

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

AUGUST 1, 2019

**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.

***Personnel Officer -***

B) Request to amend Resolution No. 236 of 2019 to correct the name of the service provider to Mountain Medical Services, PLLC.

3) **Referrals from the Criminal Justice & Public Safety Committee, District Attorney:**

A) Request to create and fill Legal Clerk #1 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 1 salary of \$31,100)*, and delete the position of Secretary, *Grade 4, Annual Salary \$30,426*, effective August 19, 2019.

B) Request to create and fill Legal Clerk #2 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 16 salary of \$39,038)*, and defund the salary of Clerk, *Grade 2, Annual Salary \$28,495*, effective August 19, 2019.

C) Request to create and fill Legal Clerk #3 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 3 salary of \$32,177)*, and defund the salary of Word Processing Operator, *Grade 4, Annual Salary \$37,694*, effective August 19, 2019.

D) Request to create and fill Legal Clerk #4 position, *Grade 5, Base Annual Salary \$30,520, (to be filled at the Grade 5, Step 2 salary of \$31,635)*, and defund the salary of the Keyboard Specialist, *Grade 3, Annual Salary \$29,595*, effective August 19, 2019.

4) **Referrals from the Health, Human & Social Services Committee, Health Services:**

A) Request to authorize enrollment in job-related course: Jignasha Shah, *Public Health Program Coordinator*, to enroll in Basic Principles of Statistical Inference at SUNY Albany School of Public Health. Course begins August 26, 2019; Cost: \$1,693.39, plus the cost of books. If this request is approved, Ms. Shah will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

B) Request to authorize enrollment in job-related course: Laura Monroe, *Registered Professional Nurse*, to enroll in NUR 440 Research and Evidenced Based Practice at Southern New Hampshire University-Online. Course begins July 1 2019; Cost: \$1,026.95 (*cost of books included*). If this request is approved, Ms. Monroe will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

5) **Items/Requests to be Discussed by the County Treasurer:**

Request to authorize enrollment in job-related courses: Monica Stark, *Junior Accountant*, to enroll in Advanced Accounting and Intro to Mathematical Modeling in Business at SUNY Plattsburg. Courses begin August 26, 2019; Cost: \$700. If this request is approved, Ms. Stark will be due reimbursement of 50% of course costs upon completion with a grade of "C" or better.

V. **Pending Items:** None.

*Continued*

**VI. Vacancies Approved for Filling by Oversight Committee:**

***Buildings & Grounds-*** Cleaner #6, *Grade 2, Base Annual Salary \$27,438*, due to retirement.  
***Public Health-*** Part Time Public Health Liaison (24 hrs/ week avg), *Grade 7, Base Annual Salary \$16.15/hr*, due to resignation.  
***Sheriff -*** Communications Officer #20, *Annual Salary \$40,563.88. (Emergency Fill)*  
***Social Services -*** Caseworker #TBD, *Grade 16, Base Annual Salary \$43,390*, due to promotion.  
Social Services Attorney, *Annual Salary \$77,688*, due to resignation.  
Social Welfare Examiner #20, *Grade 8, Base Annual Salary \$34,988*.  
Sr. Caseworker #3, *Grade 18, Base Annual Salary \$46,492*, due to promotion.  
Sr. Caseworker #4, *Grade 18, Base Annual Salary \$46,492*, due to promotion.

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cntr./ Approval Date	Department	Position Title	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2019	HR	HR Clerk (24 hours/ week)	N/A	N	N/A	\$ 19,200.00	1/7/2019	Williams	\$ 19,200.00	\$ -	\$ -
1/1/2019	Health Services	Children w/ Special Needs Program Mgr.	N/A	N	N/A	\$ 50,816.00	1/1/2019	Mastranni	\$ 61,519.00	\$ 10,703.00	\$ -
1/1/2019	Health Services	Office Specialist	N/A	N	N/A	\$ 33,600.00	1/1/2019	Caldwell	\$ 42,536.00	\$ 8,936.00	\$ -
1/1/2019	Health Services	Public Health Program Manager	N/A	N	N/A	\$ 51,816.00	1/7/2019	Oxford	\$ 51,394.00	\$ (422.00)	\$ -
1/1/2019	Health Services	RPN #11 (2548)	N/A	N	N/A	\$ 47,523.00	2/4/2019	Maxwell	\$ 48,935.00	\$ 1,412.00	\$ -
1/1/2019	Health Services	PHN #22 (2549)	N/A	N	N/A	\$ 50,816.00	vacant				
1/1/2019	Health Services	Quality Assurance Evaluator #1 - PD	N/A	N	N/A	\$100/ unit	6/7/2019	DiMezza	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #2- PD	N/A	N	N/A	\$100/ unit	6/7/2019	Grover	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #3- PD	N/A	N	N/A	\$100/ unit	vacant				
1/1/2019	Fire Prev. & Bldg. Code Enf.	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	N/A	N	N/A	\$ 45,455.00	1/7/2019	Bollinger	\$ 45,455.00	\$ -	\$ -
1/1/2019	Health Services	Public Health Program Coordinator	Oxford	PR	\$ 47,071.00	\$ 46,492.00	1/14/2019	Shah	\$ 46,492.00	\$ -	\$ (579.00)
1/1/2019	Health Services	WIC Nutrition Facilitator- PT	Shah	PR	\$ 21,145.00	\$ 21,695.00	3/4/2019	Martin	\$ 21,695.00	\$ -	\$ 550.00
1/3/2019	Countryside	Account Clerk #3 PT (2197)	Chilson	RS	\$ 28,588.00	\$ 29,333.00	vacant				
1/3/2019	Countryside	Senior Aide #1 (2394)	Durkin	RT	\$ 44,036.00	\$ 33,600.00	4/22/2019	Hall	\$ 44,036.00	\$ 10,436.00	\$ -
1/3/2019	County Clerk/DMV	MV License/Registration Clerk #10 (1117)	LoVerde	O	\$ 34,101.00	\$ 34,988.00	3/23/2019	Bruno	\$ 34,988.00	\$ -	\$ 887.00
1/3/2019	District Attorney	5th Assistant DA (1062)	Shkolnik	RS	\$ 60,178.00	\$ 60,178.00	2/16/2019	McCarthy	\$ 60,178.00	\$ -	\$ -
1/3/2019	District Attorney	6th Assistant DA (1063)	McCarthy	PR	\$ 54,371.00	\$ 54,371.00	2/16/2019	Goldstein	\$ 54,371.00	\$ -	\$ -
1/3/2019	District Attorney	7th Assistant DA (2421)	Goldstein	PR	\$ 52,260.00	\$ 52,260.00	5/13/2019	Gebru	\$ 65,258.00	\$ 12,998.00	\$ 12,998.00
1/3/2019	Office for the Aging	Meal Site Cook #10 (1944)	Freeburn	RS	\$ 25,612.00	\$ 27,438.00	2/23/2019	Allen	\$ 27,438.00	\$ -	\$ 1,826.00
1/3/2019	Office for the Aging	Food Service Manager (1929)	Lapinskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashr	\$ 23,666.00	\$ -	\$ (726.00)
1/3/2019	Public Works - Parks Rec RR	Building Maintenance Worker #11 (1193)	Shaughnessy	PR	\$ 33,600.00	\$ 33,600.00	3/18/2019	Rumble	\$ 33,600.00	\$ -	\$ -
1/3/2019	Public Works	MEO (L) #21(1262)	Toll	PR	\$ 33,312.00	\$ 33,600.00	3/4/2019	Figura	\$ 33,600.00	\$ -	\$ 288.00
1/3/2019	Public Works	MEO (L) #28 (2320)	Russell	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/3/2019	Social Services	Medicaid Clerk #3 (2071)	Murray	PR	\$ 34,862.00	\$ 30,520.00	3/11/2019	Murray	\$ 35,769.00	\$ 5,249.00	\$ 907.00
1/3/2019	Social Services	Intake Clerk #7 (2406)	Heid	O	\$ 36,251.00	\$ 29,333.00	4/1/2019	Licari	\$ 28,605.00	\$ (728.00)	\$ (7,646.00)
1/3/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 50,609.00	\$ 43,390.00	4/15/2019	Norton	\$ 43,390.00	\$ -	\$ (7,219.00)
1/3/2019	Treasurer	Principal Account Clerk #4 (2566)	N/A	O	N/A	\$ 37,633.00	2/18/2019	Nieves	\$ 37,633.00	\$ -	\$ -
3/1/2019	Health Services	RPN #39 (2379)	Altman	O	\$ 53,973.00	\$ 47,523.00	4/15/2019	Steady	\$ 47,523.00	\$ -	\$ (6,450.00)
3/1/2019	Health Services	Public Health Liaison - PT (24hr/wk) (1619)	Oxford	PR	\$15.75/hr	\$ 20,160.00	3/23/2019	Potter	\$ 20,160.00	\$ -	\$ -
3/1/2019	Health Services	Assistant Director Public Health (1598)	Jones	PR	\$ 80,891.00	\$ 80,891.00	4/1/2019	Belden	\$ 80,891.00	\$ -	\$ -
3/1/2019	Parks, Recreation & Railroad	Environmental Education Administrator (1198)	Spro	RT	\$ 58,338.00	\$ 50,000.00	5/27/2019	Badey	\$ 50,000.00	\$ -	\$ (8,338.00)
3/1/2019	Social Services	Social Services Investigator #2 (1758)	Wildley	RS	\$ 44,656.00	\$ 38,225.00	3/11/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ -
3/1/2019	Social Services	Account Clerk - Temporary (2570)	N/A	O	N/A	\$ 29,333.00	3/21/2019	Sady	\$ 29,333.00	\$ -	\$ -
3/1/2019	Social Services	Case Manager (2569)	N/A	O	N/A	\$ 40,954.00	6/17/2019	Hill	\$ 51,884.00	\$ 10,930.00	\$ -
3/1/2019	Sheriff	Patrol Officer #34 (1384)	Wittenberg	PR	\$ 67,981.00	\$ 40,390.00	2/28/2019	Long	\$ 52,919.00	\$ 12,529.00	\$ (15,062.00)
3/1/2019	Sheriff	Investigator #1 (1378)	Hatin	RT	\$ 74,181.00	\$ 69,456.00	2/28/2019	Wittenberg	\$ 74,181.00	\$ 4,725.00	\$ -
3/1/2019	Civil Service	Civil Service Specialist (2567)	N/A	O	N/A	\$ 43,500.00	4/15/2019	Casey	\$ 43,500.00	\$ -	\$ -
3/1/2019	Civil Service	Civil Service Assistant (2568)	N/A	O	N/A	\$ 40,000.00	3/18/2019	Jernigan	\$ 40,000.00	\$ -	\$ -
4/5/2019	Buildings & Grounds	Janitor #3 (2139)	Heid	PR	\$ 37,194.00	\$ 29,333.00	4/29/2019	Hilton	\$ 34,401.00	\$ 5,068.00	\$ (2,793.00)
4/5/2019	Buildings & Grounds	Cleaner #11 (2264)	Hilton	PR	\$ 32,215.00	\$ 27,438.00	4/29/2019	Kelly	\$ 27,438.00	\$ -	\$ (4,777.00)
4/5/2019	County Attorney	Legal Assistant #2 (1129)	Morgan	O	\$ 48,016.00	\$ 45,000.00	5/1/2019	Calo	\$ 45,000.00	\$ -	\$ (3,016.00)
4/5/2019	Countryside	Institutional Aide Per Diem (2525)	Martindale	RS	\$ 28,026.00	\$ 28,026.00	4/8/2019	Hall	\$ 28,026.00	\$ -	\$ -
4/5/2019	Countryside	Institutional Aide #12 (1870)	Moon	RT	\$ 37,710.00	\$ 28,026.00	4/1/2019	Durkin	\$ 28,026.00	\$ -	\$ (9,684.00)
4/5/2019	Countryside	Food Services Helper per diem (2126)	Durkin	PR	\$ 27,438.00	\$ 27,438.00	vacant				

\* (RT)= Retired, RS= resigned, PR= promotion, O= Other, N= New)

4/5/2019	Health Services	RPN #37 (13295)	Smith	RS	\$ 55,376.00	\$ 47,523.00	4/15/2019	Brouillette	\$ 47,523.00	\$ -	\$ (7,853.00)
4/5/2019	Health Services	RPN #31 (1597)	Hoerter	RS	\$ 48,101.00	\$ 47,523.00	5/6/2019	Koraus	\$ 47,523.00	\$ -	\$ (578.00)
4/5/2019	Planning	N/A	N/A	N	N/A	\$ 38,818.00	4/1/2019	Beck	\$ 38,818.00	\$ -	\$ -
4/5/2019	Public Works	Senior Account Clerk (1207)	Binder	RS	\$ 39,324.00	\$ 33,600.00	6/24/2019	Kossis	\$ 33,600.00	\$ -	\$ (5,724.00)
4/5/2019	Public Works	HEO #14 (2186)	Ross	PR	\$ 45,434.00	\$ 37,633.00	6/24/219	Tyrell	\$ 39,541.00	\$ 1,908.00	\$ (5,893.00)
4/5/2019	Social Services	Asst. SS Attorney- Part Time (20 hours)	DeStefano	RS	\$ 37,741.00	\$ 34,260.00	vacant				
4/5/2019	Social Services	Social Welfare Examiner #17 (1722)	Snowball	PR	\$ 40,922.00	\$ 34,988.00	4/15/2019	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
4/5/2019	Social Services	Social Welfare Examiner #43 (2167)	McKinney	PR	\$ 40,922.00	\$ 34,988.00	5/13/2019	Kelley	\$ 34,988.00	\$ -	\$ (5,934.00)
5/2/2019	Sheriff	Senior Building Maintenance Mechanic/ Auto Mech #1	N/A	O	N/A	\$ 58,586.21	5/1/2019	DuPrey	\$ 61,281.58	\$ 2,695.37	
5/2/2019	Sheriff	Building Maintenance Mechanic #1	N/A	O	N/A	\$ 47,302.07	5/1/2019	Smith	\$ 47,302.07	\$ -	
5/2/2019	Sheriff	Building Maintenance Mechanic PT Temp.	N/A	N	N/A	\$ 47,302.07	5/1/2019	IDiamond	\$ 47,302.07	\$ -	
5/2/2019	County Clerk/DMV	Motor Vehicle Lic. Reg. Clerk PT	LoVerde	RS	\$ 17,050.00	\$ 17,494.00	vacant				
5/2/2019	Public Defender	5th Assistant Public Defender (1078)	Gregor	RS	\$ 63,066.00	\$ 63,066.00	7/22/2019	Leahy	\$ 63,066.00	\$ -	
5/2/2019	Veterans' Services	Program Coordinator Peer to Peer Support Services	N/A	N	N/A	\$ 21,684.00	7/24/2019	Taylor	\$ 21,684.00	\$ -	
6/6/2019	Public Defender	Case Manager- Public Defender	N/A	N	N/A	\$ 40,954.00	vacant				
6/6/2019	Public Defender	Legal Clerk	N/A	N	N/A	\$ 30,520.00	vacant				
6/6/2019	Social Services	Supervisor Case B #5 (2578)	N/A	N	N/A	\$ 49,557.00	7/8/2019	Neel	\$ 60,152.00	\$ 10,595.00	
6/6/2019	Countryside	Institutional Aide #2- Part Time (1894)	Smith	O	\$ 29,594.00	\$ 28,026.00	7/8/2019	Fanna	\$ 28,026.00	\$ -	\$ (1,568.00)
6/6/2019	County Attorney	1st Assistant County Attorney	Lavine	RS	\$ 66,690.00	\$ 65,258.00	vacant				
6/6/2019	IT	Computer Help Desk Technician T #3 (2543)	N/A	O	N/A	\$ 44,000.00	6/10/2019	Boutin	\$ 44,000.00	\$ -	
6/6/2019	Office for the Aging	Meal Site Cook #4 (1938)	Hoey	RS	\$ 35,037.00	\$ 27,438.00	vacant				
6/6/2019	DPW- Up Yonda	Naturalist #2	Badley	PR	\$ 42,384.00	TBD	vacant				
6/6/2019	Public Defender	8th Assistant Public Defender	N/A	N	N/A	\$ 47,500.00	6/17/2019	Duhancy	\$ 47,500.00	\$ -	
6/6/2019	Sheriff	Communication Officer #3 (1431)	Wells	PR	\$ 54,597.00	\$ 40,563.88	6/24/2019	Rivers	\$ 40,563.88	\$ -	\$ (14,033.12)
6/6/2019	Sheriff	Senior Communication Officer #3 (2245)	Helms	PR	\$ 56,790.00	\$ 51,399.70	6/1/2019	Wells	\$ 57,347.00	\$ 5,947.30	\$ 557.00
6/6/2019	Sheriff	Communication Supervisor (1419)	Jeffords	RT	\$ 61,768.00	\$ 54,179.70	6/1/2019	Helms	\$ 59,540.00	\$ 5,360.30	\$ (2,228.00)
6/6/2019	Sheriff	Investigator #4 (1357)	Jeffords	RT	\$ 74,181.00	\$ 72,561.00	5/31/2019	Greiner	\$ 72,561.00	\$ -	\$ (1,620.00)
6/6/2019	Sheriff	Patrol Officer #47	Greiner	PR	\$ 66,361.00	\$ 42,373.00	6/1/2019	Villano	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)
6/6/2019	Social Services	Keyboard Specialist #4 (2096)	Licari	PR	\$ 28,605.00	\$ 28,026.00	vacant				
6/6/2019	Social Services	Keyboard Specialist #7 (2306)	Hanchett	PR	\$ 29,594.00	\$ 28,026.00	6/25/2019	Moore	\$ 28,026.00	\$ -	\$ (1,568.00)
6/6/2019	Social Services	Social Services Investigator #3 (2073)	Meade	RT	\$ 49,286.00	\$ 38,225.00	vacant				
7/1/2019	County Clerk	Motor Vehicle Registration Clerk #1 (1120)	Rivers	RS	\$ 37,436.00	\$ 34,988.00	vacant				
7/1/2019	District Attorney	Crime Victim Specialist Part- Time (2526)	Wilson	O	\$ 29,073.00	\$ 28,668.00	7/8/2019	Choppa	\$ 28,668.00	\$ -	\$ (405.00)
7/1/2019	Public Health	PHN #22 (2549)	N/A	N	N/A	\$ 50,816.00	vacant				
7/1/2019	Public Health	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
7/1/2019	Public Defender	6th Assistant Public Defender (2380)	Bates	RS	\$ 55,149.00	\$ 55,149.00	7/22/2019	Duhancy	\$ 55,149.00	\$ -	\$ -
7/1/2019	Public Defender	7th Assistant Public Defender (2419)	Leahy	PR	\$ 60,327.00	\$ 60,237.00	vacant				
7/1/2019	Sheriff	Patrol Officer #14 (1388)	Habshi	RS	\$ 66,361.00	\$ 42,373.00	7/19/2019	Herrmann	\$ 55,517.00	\$ 13,144.00	\$ (10,844.00)
7/1/2019	Social Services	Senior Social Welfare Examiner (1628)	Hill	PR	\$ 48,786.00	\$ 38,225.00	7/1/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ (4,130.00)
7/1/2019	Social Services	Senior Support Investigator #1 (1742)	Hargraves	PR	\$ 47,786.00	\$ 38,225.00	vacant				
7/1/2019	Social Services	Social Welfare Examiner #14 (1631)	Murray	PR	\$ 40,922.00	\$ 34,988.00	7/10/2019	Rowland	\$ 40,922.00	\$ 5,934.00	\$ -
7/1/2019	Treasurer	Accounting Technician #2	White	O	\$ 47,523.00	\$ 47,523.00	7/1/2019	Rothermel	\$ 47,523.00	\$ -	\$ -
<b>TOTALS:</b>									<b>\$ 151,963.97</b>	<b>\$ (128,895.12)</b>	

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

**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: Civil Service Administration

DATE: 07/24/19

- (a) Purpose of Request:  
Request to amend Resolution #236 of 2019 to correct the name of the service provider to Mountain Medical Services, PLLC.
- (b) Details:  
Original proposal for services was under Standard Medical Services, which is a division of Mountain Medical Services. However in order to properly process payments for services the contract must be in the name of Mountain Medical Services, PLLC. The County Attorney has recommended this request.
- (c) Previous Resolution Number:  
#236 of 2019
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
No funding changes.

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 236 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS GERAGHTY, FRASIER, MCDEVITT, LEGGETT, BRAYMER, SIMPSON, HYDE, DIAMOND, LOEB, MERLINO AND SOKOL

### AUTHORIZING AGREEMENT WITH STANDARD MEDICAL SERVICES TO PROVIDE MEDICAL EXAMINATIONS FOR POLICE AND PATROL OFFICER CANDIDATES

RESOLVED, that Warren County enter into an agreement with Standard Medical Services, 68 Quaker Road, Queensbury, New York 12804 to provide medical examinations for police and patrol officer candidates, as follows:

Services	Rate
Audiogram	\$25.00
Chest X Ray, 1 View	\$60.00
X Ray Interpretation	\$25.00
EKG	\$55.00
Physical Exam Complete, includes urine dip & Vision	\$100.00
PPD	\$35.00
Urine Drug Screens, 10 Panel	\$45.00

for a term commencing on May 17, 2019 and continuing until terminated by either party upon sixty (60) days written notice, and the Chairman of the Board of Supervisors, be and hereby is, authorized to execute said agreement in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code A. 1430 435 Civil Service, Medical Fees.

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: District Attorney****DATE: July 29, 2019**

- (a) Title of Requested Position: **Legal Clerk#1**
- (b) Annual Base Salary (and Grade if Applicable): **\$30,520.00 Grade 5**
- (c) Effective Date for New Position:\* **August 19, 2019**  
\*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): **Secretary \$30,426.00 Grade 4**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1165 110 Salary Regular \$30,030.00.**
- (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: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk # 1 Base Salary of Position: \$31,100.00 30520 Grade: 5 Step 1
Filling at Step # (If Known): 1
Budget code and title: A.1165 110 Salaries Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: 13122/Fox Date of Vacancy: August 19, 2019
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 [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.

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 7/29/19

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 7/29/19

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 7-29-19

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position****DEPARTMENT NAME: District Attorney****DATE: July 29, 2019**

- (a) Title of Requested Position: **Legal Clerk #2**
- (b) Annual Base Salary (and Grade if Applicable): **\$30,520.00 Grade 5**
- (c) Effective Date for New Position:\* **August 19, 2019**  
\*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: **A.1165 110 Salary Regular-Clerk Position to be defunded but kept in salary schedule. \$28,495.00.**
- (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: District Attorney Payroll Dept. No: 5.0  
 Title of Position: Legal Clerk #2 Base Salary of Position: ~~\$39,038.00~~ 30,520 Grade: 5 Step 16  
 Filling at Step # (If Known): 16  
 Budget code and title: A.1165 110 Salaries Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 9263/Derbyshire Date of Vacancy: August 19, 2019  
 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. PCD 7/19/19  
 Human Resources Director has approved this form when initialed. 19-7-19-19

**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 7/29/19

**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 7/29/19

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Criminal Justice + Public Safety

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 7.29.19

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position****DEPARTMENT NAME: District Attorney****DATE: July 29, 2019**

- (a) Title of Requested Position: **Legal Clerk<sup>#3</sup>**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$30,520.00 Grade 5**
- (c) Effective Date for New Position:\* **August 19, 2019**  
\*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: **A.1165 110 Salary Regular-Word Processor position to be defunded but kept in salary schedule. \$37,694.00.**
- (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: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk #3 Base Salary of Position: \$32,177.00 30520 Grade: 5 Step 3
Filling at Step #: 3
Budget code and title: A.1165 110 Salaries Regular Union [x] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [x] Other
Employee No./Last Name: 12870/Troelstra Date of Vacancy: August 19, 2019
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 [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.

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 7/29/19

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 7/29/19

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 7-29-19

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position****DEPARTMENT NAME: District Attorney****DATE: July 29, 2019**

- (a) Title of Requested Position: **Legal Clerk #4**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$30,520.00 Grade 5**
- (c) Effective Date for New Position:\* **August 19, 2019**  
\*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: **A.1165 110 Salary Regular-Keyboards Specialist position to be defunded but kept in salary schedule. \$29,595.00.**
- (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: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk #4 Base Salary of Position: \$31,635.00 30520 Grade: 5 Step 2
Filling at Step # (If Known): 2
Budget code and title: A.1165 110 Salaries Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [X]
Employee No./Last Name: 12977/Graham Date of Vacancy: August 19, 2019
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 [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.

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 7/29/19

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 7/29/19

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 7.29.19

Current Positions Grade/ Step	2019 Earnings	2019 Taxes	2019 Benefits	2019 Total	Law Clerk 2019 Salary- Grade 5	2019 Total with Grade 5 Salary
Clerk- Grade 2, Step 2 (M.G.)	\$ 28,495.00	\$ 2,180.00	\$ 2,622.00	\$ 33,297.00	\$ 31,635.00	\$ 36,437.00
Keyboard Specialist- Grade 3, Step 3 (L.T.)	\$ 29,595.00	\$ 2,264.00	\$ 24,235.00	\$ 56,094.00	\$ 32,177.00	\$ 58,676.00
Word Processor- Grade 4 Step 16 (Y.D.)	\$ 37,694.00	\$ 2,884.00	\$ 13,379.00	\$ 53,957.00	\$ 39,038.00	\$ 55,301.00
Secretary I- Grade 4 Step 1 (M.F.)	\$ 30,030.00	\$ 2,297.00	\$ 9,597.00	\$ 41,924.00	\$ 31,100.00	\$ 42,994.00

Difference Sept.											
2019 Total Difference	2019-Dec 2019	2020 earnings	2020 Taxes	2020 Benefits	2020 Total	Law Clerk 2020	Grade 5	2020 Total with	Grade 5 Salary		
\$ 3,140.00	\$ 1,046.67	\$ 28,984.00	\$ 2,180.00	\$ 2,622.00	\$ 33,786.00	\$	31,635.00	\$	36,437.00		
\$ 2,582.00	\$ 860.67	\$ 30,103.00	\$ 2,264.00	\$ 24,235.00	\$ 56,602.00	\$	32,685.00	\$	59,184.00		
\$ 1,344.00	\$ 448.00	\$ 37,694.00	\$ 2,884.00	\$ 13,379.00	\$ 53,957.00	\$	39,038.00	\$	55,301.00		
\$ 1,070.00	\$ 356.67	\$ 30,546.00	\$ 2,297.00	\$ 9,597.00	\$ 42,440.00	\$	31,616.00	\$	43,510.00		

**RESOLUTION REQUEST FORM NO. 19**  
**Application for Approval to Enroll in Job-Related Courses by Employee**

1. Name: Jignasha Shah
2. Position: Public Health Program Coordinator (attach job description)      3. Department: Health Services
4. Course Title: HEPI 511 Basic Principles of Statistical Inference
5. Institution or School: SUNY Albany School of Public Health
6. Please explain how this course relates to your current position (attach course description):  
 This course teaches the use of statistics and is useful with the agency's Community Health Assessment and Improvement Plan activities. The course is also a requirement for the Certificate of Public Health.
7. Starting Date: 8/26/2019      8. Completion Date: 12/9/2019
9. Cost (attach documentation): Course \$1693.39, which does not include books and other course related
10. Employee Signature: Jignasha Shah      Date: 7/22/19
11. Supervisor Comments (Approve/Deny)  
 Supervisor Signature: Pat Belden ADPOT      Date: 7/22/19
12. Department Head Comments (Approve/Deny)      Is there funding in the departmental budget for this?      (Yes/No)  
 Department Head Signature: Annelle Jones      Date: 7/21/19
13. Human Resources Comments (Approve/Deny)  
 Human Resources Signature: [Signature]      Date: 7/22/19
14. Committee Recommendation:  
 Committee Chair Signature: Edna A. Traversi      Date: 8/1/19

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

**PUBLIC HEALTH PROGRAM COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position is responsible for planning, developing, administering and coordinating a multiple component health program in the Warren County Health Services Department. Duties include developing, coordinating and implementing the program, evaluating program effectiveness and initiating staff development. The incumbent oversees program activities, policies and personnel, including the management of both financial and equipment resources. The work is performed under general supervision, with leeway allowed for the use of independent judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Coordinates and administers the day-to-day operational activities of an assigned program(s);  
 Coordinates program services with various divisions of the Health Department, based on an assessment of community needs and resources as well as departmental goals and objectives;  
 Coordinates program services with other community programs to promote comprehensive services and to prevent the duplication of services;  
 Interprets and implements laws and regulations governing the provision of program services;  
 Evaluates program operations and recommends changes in organization and procedures as required to meet program objectives;  
 Initiates and develops the active participation and cooperation of various professional groups, governmental bodies, volunteer agencies, citizen's groups and educational institutions in the development of the program;  
 Represents the Health Department at meetings with governmental agencies, community groups and the public concerning program components and related community activities;  
 Establishes and maintains frequent contact with State funding managers;  
 Attends and participates in conferences, community meetings and seminars;  
 Develops, implements and evaluates outreach activities directed at the program's target groups as well as the general public;  
 Develops and implements performance standards for quality assurance control;  
 Establishes management systems and administrative procedures to monitor and evaluate the program, and conducts periodic program reviews;  
 Designs and drafts program proposals, including grant applications, for the extension of current programming and for the development of additional related projects;  
 Posts, monitors and maintains agency social media and promote agency  
 Prepares necessary reports as required;  
 Uses computer applications or other automated systems such as word processors, spreadsheets, calculators, e-mail and database software in performing work assignments;  
 May present the Department's position on program issues at Committee meetings.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of Public Health principles and skill in their application to community health programs in the area of assignment;  
 Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;  
 Good knowledge of community and human service agencies;  
 Good knowledge of health education and public relations organizations;  
 Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;  
 Ability to assemble, organize and present information clearly in both oral and in written form;  
 Ability to communicate effectively for public speaking;  
 Ability to establish and maintain effective working relationships with both professional and non-professional personnel, volunteers and community representatives;  
 Resourcefulness;  
 Good judgment;  
 Initiative; Tact.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State college or university with a Master's Degree in public health, health care administration, nursing or closely related field; OR

B) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree in public health, health care administration, nursing or closely related field and two years of experience in the development and/or administration of a health related program(s); OR

C) Graduation from a regionally accredited or New York State college or university with a Bachelor's Degree and three years of experience in the development and/or administration of a health related program; OR

D) An equivalent combination of training and experience as defined between the limits of A), B) or C) above.

Warren County Civil Service  
Adopted: 2.9.18  
JC: Competitive

**Course Description: Fall 2019**

**Course Starting: 8/26/2019- 12/09/2019**

**EPI 551 Principles of Statistical Inference I (3 credits)**

An introduction to the descriptive statistics, measures of central tendency and variability, probability distributions, sampling estimation, confidence intervals and hypothesis testing. Computing will be introduced and used throughout the course.



SPH Home

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Environmental Health Sciences

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Doctor of Public Health

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SPH Faculty

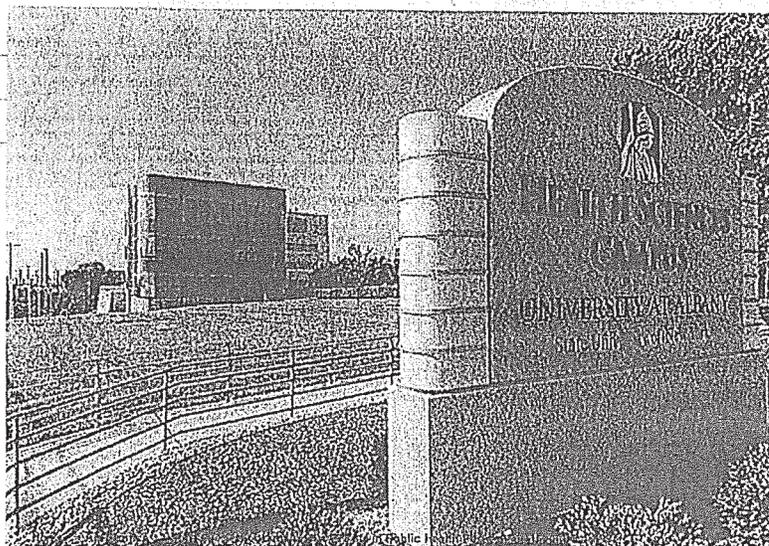
Public Health Practice

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School of Public Health Certificate  
in Public Health Fundamentals &  
Principles  
University at Albany  
One University Place  
Room 120  
Rensselaer, NY 12144

Contact:  
Natalie DeStefano  
Online Program Support Specialist  
518-402-6479  
ephenline@albany.edu

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## Certificate in Public Health Fundamentals and Principles

Learn More About

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Online Courses

Gainful Employment Data (GED)

The University at Albany School of Public Health offers a fully online Certificate program in Public Health Fundamentals and Principles (CPH-FP). The Certificate is aimed at preparing students for the continuously changing challenges in public health and can be used as a first look at public health or to further enhance one's understanding of the complexities of the field. Previous public health experience is not required, although many students in the program may be working in public health settings. Building upon the School's relationship with the New York State Department of Health (DOH) and local health departments, the program acknowledges the emerging need for creative educational modalities in health.

### Program Overview

- Fully online coursework, no in-person class requirements
- Part-time study
- Coursework offered year-round (spring, summer, and fall semesters)
- Multi-disciplinary, competency-based coursework
- Accredited by the Council on Education for Public Health

The program includes 18 credit hours, comprised of the 6 core courses from the MPH program.\* Students may transfer a maximum of one course (3 credits) completed outside the School of Public Health toward the certificate. Students must submit the Request for Transfer of Credit to a Masters Degree or Graduate Certificate Program form to receive approval.

Each student must maintain a cumulative grade point average of 3.0 or higher and submit an application for certificate completion within four years of admission to obtain the certificate.

\*Students who have completed the certificate may apply these courses to a higher degree at the School as long as they have maintained a cumulative grade point average of 3.0 or higher while pursuing the Certificate; have completed the courses within five years of application to the higher degree program; have fulfilled the admission requirements of the desired degree program; and the courses are relevant to the desired degree program. All of the courses required for the Certificate in Public Health Fundamentals and Principles are transferrable to the MPH program.

### Course Descriptions

EPI 500 Principles and Methods of Epidemiology I (3 credits)

Introduction to epidemiology for students majoring in any aspect of public health; covers the principles and methods of epidemiologic investigation, including describing the patterns of illness in populations and research designs for investigating the etiology of disease. Introduces quantitative measures to determine risk, association and procedures for standardization of rates.

EPI 503 Principles of Public Health (3 credits)

This course introduces the students to the basic principles of public health and their application to the development of activities that benefit the health status of populations. The skills of epidemiology, biostatistics, health care planning and policy development, health care administration, and community organization are applied in the assessment of public health needs and the development of prevention and control initiatives.

EPI 651 Principles of Statistical Inference I (3 credits)

An Introduction to the descriptive statistics, measures of central tendency and variability, probability distributions, sampling estimation, confidence intervals and hypothesis testing. Computing will be introduced and used throughout the course.

HPM 500 Health Care Organization, Delivery and Financing (3 credits)

Introduction to healthcare policy and services; arrangements for organizing, delivering, paying for, and financing health care are examined with attention to their rationale, implementation, and effectiveness. Government interventions to ensure access, cost containment and quality are assessed and policy alternatives are considered.



**HPM 325 Social and Behavioral Aspects of Public Health (3 credits)**

This course provides an introduction to the role of social, cultural, psychological, and behavioral factors in determining the health of populations. Students will gain understanding of the significance of social, cultural, psychological and behavioral factors in relation to health status and well-being; learn to analyze public health problems in terms of the social, psychological, cultural, economic, and demographic factors that contribute to or protect from vulnerability to disease, disability and death; and improve their ability to apply social science theory, research, and principles to the critical analysis of the appropriateness of public health interventions.

**EHS 590 Introduction to Environmental Health (3 credits)**

Basic concepts of the modes of transmission of environmental stressors from source or reservoir to host and methods of reducing their impact on human population; basic concepts, methods and premises of environmental risk management.

**Tuition Assistance**

Students who are registered for a minimum of 6 credits can complete the Free Application for Federal Student Aid (FAFSA), listing the University at Albany code 002635, to apply for aid. The Office of Financial Aid will only send financial aid award notices to students who have been accepted for admission and who are registered for 6 or more credits.

Please contact the Office of Financial Aid directly at 518-442-3202 with questions regarding eligibility or how to accept the award.

**PHLOT (Public Health Leaders of Tomorrow)**

Limited funding for tuition assistance is available to local county health department and New York State Department of Health employees enrolled in the Certificate in Public Health Fundamentals and Principles only through the Public Health Management Leaders of Tomorrow (PHLOT) program. Students must submit a Tuition Request Form, proof of employment and documentation of reimbursement first pursued through their employers to be considered.



Anticipated Per Credit Tuition and Fee Rates for Summer 2019  
 Tuition and fees are subject to change without prior notice by official action of the SUNY Board of Trustees.

NYS Undergraduate												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2</sup>
Tuition	285.00	572.00	858.00	1,144.00	1,430.00	1,716.00	2,002.00	2,288.00	2,574.00	2,860.00	3,146.00	3,432.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 355.84</b>	<b>\$ 662.68</b>	<b>\$ 969.52</b>	<b>\$ 1,276.36</b>	<b>\$ 1,583.20</b>	<b>\$ 1,890.04</b>	<b>\$ 2,196.88</b>	<b>\$ 2,503.72</b>	<b>\$ 2,810.56</b>	<b>\$ 3,117.40</b>	<b>\$ 3,424.24</b>	<b>\$ 3,731.08</b>

Out-of-State Undergraduate												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2</sup>
Tuition	988.00	1,976.00	2,964.00	3,952.00	4,940.00	5,928.00	6,916.00	7,904.00	8,892.00	9,880.00	10,868.00	11,856.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 1,057.84</b>	<b>\$ 2,056.68</b>	<b>\$ 3,055.52</b>	<b>\$ 4,054.36</b>	<b>\$ 5,053.20</b>	<b>\$ 6,052.04</b>	<b>\$ 7,050.88</b>	<b>\$ 8,049.72</b>	<b>\$ 9,048.56</b>	<b>\$ 10,047.40</b>	<b>\$ 11,046.24</b>	<b>\$ 12,045.08</b>

NYS Graduate Masters & PHD												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	462.00	924.00	1,386.00	1,848.00	2,310.00	2,772.00	3,234.00	3,696.00	4,158.00	4,620.00	5,082.00	5,544.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 531.84</b>	<b>\$ 1,014.68</b>	<b>\$ 1,497.52</b>	<b>\$ 1,980.36</b>	<b>\$ 2,463.20</b>	<b>\$ 2,946.04</b>	<b>\$ 3,428.88</b>	<b>\$ 3,911.72</b>	<b>\$ 4,394.56</b>	<b>\$ 4,877.40</b>	<b>\$ 5,360.24</b>	<b>\$ 5,743.08</b>

Out-of-State Graduate Masters & PHD												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	944.00	1,888.00	2,832.00	3,776.00	4,720.00	5,664.00	6,608.00	7,552.00	8,496.00	9,440.00	10,384.00	11,328.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 1,013.84</b>	<b>\$ 1,978.68</b>	<b>\$ 2,943.52</b>	<b>\$ 3,908.36</b>	<b>\$ 4,873.20</b>	<b>\$ 5,838.04</b>	<b>\$ 6,802.88</b>	<b>\$ 7,767.72</b>	<b>\$ 8,732.56</b>	<b>\$ 9,697.40</b>	<b>\$ 10,662.24</b>	<b>\$ 11,627.08</b>

NYS Graduate MBA <sup>4,5</sup>												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	619.00	1,238.00	1,857.00	2,476.00	3,095.00	3,714.00	4,333.00	4,952.00	5,571.00	6,190.00	6,809.00	7,428.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 688.84</b>	<b>\$ 1,378.68</b>	<b>\$ 1,958.52</b>	<b>\$ 2,648.36</b>	<b>\$ 3,248.20</b>	<b>\$ 3,848.04</b>	<b>\$ 4,447.88</b>	<b>\$ 5,047.72</b>	<b>\$ 5,647.56</b>	<b>\$ 6,247.40</b>	<b>\$ 6,847.24</b>	<b>\$ 7,447.08</b>

Out-of-State Graduate MBA <sup>4,5</sup>												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	1,016.00	2,032.00	3,048.00	4,064.00	5,080.00	6,096.00	7,112.00	8,128.00	9,144.00	10,160.00	11,176.00	12,192.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 1,085.84</b>	<b>\$ 2,122.68</b>	<b>\$ 3,158.52</b>	<b>\$ 4,194.36</b>	<b>\$ 5,230.20</b>	<b>\$ 6,266.04</b>	<b>\$ 7,301.88</b>	<b>\$ 8,337.72</b>	<b>\$ 9,373.56</b>	<b>\$ 10,409.40</b>	<b>\$ 11,445.24</b>	<b>\$ 12,481.08</b>

NYS Graduate MSW												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	345.00	690.00	1,035.00	1,380.00	1,725.00	2,070.00	2,415.00	2,760.00	3,105.00	3,450.00	3,795.00	4,140.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 514.84</b>	<b>\$ 1,180.68</b>	<b>\$ 1,746.52</b>	<b>\$ 2,312.36</b>	<b>\$ 2,878.20</b>	<b>\$ 3,444.04</b>	<b>\$ 4,009.88</b>	<b>\$ 4,575.72</b>	<b>\$ 5,141.56</b>	<b>\$ 5,707.40</b>	<b>\$ 6,273.24</b>	<b>\$ 6,839.08</b>

Out-of-State Graduate MSW												
Credit Hours	1cr	2cr	3cr	4cr	5cr	6cr	7cr	8cr	9cr	10cr	11cr	12cr <sup>1,2,3</sup>
Tuition	925.00	1,850.00	2,775.00	3,700.00	4,625.00	5,550.00	6,475.00	7,400.00	8,325.00	9,250.00	10,175.00	11,100.00
Academic Excellence Fee	15.63	31.26	46.89	62.52	78.15	93.78	109.41	125.04	140.67	156.30	171.93	187.56
University Fee	5.21	10.42	15.63	20.84	26.05	31.26	36.47	41.68	46.89	52.10	57.31	62.52
Summer Service Fee	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00	49.00
<b>Total Tuition &amp; Fees</b>	<b>\$ 994.84</b>	<b>\$ 1,950.68</b>	<b>\$ 2,866.52</b>	<b>\$ 3,832.36</b>	<b>\$ 4,778.20</b>	<b>\$ 5,724.04</b>	<b>\$ 6,669.88</b>	<b>\$ 7,615.72</b>	<b>\$ 8,561.56</b>	<b>\$ 9,507.40</b>	<b>\$ 10,453.24</b>	<b>\$ 11,400.08</b>

See Individual Course Fees Here

<sup>1</sup> DEGREE-seeking UNDERGRADUATE students are charged by credit (e.g., if 21 credits are taken, 21 credits are charged).

<sup>2</sup> NON-DEGREE UNDERGRADUATE and NON-DEGREE GRADUATE students are charged by CREDIT (e.g., if 21 credits are taken, 21 credits are charged) AND COURSE LEVEL during summer; the undergraduate rate is charged for courses lower than the 500-level, and the graduate rate is charged for courses at the 500-level and above.

<sup>3</sup> DEGREE-seeking GRADUATE students are capped at 12 credits (e.g., students registered for more than 12 credits are charged for 12 credits only). Rates shown for 12 credits are the capped rates.

<sup>4</sup> MSW/MPH and MSW/CRJ Joint Degree Programs - Students begin being charged the MSW rate when they initially enrollment in a MSW course, even if they are enrolled in a mix of MSW and non-MSW courses during the same term.

<sup>5</sup> MSW/PHD Joint Degree Program - Students enrolled in this program must first complete the MSW portion of the program prior to transitioning into the PHD portion of the program. Per SUNY, these students should be charged the MSW rate for the MSW degree and then the lower grad rate once they transition into the PHD segment of the program.  
 Summer rates are actual, per credit rates, hence they differ from the SUNY full-time cap charged during the Fall and Spring semesters.

This page contains anticipated tuition and fee rates for the Summer 2019 term  
 Tuition and fees are subject to change without prior notice by official action of the State University of New York Board of Trustees.

**University Fee**  
 \$5.21 per credit; provides supplemental support for the academic mission of the University. Mandatory for all students.

**Summer Service Fee**  
 \$49.00 supports most services available at the University Health Center and the maintenance and development of technology and electronic resources on campus. Mandatory for all students.

**Academic Excellence Fee**  
 \$15.63 per credit; used to provide resources necessary for maintaining quality academic and student success programs.

**Room Rates Summer 2019**  
 \$250/Week, Liberty Terrace      \$250/Week, Empire Commons

**RESOLUTION REQUEST FORM NO. 19**  
**Application for Approval to Enroll in Job-Related Courses by Employee**

1. Name: Laura Monroe
2. Position: Registered Professional Nurse      3. Department: Health Services  
 (attach job description)
4. Course Title: NUR 440 Research and Evidenced Based Practice
5. Institution or School: Southern New Hampshire University
6. Please explain how this course relates to your current position (attach course description):  
 Nursing interventions are based on research and evidence- based practice. In addition this course is a required course for a Bachelor's degree.
7. Starting Date: 7/1/19      8. Completion Date: 8/19/19
9. Cost (attach documentation): Course \$960 plus books \$66.95
10. Employee Signature: Laura A. Monroe, RN      Date: 7/22/19
11. Supervisor Comments (Approve/Deny)      ADPS  
 Supervisor Signature: Valerie Whisenand      Date: 7/21/19
12. Department Head Comments (Approve/Deny)      Is there funding in the departmental budget for this? (Yes/No)  
 Department Head Signature: Shelley Jones      Date: 7/21/19
13. Human Resources Comments (Approve/Deny)  
 Human Resources Signature: P. Pigeon      Date: 7/22/19
14. Committee Recommendation:  
 Committee Chair Signature: Elma A. Frazier      Date: 8/1/19

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

Warren County Health Services  
Division of Home Care  
1340 State Route 9, Lake George, NY 12845-9803

(518) 761-6415

Toll Free No 1-800-755-8102

Fax No (518) 761-6562

## Registered Nurse

### General Statement of Duties:

The registered professional nurse provides assessment and follow-up care to individuals with identified health care needs and with approval of the individual's primary physician or specialist. Follow-up care can include teaching, skilled intervention, referral to other providers or services, and coordination of other agency services involved with the client.

The practice of home care necessitates an understanding of family dynamics, cultural and socio-economic influences on a individual's perception and response to illness or injury.

### Knowledge and Skills:

- Thorough knowledge of current nursing principles and practice patterns,
- Thorough knowledge of basic clinical nursing practice, including comprehensive physical assessment skills,
- Working knowledge of available community resources, contacts and eligibility requirements,
- Ability to carry out, competently, nursing procedures and techniques of patient care.
- Ability to effectively plan and coordinate nursing care of individuals performed by supportive nursing personnel and paraprofessionals assigned to assist with this care.
- Ability to communicate effectively, both verbally and in writing, with clients, colleagues and the physician community,
- Ability to establish and maintain cooperative working relationships with co-workers, administration and contractors,
- Ability to accept constructive criticism, performance evaluation, and utilize guidance to improve performance,
- Ability to perform duties in accordance with ANA standards for Community Health Nursing (attached)
- Acceptable physical and mental health to carry out the responsibilities of the position.

**Tasks:**

- Assesses the physical and emotional needs of individuals and the impact of illness or injury upon their well-being,
- Observes, evaluates, and reports to the physician the patient's physical and emotional condition, home environment, and their response to treatments and medications, interprets to the physician the social and physical factors in the environment that affect patient care,
- Administers skilled care to patients requiring part time professional nursing care,
- Teaches and supervise patients, their family members, auxiliary nursing personnel, or others rendering care,
- Administers prescribed treatments or emergency care,
- Serves as a team leader/coordinator or case manager in the provision of care to her/his clients,
- Coordinates the plan of care with the physician, physical, occupational, speech therapists, home health aides, as well as, other professional providers involved with clients and their families,
- Counsels and guides individuals and families toward self-help in recognition and solution of physical, emotional, and environmental health care needs,
- Interprets to the patient and family the implications of the diagnosis and the nature of treatment consistent with the action and orders of the physician,
- Plans with the family and physician for care which is feasible within the physical, financial, and emotional resources of the family,
- Helps the patient and family accept responsibility for care,
- Performs nursing procedures using the principles of standard precautions and good infection control according to the latest recommendations of CDC as well as agency policies and procedures. Instructs patients and caregivers to follow these principles and practices as well,
- Maintains necessary records to allow analysis and planning of services and for identifying priorities of care. Documentation is done within agency identified time frames and completed to comply with agency, state, and federal regulations.

- Recognizes attitudes and cultural patterns that are detrimental to health. Helps patients and families to develop attitudes that permit them to make optimum use of health care facilities,
- Provides families with information, support, and encouragement which may help them to adopt attitudes and practices that promote health, reduce anxiety, tension, fear and fatigue,
- Helps individuals and families to accept and adjust positively to physical, psychological, and social limitations,
- Helps the family to accept appropriate medical, hospital, skilled nursing facility, social services programs or other care as needed. Interprets extent and limitations of these services and arranges referral where appropriate. Communicates pertinent family information to the referral agency, with patient's permission,
- Instructs, observes, and supervises home health aides in the performance of routine functions for patients in their homes. This care is based upon a written plan of care established at the time of orientation of the aide and revised as necessary but at least every two weeks.

**Registered Nurse Qualifications:**

- Possession of a current license to practice as a registered nurse in New York State at the time of employment.
- One year or more of clinical practice in an acute care, rehabilitation, or skilled nursing facility preferable.
- Demonstrates competence with basic nursing skills.

*I have read and understand the above job description of RN.*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrators  
Signature/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed Date: \_\_\_\_\_ By Whom: \_\_\_\_\_

Reviewed: 2/19



## Undergraduate Course Syllabus

**NUR 440: Research and Evidence-Based Practice**

Center: Online

Credits: 3

### Course Prerequisites

Must be enrolled in Nursing program

### Course Description

Undergraduate students will be introduced to theory-guided and evidence-based nursing practice. Students will acquire the skills to become proficient consumers of nursing research. Focus is placed on understanding established research methodologies, ways of knowing in nursing, and developing the knowledge, attitudes, skills, and behaviors to retrieve and critique published studies for application to evidence-based nursing practice. This three-credit course will include 45 hours of practical application of knowledge, skills, and attitudes required of the baccalaureate-prepared nurse.

### AACN Essentials

This course meets the following AACN Essentials of Baccalaureate Education for Professional Nursing Practice:

- Essential II: Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Essential IV: Information Management and Application of Patient Care Technology
- Essential VI: Interprofessional Communication and Collaboration for Improving Patient Health Outcomes

### Course Outcomes

- Assess diverse ways of knowing in nursing for their appropriateness in conducting nursing research and evidence-based nursing practice
- Critique relevant primary research sources for their potential to provide evidence-based solutions to clinical nursing problems
- Employ principles of ethical conduct of research in seeking evidence-based resources that support professional nursing practice changes
- Propose evidence-based recommendations for practice changes that address clinical nursing problems for improving quality of care

### Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through SNHU's online bookstore, [MBS Direct](#), rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the Help Desk, your advisor, and the instructor can provide you with support if you have problems.

Polit, D. F., & Beck, C. T. (2017). *Essentials of nursing research: Appraising evidence for nursing practice* (9th ed.). Philadelphia: Wolters Kluwer Health /Lippincott Williams & Wilkins. ISBN: 978-1-4963-5129-6

American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN: 978-1-4338-0561-5

#### Optional Materials

American Nurses Association. *Nursing: Scope and standards of practice* (package of three books).

#### Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

#### Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	6	30	180
Critiques	2	80	160
CITI Training	1	50	50
Journal	1	30	30
Peer Review	1	30	30
Reflection Journal	1	20	20
Final Project			
Milestone One	1	30	30
Milestone Two	1	30	30
Milestone Three	1	40	40
Milestone Four	1	30	30
Final Submission	1	400	400
		<b>Total Course Points:</b>	<b>1,000</b>

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

#### University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67

B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

\* Please refer to the [policy page](#) for information on the incomplete grade process.

#### Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignments and Rubrics section of the course.

#### Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	<p>Nursing Research and Its Role in Evidence-Based Practice</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapters 1, 2, and 3</p> <p>1-1 Discussion: Ways of Knowing in Nursing</p> <p>1-2 Final Project: Review</p> <p>1-3 Milestone One: Topic Proposal</p> <p>1-4 Library Research Guide</p>
2	<p>Identifying Research Problems, Questions, and Hypotheses</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapters 4 (The content of research journal articles, The style of research journal articles, Critiquing research papers: introduction and what is a research critique?) and 8</p> <p>2-1 Milestone Two: PICO(T) Question</p> <p>2-2 Discussion: Assessing Article Sections</p>

3	<p>Ethics in Research</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapter 5</p> <p>3-1 Discussion: Ethics in Research</p> <p>3-2 CITI Training: Begin Work</p>
4	<p>Research in Literature</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapters 4 and 7</p> <p>4-1 Activity: Search Methods Flowchart (Non-Graded)</p> <p>4-2 Discussion: Locating Research</p> <p>4-3 Milestone Three: Annotated Bibliography</p> <p>4-4 CITI Training: Continue Work</p>
5	<p>Quantitative Research</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapters 9, 10, 14, and 15</p> <p>5-1 Discussion: Quantitative Evaluations</p> <p>5-2 Quantitative Critique</p> <p>5-3 Milestone Four: Evidence Table</p> <p>5-4 CITI Training: Continue Work</p>
6	<p>Qualitative Research</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapters 11, 12, 13, 16, and 17</p> <p>6-1 Discussion: Qualitative Evaluations</p> <p>6-2 Qualitative Critique</p> <p>6-3 CITI Training: Submit</p>
7	<p>Applying Evidence to Practice</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Chapter 18</p> <p>7-1 Journal: EBP Recommendations</p> <p>7-2 Final Project Submission: Integrative Review of the Literature</p> <p>7-3 Peer Review: Post Abstract</p>
8	<p>Reflection</p> <p><i>Essentials of Nursing Research: Appraising Evidence for Nursing Practice</i>, Review</p> <p>8-1 Discussion: Peer Review</p> <p>8-2 Reflection Journal</p> <p>8-3 Reminder: Archive Your Final Project (Non-graded)</p>

#### Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

#### Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

**SNHU College of Online and Continuing Education Student Handbook**

Review the [student handbook](#).

**ADA/504 Compliance Statement**

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

**Contact Information:**

Online Accessibility Center

Phone: 866-305-9430

Email: [oac@snhu.edu](mailto:oac@snhu.edu)

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center website](#).

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services webpage](#).

**Academic Honesty Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

**Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

**SNHU College of Online and Continuing Education Withdrawal Policy**

Review the [full withdrawal policy](#).

**Southern New Hampshire University Policies**

More information about SNHU policies can be found on the [policy page](#).

**Student Work Samples**

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email [assessmentcalibration@snhu.edu](mailto:assessmentcalibration@snhu.edu).



SNHU Account Statement/Bill

ACCOUNT# 0410256 CE Laura Pennoe		UNALLOCATED DEPOSITS	
		Deposit Type	Amount
Bill to: Laura Pennoe 111 Stone Schoolhouse Rd. Lake George NY 12845			

ACCOUNT SUMMARY			
Account	Pending Financial Aid		Net Amount Due
Balance	0.00		960.00

PENDING FINANCIAL AID				
Award Term	Estimated Financial Aid	Forfeited Amount	Net Amount	Action Needed

ACCOUNT ACTIVITY					
Date	Number	Code	Description	Charges	Credits
05/01/19			*** BALANCE FORWARD ***	960.00	
05/27/19	881961625		MANCHESTER PAYMENT - THANK Y		960.00
07/17/19	808476968		REGISTRATION - 19EN6	960.00	
Total:				1,920.00	960.00

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All

**Shop school essentials**

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Lake George 12845

[Browsing History](#) [Today's Deals](#)

EN Hello, Laura [Account & Lists](#) [Orders](#) [Prime](#) [0 Cart](#)

[Your Account](#) [Your Orders](#) [Order Details](#)

## Order Details

Ordered on June 30, 2019 Order# 113-0477886-8900227

[View or Print Invoice](#)

Shipping Address	Payment Method	Order Summary										
Laura Monroe 111 STONE SCHOOLHOUSE RD LAKE GEORGE, NY 12845-6929 United States	**** 1107	<table border="0"> <tr> <td>Item(s) Subtotal:</td> <td>\$35.76</td> </tr> <tr> <td>Shipping &amp; Handling:</td> <td>\$0.00</td> </tr> <tr> <td>Total before tax:</td> <td>\$35.76</td> </tr> <tr> <td>Estimated tax to be collected:</td> <td>\$2.50</td> </tr> <tr> <td><b>Grand Total:</b></td> <td><b>\$38.26</b></td> </tr> </table>	Item(s) Subtotal:	\$35.76	Shipping & Handling:	\$0.00	Total before tax:	\$35.76	Estimated tax to be collected:	\$2.50	<b>Grand Total:</b>	<b>\$38.26</b>
Item(s) Subtotal:	\$35.76											
Shipping & Handling:	\$0.00											
Total before tax:	\$35.76											
Estimated tax to be collected:	\$2.50											
<b>Grand Total:</b>	<b>\$38.26</b>											

### Transactions

#### Delivered Jul 2, 2019

Package was left inside the residence's mailbox



Essentials of Nursing Research: Appraising Evidence for Nursing Practice  
Polit PhD FAAN, Denise F.  
Sold by: Mary Bookstore  
Return eligible through Aug 1, 2019  
\$35.76  
Condition: Used - Very Good

[Buy it again](#)

- [Track package](#)
- [Return items](#)
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### Recommended for you based on Essentials of Nursing Research: Appraising Evid...

Page 1 of 12

Study Guide for Essentials of Nursing Research Denise F. Polit PhD...	Publication Manual of the American Psychological Association 6th Edition...	Evidence-Based Practice in Nursing & Healthcare: A Text and Reference Manual Bernadette Mazurek...	Maternity and Pediatric Nursing Susan Ricci ARNP...
6	4,661	115	49
Paperback \$24.83	Paperback \$28.45	Paperback \$73.64	Hardcover \$68.12

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Blurring The Edges



Uninvited



Thank U



Jagged Little Pill

**RESOLUTION REQUEST FORM NO. 19**  
**Application for Approval to Enroll in Job-Related Courses by Employee**

1. Name: Monica I Stark
2. Position: Junior Accountant 3. Department: Treasurer  
 (attach job description)
4. Course Title: Advanced Accounting , Intro to Mathematical Modeling in Business
5. Institution or School: SUNY Plattsburgh
6. Please explain how this course relates to your current position (attach course description):  
 These courses are required in order to receive my bachelors degree in accounting They help me improve my knowledge with regards to my daily job duties as a junior accountant.
7. Starting Date: August 26,2019 8. Completion Date: December 13,2019
9. Cost (attach documentation): \$ 700.00
10. Employee Signature: Monica Stark Date: 7/22/19
11. Supervisor Comments (Approve/Deny)  
 Supervisor Signature: [Signature] Date: 7/22/19
12. Department Head Comments (Approve/Deny) Is funding in the department budget? (Yes/No)  
 Department Head Signature: [Signature] Date: 7/22/19
13. Human Resources Comments (Approve/Deny)  
 Human Resources Signature: [Signature] Date: 7/23/19
14. Committee Recommendation (Approve/Deny)  
 Committee Chair Signature: [Signature] Date: 8/1/19

If approved by Committee, and resolution approving the course is adopted by the Board of Supervisors, candidate may enroll and be eligible for up to 50% reimbursement for costs in number 9 above. Employee must complete the course with at least a grade of C, its equivalent, or better. Employee then submits a Tuition Reimbursement Voucher with receipts verifying costs as listed and a copy of their final grade.

701307996 Monica Stark  
 Fall 2019  
 Jul 22, 2019 12:20 pm

## Student Schedule

Total Credit Hours: 6.000

CRN	Course Number	Title	Reg. Credits Stat	Grade Mode	Date Range	Days	Time	Location	Assigned Instructor
7368	ACC 401 WB1	Advanced Accounting	RW 3.000	Standard Letter	Aug 26, 2019 - Dec 13, 2019		TBA	Web Course (WEB)	Samy Garas
8444	MGM 350 WB1	Introduction to Mathematical Modeling in Business	RW 3.000	Standard Letter	Aug 26, 2019 - Dec 13, 2019		TBA	Web Course (WEB)	TBA

**RELEASE: 7.6S1**

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Fall 2019  
Jul 22, 2019

## Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

### ACC 401 - Advanced Accounting

Advanced financial accounting measurement and reporting issues including the following topics: mergers and acquisitions; consolidated financial statement; partnerships; governmental and not for profit organizations; accounting for financially distressed firms; foreign currency financial statements and foreign currency transactions. Prerequisite(s): ACC302. Semester(s) Offered: Fall.

3.000 Credit hours  
3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture, Lecture/Web Hybrid, Web  
All Sections for this Course

Business and Economics Division  
Accounting (Academic) Department

#### Course Attributes:

Upper Division Requirement

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[XML Extract](#)

**RELEASE: 8.7.2.4**

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Fall 2019  
Jul 22, 2019

## Catalog Entries

Select the Course Number to get further detail on the course. Select the desired Schedule Type to find available classes for the course.

### **MGM 350 - Introduction to Mathematical Modeling in Business**

This course is an introduction to the principles and practice of Operations Research. In particular, the course focuses on mathematical programming and optimization techniques, which develop and use mathematical models to solve complex business problems and support managerial decision making. The course will cover basic deterministic methods of operations research (linear programming, network flows, integer programming, transportation, assignment, and transshipment problems, project management (CPM/PERT), data envelopment analysis (DEA), multicriteria decision models) and their applications to resource allocation problems in business. The emphasis is on mathematical formulation of real world business problems, interpretation of computer solutions, and sensitivity analysis of optimal solutions. Prerequisite(s): ECO260, MAT221, MIS275, MGM280. Semester(s) Offered: Fall, Spring.

3.000 Credit hours

3.000 Lecture hours

**Levels:** Undergraduate

**Schedule Types:** Lecture, Lecture/Web Hybrid, Televised/Videoconferenced, Web

All Sections for this Course

Business and Economics Division

Mgmt, Info Systems & Analytics Department

**Course Attributes:**

Liberal Arts, Upper Division Requirement

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**RELEASE: 8.7.2.4**

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701307996 Monica Stark  
Jul 22, 2019 12:16 pm

Due Date: 16-AUG-2019

# SUNY Plattsburgh Account Summary by Term

## FALL 2019 TUITION AND FEES

Description	Charge	Credit
<b>TUITION &amp; MANDATORY FEES</b>		
Tuition	1,770.00	
Career Services Fee	19.98	
College Fee	10.20	
Technology Fee	101.28	

## PAYMENTS AND FINANCIAL AID

Federal Pell Grant

1,511.00

## BALANCE DUE

390.46

+ 309.54

*estimated costs*

*(textbooks both courses)*

[Process an Online Student Payment] | [Enroll in the College Payment Plan]

PROXY - Process a Guest Payment

\$ 700

RELEASE: 8.0

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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~~ Building & Grounds Payroll Dept. No: 19.13
Title of Position: Cleaner #6 Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1624 Cleaner #6 Union [checked] Non-Union [ ]
This position is vacated due to: [checked] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 11219/JOSEPH TRENTACOSTE Date of Vacancy: 07/01/2019 08/01/2019
Is this position mandated? [ ] Yes [checked] No Is the position reimbursable? [ ] Yes [checked] 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 [checked] 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. 10/29/19

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 7/9/19

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 Frank E. Thomas Date 7/10/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works County Facilities
[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 7/23/19

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: 37.05
Title of Position: Part Time Public Health Liaison (24 hrs/ week avg) Base Salary of Position: \$16.15/hr Grade: 7
Filling at Step # (If Known):
Budget code and title: A.4189.130 Public Health Bioterrorism- Part Time salaries Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: #13110/ Oxford and #10829/Potter Date of Vacancy: 2/28/2018 and 5/3/19
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 100% [ ] State % [ ] Other %

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. RCN 1/22/19
Human Resources Director has approved this form when initialed. [Signature] 7-22-19

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 7/22/19

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 7/23/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
[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 Edna A. Francis Date 7/23/19

RX Date/Time 07/03/2019 13:50 5186963948  
TOWN OF STONY CREEK Fax:5186963948  
07/03/2019 13:33 Warren Co. Board of Supervisors

Jul 3 2019 14:04 P.02  
(FAX) 518 701 7032

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: Sheriff Payroll Dept. No: 30.00  
Title of Position: Communications Officer #20 Base Salary of Position: 40563.88 Grade:  
Filling at Step # (if known): 1  
Budget code and title: A.3020 110 Union [x] Non-Union [ ]  
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [x] Other  
Employee No./Last Name: Created at Budget Date of Vacancy: 1/1/2019  
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

[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. 7/2/19  
Human Resources Director has approved this form when initialed. 7/2/19

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: 7/2/19

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: 7/3/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Criminal Justice & Public Safety  
[ ] 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: 7-03-19

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 #TBD Base Salary of Position: \$43,390 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [checked] Promotion [ ] Other
Employee No./Last Name: TBD - to backfill promotion to Sr. CW #3 Date of Vacancy: TBD
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [ ] Other %

[Handwritten signature]

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.
Human Resources Director has approved this form when initialed. [initials] 7/19/19

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 7/22/19

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 Frank E. Thomas Date 7/23/19

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 Edna A. Travers Date 7/29/19

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: 40.02  
 Title of Position: Social Services Attorney Base Salary of Position: \$77,688 Grade: \_\_\_\_\_  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: 12202/Perry Date of Vacancy: 07.22.19  
 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: PO 7/19/19  
 Human Resources Director has approved this form when initialed. SF 7/19/19

**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 7/22/19

**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 7/23/19

**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. Taylor Date 7/29/19

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: 40.00
Title of Position: Social Welfare Examiner #20 Base Salary of Position: \$34,988 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: 11759/Rowland - lateral transfer from SWE #14 Date of Vacancy: 07/10/19
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 50 % [X] State 25 % [ ] Other %

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. 7/22/19

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 7/22/19

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 [Signature] Date 7/23/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human + Social Services
[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 7/29/19

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. Caseworker #3 Base Salary of Position: \$46,492 Grade: 18
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [x] Promotion [ ] Other [checked]
Employee No./Last Name: 12202/Montanye - Internal transfer to Sr. CW #14 Date of Vacancy: 08/5/19
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [ ] Other %

[Handwritten signature]

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.
Human Resources Director has approved this form when initialed.

[Handwritten initials and date]

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 [Handwritten signature]

Date 7/22/19

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 Frank E Thomas

Date 7/23/19

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 Edna G France

Date 7/29/19

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.

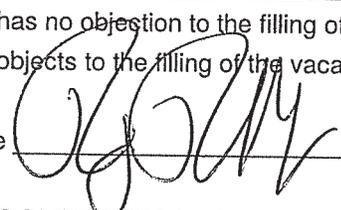
**DEPARTMENT HEAD COMPLETES THIS SECTION**

Department: SOCIAL SERVICES Payroll Dept. No: 40.01  
 Title of Position: Sr. Caseworker #4 Base Salary of Position: \$46,492 Grade: 18  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: A6010 110 - Salaries - Regular Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other \_\_\_\_\_  
 Employee No./Last Name: 11050/Neel - promoted to Case Supervisor Date of Vacancy: 07/8/19   
 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. Done 7/19/19  
 Human Resources Director has approved this form when initialed. JK 7/19/19

**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 7/19/19

**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 7/23/19

**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 Eric A. Traversi Date 7/29/19