

Information Technology
Support Services Committee Meeting
August 27, 2018
Information Submitted by: Michael Colvin

Action Agenda/New Business

Request Resolution:

Rescind resolution 330 of 2018.

Rationale:

Agreement not needed as service can be purchased under NYS contract. NYS contract serves as the necessary agreement.

Request Resolution:

Transfer \$700 to A.1355 220.1 (Real Property) from the computer reserve fund for specific model of pc to support GIS functions.

Rationale:

Anticipated cost included in the reserve fund budget.

Old Business:

It was requested that we obtain a backup provider to provide support for our internal phone system. A current vendor for whom we already have a contract with is able to provide technical support with regards to the phone system. Another vendor was found that can provide hardware replacement for which a contract is not required.

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: August 27, 2018

- (a) Purpose of Request: To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.
- (b) Details:
A.1355 220.1 Real Property, \$700
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.895.00 Computer Reserve Fund

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: Information Technology

DATE: August 27, 2018

- (a) Purpose of Request:
Rescind resolution 330 of 2018
- (b) Details:
Agreement not needed as service can be purchased under NYS contract. NYS contract serves as the necessary agreement.
- (c) Previous Resolution Number:
330 of 2018
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1680 220.1

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology

SIGNED:

DATE: August 27, 2018

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1680 110	Salaries - Regular	A.1680 120	Salaries - Part Time	\$3,000

Please state reason for transfers requested:

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:

Fund temporary part-time position

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: **August 27, 2018**

- (a) Title of Requested Position: ~~Temporary~~ Computer Help Desk Technician **I - Temp**
- (b) Annual Base Salary (and Grade if Applicable): **\$21.15/hour**
- (c) Effective Date for New Position:* **9/24/18 - 12/31/18**
*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):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A1680.120
- (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 ^{F-Temp} Base Salary of Position: \$21.15/hour Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1680 120, Salaries Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

not to exceed \$3,000
valid through 12/31/18

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other temp
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. DCR 8/28/18
Human Resources Director has approved this form when initialed. AG 8/27/18

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 8/29/18

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 10/19/18

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 William Loch Date 10/22/18