

OFFICE OF THE WARREN COUNTY CLERK
PAMELA J. VOGEL, COUNTY CLERK
SUEANNE S. LINEHAN, DEPUTY

**Warren County Support Services Committee: Co. Clerk/DMV
April 29, 2019 – 12:10pm**

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting
- III. Action Agenda/New Business:
 - A. **Notice to Fill (Extension – previously approved): MV License Reg. Clerk Part Time (A.1410 130) PT Salaries:**

Due to resignation Oct. 2018, office received approval to fill the MV License Reg Clerk PT position at the 10/22/2018 committee meeting. The office requests approval to extend the NTF for the MV License Reg. Clerk Part-time (Grade 8, approx. \$ 16.82 hr/1040 hours/fill at base entry level). Position will be filled from from a canvas of Civil Service applicants interested in the part-time position / no benefits. DMV schedule applies.
 - B. **Transfer of Funds from County Funds: \$ 300 for Petty Cash Bank – DMV**

At request of NYS DMV Auditors, office requests increase in current specie/currency fund(used by the DMV Principal Audit Clerk to reconcile MV Clerk account exchange). Currently at \$ 200. Increase to \$ 500. Warren Co. Treasurer procedures apply.

Addenda: Additional Note:

Clerk will be submitting in-state travel request to Co. Administrator for attendance at NYSACC – County Clerk's Summer Conference – approx. 6/2-6/4. A 1410 444.

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Clerk - *DMV*

SIGNED: *Samela J. Vogel*

DATE: 4/23/2019

FROM CODE TITLE TO CODE TITLE AMOUNT

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1410	Cut check to county clerk to purchase currency.	\$ 300

Please state reason for transfer request:

To create additional specie/currency funds for Bank Bag for DMV office accounting. NYS DMV Audit Requirement.
Please file original request with Clerk of the Board and retain copy for your records.

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: County Clerk DMV Payroll Dept. No: 15
Title of Position: Motor Vehicle Lic Reg Clerk PT Base Salary of Position: \$34,988(\$ 16.82 hr) Grade: 8
Filling at Step # (If Known): Entry *Extension from 10-22-18 Committee*
Budget code and title: A.1410 130 Co. Clerk Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12892/LoVerde Date of Vacancy: Dec 2019 2018 *[Signature]*
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____% Co. Retains \$ for transactions

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. *[Signature]*
Human Resources Director has approved this form when initialed. *[Signature]* 4/16/19

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 4/16/19

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 4/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature William Loeb Date 4/29/19

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: County Clerk DMV Payroll Dept. No: 15
Title of Position: Motor Vehicle Lic Reg Clerk # 10 Base Salary of Position: \$ 34,102 Grade: 8
Filling at Step # (If Known):
Budget code and title: A 1410 110 Full-Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: 12892 / Lovende 13022 / Catalte Date of Vacancy: 10/26/2018
Is this position mandated? [X] Yes [] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other % Co. Retention for all transactions

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. [Signature] 10/16/18

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/16/18

BUDGET OFFICER COMPLETES THIS SECTION

[] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

[] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature _____ Date _____