

**SUPPORT SERVICES COMMITTEE**  
**COUNTY ATTORNEY AGENDA**  
**APRIL 29, 2019**

***Committee Members: Supervisors Loeb, Leggett, Sokol, Hyde, Magowan, Hogan, Wild,  
Driscoll, Dickinson***

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
- IV. Referrals/Pending Items:  
None.
- V. Discussion Items:
  - 1) Litigation status update
  - 2) Employment update
  - 2) CAASNY conference
  - 3) Nursing homes
- VI. Privilege of the Floor to discuss any additional items to come before the Committee
- VII. Motion to adjourn

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Attachments:



Apr. 10, 2019

Mary Elizabeth Kissane  
Warren County Attorney  
1340 State Route 9  
Lake George, NY 12845

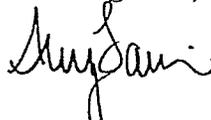
Dear Mary,

Please accept this letter as notice of my resignation from the position of First Assistant Warren County Attorney.

Please know how grateful I am to have had the opportunity to work in this position. I have genuinely enjoyed my time with the County Attorney's Office, and the knowledge and experience that I've gained here is invaluable. I can't express strongly enough how much I appreciate all of the guidance and mentoring that you've given me, and I have nothing but admiration for all of your accomplishments as the Warren County Attorney.

I have accepted a new position working in Albany and will be starting soon. In the meantime, I would be happy to continue working until April 12, 2019.

Best regards,



Amy Lavine

SCHEDULE "A"  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)  
 Out-of-State (Requires Board resolution)

The Support Services hereby authorizes Ryan Dickey  
(Supervisory Committee) (Employee Name)

to attend CAASNY  
(Name of meeting or organization)

at Otesaga, Cooperstown, NY on 5/20-21/19  
(Address) (Dates)

Meeting/Convention Cost: \$250 Mode of transportation to be used: personal  
(County Vehicle or Mass Transportation)

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

Proper documentation must be attached when submitting for approval. \$ 544.00  
 (Please check documents attached)

Notice of meeting or convention including cost. Total Cost of Travel \$ 294.00  
(travel and meeting/convention cost) *APL*

**For Overnight Travel** Funding in Budget?  Y  N

Room rate \$ 294.00 GSA\* Rate \$ 94.00

Meal costs - GSA\* per diem rate \$ 55 Budget Code: A.1420 444  
\* [www.gsa.gov](http://www.gsa.gov)

Date: 3/28/19

*Mary Ellen Fair*  
 Department Head Signature

Date: 3/28/19

*[Signature]*  
 County Administrator Signature

Date: 4/5/19

*William Lott*  
 Committee Chairman Signature

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

\*\*\*\*\*  
 Please check to request a fleet vehicle.  **REQUEST FOR USE OF FLEET VEHICLE**

Filing Instructions:

1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

**SCHEDULE "A"**  
**AUTHORIZATION TO ATTEND MEETING OR CONVENTION**

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)  
 Out-of-State (Requires Board resolution)

The Support Services (Supervisory Committee) hereby authorizes Mary Kissane (Employee Name)

to attend CAASNY (Name of meeting or organization)

at Otesaga, Cooperstown, NY (Address) on 5/20-21/19 (Dates)

Meeting/Convention Cost: \$150 Mode of transportation to be used: personal  
(County Vehicle or Mass Transportation)

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

Proper documentation must be attached when submitting for approval.  
(Please check documents attached)

Notice of meeting or convention including cost. Total Cost of Travel \$ 0.00 ~~\$ 150.00~~  
(travel and meeting/convention cost)

**For Overnight Travel**

Room rate \$ 0.00 GSA\* Rate \$ 94.00

Funding in Budget?  Y  N

Meal costs - GSA\* per diem rate \$ 55 Budget Code: A.1420 444  
\* [www.gsa.gov](http://www.gsa.gov)

Date: 3/28/19

Mary Ellen Knie  
 Department Head Signature

Date: 3/28/19

[Signature]  
 County Administrator Signature

Date: 4/5/19

Wilbur Loch  
 Committee Chairman Signature

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

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