

**PERSONNEL & ADMINISTRATION COMMITTEE**

**AGENDA**

**MARCH 5, 2020**

**Committee Members:** *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

- 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) 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.
- B) Request to rescind Resolution No. 594 of 2019 which authorized an agreement with Milliman for Independent Medical Claim Actuarial Services as the Health Insurance Working Group has decided not to move forward with the re-price at this time.
- C) Request for a new contract with Adirondack EAP to serve as the Independent Employee Assistance Service Provider for Warren County.

***Civil Service-***

- D) Request to create a Facebook Page for the Civil Service Office. *Note: no resolution required - only Committee consensus needed to proceed.*
- E) Request to re-appoint Patricia C. Nenninger as Personnel Officer for a six year term commencing on April 28, 2020 and terminating on April 27, 2026.

**2) Referrals from the Economic Growth & Development and Higher Education Committee, Employment & Training:**

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Office Specialist (Part Time), *Grade 7, Base Annual Salary \$33,600*, and delete the position of Employment & Training Counselor #1 (Part Time) effective March 23, 2020.
- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Employment & Training Coordinator, *Grade 8, Base Annual Salary \$34,988*, and delete the vacant position of Senior Employment & Training Counselor effective March 23, 2020.

**3) Referrals from the Health Services Committee:**

***Office for the Aging-***

- A) Request to amend the Table of Organization and Salary Schedule to reduce the hours of Meal Site Cook #2 from 30 hours/week to 25 hours/week (Indian Lake Meal Site), based on the staffing requirements outlined by the New York State Office for the Aging, effective March 23, 2020.

***Public Health -***

- B) Request to amend Resolution No. 307 of 2013 and Resolution No. 454 of 2015 to exempt Warren County retired/retiring and/or resigning nurses from being hired at the fifth year salary rate and authorize the Director of Public Health and Patient Services to pay those desiring to return to the Health Services Department in a Per Diem Capacity, up to the grade and step at retirement/resignation, effective retroactive to January 1, 2020.

**4) Referrals from the Human Services Committee:**

***Countryside-***

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Laundry Worker -Part-Time, *Grade 2, Base Annual Salary \$27,438*, effective retroactive to March 15, 2020.

***Social Services-***

- B) Request to reclassify the position of Sr. Account Clerk #5, *Grade 7, Base Annual Salary \$42,036*, to Principal Account Clerk #2, *Grade 10, Base Annual Salary \$46,615*, effective March 23, 2020.
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new positions of Caseworker #38 and Caseworker #39, *Grade 16, Base Annual Salary \$43,390*, effective March 23, 2020.

5) **Referral from the Public Safety Committee, Sheriff:**

Request to add the Civil Service title of Special Patrol Officer to the Sheriff's Office allow the Sheriff's Office to hire retired Patrol Officer's for School Resource Officer positions without participating in Civil Service examinations and allow for submission of waivers for increased wages without having to demonstrate a difficulty to hire.

6) **Referral from the Public Works Committee, DPW:**

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Engineer II, *Grade 17, Base Annual Salary \$73,670*, and delete the position of Engineer 1 #2, *Grade 13, Base Annual Salary \$65,948*, effective March 21, 2020.

7) **Requests/Items to be Discussed by the County Administrator:**

- A) Request to authorize the Chairman of the Board to enter into an agreement to accept funding through NYSOILS Distribution #10 (C100052).
- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Senior Planner, *Grade 20, Annual Base Salary of \$49,557*, and delete the position of Assistant County Planner #2.
- C) Discussion regarding the creation of Director of Public Affairs position.
- D) Referral from the February 21, 2020 Board Meeting regarding procedure for appointments to the Warren and Washington Counties Industrial Development Agency.
- E) Appointment of Larry Stephenson to the Warren and Washington Counties Industrial Development Agency.

V. **Pending Items:**

*Personnel* - None.

*Higher Education* - None.

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

- Buildings* - Cleaner #11, *Grade 2, Base Annual Salary \$27,438*, due to resignation.
- Countryside* - Institutional Aide #1 - Full-Time, *Grade 3, Base Annual Salary \$28,026*, due to promotion.
- County Clerk* - Motor Vehicle License Reg. Clerk #7, *Grade 8, Base Annual Salary \$34,988*, due to resignation.
- Public Health* - WIC Assistant, *Grade 5, Base Annual Salary \$30,520 (2019 Rate/2020 Rate TBD)*, due to resignation.
- Office for the Aging* - Meal Site Cook #2, *Grade 2, Base Annual Salary \$27,438 (25hr/week)*, due to retirement.  
- Meal Site Manager #4, *Grade 2, Base Annual Salary \$27,438 (30hr/week)*, due to retirement.
- Social Services* - Social Welfare Examiner #8, *Grade 8, Base Annual Salary \$34,988 (2019)*, due to promotion.

**Positions filled on emergency basis since last meeting:**

- Assigned Counsel* - Clerk - PT, *Grade 2, Base Annual Salary \$27,438*, due to creation.
- Sheriff* - Communication Officer #11, *Annual Salary \$41,740.24*, due to resignation.
- Treasurer* - Account Clerk #1 (19 hrs), *Grade 4, Base Annual Salary \$13,933*.  
- Principal Account Clerk #4, *Grade 10, Base Annual Salary \$37,633*.



**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: Human Resources**

**DATE: March 5, 2020**

- (a) Purpose of Request: **Rescind Resolution 594 of 2019 - Authorizing Agreement with Milliman for Independent Medical Claim Actuarial Services for WC**
- (b) Details: **The health insurance working group has decided to not move forward with this reprice at this time.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 594 OF 2019

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

### AUTHORIZING AGREEMENT WITH MILLIMAN FOR INDEPENDENT MEDICAL CLAIM ACTUARIAL SERVICES FOR WARREN COUNTY, NY (WC 69-19)

WHEREAS, the Purchasing Agent has advertised a Request for Proposals ("RFP") (WC 69-19) for independent medical claim actuarial services for Warren County, NY, and

WHEREAS, the Director of Human Resources has reviewed the proposals and has recommended that the County accept the proposal submitted by Milliman, 3424 Peachtree Road NE, Suite 1900, Atlanta, Georgia 30326 as the most beneficial to the County, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify Milliman of the acceptance of its proposal, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an agreement with Milliman for independent medical claim actuarial services for Warren County, NY, pursuant to the terms and provisions of the specifications (WC 69-19) and proposal, for a term commencing upon execution by both parties and terminating upon completion of work, pursuant to the terms contained in the specifications, in a form approved by the County Attorney, and be it further

RESOLVED, that the funds shall be expended from Budget Code T.020.01 Trust & Agency, Group Insurance EPO.

***RESOLUTION REQUEST FORM NO. 3******Request for New Contract*****DEPARTMENT NAME: HUMAN RESOURCES****DATE: 3/4/20**

- (a) Is this a Result of a Bid or Request for Proposal? **Yes, WC 14-20**
- (b) Purpose of Contract: **Provide Independent Employee Assistance Service Provider**
- (c) Name of Contractor: **Adirondack EAP**
- (d) Address of Contractor: **559 Glen Street, Glens Falls, NY 12801**
- (e) Contractor's Contact Person and Telephone Number: **Richard Demers, 518-793-9768**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **3/12/2020**
- (h) Termination Date of Contract:
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Monthly, pepm**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: **A.1435 470****

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**  
**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS



## Warren County Department of Human Resources

### MEMO

To: Personnel & Administration Committee  
 From: Jackie Figueroa – County Human Resources Director  
 Date: March 4, 2020  
 Re: RFP for Independent Employee Assistance Service Provider

We received five responses to our request for proposal WC 14-20 Request for Proposals for Independent Employee Assistance Service Provider. Below is a summary of each based on the best value methodology outlined in the RFP (in order of list on the bid tabulation sheet).

#### Deer Oakes EAP Services, LLC

Provider was not responsive in that they did not provide pricing for a five year contract as requested.

#### Employee Services, Inc.

- Provider was responsive and provided detailed information.
- Provider is located in Allegany County in western New York.
- There are staff counselors available for telephone counseling, and they have a large national network of providers (40,000+) which includes local professionals for in-person counseling within five to seven working days, or immediately for emergencies.
- Website has comprehensive information with over 2000 personnel development and wellness videos. Many of these videos overlap with other services provided to the County by our safety consultant and benefit broker.
- Provider did not provide information on special areas of attention (law enforcement/social services) as requested, but work with other counties who must have these same departments.
- Provider did not provide a response time for on-site crisis counseling, but implied that they can meet our 8 hour requirement.
- A concern would be that with such a large network, employees of Warren County would not have access to a consistent group of professionals.

Response Time (40)	Special Attention (30)	Cost (15)	Approach (15)	Total
20	15	10	10	55

#### Adirondack EAP

- Provider was responsive and provided detailed information.
- Provider is located in Warren County, with their office located in Glens Falls. They have affiliate offices in Plattsburgh, Saratoga Springs, Clifton Park and Albany.

- There are staff counselors available for emergency telephone counseling, in-person counseling within three working days, or 24 hours in an emergency.
- Website has general information with links to local area community resources (crisis services, health information, senior services).
- Provider has experience working with law enforcement and social services departments. One counselor previously worked at Warren County Social Services.
- Provider can be available for on-site crisis counseling immediately.
- Provider has a physical location with day and evening hours on Glen Street.

Response Time (40)	Special Attention (30)	Cost (15)	Approach (15)	Total
40	30	0	15	85

#### Educational Resource Associates

- Provider was responsive and provided detailed information.
- Provider is located in Monroe County, with their offices located in Pittsford and Batavia. They have providers in Glens Falls and Saratoga.
- There are staff counselors available for emergency telephone counseling, in-person counseling within one week, or 24 hours in an emergency.
- Website has general information with links to personnel development videos.
- Provider has experience working with law enforcement and social services departments.
- Provider estimates that they can be available for on-site crisis counseling within two hours.

Response Time (40)	Special Attention (30)	Cost (15)	Approach (15)	Total
30	25	15	5	75

#### Emergency One

- Provider was not responsive in that they did not provide information regarding on-site crisis management or their local area provider network as requested.

WARREN COUNTY BID TABULATION SHEET

BID NO.: WC 14-20	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
<b>ITEM(S): RFP FOR INDEPENDENT EMPLOYEE ASSISTANCE SERVICE PROVIDER FOR THE COUNTY OF WARREN</b>  <b>DATE: FEBRUARY 27, 2020</b> <b>TIME: 3:00 P.M.</b>	Deer Oaks EAP Services, LLC Attn: Paul Alan Boskind 126 E. Main Plaza, Ste. 8 San Antonio, TX 78205 Ph: 866-327-2400 Fx: 210-569-8157	Employee Services, Inc. Attn: Angela Delahunt 55 Chamberlain Street ? NY 14895 Ph: 800-535-4841 Fx: 585-593-5719	Adirondack Employee Assistance Program Attn: Richard Demers 559 Glen Street Glens Falls, NY 12801 Ph: 518-793-9763 Fx: 518-793-9772	Educational Resource Associates Attn: James Parker 1173 Pittsford-Victor Road Pittsford, NY 14534 Ph: 800-336-2256 Fx: 585-383-3822	Anderson Medical PC dba Emergency One Attn: Jim Devitt 40 Hurley Ave Kingston, NY 12401 Ph: 845-338-5600 Fx: N/a
<b>DESCRIPTION OF ITEM</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>
3 Visits	\$1.79 PEPM	One year contract - year 1 = \$19.44 Two year contract - year 1 = \$19.20, year 2 = \$19.44 Three year contract - year 1 = \$19.20, year 2 = \$19.20, year 3 = \$19.44 Four year contract - year 1 = \$18.72, year 2 = \$19.20, year 3 = \$19.20, year 4 = \$19.44 Five year Contract - year 1 = \$18.72, year 2 = \$18.72, year 3 = \$19.20, year 4 = \$19.20, year 5 = \$19.44	\$1.71 PEPM \$1.76 PEPM \$1.80 PEPM \$1.84 PEPM \$1.89 PEPM	\$10,010.00 per year per person per problem (\$834.16 monthly)	\$2.27 based on 681 employees Subsequent years would remain at the annual rate of \$25.00 per employee per year.
5 Visits	\$1.99 PEPM	One year contract - year 1 = \$21.72 Two year contract - year 1 = \$21.48, year 2 = \$21.72 Three year contract - year 1 = \$21.48, year 2 = \$21.48, year 3 = \$21.72 Four year contract - year 1 = \$21.24, year 2 = \$21.48, year 3 = \$21.48, year 4 = \$21.72	\$1.95 PEPM \$2.00 PEPM \$2.05 PEPM \$2.10 PEPM \$2.15 PEPM	\$12,320.00 per year per person per problem (1,026.67 monthly)	\$2.27 based on 681 employees Subsequent years would remain at the annual rate of \$25.00 per employee per year.

WARREN COUNTY BID TABULATION SHEET

BID NO.: WC 14-20	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER	NAME & ADDRESS OF BIDDER
<b>ITEM(S): RFP FOR INDEPENDENT EMPLOYEE ASSISTANCE SERVICE PROVIDER FOR THE COUNTY OF WARREN</b>  <b>DATE: FEBRUARY 27, 2020</b>  <b>TIME: 3:00 P.M.</b>	Deer Oaks EAP Services, LLC Attn: Paul Alan Boskind 126 E. Main Plaza, Ste. 8 San Antonio, TX 78205 Ph: 866-327-2400 Fx: 210-569-8157	Employee Services, Inc. Attn: Angela Delahunt 55 Chamberlain Street ? NY 14895 Ph: 800-535-4841 Fx: 585-593-5719	Adirondack Employee Assistance Program Attn: Richard Demers 559 Glen Street Glens Falls, NY 12801 Ph: 518-793-9763 Fx: 518-793-9772	Educational Resource Associates Attn: James Parker 1173 Pittsford-Victor Road Pittsford, NY 14534 Ph: 800-336-2256 Fx: 585-383-3822	Anderson Medical PC dba Emergency One Attn: Jim Devitt 40 Hurley Ave Kingston, NY 12401 Ph: 845-338-5600 Fx: N/a	<b>PRICE</b>
<b>DESCRIPTION OF ITEM</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>	<b>PRICE</b>
Trauma Response	Included in 20 hour bank	Five year Contract - year 1 = \$21.24, year 2 = \$21.24, year 3 = \$21.48, year 4 = \$21.48, year 5 = \$21.72	8 hours/year	Included	Included	Included
On-Site Seminars	Included in 20 hour bank	1 free per year (\$250 per hour thereafter)	12 hours/year \$195/hour for additional hours	Included	Included	Included
DOT/SAP Charges	\$600 per case	\$850 per case	\$400 per case	Included	Included	Included
Comments:	Rates guaranteed for 2 years. Rates for contract years three through five are to be negotiated at a rate not to exceed a 3% increase.	This quote is good for 60 days. See proposal for additional services.	See proposal for additional services.	ERA would guarantee this rate for the life of the contract. It is an important part of the ERA philosophy that there be no hidden or additional costs throughout the life of the contract.	It is an important part of the Emergency One's philosophy that there be no hidden or additional costs throughout the life of the contract.	
<b>AWARDED TO:</b>						
✓ JULIE A. BUTLER, PURCHASING AGENT						
<b>RESOLUTION NO.: XX OF 2020</b>						
<b>TERM: COMMENCING UPON EXECUTION OF AN AGREEMENT AND TERMINATING 5 YEARS THEREAFTER</b>						

**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:** 2/13/20

- (a) Purpose of Request:  
**Re-appointment of Patricia C. Nenninger as Personnel Officer for a six (6) year term commencing on April 28, 2020 and extending through April 27, 2026.**
  
- (b) Details:  
**Current term ends on April 27, 2020.**
  
- (c) Previous Resolution Number:  
**Resolution No. 219 of 2014**
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**N/A**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position***DEPARTMENT NAME: **Employment & Training**DATE: **2/18/2020**

- (a) Title of Requested Position: **Office Specialist (Part-Time)**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 7, Base salary \$33,600-Part-time**
- (c) Effective Date for New Position:\* **3/23/2020**  
\*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):  
**Employment & Training Counselor #1 (Part-Time--vacant)**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**Current 2020 Budget 40.6293.310 130**
- (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:

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: Employment & Training Payroll Dept. No: 40.6293
Title of Position: Office Specialist - PT Base Salary of Position: 33,600 (Part-time) Grade: 7
Filling at Step # (If Known): Entry Not to exceed 32 hours per week
Budget code and title: 40.6293.300 130 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: New position- Deleting other PT vacant position. Date of Vacancy: 3/23/2020
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 100 % [ ] State % [X] Other WIOA %

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.
Human Resources Director has approved this form when initialed. JF 2/20/2020

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 2/21/20

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 2/24/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev. and Higher Ed.
[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 2/24/20

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Employment & Training****DATE: 2/18/2020**

- (a) Title of Requested Position: **Employment & Training Coordinator**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 8**
- (c) Effective Date for New Position:\* **3/23/2020**  
\*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):  
**Senior Employment & Training Counselor**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**Existing 2020 Budget 40.6293.300 110 Base salary \$34,988**
- (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:

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: Employment & Training Payroll Dept. No: 40.6293
Title of Position: Employment & Training Coordinator Base Salary of Position: 34,988 Grade: 8
Filling at Step # (If Known): Entry
Budget code and title: 40.6293.300 110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: New position- Employee retiring from other position Date of Vacancy: 3/23/2020
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [X] Federal 100% [ ] State % [X] Other WIOA %

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.
Human Resources Director has approved this form when initialed. SF 2/22/2020

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 2/21/20

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 2/24/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Dev. and Higher Ed.

[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 2/24/20

**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: Warren/Hamilton Counties Office for the Aging

DATE: 2/10/2020

- (a) Purpose of Request: Amend table of organization to reflect a reduction in hours at Indian Lake meal site.
- (b) Details: Reduce Meal Site Cook #2 from 30hours/week to 25hours/week (Indian Lake Meal Site). Based on the staffing requirements outlined by NYSOFA and the number of meals produced at the site, it is not necessary to have two 30hr/week positions. The Meal Site Manager position was recently vacated due to retirement, so this would be a good time to do this.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A6771.130 Hamilton County Salaries

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

*\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.*

**DEPARTMENT NAME: Health Services**

**DATE: March 2, 2020**

- (a) Purpose of Request: **To amend resolutions 307 of 2013 and 454 of 2015 to exempt Warren County retired/retiring and /or resigning nurses and allow Director of Public Health and Patient Services to pay those desiring to return to the Health Services Department in a Per Diem capacity, up to the grade and step at retirement/resignation, effective January 1, 2020.**
- (b) Details: **Health Services has less than 10 current per diem nurses that would be covered by this amendment. Weekend and holiday rates will remain unchanged.**
- (c) Previous Resolution Number: **307 of 2013 and 454 of 2015**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.4010.130 Health Services (CHHA) Part Time Salaries; A.4018.0030.130 Disease Control Part Time Salaries; A.4018.0020.130 Family Health Part Time Salaries**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position***

DEPARTMENT NAME: Countryside Adult Home

DATE: 02/07/2020

- (a) Title of Requested Position: Part-Time Laundry Worker
- (b) Annual Base Salary (and Grade if Applicable): \$27,438
- (c) Effective Date for New Position:\* 3/15/2020  
\*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.6030 130 Salaries \$ 27,438
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary BEFORE bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:  
It is a DOH requirement for there to be adequate staffing for all departments at all times.
- (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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00  
 Title of Position: Laundry Worker - Part Time (20 hrs/week) Base Salary of Position: 27,438 Grade: 2  
 Filling at Step # (If Known): \_\_\_\_\_  
 Budget code and title: Salaries-PT A6030 130 Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
 Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_ %  State 50 %  Other \_\_\_\_\_ %

**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL**

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other L  
 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. 2/26/20  
 Human Resources Director has approved this form when initialed. 1/3 2/7/20

**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 3/4/20

**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 [Signature] Date 3/5/20

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human 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 [Signature] Date 03/05/2020

**RESOLUTION REQUEST FORM NO. 14*****Request to Reclassify Position***

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 03/02/20

- (a) Title of Reclassified Position: **Principal Account Clerk #2 - Grade 10**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\* **\$46,615 Gr10/Step10**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (c) Title and Employee Number of Position to be Deleted:  
**Sr. Account Clerk #5**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\* **\$42,036 Gr7/Step10**  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, or the salary, including longevities, for any **existing** employee who is filling the position.
- (e) Effective Date:\* **03/23/20**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A 6010 110 - Salaries - Regular**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

Yes

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Laundry Worker - Part Time (20 job) Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [checked]
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [ ] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [checked] State 50 [ ] % [ ] Other [ ] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [checked] Other L
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. RA 2/6/20
Human Resources Director has approved this form when initialed. [initials] 2/7/20

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 3/4/20

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 [signature] Date 3/5/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [signature] Date 03/05/2020

**RESOLUTION REQUEST FORM NO. 11**

*Request to Create New Position*

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 3/02/20

- (a) Title of Requested Position: **Caseworker # 38 and #39**
- (b) Annual Base Salary (and Grade if Applicable): **\$43,390 (2019) GR 16**
- (c) Effective Date for New Position: \* **03/23/20**  
\*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 6010 110 - Salaries - Regular**
- (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:
- (h) Is there expected revenue from this position? If so, please explain:

**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 #38 Base Salary of Position: \$43,390 (2019) Grade: 16  
 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 creation  
 Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: 3/23/20  
 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.** 2/19/20  
**Human Resources Director has approved this form when initialed.** NS 2/19/20

**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 3/4/20

**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 W B. H. [Signature] Date 3/5/20

**SUPERVISORY COMMITTEE COMPLETES THIS SECTION**

Name of Committee Human 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 [Signature] Date 03/05/2020

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 #39 Base Salary of Position: \$43,390 (2019) 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 [ ] Promotion [ ] Other-creation [checked]
Employee No./Last Name: Date of Vacancy: 3/23/20
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [ ] Other %

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. 2/19/20

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 3/4/20

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 [Signature] Date 3/5/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [Signature] Date 03/05/2020

**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:** Sheriff

**DATE:** February 24, 2020

- (a) Purpose of Request: **Approval to add the civil service title of Special Patrol Officer to the Sheriff's Office.**
- (b) Details: **The title shall be utilized for retired sheriff's officers or retired police officers hired by the Warren County Sheriff's Office to work part-time as a School Resource Officer and/or a seasonal Marine Unit Patrol.**

**The New York State Department of Civil Service issued a memorandum on September 9, 2019 regarding the "Appointment of Retired Law Enforcement Personnel to Special Patrol Officer". The memorandum states that a retiree who had permanent competitive class status in New York State as a Police Officer, Deputy Sheriff, Correction Officer, Probation Officer, or Parole Officer and has retired, is eligible for reinstatement to a Special Patrol Officer position without further examination.**

**The title enables the Sheriff's Office to hire retired police officers without participating in a civil service examination and allows us to submit a waiver for increased wages without having to demonstrate a difficulty to hire.**

- (c) Previous Resolution Number: **N/A**
- (d) Where are Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

**N/A**

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: DPW****DATE: 2/25/2020**

- (a) Title of Requested Position: Engineer II
- (b) Annual **Base** Salary (and Grade if Applicable): \$73,670, Grade 17
- (c) Effective Date for New Position:\* 3/21/2020  
\*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): D.5020 Engineer 1 #2, \$65,948, Grade 13
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D.5020 Engineer 1 #2, \$65,948, D.5020 Environmental Analyst, \$7,722.00
- (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: Public Works Payroll Dept. No: 19.62  
Title of Position: Engineer II Base Salary of Position: \$73,670 Grade: 17  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: D.5020 Engineering Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: 03/21/2020  
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.** RCO 2/25/20  
**Human Resources Director has approved this form when initialed.** 17 2/26/20

### 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 2/26/20

### 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 [Signature] Date 2/26/20

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- 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 3/5/20

**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: County Administrator (Public Defender & Assigned Counsel)**

**DATE: 3/5/2020**

- (a) Purpose of Request:  
**To authorize the Chairman of the Board to enter into an agreement to accept funding through NYSOILS Distribution #10 (C100052)**
  
- (b) Details:  
**Requesting approval for the Chairman of the Board to execute a grant agreement with the New York State Office of Indigent Legal Services for funding under ILS Distribution #10 (C100052) in an amount not to exceed \$160,218 for a term commencing retroactive to 01/01/2020 and terminating 12/31/2022.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

## STATE OF NEW YORK MASTER CONTRACT FOR GRANTS FACE PAGE

<p>STATE AGENCY (Name &amp; Address):</p> <p><b>NYS Office of Indigent Legal Services A. E. Smith Building, 11th Floor 80 South Swan Street Albany, NY 12210</b></p>	<p>BUSINESS UNIT/DEPT. ID: <b>OLS01 1350200</b></p> <p><b>CONTRACT NUMBER: C100052</b></p> <p>CONTRACT TYPE:</p> <p><input checked="" type="checkbox"/> <b>Multi-Year Agreement</b></p> <p><input type="checkbox"/> Simplified Renewal Agreement</p> <p><input type="checkbox"/> Fixed Term Agreement</p>
<p><b>CONTRACTOR SFS PAYEE NAME:</b></p> <p><b>Warren, County of</b></p>	<p>TRANSACTION TYPE:</p> <p><input checked="" type="checkbox"/> <b>New</b></p> <p><input type="checkbox"/> Renewal</p> <p><input type="checkbox"/> Amendment</p>
<p><b>CONTRACTOR DOS INCORPORATED NAME:</b></p>	<p><b>PROJECT NAME:</b></p> <p><b>Distribution #10</b></p>
<p><b>CONTRACTOR IDENTIFICATION NUMBERS:</b></p> <p><b>NYS Vendor ID Number: 1000002438</b></p> <p><b>Federal Tax ID Number: 14-6002576</b></p> <p>DUNS Number (if applicable):</p>	<p><b>AGENCY IDENTIFIER:</b></p> <p>CFDA NUMBER (Federally funded grants only):</p>
<p><b>CONTRACTOR PRIMARY MAILING ADDRESS:</b></p> <p>Warren County Board of Supervisors Municipal Center 1340 State Route 9 Lake George, NY 12845-9803</p> <p><b>CONTRACTOR PAYMENT ADDRESS:</b></p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p> <p><b>CONTRACTOR MAILING ADDRESS:</b></p> <p><input checked="" type="checkbox"/> Check if same as primary mailing address</p>	<p><b>CONTRACTOR STATUS:</b></p> <p><input type="checkbox"/> For Profit</p> <p><input checked="" type="checkbox"/> <b>Municipality, Code: 520100000000</b></p> <p><input type="checkbox"/> Tribal Nation</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Not-for-Profit</p> <p>Charities Registration Number:</p> <p>Exemption Status/Code:</p> <p><input type="checkbox"/> Sectarian Entity</p>

Contract Number: C100052

Page 1 of 2

Master Grant Contract, Face Page



**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME: Planning****DATE: 3/5/2020**

- (a) Title of Requested Position: **Senior Planner**
- (b) Annual **Base** Salary (and Grade if Applicable): **Grade 20, Base Salary \$49,557**
- (c) Effective Date for New Position:\* **3/5/2020**  
\*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):  
**Assistant County Planner #2**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A.8021 110 Planning (and Comm Dev)**
- (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:

**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: Planning Payroll Dept. No: 62.00  
 Title of Position: Senior Planner Base Salary of Position: \$49,577 Grade: 20  
 Filling at Step # (If Known): \_\_\_\_\_ Not to exceed 32 hours per week  
 Budget code and title: A.8021 110 Planning (and Comm Dev) Union  Non-Union   
 This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other new  
 Employee No./Last Name: \_\_\_\_\_ Date of Vacancy: \_\_\_\_\_  
 Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
 Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

**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.** POA 3/4/20  
**Human Resources Director has approved this form when initialed.** AS 3/4/20

**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 \_\_\_\_\_

**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 \_\_\_\_\_

**DIRECTOR OF PUBLIC AFFAIRS**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent of this class is responsible for planning, coordinating and deploying public information and relations activities for the County of Warren. The work involves developing and implementing a comprehensive program designed to inform, educate and gain support of the public regarding the objectives and operations of County government and the Board of Supervisors. The Public Affairs Director organizes press conferences, media stories and related projects; oversees and facilitates departmental public information/relations activities and practices; produces letters/advocacy materials on behalf of County officials and creates a robust social media presence for the County. This position exists in the County Administrator's Office while also serving the Board of Supervisors. Frequent contacts will occur with government officials, media representatives, various interest groups and the public. Does related work as required.

**EXAMPLES OF WORK:** (Illustrative Only)

Enhances the public's knowledge and interest in various activities, services and objectives of the County of Warren;

Formulates, implements and evaluates public relations and promotion programs;

Works in concert with members of the Board of Supervisors, County Administrator and Department Heads on public information issues;

Prepares public information materials, programs and projects including news releases, speeches, brochures, newsletters, narrative reports, social media postings and audio-visual materials;

Prepares and reviews digital content for social media and digital platforms including articles, email content, video and images to engage the target audience and present the County in a positive and appropriate manner;

Collects, assembles and compiles information on departmental activities;

Keeps abreast of current or emerging public issues that have an impact on the policies or operations of the County of Warren;

Attends Committee meetings and public meetings in order to keep abreast of information;

Establishes and maintains liaison with press correspondents, television, radio, newspaper editors and publishers;

Counsels County Supervisors and Department Heads on public relations and press relations issues;

Responds to media inquiries and coordinates their handling with involved parties;

Studies the impact of past and current marketing efforts to better promote benefits of county services to the population served;

Coordinates community relations events, constituent affairs and outreach to communities and individuals;

Coordinates the County's website content, proactively monitoring to ensure content is current and accurate, and assists County departments in their preparation of text and graphics for electronic media;

Develops presentations on new services provided by the County, and informs the public of how these services can be used in their community;

Compiles and maintains mailing lists for distribution of agency or departmental activities;

Under supervision of the County Administrator, may serve as Public Information Officer during times of emergency, including but not limited to public health and weather-related emergencies;

Develops and recommends new communication methods and enhancements to better achieve County goals.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the techniques of preparing, producing and disseminating information to the various media; thorough knowledge of the techniques and methods used in evaluating the effectiveness of a public information and relations program; thorough knowledge of the techniques of preparing, producing and disseminating information to the various media; thorough knowledge of the principles and techniques of establishing and maintaining effective public relations; good knowledge of the functions and organization of the County of Warren; proficiency in social media platforms including Facebook, Twitter and Instagram; ability to speak effectively in public; tact; resourcefulness; initiative; imagination; integrity; good judgment; ability to work nights and weekends when required.

**MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:** A Bachelor's degree and seven years of full-time paid public information or related experience, three years of which must have been in a governmental environment.

**STARTING SALARY:** \$58,354 base or potentially higher salary commensurate with experience.

# Warren County Board of Supervisors

## RESOLUTION No. 91 OF 2020

**RESOLUTION INTRODUCED BY CHAIRMAN THOMAS**

**APPOINTING MEMBER OF THE COUNTIES OF WARREN AND WASHINGTON  
INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION**

**RESOLUTION NOT BROUGHT TO THE FLOOR**

RESOLVED, that Larry Stephenson (replacing Matthew Simpson, who resigned) be, and hereby is, appointed effective February 21, 2020, as a member of the Counties of Warren and Washington Industrial Development Agency and Civic Development Corporation, to serve at the pleasure of the appointing authority, upon the adoption of a similar resolution by the County of Washington.

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 Payroll Dept. No: 19.10
Title of Position: Cleaner #11 Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 Cleaner #10 Union [checked] Non-Union [ ]
This position is vacated due to: [ ] Retirement [checked] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 13283/Courtney Kelly Date of Vacancy: 02/17/2020
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. [Signature] 2/25/20

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 2/25/20

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 [Signature] Date 2/26/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide #2 - Full Time #1 Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [X] Promotion [ ] Other
Employee No./Last Name: Jamie Smith/ 10216 Date of Vacancy: 02/03/2020
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [X] State 50 [ ] % [ ] Other [ ] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [ ] Non-Competitive [X] 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. 2/6/20
Human Resources Director has approved this form when initialed. 2/7/20

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 2/7/20

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 2/10/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 3/2/2020

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: Warren Co. Clerk Payroll Dept. No: 15
Title of Position: Motor Vehicle License Reg. Clerk #7 Base Salary of Position: \$34,988 Grade: 8
Filling at Step # (If Known): Entry
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 [ ] Other
Employee No./Last Name: # 13021-Sherman Date of Vacancy: 2/20/2020
Is this position mandated? [X] Yes [ ] No Is the position reimbursable? [ ] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] State [X] Other DMV revenue in excess of \$ 500000 each yr.

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.

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 2/7/20

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 2/10/20

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 2/24/20

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: 36.01
Title of Position: WIC Assistant Base Salary of Position: \$30,520 \* 2019 Rate/2020 Rate TBD Grade: 5
Filling at Step # (If Known):
Budget code and title: A.4013.110 WIC Full Time Salaries Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 10754/ Stockwell Date of Vacancy: Anticipated 2/26/2020
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [X] State WIC Grant 100% [ ] 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. [Signature] 2/18/20

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 2/18/20

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 2/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/2/2020

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Cook #2 Base Salary of Position: \$27,438(25hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6771.110 Nutrition Program Hamilton - Salaries FT Union [x] Non-Union [ ]
This position is vacated due to: [x] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other
Employee No./Last Name: 9390/Cummins Date of Vacancy: 3/20/20
Is this position mandated? [ ] Yes [x] No Is the position reimbursable? [x] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] State 75% [x] Other 25% Hamilton County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [x] 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] 2/13/20

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 2/14/20

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 2/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/2/2020

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Manager #4 Base Salary of Position: \$27,438(30hr/week) Grade: 2
Filling at Step # (If Known): 24
Budget code and title: A6771.110 Nutrition Program Hamilton - Salaries FT Union [X] Non-Union [ ]
This position is vacated due to: [X] Retirement [ ] Resignation [ ] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 6989/Husson Date of Vacancy: 12/30/2019
Is this position mandated? [ ] Yes [X] No Is the position reimbursable? [X] Yes [ ] No
Source of reimbursement: [ ] Federal [ ] % [X] State 75 % [X] Other 25 % Hamilton County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[ ] Competitive-active eligible list [ ] Competitive-no list (hiring would be provisional) [X] 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. 2/13/20
Human Resources Director has approved this form when Initialed. AS 2/13/20

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 2/14/20

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 2/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/2/2020

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: 40.03
Title of Position: Social Welfare Examiner #8 Base Salary of Position: \$34,988 (2019) Grade: 8
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: 11759/Rowland Date of Vacancy: 2/10/20
Is this position mandated? [checked] Yes [ ] No Is the position reimbursable? [checked] Yes [ ] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [ ] Other %

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.

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 2/18/20

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 [Signature] Date 2/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 [Signature] Date 3/2/2020

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: Assigned Counsel Payroll Dept. No: 4
Title of Position: Clerk- PT Base Salary of Position: 27,438 Grade: 2
Filling at Step # (If Known): 0
Budget code and title: A.1170.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 7222/ DeLann DeLann Date of Vacancy: 11/12/2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100 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.
Human Resources Director has approved this form when initialed.

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 1/29/20

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 1/30/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 1/30/20

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: 30.09
Title of Position: Communication Officer #11 Base Salary of Position: \$41,740.24 Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [X] Resignation [X] Termination [ ] Promotion [ ] Other [ ]
Employee No./Last Name: 13408/Thomas Date of Vacancy: 02/06/2020
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.
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 Date 2/14/20

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 Date 2/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
[ ] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[X] 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 2-21-20

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: Treasurer Payroll Dept. No: 11.00
Title of Position: Account Clerk #1 (19 hrs) Base Salary of Position: \$13,933 Grade: 4
Filling at Step # (If Known): Entry
Budget code and title: A.1325 130 County Treasurer, Salaries-Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13296/Callanan Date of Vacancy: 2/4/20
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.
Human Resources Director has approved this form when initialed. 2/4/20

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 2/5/20

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 [Signature] Date 2/5/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel & Administration
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 2/3/20

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: Treasurer Payroll Dept. No: 11.00
Title of Position: Principal Account Clerk #4 Base Salary of Position: \$37,633 Grade: 10
Filling at Step # (If Known): Entry
Budget code and title: A.1325 110, County Treasurer, Salaries - Regular Union [X] Non-Union [ ]
This position is vacated due to: [ ] Retirement [ ] Resignation [ ] Termination [ ] Promotion [X] Other
Employee No./Last Name: 13292/Toil Date of Vacancy: 2/3/20
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. 1/28/20

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 1/29/20

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 1/30/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Finance
[ ] The committee has no objection to the filling of the vacancy.
[ ] The committee objects to the filling of the vacancy.
[X] 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 2/3/20