

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

Warren County Support Services Committee: Co. Clerk/DMV
Aug. 19, 2019 10:05 a.m.

- I. Committee Meeting Call to Order
- II. Motion to approve minutes of prior committee meeting (No pending items).
- III. Action Agenda/New Business:

A. Notice to Fill: Sr. Legal Recording Clerk - Grade 12 – Base: 38,818

Due to the untimely death of Sr. Legal Recording Clerk Theresa Ryther, 25 years of service to Warren County, a vacancy now exists in the Office of the County Clerk. Position requires a established work experience in the office of the County Clerk; is a supervisory position, with comprehensive knowledge of Clerk electronic document management systems, real property recordings, and principal liaison to the Supreme Court chambers and Combined Court office. Appointment will be provisional pending successful Civil Service examination. Appointment will necessitate backfilling from the vacated subordinate position: Legal Recording Clerk or Recording Clerk.

Notice to Fill: Legal Recording Clerk/Recording Clerk – Gr. 7 – Base: 33,600

With the appointment of the Sr. Legal Recording Clerk from current staff, a vacancy will exist in the position of either Legal Recording or Recording Clerk. Appointment will be from available Civil Service list. In the event that a list is not available, posting of the position will occur in accordance with NYS Civil Service guidelines.

Note: Both *Notices to Fill* have been forwarded to Civil Service, Human Resources, Administrator and Budget Officer for review.

- B. Records Management: (2019-2020 LGRMIF Grant) – Resolution 517 of 2018:** Approved Submission of Grant. Warren County Clerk has now received notice of the award of a digital imaging grant (# 0580-20-8305) in response to the earlier submission. Grant project: July 2019-June 30, 2020. Total Award: \$ 74,100 Amt: \$ 37,050 (to be received in 2019); \$ 37,050 (to be rec'd in 2020). Warren County 2019 Budget will be amended to accommodate funds received in 2019; balance will be budgeted for 2020.

2019 Revenue Account:	A.1460 3060	\$ 37,050
2019 Appropriation Account:	A.1460 425 Reproduction	\$ 37,050

No further business.

RESOLUTION REQUEST FORM NO. 7

*Request to Amend County Budget**

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: County Clerk- Records Management

DATE: 8/13/2019

(a) Purpose of Amendment:

The Warren County Clerk has been awarded a grant from the Local Government Records Management Improvement Fund (LGRMIF) to digitize long-term case files. Grant Project Number is 0580-20-8305 (July 2019-June 30, 2020) in the amount of \$ 74,100. Project funds will be disbursed to Warren County in two or more payments. The initial payment of \$ 37050 will be received in 2019. The Warren County 2019 budget is being amended to reflect the initial 2019 payment. This is not a continuation of a previous grant.

(b) Appropriation Code, Object Code, Full Title and Amount:

A.1460 425 Records Management - Reproduction - \$ 37050

(c) Revenue Code (with title), and Amount:

A.1460 3060 Records Management - \$ 37050

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 Payroll Dept. No: 15
Title of Position: Sr. Legal Recording Clerk Base Salary of Position: \$38,818 Grade: 12
Filling at Step # (If Known):
Budget code and title: A.1410 110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 8891/Ryther Date of Vacancy: 7/15/2019
Is this position mandated? [checked] Yes [] 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 [checked] 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

[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 8/19/19

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 8/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 William Pook Date 8/19/19

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 Payroll Dept. No: 15
Title of Position: Legal Recording/Recording Clerk #TBD Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.1410 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: TBD
Is this position mandated? [X] Yes [] 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 [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 8/19/19

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 8/19/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support 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 8/19/19