

FINANCE COMMITTEE

AGENDA

JUNE 29, 2021

Committee Members: Beaty, Thomas, McDevitt, Merlino, Braymer, Diamond and Bruno

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
Journal Report of transfers approved by the County Administrator staff for May 2021.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Request to fill the vacant position of Senior Account Clerk #4, *Grade 7, Base Annual Salary \$33,600*, due to resignation.
 - B) Request to approve the list of chargebacks/refunds/corrections.
 - C) Request for transfer of funds in the amount of \$13,557 from the Contingent Account to provide the funds necessary to cover the salary adjustments for the Payroll Supervisor and Payroll Technician positions. (*Note: Finance Committee action only necessary if the Personnel Committee takes action on this item.*)
 - 4) **Referral from the County Facilities Committee (Chaired by Supervisor Magowan):**
Buildings and Grounds (Scott Rogers, Director of Facilities) -
 - A) Request for a transfer of funds in the amount of \$7,655 from the Contingent Account to cover the cost of asbestos and lead consulting services for the former Detention Home.
 - B) Request to authorize the appropriation of funds in the amount of \$15,569.47 from Budget Code A871.00, *Reserve, Rehab County Buildings*, to Budget Code A.1624 413, *Health & Human Services Buildings, Repair and Maint - Bldg/Property*, to cover the cost of the generator swap out.
 - 5) **Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):**
Probation (Robert Iusi, Director) -
Request to amend the County Budget in the amount of \$35,000 to reflect receipt of Y-Reconnects grant funding from Cornell University.
 - 6) **Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):**
Planning & Community Development (Wayne LaMothe, County Planner) -
 - A) Request to authorize the County Treasurer to establish CD 76, *Countryside Renovations*, in the amount of \$300,000 for the purpose of funding repairs and upgrades to Countryside Adult Home.
 - B) Request for a transfer of funds in the amount of \$1,859 from the Contingent Account to cover the cost of postage for Lake George sewer grant notices to homeowners.
 - C) Request to authorize the appropriation of funds in the amount of \$35,000 from the General Fund Unappropriated Surplus to Budget Code A.8021 470, *Planning, Contracts*, to cover the County share of the Warren County Recreation Economic Strategic Plan included in the Consolidated Funding Application contingent upon the approval of the grant application. *Note this request was not reviewed by the Economic Growth & Development Committee.*
 - 7) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**
Public Health (Ginelle Jones, Director of Public Health/Patient Services) -
Request to amend the County Budget in the amount of \$50,000 to reflect receipt of grant funding received from New York State Department of Health/Health Research Inc. for the purpose of supporting expenses related to the Coronavirus.

CONTINUED

- 8) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Parks, Recreation & Railroad (Tim Benway, Director, Parks, Recreation & Railroad)
A) Request to amend the County Budget in the amount of \$3,600 to reflect receipt of funds donated by the Lewis Trust.
B) Request to authorize the appropriation of funds in the amount of \$543.01 from Budget Code A899.00, *Reserve, County Railroad Repair*, to Budget Code A.7113 413, *Railroad, Repair and Maint-Bldg/Property*, to cover the cost of a well pump.
DPW (Kevin Hajos, Superintendent of Public Works) -
C) Request to increase Capital Project H390, *County Bridge & Culvert Projects*, in the amount of \$260,000.
D) Request to increase Capital Project H396, *East River Drive (CR 16) & Call Street (CR 32) Rehabilitation*, in the amount of \$2,572,333.
- 9) Finance Committee action is required on the following item(s) approved by the Personnel, Administration & Higher Education Committee - Agenda Items 4C, 5A-B, 6A-C and 8 :
- 4) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021.
- 5) **Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):**
Public Defender (Marcy Flores, Public Defender) -
A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.
B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.
- 6) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.
B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
- 8) **Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting. *Finance Committee action only necessary if the Personnel Committee takes action on this item.*

IV. Pending Items:

The Committee requested Mr. Terwilliger obtain an estimate pertaining to the cost for outside counsel to assist with looking into whether it was worthwhile for the County to move forward with legal action to recoup the money that was spent on Tax Map Parcel No. 133.8-1-27 (*Mosher's Garage*) in the Town of Johnsbury for clean up efforts and litigation and report back to Committee next month. (06.03.21)

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

WARREN COUNTY
Journal Report - May 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
County Clerk - County Clerk					
5/27/2021	A.1410 410	Supplies	Transfer of Within Budget Code from 410 to 436		\$ 32.38
5/27/2021	A.1410 436	Advertising Fees	Transfer of Within Budget Code to 436 from 410	\$ 32.38	
DPW_DPW Admin - DPW,DPW Administration					
5/3/2021	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 444		\$ 295.00
5/3/2021	D.3310 444	Travel/Education/Conference	Transfer Within Budget Code from D.3310 410	\$ 295.00	
5/7/2021	A.7113 260	Other Equipment	Out of Code Transfer from A.7113 470	\$ 750.00	
5/7/2021	A.7113 470	Contract	Out of Code Transfer to A.7113 260		\$ 750.00
5/12/2021	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 418		\$ 170.00
5/12/2021	DM.5130 418	Ins-General Liability	Transfer Within Budget Code from DM.5130 410	\$ 170.00	
5/20/2021	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 470	\$ 6,806.00	
5/20/2021	A.1624 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.1624 422	\$ 1,494.00	
5/20/2021	A.1624 422	Repair/Maint-Equipment	Transfer Within Budget Code to A.1624 413		\$ 1,494.00
5/20/2021	A.1624 470	Contract	Transfer Within Budget Code to A.1624 413		\$ 6,806.00
5/21/2021	D.5110 465	Road/Bridge Materials	Transfer Within Budget Code from D.5110 465	\$ 70,000.00	
5/21/2021	D.5110 470	Contract	Transfer Within Budget Code to D.5110 465		\$ 70,000.00
5/25/2021	A.1624 410	Supplies	Transfer Within Budget Code from A.1624 415	\$ 15,000.00	
5/25/2021	A.1624 415	Electricity	Transfer Within Budget Code to A.1624 410		\$ 15,000.00
5/25/2021	DM.5130 860	Hospitalization	Transfer Within Budget Code to DM.5130 862		\$ 124.02
5/25/2021	DM.5130 862	Health Insurance Cost Reimbursement	Transfer Within Budget Code from DM.5130 860	\$ 124.02	
5/26/2021	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 455		\$ 1,032.50
5/26/2021	D.3310 455	Safety Equipment	Transfer Within Budget Code from D.3310 410	\$ 1,032.50	
Employment & Tr_WIA-Admin(Staff) - Employment & Training,WIA-Admin (Staff)					
5/7/2021	40.6293.0300 433	Training-Client	Object Code Change to 40.6293.0300 470		\$ 705.96
5/7/2021	40.6293.0300 470	Contract	Object Code Change from 40.6293.0300 433	\$ 705.96	
5/7/2021	40.6293.0300 840	Workmen's Compensation	Object Code Change from 40.6293.0300 861	\$ 1,888.57	

WARREN COUNTY
Journal Report - May 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/7/2021	40.6293.0300 860	Hospitalization	Object Code Change to 40.6293.0305 860		\$ 2,500.00
5/7/2021	40.6293.0300 861	Retirees Hospitalization	Object Code Change to 40.6293.0300 840		\$ 1,888.57
5/7/2021	40.6293.0305 433	Training-Client	Object Code Change to 40.6293.0305 470		\$ 510.04
5/7/2021	40.6293.0305 470	Contract	Object Code Change from 40.6293.0305 433	\$ 510.04	
5/7/2021	40.6293.0305 810	Retirement	Object Code Change to 40.6293.0305 860		\$ 1,000.00
5/7/2021	40.6293.0305 830	Social Security	Object Code Change to 40.6293.0305 840		\$ 1,807.13
5/7/2021	40.6293.0305 840	Workmen's Compensation	Object Code Change from 40.6293.0305 830	\$ 1,807.13	
5/7/2021	40.6293.0305 850	Unemployment Insurance	Object Code Change to 40.6293.0305 860		\$ 1,500.00
5/7/2021	40.6293.0305 860	Hospitalization	Object Code Change from 40.6293.0305 810	\$ 1,000.00	
5/7/2021	40.6293.0305 860	Hospitalization	Object Code Change from 40.6293.0300 860	\$ 2,500.00	
5/7/2021	40.6293.0305 860	Hospitalization	Object Code Change from 40.6293.0305 850	\$ 1,500.00	
5/7/2021	40.6293.0305 860	Hospitalization	Object Code Change from 40.6293.0305 861	\$ 1,000.00	
5/7/2021	40.6293.0305 861	Retirees Hospitalization	Object Code Change to 40.6293.0305 860		\$ 1,000.00
5/7/2021	40.6293.0305 861	Retirees Hospitalization	Object Code Change to 40.6293.0305 865		\$ 50.00
5/7/2021	40.6293.0305 865	Dental Insurance	Object Code Change from 40.6293.0305 861	\$ 50.00	
5/7/2021	40.6293.0310 433	Training-Client	Object Code Change from 40.6293.0310 439	\$ 65.00	
5/7/2021	40.6293.0310 434	Allowances	Object Code Change from 40.6293.0310 439	\$ 500.00	
5/7/2021	40.6293.0310 439	Misc Fees & Expenses	Object Code Change to 40.6293.0310 433		\$ 65.00
5/7/2021	40.6293.0310 439	Misc Fees & Expenses	Object Code Change to 40.6293.0310 434		\$ 500.00
5/7/2021	40.6293.0310 810	Retirement	Object Code Change to 40.6326 810		\$ 549.66
5/7/2021	40.6293.0310 840	Workmen's Compensation	Object Code Change from 40.6293.0310 860	\$ 7.51	
5/7/2021	40.6293.0310 860	Hospitalization	Object Code Change to 40.6293.0310 840		\$ 7.51
5/7/2021	40.6293.0313 411	Rent-Building/Property	Object Code Change to 40.6293.0313 427		\$ 616.81
5/7/2021	40.6293.0313 411	Rent-Building/Property	Object Code Change to 40.6293.0313 470		\$ 171.20
5/7/2021	40.6293.0313 427	Memberships & Dues	Object Code Change from 40.6293.0313 411	\$ 616.81	
5/7/2021	40.6293.0313 470	Contract	Object Code Change from 40.6293.0313 411	\$ 171.20	
5/7/2021	40.6293.0313 810	Retirement	Object Code Change to 40.6293.0313 840		\$ 179.62
5/7/2021	40.6293.0313 810	Retirement	Object Code Change to 40.6293.0313 860		\$ 400.00

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G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/7/2021	40.6293.0313 840	Workmen's Compensation	Object Code Change from 40.6293.0313 810	\$ 179.62	
5/7/2021	40.6293.0313 860	Hospitalization	Object Code Change from 40.6293.0313 810	\$ 400.00	
5/7/2021	40.6326 810	Retirement	Object Code Change from 40.6293.0310 810	\$ 549.66	
5/10/2021	40.6293.0355 411	Rent-Building/Property	Object Code Change to 40.6293.0355 426		\$ 0.10
5/10/2021	40.6293.0355 411	Rent-Building/Property	Object Code Change to 40.6293.0355 428		\$ 300.00
5/10/2021	40.6293.0355 411	Rent-Building/Property	Object Code Change to 40.6293.0355 423		\$ 300.00
5/10/2021	40.6293.0355 411	Rent-Building/Property	Object Code Change to 40.6293.0355 427		\$ 133.38
5/10/2021	40.6293.0355 423	Telephone	Object Code Change from 40.6293.0355 411	\$ 300.00	
5/10/2021	40.6293.0355 426	Subscriptions	Object Code Change from 40.6293.0355 411	\$ 0.10	
5/10/2021	40.6293.0355 427	Memberships & Dues	Object Code Change from 40.6293.0355 411	\$ 133.38	
5/10/2021	40.6293.0355 428	Data Processing & Internet Fees	Object Code Change from 40.6293.0355 411	\$ 300.00	
Office of EMS - Office of Emergency Services					
5/4/2021	A.3642 422	Repair/Maint-Equipment	Budget transfer within object code from A.3642 441	\$ 175.00	
5/4/2021	A.3642 441	Auto-Supplies & Repair	Budget transfer within object code to A.3642 422		\$ 175.00
5/12/2021	A.3640 428	Data Processing & Internet Fees	Budget transfer within object code to A.3640 435		\$ 107.00
5/12/2021	A.3640 435	Medical Fees	Budget transfer within object code from A.3640 428	\$ 107.00	
5/27/2021	A.3410 444	Travel/Education/Conference	Budget transfer within object code to A.3410 445		\$ 267.03
5/27/2021	A.3410 445	Foods	Budget transfer within object code from A.3410 444	\$ 267.03	
Public Health_Health Services - Public Health,Health Services					
5/13/2021	A.4192 423	Telephone	Out of Budget transf CovidAdd to 4192 423 830 831 from 4192.428	\$ 9.00	
5/13/2021	A.4192 428	Data Processing & Internet Fees	Out of Budget transf CovidAdd to 4192 423 830 831 from 4192.428		\$ 427.00
5/13/2021	A.4192 830	Social Security	Out of Budget transf CovidAdd to 4192 423 830 831 from 4192.428	\$ 358.00	
5/13/2021	A.4192 831	Medicare Contribution	Out of Budget transf CovidAdd to 4192 423 830 831 from 4192.428	\$ 60.00	
5/13/2021	A.4018.0040 410	Supplies	Budget Transfer Health Ed to .426 from .410		\$ 3.00
5/13/2021	A.4018.0040 426	Subscriptions	Budget Transfer Health Ed to .426 from .410	\$ 3.00	
5/13/2021	A.4018.0030 423	Telephone	Budget Tran Disease Phone to .423 from .435	\$ 500.00	

WARREN COUNTY
Journal Report - May 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
5/13/2021	A.4018.0030 435	Medical Fees	Budget Tran Disease Phone to .423 from .435		\$ 500.00
5/17/2021	A.4054 260	Other Equipment	Out of budget code transfer PS A4054.260 from A4054.444	\$ 200.00	
5/17/2021	A.4054 444	Travel/Education/Conference	Out of budget code transfer PS A4054.260 from A4054.444		\$ 200.00
5/25/2021	A.4018.0030 860	Hospitalization	Budget Transf Dis Health Ins cost reimb .862 fr Hlth .860SArnold		\$ 239.00
5/25/2021	A.4018.0030 862	Health Insurance Cost Reimbursement	Budget Transf Dis Hlth Ins cost reimb ..862 fr Hlth .860SArnold	\$ 239.00	
5/25/2021	A.4013 860	Hospitalization	Bud transfer WIC to Dental 4013.865 from Health 4013.860		\$ 50.00
5/25/2021	A.4013 865	Dental Insurance	Bud transfer WIC to Dental 4013.865 from Health 4013.860	\$ 50.00	
Residential Hall - Countryside Adult Home					
5/5/2021	A.6030 260	Other Equipment	Budget Transfer Out of Object Code to A.6030 260 from A.6030 410	\$ 100.00	
5/5/2021	A.6030 410	Supplies	Budget Transfer Out of Object Code from A.6030 410 to A.6030 260		\$ 100.00
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
5/14/2021	A.3020 428	Data Processing & Internet Fees	Budget Transfer within object code TO A.3020 470		\$ 749.38
5/14/2021	A.3020 470	Contract	Budget Transfer within object code from A.3020 428	\$ 749.38	
5/19/2021	A.3110 260	Other Equipment	Budget Transfer out of object code FROM A.3110 413	\$ 27,766.08	
5/19/2021	A.3110 413	Repair & Maint.-Bldg/Property	Budget Transfer out of object code TO A.3110 260		\$ 27,766.08
Tourism - Tourism					
5/17/2021	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 855 (out of code)		\$ 147.60
5/17/2021	A.6417.0001 855	Disability	Transfer from A.6417.0001 481 (out of code)	\$ 147.60	
5/19/2021	A.6417.0001 426	Subscriptions	Transfer from A.6417.0001 481	\$ 145.19	
5/19/2021	A.6417.0001 481	Tourism Promotion	Transfer to A.6417.0001 426		\$ 145.19
Treasurer Disb - Treasurer Departmental Activity					
5/18/2021	A.1325 436	Advertising Fees	Budget Transfer from A.1325 444 to A.1325 436	\$ 367.00	
5/18/2021	A.1325 444	Travel/Education/Conference	Budget Transfer from A.1325 444 to A.1325 436		\$ 367.00

WARREN COUNTY
Journal Report - May 2021

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Veterans Service - Veterans Service					
5/11/2021	A.6510.0125 436	Advertising Fees	Funds Transfer from 470	\$ 8,121.00	
5/11/2021	A.6510.0125 470	Contract	Funds Transfer to 436		\$ 8,121.00

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: Senior Account Clerk #4 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.1325 110, County Treasurer, Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13296, Callanan Date of Vacancy: 6/28/21
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. XCN 6/15/21
Human Resources Director has approved this form when initialed. AT 6/15/21

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: 6/16/21

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: 6/17/21

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.
 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: 6/29/21

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: Planning

DATE: 06/29/2021

- (a) Purpose of Request: **To fund the County share of the Warren County Economic Strategic Plan included in the Consolidated Funding application**
- (b) Details: **Authorizing the appropriation of funds in the amount of \$35,000 from the General Fund Unappropriated Surplus to Budget Code A.8021 470, Planning (and Comm Development), Contracts, to cover the County share of the Warren County Recreation Economic Strategic Plan included in the Consolidated Funding application contingent upon approval of the grant application**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **General Fund Unappropriated Surplus**

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

* as listed in budget and LOGOS

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: Warren County Health Services

DATE: June 21, 2021

- (a) Purpose of Amendment: To amend the 2021 budget to reflect both the Revenue and Expenses related to Department code (A.4193) for COVID-COMMCARE. It is Health Services–COVID-COMMCARE and reflects ADDITIONAL funds given from Health Research Inc. to support the current expenses related to the Coronavirus (COVID19) of \$50,000.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|---|-------------|
| A.4193.120 Public Health-COVID COMMCARE-Overtime Salaries | \$ 3,000.00 |
| A.4193.130 Public Health-COVID COMMCARE-Part Time Salaries | \$43,000.00 |
| A.4193.423 Public Health-COVID COMMCARE-Telephone Exp | \$ 481.00 |
| A.4193.830 Public Health-COVID COMMCARE-Social Security Exp | \$ 2,852.00 |
| A.4193.831 Public Health-COVID COMMCARE-Medicare Expense | \$ 667.00 |

Revenue Code (with title), and Amount:

A.4193.4408 Public Health-COVID COMMCARE- Revenue \$50,000.00

*Note: Warren County Health Services was notified by HRI on 6/1/2021 that additional funding will be given to Warren County for \$50,000 and the date extended to (7/1/20-3/31/23 from 6/30/22) for COVID-19(Coronavirus) expenses. Listed above are estimated additional expenses we are anticipating for 1/1/21-12/31/21. These reflect primarily Salaries and Fringe benefits related to those working with Contact Tracing, Documentation, Testing and Home checks on those quarantined.

ATTACHMENT #5

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: Department of Public Works, Up Yonda Farm

DATE: 6/22/21

(a) Purpose of Amendment:
**To Amend the County Budget to increase DPW / Up Yonda Farm
Appropriations with Revenue Funds obtained by Dan Lewis.**

(b) Appropriation Code, Object Code, Full Title and Amount:
A.7111 410 General, Up Yonda Farm, Supplies \$3,600.00

(c) Revenue Code (with title), and Amount:
A.7111 2706 General, Up Yonda Farm, Donation \$3,600.00

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: Public Works - Parks, Recreation & Railroad

DATE: 6/22/2021

(a) Purpose of Request: To Fund Railroad, Repair & Maint-Bldg/Property A.7113 413
With the Reserve, A899.00 County Railroad Repair.

(b) Details: Appropriation Code A.7113 413 Railroad, Repair and Maint- Bldg/Property
\$543.01 to cover cost of Well Pump.

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and
Amount: Reserve, County Railroad Repair, A899.00, \$543.01.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 6/22/2021

- (a) Exact Title and Number of Project*: H390 County Bridge & Culvert Projects, Various Towns
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$260,000.00
-
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 260,000,00 (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Transfer of 2021 budgeted allocation for bridge and culvert projects

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

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

DEPARTMENT NAME: DPW

DATE: 6/22/2021

(a) Exact Title and Number of Project*: H396 East River Drive (CR 16) & Call Street (CR 32) Rehabilitation

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): increase \$2,572,333.00

(e) Amount of Decrease (if applicable):

(f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 2,164,270.00 Federal Share
\$ 405,801.00 State Marchiselli Share
\$ 2,262.00 Local Match (Transfer from D.9950 910 Transfers - Capital Projects)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: Add all shares for Construction Phase

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 29, 2021

Committee Members: Braymer, Geraghty, Driscoll, Conover and Magowan

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. **Action Agenda**
 - 1) **SUNY Adirondack representatives to provide an update on the College.**
 - 2) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Resolution Tracking Report.
 - B) Request to appoint Mary King as a member of the Warren-Washington Counties IDA & CDC.
 - 3) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**
 - A) Litigation update - Executive Session.
 - B) Discussion regarding Opioid Litigation.
 - 4) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021.
 - 5) **Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):**
Public Defender (Marcy Flores, Public Defender) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.
 - 6) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
 - C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.
 - D) Request to temporarily pay Out-of-Title pay for the position of Principal Social Welfare Examiner as the result of an extended medical leave.
 - 7) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**
 Request to amend Resolution No. 238 of 2005 to rescind the Warren County Tourism and Convention Development Agreement.
 - 8) **Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

CONTINUED

9. Discussion regarding “official correspondence”.

IV. Pending Items:

Personnel & Administration -

Robert Terwilliger, *First Assistant County Attorney*, to research whether it was possible to increase the appointment of the County Attorney beyond a two year term and report back to Committee. (04.29.21) Update: Mr. Terwilliger advised all of the materials he had reviewed indicated the term of the County Attorney was set to coincide with the same duration of that of a County Supervisor and could be no longer than a two year term; however, he noted, he would conduct more extensive research to determine if there was anything that indicated otherwise. (06.03.21) - *As per Mr. Terwilliger New York State County Law Section 500 delineates the term of the County Attorney. The term is to be the “term of office for which the then members of such board were elected.” The board being the board of supervisors for the county. With the Warren County Supervisors’ terms as two year terms, then the County Attorney is a two year term of appointment.*

Higher Education - None.

V. Positions authorized for filling by Standing Committees since last meeting:

Buildings and Grounds - Cleaner #8, *Grade 2, Base Annual Salary \$27,438*, due to resignation.

Health Services - Senior Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, extending prior authorization.

Office for the Aging - Meal Site Cook #4, *Grade 2, Base Annual Salary \$27,438 (35hr/week)*, due to promotion.

Parks, Recreation & Railroad - Building Maintenance Worker #8, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

Public Works - MEO (M) #23, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- MEO (M) #14, *Grade 9, Base Annual Salary \$36,214*, due to promotion.

Social Services - Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$34,988*, due to retirement.
Intake Clerk, *Grade 4, Base Annual Salary \$29,333*, due to promotion.

- V. Privilege of the Floor/Public Comment

- VII. Motion to adjourn

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Human Resources

DATE: 6/23/21

- (a) Employee Name, Title and Employee No.: **HR Specialist - vacant**

- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$46,222**

- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$49,774**

- (d) Effective Date for Salary Change:* **7/19/21**
*Please do not backdate request unless the purpose is to correct an error.

- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:

- (f) Justification of Request:
Decrease salary from \$49,774 to \$46,222 to return the position to the entry rate for the position.

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***DEPARTMENT NAME: **Public Defender's Office**DATE: **6/21/2021**

- (a) Title of Requested Position: **Coordinating Assistant Public Defender (PT)**
- (b) Annual Base Salary (and Grade if Applicable): **\$34,944.00 (ILS FUNDED)**
- (c) Effective Date for New Position: * **8/1/2021 (approx. based on date contract is executed)**
*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):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1171 130 Salaries - Part Time
- (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

Warren County Public Defender's Office has an opening for an attorney.

Please contact Public Defender Marcy Flores with a resume and a writing sample at:

floresm@warrencountyny.gov or at Warren County Public Defender's Office, 1340 State Route 9, Lake George, NY 12845. (518)761-6207. Fax number (518) 761-6208.

Part time Coordinating Assistant Public Defender

- Salary of \$34,944.
- Work involves representing clients assigned by the Public Defender in criminal court proceedings. This involves representation through all stages of the proceeding following arrest and at the initial court appearance. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. The attorney does work related to the case as required. The cases involve filing demands, motions, preparing for hearings, conducting hearings, evaluation of the case and plea bargaining. The attorney would also conduct legal research, prepare for trials and conduct the trial. Will be supervising other attorneys filing demands, motions, preparing for hearings, conducting hearings, evaluation of the case and plea bargaining. The attorney would also supervise other attorneys conducting legal research, preparing for trials and conducting the trial. The attorney would also supervise the grant funding streams from ILS.
- Knowledge of criminal law and court proceedings would be necessary for the applicant.
- The ability to communicate effectively both orally and in writing is mandatory.
- The applicant must possess a NY State law license and have at least ten years of experience as an attorney in the fields of criminal law.
- The applicant must possess a valid NYS driver's license.
- The position is subject to the approval of the Board of Supervisors.

Warren County is an EOE/AA Employer

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 Defender's Office Payroll Dept. No: 6.01 A.1171
 Title of Position: Coordinating Assistant Public Defender (PT) Base Salary of Position: \$34,944.00 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A. 1171 130 Salaries - Part Time 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 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 _____

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 _____

*RESOLUTION REQUEST FORM NO. 11**Request to Create New Position*DEPARTMENT NAME: **Public Defender's Office**DATE: **6/21/2021**

- (a) Title of Requested Position: **Assistant Public Defender (PT)**
- (b) Annual Base Salary (and Grade if Applicable): **\$43,680.00 (ILS FUNDED)**
- (c) Effective Date for New Position:* **8/1/2021 (approx. based on date contract is executed)**
*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):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1171 130 Salaries - Part Time
- (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

Warren County Public Defender's Office has an opening for a part time attorney.

Please contact Public Defender Marcy Flores with a resume and a writing sample at:

floresm@warrencountyny.gov or at Warren County Public Defender's Office, 1340 State Route 9, Lake George, NY 12845. (518)761-6207. Fax number (518) 761-6208.

Assistant Public Defender

- Salary – \$43,680 for 24 hours per week.
- Work involves representing clients assigned by the Public Defender in criminal court proceedings. This involves representation through all stages of the proceeding following arrest and at the initial court appearance. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. The attorney does work related to the case as required. The cases involve filing demands, motions, preparing for hearings, conducting hearings, evaluation of the case and plea bargaining. The attorney would also conduct legal research, prepare for trials and conduct the trial.
- Knowledge of criminal law and court proceedings would be necessary for the applicant.
- The ability to communicate effectively both orally and in writing is mandatory.
- The applicant must possess a NY State law license and have at least two years of experience as an attorney in the field of criminal law.
- The applicant must possess a valid NYS driver's license.

Warren County is an EOE/AA Employer

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 Defender's Office Payroll Dept. No: 6.01 A.1171
 Title of Position: Assistant Public Defender (PT) Base Salary of Position: \$43,680.00 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A. 1171 130 Salaries - Part Time 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 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 _____

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 _____

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

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: Part-Time Caseworker
- (b) Annual Base Salary (and Grade if Applicable): \$43,390 (2019) - Grade 16
- (c) Effective Date for New Position:* July 19, 2021
*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):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-130
- (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:
- (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 - Part-Time - Temporary Base Salary of Position: 43,390 (2019) Grade: 16
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6010 130 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 6/16/21

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

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Formulates and carries out plans to meet the needs of the individual or family;
- Interviews clients to assess the need for social services;
- Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
- Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
- Finds, studies and evaluates family homes for the placement of children and adults;
- Recommends foster homes and day care homes for certification;
- Determines whether a child's or an adult's needs can best be met in an institution or foster home;
- Supervises children/adults placed in foster homes or an institution;
- Supervises foster parents in certified homes;
- Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
- Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding;
- Coordinates and develops a treatment plan and goal for the reunion of families;
- Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
- Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
- Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court;
- Maintains case records;
- Prepares letters and reports as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; ability to establish and maintain cooperative relationships with others; ability to prepare and maintain records and reports; ability to express ideas clearly, both orally and in writing; ability to understand and follow oral and written directions; good powers of observation and analysis; initiative; tact; good judgment; emotional maturity.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Social Work, Child Family Services, Psychology, Sociology, Criminal Justice, Education, Counseling or a closely related field; OR
- B. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree plus 2 years paid experience involving 1) direct service social casework in a public or private agency or 2) as an Examiner, Community Service Worker or child care worker in a social welfare or community services organization.

SPECIAL REQUIREMENTS:

1. Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
2. Certain assignments made to employees in this class will require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

Amended, Warren County Civil Service: 7/15/10, 2/12/17
JC: Competitive

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

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: Intake Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$29,333 (2019) - Grade 4
- (c) Effective Date for New Position:* July 19, 2021
*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):
Keyboard Specialist #2 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (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: Intake Clerk #8 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50 % [X] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
Human Resources Director has approved this form when initialed. [Signature]

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 _____

Adopted, Warren County Personnel, May 11, 2005

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;
- Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;
- Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
- Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
- Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;
- Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;
- Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;
- Performs reproduction and collating duties of applications, materials and documents;
- Sends, receives and logs faxes;
- Maintains pamphlets, brochures and related materials for visitors;
- Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;
- May perform general clerical duties and maintain simple records related to the duties assigned.

(cont.)

Intake Clerk Page 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP); working knowledge of office terminology, procedures and equipment; ability to enter data into query and issue reports from database and spreadsheet programs; ability to deal courteously with the public both in person and on the telephone; ability to understand and follow simple oral and written directions; ability to greet the public in a pleasing manner and provide requested information; ability to refer visitors to appropriate staff member after ascertaining their needs; ability to operate fax and copy machines; ability to hear well and speak distinctly; ability to write legibly; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
 - (b) Two (2) years of clerical experience.
-

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

DEPARTMENT NAME: Social Services

DATE: 6/21/2021

- (a) Title of Requested Position: Intake Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$29,333 (2019) - Grade 4
- (c) Effective Date for New Position:* July 19, 2021
*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):
Keyboard Specialist #7 (Grade 3)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6010-110
- (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: 40.03
Title of Position: Intake Clerk #9 Base Salary of Position: 29,333 (2019) Grade: 4
Filling at Step # (If Known):
Budget code and title: Salaries-Regular A6010 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Date of Vacancy: 7/19/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

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

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Treasurer****DATE: June 22, 2021**

- (a) Employee Name, Title and Employee No.: **Heidi LeClair, Payroll Supervisor, #11444**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$63,836, Out of Bargaining Unit**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **Base (Entry) - \$49,108, Grade 18. Actual salary is \$59,860.**
- (d) Effective Date for Salary Change:* **July 16, 2021**
*Please do not backdate request unless the purpose is to correct an error.
-
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - \$4,997.00
- (f) Justification of Request: **This position is responsible for overseeing the processing of a \$40 million payroll and reviewing the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.**

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Treasurer****DATE: June 22, 2021**

- (a) Employee Name, Title and Employee No.: **Morgan Chapman, Payroll Technician, #13431**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$47,608, Out of Bargaining Unit**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **Base (Entry) - \$39,751, Grade 10. Actual salary is \$40,363.**
- (d) Effective Date for Salary Change:* **July 16, 2021**
*Please do not backdate request unless the purpose is to correct an error.
-
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1990 469 - Contingent Account - \$8,560.00
- (f) Justification of Request: **This position provides administrative support to the Payroll Supervisor for a \$40 million payroll, serves as back up to the Payroll Supervisor in her absence and reviews the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.**

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 29, 2021

Committee Members: Braymer, Geraghty, Driscoll, Conover and Magowan

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) **SUNY Adirondack representatives to provide an update on the College.**

2) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

A) Resolution Tracking Report.

B) Request to appoint Mary King as a member of the Warren-Washington Counties IDA & CDC.

3) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**

A) Litigation update - Executive Session.

B) Discussion regarding Opioid Litigation.

4) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**

A) Review of report on tracking of vacancies filled.

B) Update on terminations and exit interviews.

C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the HR Specialist from \$49,774 to \$46,222 effective July 19, 2021.

5) **Referral from the Criminal Justice Committee (Chaired by Supervisor Leggett):**

Public Defender (Marcy Flores, Public Defender) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Coordinating Assistant Public Defender (PT), *Annual Salary \$34,944*, effective August 1, 2021.

B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Assistant Public Defender (PT), *Annual Salary \$43,680*, effective August 1, 2021.

6) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Caseworker - Part-Time - Temporary, *Grade 16, Base Annual Salary \$43,390*, effective July 19, 2021.

B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #8, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #2, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.

C) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Intake Clerk #9, *Grade 4, Base Annual Salary \$29,333*, and delete the position of Keyboard Specialist #7, *Grade 3, Base Annual Salary \$28,026*, effective July 19, 2021.

D) Request to temporarily pay Out-of-Title pay for the position of Principal Social Welfare Examiner as the result of an extended medical leave.

7) **Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Geraghty):**

Request to revise and re-establish criteria for the expenditure of County occupancy tax revenues in connection with conventions, trade shows and events.

8) **Request/Item to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**

Request to re-introduce the County Treasurer's request to remove the Payroll Supervisor and Payroll Technician positions from the CSEA Union and the associated requests for salary adjustments which were tabled at the June 6, 2019 Personnel & Higher Education Committee meeting.

CONTINUED

9. Discussion regarding “official correspondence”.

IV. Pending Items:

Personnel & Administration -

Robert Terwilliger, *First Assistant County Attorney*, to research whether it was possible to increase the appointment of the County Attorney beyond a two year term and report back to Committee. (04.29.21) Update: Mr. Terwilliger advised all of the materials he had reviewed indicated the term of the County Attorney was set to coincide with the same duration of that of a County Supervisor and could be no longer than a two year term; however, he noted, he would conduct more extensive research to determine if there was anything that indicated otherwise. (06.03.21) - *As per Mr. Terwilliger*

New York State County Law Section 500 delineates the term of the County Attorney. The term is to be the “term of office for which the then members of such board were elected.” The board being the board of supervisors for the county. With the Warren County Supervisors’ terms as two year terms, then the County Attorney is a two year term of appointment.

Higher Education - None.

V. Positions authorized for filling by Standing Committees since last meeting:

Buildings and Grounds - Cleaner #8, *Grade 2, Base Annual Salary \$27,438*, due to resignation.

Health Services - Senior Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, extending prior authorization.

Office for the Aging - Meal Site Cook #4, *Grade 2, Base Annual Salary \$27,438 (35hr/week)*, due to promotion.

Parks, Recreation & Railroad - Building Maintenance Worker #8, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

Public Works - MEO (M) #23, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- MEO (M) #14, *Grade 9, Base Annual Salary \$36,214*, due to promotion.

Social Services - Social Welfare Examiner #9, *Grade 8, Base Annual Salary \$34,988*, due to retirement.
Intake Clerk, *Grade 4, Base Annual Salary \$29,333*, due to promotion.

- V. Privilege of the Floor/Public Comment

- VII. Motion to adjourn