	Mallory	\$ 42,290.00	\$ -	\$ (16,088.00)
3/29/2018	Probation	Probation Officer Trainee #2 (1311)	Clynes	RT	\$ 67,981.00	\$ 40,390.00	5/9/2018	Breyer	\$ 52,919.00	\$ (12,529)	\$ -
3/29/2018	Sheriff	Patrol Officer #19 (1338)	Hill	RT	\$ 26,781.00	\$ 26,781.00	4/23/2018	Fitzgerald	\$ 26,781.00	\$ -	\$ -
5/3/2018	Planning	Construction Cost Coordinator (Part Time)	Fitzgerald	PR	\$ 50,958.00	\$ 49,528.00	7/18/2018	Howe	\$ 50,958.00	\$ (1,430)	\$ -
5/3/2018	Health Services	PHN #16 (1564)	Brynes	RT	\$ 58,628.00	\$ 46,318.00	4/23/2018	McAvey	\$ 56,260.00	\$ (9,942)	\$ (2,368.00)
5/3/2018	Health Services	CHN #22 (1542)	Muessig	RT	\$ 61,128.00	\$ 46,318.00	vacant				
5/3/2018	Health Services	CHN #10 (1607)	Rodriguez	RT	\$ 61,460.00	\$ 49,528.00	8/6/2018	Arnold	\$ 52,737.00	\$ (3,209)	\$ (8,723.00)
5/3/2018	DSS	Caseworker #31 (1677)	Belden	PR	\$ 42,290.00	\$ 42,290.00	7/9/2018	Huestis	\$ 42,290.00	\$ -	\$ -
5/3/2018	DSS	Supervisor Case B #3 (1647)	Seater	RS	\$ 58,628.00	\$ 48,301.00	5/7/2018	Taylor	\$ 59,128.00	\$ -	\$ -
5/3/2018	DSS	Senior Account Clerk (1703)	Hanchett	PR	\$ 41,971.00	\$ 32,749.00	7/10/2018	Cronin	\$ 32,749.00	\$ -	\$ (9,223.00)
5/3/2018	DSS	Social Welfare Examiner #3 (1714)	Volkman-Lagoy	PR	\$ 34,909.00	\$ 34,102.00	5/14/2018	Brown	\$ 35,869.00	\$ (1,767)	\$ 960.00
5/3/2018	DSS	Intake Clerk (HEAP) (1754)	Holmes	PR	\$ 29,153.00	\$ 28,589.00	5/14/2018	Luzzi	\$ 28,589.00	\$ -	\$ -
5/3/2018	DSS	Medicaid Clerk #1 (1707)	Connell	PR	\$ 31,901.00	\$ 29,747.00	5/14/2018	Meade	\$ 29,747.00	\$ -	\$ (2,154.00)
5/3/2018	DSS	Intake Clerk #4 (1736)	Barbarino	PR	\$ 33,529.00	\$ 28,589.00	5/14/2018	Czerniowski	\$ 28,589.00	\$ -	\$ (4,940.00)
5/3/2018	DSS	Intake Clerk #7 (2406)	Oswald	PR	\$ 29,153.00	\$ 28,589.00	5/14/2018	Heid	\$ 33,529.00	\$ (4,940)	\$ 4,376.00
5/31/2018	County Administrator	Assistant to the County Administrator (2110)	McKinstry	RT	\$ 68,288.00	\$ 72,342.00	8/7/2018	DeLorenzo	\$ 72,342.00	\$ -	\$ 4,054.00
5/31/2018	DPW	Janitor #3	Heid	RS	\$ 33,529.00	\$ 28,589.00	vacant				
5/31/2018	Health Services	Infant Feeding Advocate (PT)	Graham	RS	\$ 27,316.00	\$ 27,316.00	9/10/2018	Langworthy	\$ 27,316.00	\$ -	\$ -
5/31/2018	Health Services	RPN (CHN#15-1536)	Stewart	RT	\$ 60,128.00	\$ 46,318.00	vacant				

5/31/2018	Health Services	PHN #8 (1546)	Arnold	PR	\$ 52,737.00	\$ 49,528.00	8/20/2018	McAvey	\$ 60,622.00	\$ (1,094)	\$ 7,885.00
5/31/2018	Probation	Senior Account Clerk (1307)	Maday	RT	\$ 41,917.00	\$ 32,749.00	7/2/2018	Clarke	\$ 32,749.00	\$ -	\$ (9,168.00)
5/31/2018	Public Defender	APD #3	Besson	RS	\$ 58,653.00	\$ 58,653.00	6/11/2018	Pucciarrelli	\$ 58,653.00	\$ -	\$ -
5/31/2018	Public Defender	APD #7	Pucciarrelli	PR	\$ 53,925.00	\$ 53,925.00	6/11/2018	Leahy	\$ 53,925.00	\$ -	\$ -
5/31/2018	Public Defender	APD #6	Leahy	PR	\$ 48,878.00	\$ 48,878.00	7/12/2018	Bates	\$ 48,878.00	\$ -	\$ -
5/31/2018	DPW	MEO Light #27 (2256)	Smith	PR	\$ 35,062.00	\$ 32,749.00	9/4/2018	Bolton	\$ 42,471.00	\$ (9,722)	\$ 7,409.00
5/31/2018	Sheriff	Patrol Officer # 44 (1356)	DeCristofaro	RS	\$ 52,919.00	\$ 40,390.00	6/1/2018	Riehl II	\$ 40,390.00	\$ -	\$ (12,529.00)
5/31/2018	Sheriff	Patrol Officer #45 (1352)	Ogden	RS	\$ 63,256.00	\$ 40,390.00	5/10/2018	Smith	\$ 45,869.00	\$ (5,479)	\$ (17,387.00)
5/31/2018	DSS	Secretary	Brown	PR	\$ 30,662.00	\$ 28,589.00	8/20/2018	Quagliana	\$ 28,589.00	\$ -	\$ (2,073.00)
5/31/2018	DSS	Support Investigator #4 (1746)	Livingston	PR	\$ 43,006.00	\$ 34,102.00	vacant				
5/31/2018	DSS	Senior Caseworker #3 (1681)	Taylor	PR	\$ 55,735.00	\$ 45,313.00	6/11/2018	Montanye	\$ 52,813.00	\$ (7,500)	\$ (2,922.00)
5/31/2018	DSS	Caseworker #23 (1672)	Montanye	PR	\$ 50,609.00	\$ 42,290.00	8/30/2018	Campbell	\$ 42,290.00	\$ -	\$ (8,319.00)
5/31/2018	Treasurer	Accountant (1082)	Cummings	RS	\$ 70,477.00	\$ 70,477.00	6/4/2018	Donohue	\$ 70,477.00	\$ -	\$ -
5/31/2018	Treasurer	Junior Accountant (1092)	Donohue	PR	\$ 55,839.00	\$ 55,839.00	6/4/2018	Stark	\$ 55,839.00	\$ -	\$ -
5/31/2018	Treasurer	Senior Account Clerk (1086)	Stark	PR	\$ 33,886.00	\$ 32,749.00	7/23/2018	Brownell	\$ 32,749.00	\$ -	\$ (1,137.00)
6/26/2018	DPW	Building Maintenance Worker #2 (2142)	Johnson	RS	\$ 32,676.00	\$ 31,017.00	7/2/2018	Woodard	\$ 31,017.00	\$ -	\$ (1,659.00)
6/26/2018	County Attorney	Secretary to County Attorney (1130)	Sady	RS	\$ 45,084.00	\$ 45,084.00	9/10/2018	Turcotte	\$ 45,084.00	\$ -	\$ -
8/2/2018	Public Defender	APD #5 (1078)	Williams	RS	\$ 56,595.00	\$ 56,595.00	7/9/2018	Gregor	\$ 56,595.00	\$ -	\$ -
8/2/2018	Health Services	Public Health Liaison- part time (1619)	Oxford	PR	\$ 19,649.00	\$ 19,649.00	vacant				
8/2/2018	Health Services	RPN #37 (1543)	Howe	PR	\$ 47,695.00	\$ 46,318.00	vacant				
8/2/2018	Probation	Probation Officer Trainee #1 (2384)	Copeland	RS	\$ 42,290.00	\$ 42,290.00	vacant				
8/2/2018	Probation	Probation Officer Trainee TBD	Byrne	PR	\$ 42,290.00	\$ 48,301.00	vacant				
8/2/2018	Probation	Senior Probation Officer #3 (1300)	Summer	RT	\$ 60,628.00	\$ 34,102.00	9/24/2018	Combs	\$ 35,262.00	\$ (1,160)	\$ (5,421.00)
8/30/2018	DPW/ Airport	Airport Maintenance Worker #4 (1179)	Lamy	PR	\$ 40,683.00	\$ 37,835.00	vacant				
8/30/2018	DPW	Senior Engineering Technician (2321)	Hurlburt	PR	\$ 37,835.00	\$ 40,390.00	9/11/2018	Kolomiets	\$ 52,919.00	\$ (12,529)	\$ -
8/30/2018	Sheriff	Patrol Officer #41 (1395)	Curtis	RS	\$ 52,919.00	\$ 42,290.00	vacant				
8/30/2018	DSS	Caseworker #9 (1653)		RS	\$ 42,290.00	\$ 42,290.00					
TOTALS:									\$ (104,728)	\$ (144,206.05)	

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources

BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$117,834.80	\$123,799.00	\$123,799.00	\$123,799.00
200's EQUIPMENT	\$7,409.14	\$0.00	\$8,770.00	\$0.00
400's CONTRACTUAL	\$20,966.53	\$53,597.00	\$52,827.00	\$64,760.00
800's EMPLOYEE BENEFITS	\$51,659.58	\$54,286.00	\$54,286.00	\$53,475.00
TOTALS	\$197,870.05	\$231,682.00	\$239,682.00	\$242,034.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$55.82	\$0.00	\$0.00	\$0.00

SIGNED: _____
 DEPARTMENT HEAD

TITLE: _____

DATE: _____

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2019 Actual Amount	2019 Departmental Request
Fund	A - General					
REVENUE						
Department	1435 - Human Resources					
<i>Miscellaneous & Local Source</i>						
2770	Other Unclassified Revenue	55.82	.00	.00	64.25	.00
	<i>Miscellaneous & Local Source Totals</i>	\$55.82	\$0.00	\$0.00	\$64.25	\$0.00
Department	1435 - Human Resources Totals	\$55.82	\$0.00	\$0.00	\$64.25	\$0.00
REVENUE TOTALS						
		\$55.82	\$0.00	\$0.00	\$64.25	\$0.00
EXPENSE						
Department	1435 - Human Resources					
<i>Personal Services</i>						
110	Salaries - Regular	117,516.12	123,299.00	123,299.00	78,247.79	123,299.00
120	Salaries - Overtime	318.68	500.00	500.00	29.23	500.00
	<i>Personal Services Totals</i>	\$117,834.80	\$123,799.00	\$123,799.00	\$78,277.02	\$123,799.00
<i>Equipment</i>						
210	Furniture/Furnishings	395.00	.00	770.00	395.00	.00
220	Office Equipment	6,433.87	.00	.00	.00	.00
220.1	Office Equipment - Reserve	580.27	.00	8,000.00	7,245.67	.00
	<i>Equipment Totals</i>	\$7,409.14	\$0.00	\$8,770.00	\$7,640.67	\$0.00
<i>Contractual Expense</i>						
410	Supplies	405.73	900.00	900.00	255.42	900.00
422	Repair/Maint-Equipment	.00	.00	.00	.00	1,000.00
423	Telephone	557.08	620.00	620.00	352.84	1,100.00
427	Memberships & Dues	564.00	775.00	775.00	150.00	775.00
428	Data Processing & Internet Fees	124.00	132.00	132.00	132.00	135.00
439	Misc Fees & Expenses	.00	5,250.00	4,480.00	16.25	5,250.00
444	Travel/Education/Conference	390.00	790.00	790.00	415.00	790.00
470	Contract	18,925.72	45,130.00	45,130.00	21,375.77	54,810.00
	<i>Contractual Expense Totals</i>	\$20,966.53	\$53,597.00	\$52,827.00	\$22,697.28	\$64,760.00
<i>Employee Benefits</i>						
810	Retirement	10,129.54	11,390.00	11,390.00	7,434.96	11,266.00
830	Social Security	6,753.59	7,676.00	7,676.00	4,433.40	7,676.00
831	Medicare Contribution	1,579.44	1,795.00	1,795.00	1,036.86	1,795.00
860	Hospitalization	32,048.80	30,962.00	30,962.00	20,354.85	31,778.00
865	Dental Insurance	24.00	288.00	288.00	190.60	288.00
	<i>Employee Benefits Totals</i>	\$50,535.37	\$52,111.00	\$52,111.00	\$33,450.67	\$52,803.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
	Department 1435 - Human Resources					
	Other Benefits					
840	Workmen's Compensation	700.35	675.00	675.00	674.62	672.00
862	Health Insurance Cost Reimbursement	423.86	1,500.00	1,500.00	809.22	.00
	<i>Other Benefits Totals</i>	\$1,124.21	\$2,175.00	\$2,175.00	\$1,483.84	\$672.00
	Department 1435 - Human Resources Totals	\$197,870.05	\$231,682.00	\$239,682.00	\$143,549.48	\$242,034.00
	EXPENSE TOTALS	\$197,870.05	\$231,682.00	\$239,682.00	\$143,549.48	\$242,034.00
Fund A - General Totals						
	REVENUE TOTALS	\$55.82	\$0.00	\$0.00	\$64.25	\$0.00
	EXPENSE TOTALS	\$197,870.05	\$231,682.00	\$239,682.00	\$143,549.48	\$242,034.00
	Fund A - General Totals	(\$197,814.23)	(\$231,682.00)	(\$239,682.00)	(\$143,485.23)	(\$242,034.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$55.82	\$0.00	\$0.00	\$64.25	\$0.00
	EXPENSE GRAND TOTALS	\$197,870.05	\$231,682.00	\$239,682.00	\$143,549.48	\$242,034.00
	Net Grand Totals	(\$197,814.23)	(\$231,682.00)	(\$239,682.00)	(\$143,485.23)	(\$242,034.00)

2019 Salary Schedule (Position Budgeting)
Human Resources

Empl. #	Name	Position	Annual Salary	Employ. Type	Benefit Group	Hires Date
State Grade & Rate	County Grade & Rate					
12524	Figueroa, Jacqueline N/A / \$43.02	County Human Resources Director N/A / \$43.02	\$78,299.00	Full Time	Appointed F/T	5/12/2014
12840	Howe, Jennifer N/A / \$21.63	Human Resources Specialist N/A / \$21.63	\$45,000.00	Full Time	Out of Unit FT	10/5/2015
		HR Overtime	\$500.00			
	N/A / \$0.00	N/A / \$0.00				
		3	\$123,799.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2019 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service
 BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2017 EXPENDITURES	2018 ADOPTED	2018 AMENDED	2019 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$157,000.57	\$176,641.00	\$176,641.00	\$176,641.00
200's EQUIPMENT	\$1,515.49	\$0.00	\$739.26	\$0.00
400's CONTRACTUAL	\$18,266.11	\$21,429.00	\$21,429.00	\$21,250.00
800's EMPLOYEE BENEFITS	\$72,954.41	\$75,430.00	\$75,430.00	\$100,380.00
TOTALS	\$249,736.58	\$273,500.00	\$274,239.26	\$298,271.00

2017 REVENUES	2018 ADOPTED REVENUES	2018 ESTIMATED REVENUES	2019 DEPARTMENT REQUESTS
\$7,175.00	\$6,000.00	\$6,000.00	\$6,000.00

SIGNED: Patricia L. Penninger
 DEPARTMENT HEAD
 TITLE: Personnel Officer
 DATE: 9/13/18

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund	A - General					
	REVENUE					
	Department 1430 - Civil Service					
	Intergovernmental Charges					
2220	Civil Service Fees	7,175.00	6,000.00	6,000.00	3,212.50	6,000.00
	<i>Intergovernmental Charges Totals</i>	\$7,175.00	\$6,000.00	\$6,000.00	\$3,212.50	\$6,000.00
	Department 1430 - Civil Service Totals	\$7,175.00	\$6,000.00	\$6,000.00	\$3,212.50	\$6,000.00
	REVENUE TOTALS	\$7,175.00	\$6,000.00	\$6,000.00	\$3,212.50	\$6,000.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1430 - Civil Service						
Personal Services						
110	Salaries - Regular	147,283.23	157,406.00	157,406.00	103,672.70	157,406.00
120	Salaries - Overtime	1,488.51	4,100.00	4,100.00	737.13	4,100.00
130	Salaries - Part Time	8,228.83	15,135.00	15,135.00	4,851.87	15,135.00
	<i>Personal Services Totals</i>	\$157,000.57	\$176,641.00	\$176,641.00	\$109,261.70	\$176,641.00
Equipment						
210	Furniture/Furnishings	321.00	.00	.00	.00	.00
220	Office Equipment	33.95	.00	739.26	739.26	.00
220.1	Office Equipment - Reserve	1,160.54	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$1,515.49	\$0.00	\$739.26	\$739.26	\$0.00
Contractual Expense						
410	Supplies	1,533.44	1,500.00	1,500.00	966.38	1,600.00
423	Telephone	599.58	240.00	490.00	450.43	600.00
424	Postage	970.42	1,200.00	1,200.00	670.29	1,700.00
426	Subscriptions	.00	275.00	285.00	276.00	300.00
427	Memberships & Dues	100.00	100.00	100.00	100.00	100.00
428	Data Processing & Internet Fees	186.00	264.00	614.00	358.04	700.00
435	Medical Fees	1,840.00	3,350.00	3,350.00	1,010.00	3,250.00
436	Advertising Fees	355.16	2,500.00	2,490.00	330.52	2,500.00
439	Misc Fees & Expenses	11,934.50	10,500.00	9,900.00	.00	9,000.00
444	Travel/Education/Conference	747.01	1,500.00	1,500.00	19.00	1,500.00
	<i>Contractual Expense Totals</i>	\$18,266.11	\$21,429.00	\$21,429.00	\$4,180.66	\$21,250.00
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
424	Departmental Request	Beginning in January 2019, the State is no longer providing prepaid envelopes for return of certain exam materials following exam administration. We have budgeted to estimate the additional postage costs.				
428	Departmental Request	Fees for remote internet access device and yearly internet fees.				
435	Departmental Request	Includes fees for medical and agility exams for uniformed officers. We anticipate additional agility exams with related expenses as well as several new hires in the various uniformed services.				
436	Departmental Request	Exam advertising, outreach and legal notice fees. Looking at more extensive advertising and outreach for hard to recruit titles.				
439	Departmental Request	Exam fees due annually (anticipated fees will be encumbered and paid in early 2019) plus other program expenses).				
Employee Benefits						
810	Retirement	22,170.76	22,257.00	22,257.00	17,076.08	24,424.00

Budget Worksheet Report

Budget Year 2019

Account	Account Description	2017 Actual Amount	2018 Adopted Budget	2018 Amended Budget	2018 Actual Amount	2019 Departmental Request
Fund A - General						
EXPENSE						
Department 1430 - Civil Service						
Employee Benefits						
830	Social Security	9,411.20	10,951.00	10,951.00	6,383.95	10,950.00
831	Medicare Contribution	2,201.01	2,561.00	2,561.00	1,493.04	2,561.00
860	Hospitalization	18,750.75	19,699.00	19,699.00	21,937.01	39,853.00
865	Dental Insurance	260.00	288.00	288.00	409.84	696.00
	<i>Employee Benefits Totals</i>	\$52,793.72	\$55,756.00	\$55,756.00	\$47,299.92	\$78,484.00
<i>Other Benefits</i>						
840	Workmen's Compensation	932.86	1,100.00	1,100.00	1,099.21	894.00
861	Retirees Hospitalization	18,477.83	17,074.00	17,074.00	13,722.66	21,002.00
863	Health Insurance Cost Reimbursement-Retiree	750.00	1,500.00	1,500.00	.00	.00
	<i>Other Benefits Totals</i>	\$20,160.69	\$19,674.00	\$19,674.00	\$14,821.87	\$21,896.00
Department 1430 - Civil Service		\$249,736.58	\$273,500.00	\$274,239.26	\$176,303.41	\$298,271.00
	EXPENSE TOTALS	\$249,736.58	\$273,500.00	\$274,239.26	\$176,303.41	\$298,271.00
Fund A - General						
	REVENUE TOTALS	\$7,175.00	\$6,000.00	\$6,000.00	\$3,212.50	\$6,000.00
	EXPENSE TOTALS	\$249,736.58	\$273,500.00	\$274,239.26	\$176,303.41	\$298,271.00
Fund A - General						
	Net Grand Totals	(\$242,561.58)	(\$267,500.00)	(\$268,239.26)	(\$173,090.91)	(\$292,271.00)
	REVENUE GRAND TOTALS	\$7,175.00	\$6,000.00	\$6,000.00	\$3,212.50	\$6,000.00
	EXPENSE GRAND TOTALS	\$249,736.58	\$273,500.00	\$274,239.26	\$176,303.41	\$298,271.00
	Net Grand Totals	(\$242,561.58)	(\$267,500.00)	(\$268,239.26)	(\$173,090.91)	(\$292,271.00)

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: DPW

DATE: 10/1/2018

- (a) Purpose of Request: Amend the table of organization for the airport.

- (b) Details: Last month changes were made to eliminate positions under the Airport budget and establish new positions. The position of Airport Maintenance Worker existed in the current budget, but was unfunded. This would change this position from unfunded \$0 to a funded position of \$34,102

- (c) Previous Resolution Number: NA

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A5610.110

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

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: Warren County Planning and Community Development

DATE: 28 September 2018

- (a) Purpose of Request:
Increase GIS Coordinator position from part-time (32 hrs/week) to full-time, effective 10/29/2018.
- (b) Details:
The eight additional hours of staff time will include:
1) assistance to the County Planner with project management and departmental issues
2) full staff coverage for e-911 addressing responsibilities, due to the recent retirement and subsequent part-time employment of the e-911 coordinator.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Funds will be transferred from 8021 to 8022 (see corresponding transfer request).

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 14

Request to Reclassify Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: September 27, 2018

- (a) Title of Reclassified Position: **SR. COMMUNITY SERVICES WORKER**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):* **GRADE 11 \$46,588**
 *(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:
COMMUNITY SVCS WORKER #2, EMPL. NO. 10207 Grade 8, Step 17
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):* **\$43,006**
 *(This should be the Base Salary for the position if it is being filled by a new employee, or the salary, including longevities, for any existing employee who is filling the position.
- (e) Effective Date:* **October ²²~~19~~, 2018**
 *Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6010.110
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:*
 *This is necessary **BEFORE** bringing the request to committees.

Yes

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: Sr. Community Services Assistant Worker Base Salary of Position: 37,256 Grade: 11
Filling at Step # (If Known): 17
Budget code and title: A6010 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10207/DuRose Date of Vacancy:
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 9/21/18

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 Frank E. Thomas Date 9/27/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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. Frasier Date 10/2/18

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: CLERK OF THE BOARD

DATE: October 4, 2018

- (a) Purpose of Request:
To authorize Warren County to become a member of the National Association of Counties (NACo)
- (b) Details:
This will provide resource benefits to the County, as well as advocacy assistance. The cost of this membership is \$1,314 per year and although membership is based on a calendar year (beginning January 1st), NACo has agreed to allow Warren County to join at no cost for the months of November and December.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
This expense is not budgeted for 2019 - we would need to expand our budget request to include this cost.

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

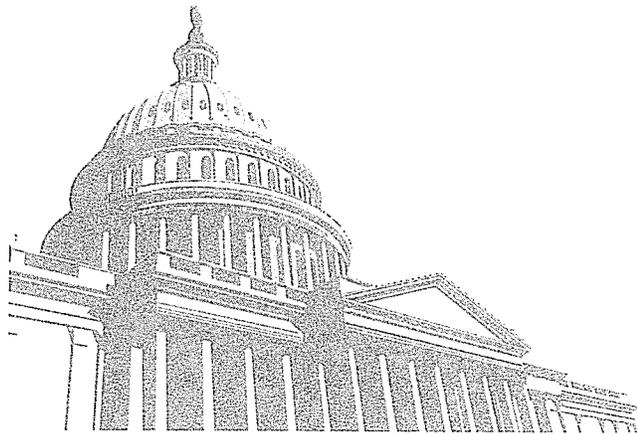
NACo Membership

The National Association of Counties (NACo) is your national organization, uniting and representing counties in Washington, D.C., just as your state association represents you in the state capital.

NACo provides value to our member counties through:

- Federal Policy Advocacy
- Cost-Saving Solutions
- County Centered Learning & Research
- Member Engagement

Through regular webinars, conferences, peer exchanges, committee participation, reports and other materials, NACo delivers solutions to some of our nation's greatest challenges.



Federal Policy Advocacy

NACo works to preserve local decision making, stave off unfunded mandates and local preemption and strengthen the federal-state-local partnership in our nation's capital.

NACo amplifies your county's voice through:

- Fly-ins where county leaders advocate in person in D.C.
- Hill day during the legislative conference to speak with federal leaders
- Action alerts on developing policy issues
- Opportunities to testify at congressional hearings
- Advocacy toolkits and fact sheets on federal policy issues that impact counties

Cost-Saving Solutions

NACo's cost-saving solutions are designed to save your county time and money.

Live Healthy Discount Program

Saves all your residents money on prescriptions, dental, vision, hearing, labs, diabetic supplies, imaging and more. This program is **free for all NACo member counties**.

Pre-Disaster Service Contracts

NACo has partnered with the Institute for Building Technology and Safety (IBTS) to provide disaster planning services, including debris removal management, disaster recovery administration and more at **no initial cost to NACo members**.

Nationwide Deferred Compensation

Nationwide offers county employees a voluntary, tax-deferred savings opportunity to supplement employer-sponsored retirement plans. It also offers a 401(a) match and stand-alone contribution plans.

Cybersecurity for Counties

In order to promote increased cybersecurity protection for counties, NACo has partnered with the Multi-State Information Sharing and Analysis Center (MS-ISAC) to provide cyber threat prevention, protection, response and recovery **to counties for free**.



County Centered Learning & Research

NACo produces hundreds of publications, education sessions, workshops, peer exchanges, summits, webinars and meetings to deliver ideas and solutions to some of our nation's greatest challenges.

NACo's MOST BENEFICIAL RESOURCES INCLUDE:

Access to best practices and research

- NACo produces data-driven before reports on county governance and management issues.
- County Explorer provides access to over 100 datasets and 1,000 indicators on counties, boroughs and parishes.

Civic education tools

The Counties Matter campaign, County Solutions classroom curriculum, the My County Works activity book and the Counties Work online game are designed to educate the public on the importance of county governments.

County News

NACo's award winning publication brings members updates from Washington D.C. and from counties across the nation.

Web-based education

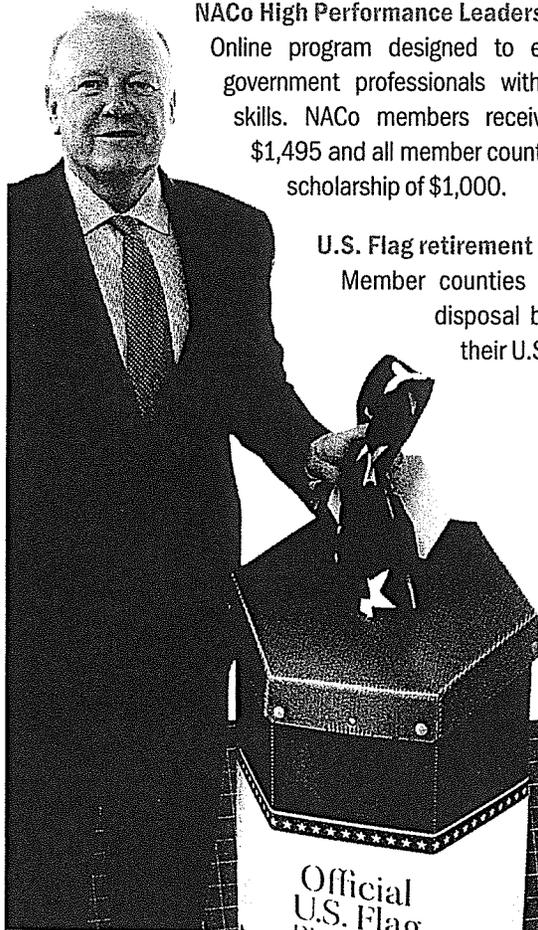
Online webinars and programming provide learning opportunities from industry experts to address issues impacting counties.

NACo High Performance Leadership Academy

Online program designed to empower frontline county government professionals with fundamental leadership skills. NACo members receive a discounted rate of \$1,495 and all member counties can receive a one-time scholarship of \$1,000.

U.S. Flag retirement program

Member counties can receive a **free** flag disposal box for residents to retire their U.S. flags.



Member Engagement

NACo is on the forefront of current issues facing counties and unites thousands of leaders nationwide to share solutions to real problems facing your county.

NACo ENGAGES WITH COUNTIES THROUGH:

Committee Involvement

NACo members have the opportunity to serve on one of our 31 committees, caucuses and task forces to inform national policy and help solve problems impacting counties.

National Conferences

Attended by thousands of county officials, NACo conferences are where counties set the national policy agenda and attend dozens of educational and leadership development sessions.

All elected officials and staff will receive **free** conference registration for the first year to the annual and legislative conferences when your county joins NACo.

County Driven Programs

NACo delivers groundbreaking programs for counties to:

- Grow stronger economies
- Shape justice reform
- Improve community health
- Build resilient communities

NACo Membership

Through NACo, county elected officials and staff:

- **ADVOCATE** with a collective voice on national policy
- **EXCHANGE** ideas and best practices
- **EXERCISE** exemplary public service leadership
- **SAVE** money and time with cost-effective solutions
- **ENRICH** the public's understanding of county government

NACo's goal:

To provide members with tools to achieve healthy, vibrant and safe counties across the United States.

Visit www.naco.org or contact the membership team at membership@naco.org or 888-407-NACo (6226) to learn more.



RESOLUTION REQUEST FORM NO. 1***Request to Appoint or Reappoint Member of Committee, Board or Agency****

**If more than one person is being appointed, please attach additional sheets*

DEPARTMENT NAME: BOARD OF SUPERVISORS

DATE: October 4, 2018

- (a) Name of Appointee: **G. Travis Whitehead**
- (b) Is this a Reappointment? **No** If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
- (e) Address of Appointee: **N/A**
- (f) Title of Appointment:
Member of the Warren-Washington Counties IDA and CDC
- (g) Effective Date of Appointment:
October 22, 2018
- (h) Termination Date of Appointment:
N/A - Serves at the pleasure of the appointing agency
- (i) Name of Person Being Replaced (if applicable):
Louis Tessier
- (j) Reason for Replacement:
Replacing Louis Tessier who has resigned

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 Works Payroll Dept. No: 19.13
Title of Position: Building Maint. Worker #6 Base Salary of Position: \$31,017 Grade: 6
Filling at Step # (If Known):
Budget code and title: A.1624 General:Health & Human Services Building Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Maston Date of Vacancy: 9-24-18
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] 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. 9-24-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 9/24/18

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Frank E. Thomas Date 9/27/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works County Facilities
[X] 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 10/1/18

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: Fire Prevention & Building Code Enforcement Payroll Dept. No: A.3620
Title of Position: Fire Prevention & Building Code Enforcement Officer Base Salary of Position: \$22,727.50 Grade: 17
Filling at Step # (If Known): \$22,151.50 (208) 40
Budget code and title: A.3620 Fire Prevention & Building Code Enforcement Officer Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 11935 / Pagano Date of Vacancy: 9/29/2018
Is this position mandated? [] Yes [X] 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 [X] 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. 9-19-18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 9/20/18

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Frank E. Thomas Date 9/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[X] 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 10-1-18

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: Health Services Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse/CHN #11 Base Salary of Position: 46,318 Grade: 19
Filling at Step # (If Known):
Budget code and title: A. 4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: 13177/McAvey Date of Vacancy: 8/16/18 8/19/18
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other Insurance % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [] Other RPN
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. 9/17/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 9/17/18

BUDGET OFFICER COMPLETES THIS SECTION

[X] 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 Frank E Thomas Date 9/20/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social 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 G Fraser Date 9/27/18

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: OFA Payroll Dept. No.:
Title of Position: Meal Site Cook #7 Base Salary of Position: \$26,743.00 (25hr/week) Grade: 2
Filling at Step # (If Known): \$ Request to Back Due to Promotion: Yes No
Budget code and title: A6771 130 Nutrition Program Hamilton - Salaries PT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No: 12972 Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 75% State % Other % *vacancy eff. 9-28-18*

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. *PCW 9/27/18*
Human Resources Director has approved this form when initialed. *1/9 9.27.18*

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 *9/27/18*

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 *Frank E. Thomas* Date *9/27/18*

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee *Health, Human & Social 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. Frasier* Date *10/2/18*

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: Probation Payroll Dept. No: 29.00
Title of Position: Probation Officer Trainee Base Salary of Position: \$42,290 Grade: 16
Filling at Step # (if Known): Entry
Budget code and title: A.3140. Probation Union X
This position is vacated due to: Retirement
Employee No./Last Name: 10235/Moynihan Date of Vacancy: 4/27/18 - 9/27/18
Is this position mandated? No Is the position reimbursable? Yes
Source of reimbursement: State 10%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

X 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. 9/21/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 9/21/18

BUDGET OFFICER COMPLETES THIS SECTION

- X 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 Frank E. Thomas Date 9/27/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

- X 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 9/27/18

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: Public Works Payroll Dept. No: 19.63
Title of Position: Highway Construction Supervisor II Base Salary of Position: \$45,313 Grade: 18
Filling at Step # (If Known):
Budget code and title: D:5110 Highway Construction Supervisor II #1 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8081 Greg Bolton Date of Vacancy: September 4, 2018
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 (nothing 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 filling.
Human Resources Director has approved this form when initialed. 10-3-18

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 10/3/18

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 Frank E. Thomas Date 10/4/18

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Public Works
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 10/17/18