

**Warren County Health Services
Health Services Committee
AGENDA FOR
December 2, 2021
Information Submitted By: Ginelle Jones, DPH/DPS**

Health Services Committee Members: Edna Frasier, Peter McDevitt, Ronald Conover, Andrea Hogan, and John Strough- Chair of the Board shall serve as the Ex-Officio member when needed in accordance with the Section C (4) of the Rules of the Board.

- I. Committee meeting called to order by Chairperson
- II. Motion to approve the minutes of the October 18, 2021 Committee meeting.
- III. Action Agenda/New Business

Request Resolution: 1	To create and authorize filling a FTE Public Health Educator, Grade 14, with an annual salary for \$44,384, effective January 1, 2022. (Attachment #1)
Rationale:	Position will help fill gaps with covid response, and take on specific roles such assisting with school tracing, help with covid staffing coverage, and provide outreach/education on other public health programs when covid is behind us.

Request Resolution: 2	To create and authorize filling a FTE Registered Professional Nurse position, Grade 19, with an annual salary of \$51,502, effective January 1, 2022. (Attachment #2)
Rationale:	Position will help fill nursing gaps with immunization clinics and disease control, which is covid response related at this time.

Request Resolution: 3	To authorize extension of current 2021 Intent to Fill Forms and authorize filling vacancies below: (Attachment #3)				
	Title	Grade	Salary	Status	Date of Vacancy
	RPN #22	19	\$51,502	FTE	6/3/21
	RPN #32	19	\$51,502	FTE	3/24/20
	RPN #37	19	\$51,502	FTE	3/19/21
	Senior Account Clerk # 1	7	\$36,414	FTE	1/22/21
	WIC Assistant	5	\$33,076	FTE	2/26/20
	Infant Feeding Advocate	3	\$15,186	PTE; not to exceed 20 hrs/wk avg	12/6/19
	Medical Records Coder	10	\$24,471	PTE; not to exceed 24 hrs/wk avg	1/1/21

Rationale:	Health Services has vacant positions that are needed. The executed forms are expiring by the end of the year and need to be updated to allow to fill the vacancies.
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Request Resolution: 4	To request referral to Personnel Committee and fill newly created positions in the 2022 Budget. (Attachment #4)				
	Title	Grade	Salary	Status	Date of Vacancy
	PH Program Manager	21	\$55,070	FTE/Promotional	1/1/22
	RPN #40	19	\$51,502	FTE	1/1/22
	RPN #TBA	19	\$51,502	FTE	1/1/22
	PH Health Educator #1	14	\$44,384	FTE	1/1/22
	PH Health Educator #2	14	\$44,384	FTE	1/1/22
	Per Diem EI Service Coordinator #2	18	\$12,594	Per Diem; not to exceed 10 hrs/wk average	1/1/22
	Therapy Program Admin/PH	NA	\$65,566	FTE	1/1/22
Rationale:	Health Services created positions in the 2022 Budget that require authorization to fill. In addition Public Health Educator #2 and RPN #TBA, that were newly requested since budget approval have been included.				

Request Resolution: 5	To amend the 2021/2022 budget to reflect receipt of HRI/NYSDOH NYS Emergency Preparedness extra funding in the amount of \$2,000. (Attachment #5)
Rationale:	Tawn Driscoll, Fiscal Manager, will be at the meeting to discuss.

I. Information for Discussion/Review

Report of Revenues and Expenditures for 2021

Please see **Attachment #6**. Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.

Revenue and Expense Comparison Report for 2020 vs 2021

Please see **Attachment #7**.

Tawn Driscoll, Fiscal Manager, will be present at the meeting to review the reports and answer any questions.

Status of Referrals

Please see **Attachment #8 A/B** for the report.

Emergency Response and Preparedness

Please see **Attachment #9** for the report.

Rabies Report:

Please see **Attachment #10** for the report.

Meeting/ Conference Authorizations:

II. Referral/Pending Items

There are no pending items.

**III. Privilege of the floor to discuss any additional items to come before Committee
(Please allow 15 second delay on live stream meetings)**

IV. Motion to adjourn the Health Services Meeting

Attachments:

1. Resolution Request: Create FTE Health Educator
2. Resolution Request: Create FTE Registered Professional Nurse Position
3. Resolution Request: 2021 Intent to Fill Forms- Extension Requests
4. Resolution Request: 2022 Intent to Fill Forms- Budgeted Positions
5. Resolution Request: 2021 Budget Amendment HRI/NYSDOH PH Emergency Preparedness Grant
6. Report of Revenues and Expenditures for 2021
7. Revenue and Expense Comparison Report for 2020 vs 2021
8. Report of Referrals Status **A/B**
9. Emergency Response and Preparedness Activities Report
10. Rabies Report

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: November/December 2021

- (a) Title of Requested Position: **Public Health Educator #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$44,384**
- (c) Effective Date for New Position: * **1/1/2022**
*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):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.4018.0040.110 Health Education Full Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Discussed with County Administrator
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
Initially funding will go through applicable COVID grants and ARPA funding

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: November/December 2021

- (a) Title of Requested Position: **Registered Professional Nurse # TBA**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$51,502**
- (c) Effective Date for New Position: * **1/1/2022**
*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):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.4018.0030.110 Disease Full Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Discussed with County Administrator
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
Initially funding will go through applicable COVID grants and ARPA funding

2021 Intent to Fill Extensions

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
Title of Position: Registered Professional Nurse #22 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A. 4010; Health Services Full time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 13404 / Gutowski Date of Vacancy: 6/3/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☒ Other Insurance% Variable based on case load

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. Don 11/10/21

Human Resources Director has approved this form when initialed. 12/11/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (v. Chair) Date 12/9/21

Approved by email [Signature]

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
Title of Position: Registered Professional Nurse #22 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4010; Health Services Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 13404/ Gutowski Date of Vacancy: 6/3/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☐ State _____ % ☒ Other Insurance % Variable based on Caseload

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. 5/13/21

Human Resources Director has approved this form when initialed. 5/13/21

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 5/14/21

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 5/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 E. Frisvold Date 5/26/21

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

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
Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 13144 / Westcott Date of Vacancy: 3/24/2020
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☒ Other Insurance% Variable on Case load

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. OK

Human Resources Director has approved this form when initialed. 11/10/21 11/10/21

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 11/10/21

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 11/10/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (V. Chair) Date 12/9/21

Approved by email @

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$47,523 *2019 Contract Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: #13144/Westcott Date of Vacancy: 3/24/2020
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other Insurance _____% Variable based on caseload

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. 201/21
Human Resources Director has approved this form when initiated. 13 3/15/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

- Name of Committee Health 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 Edna A. Fraser Date 3/22/21

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

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
Title of Position: Registered Professional Nurse #37 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A4012.110 Health Services Full time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 13315 / Browillette Date of Vacancy: 3/19/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☐ State _____ % ☒ Other Insurance % Variable based on caseload

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. Per 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (v. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #37 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4010.110/Health Services full-time salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other _____
Employee No./Last Name: 13315/Brouillette Date of Vacancy: 3/19/21
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☐ State _____ % ☒ Other variable % insurance _____

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. Per 3/11/21

Human Resources Director has approved this form when initialed. 18 3/11/21

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 3/12/21

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 Thomas Date 3/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/22/21

REGISTERED PROFESSIONAL NURSE

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Assesses patient nursing care needs and prepares and carries out a nursing care plan;
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Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$ 36,414 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A4610.110 Union ☒ Non-Union ☐
This position is vacated due to: ☒ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 8844 / De Cesaris Date of Vacancy: 1/22/2021
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. 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDermott (v. Chair) Date 12/9/21

Approved by Chair [Signature]

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

Title of Position: Senior Account Clerk #1

Payroll Dept. No: 36.0

Filling at Step # (If Known): _____

Base Salary of Position: \$33,600

Grade: 7

Budget code and title: A.4010.110

This position is vacated due to: ☒ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☐ Other

Employee No./Last Name: 8844/DeCesare

Date of Vacancy: 1/22/2021

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. 8/20/21

Human Resources Director has approved this form when initialed. JS 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 Chen, Bos Rachel Seem

Date 6/15/21

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 Health 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 Edna A. Tramer

Date 6/21/21

Amended, Warren County Personnel, May 21, 1999

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for independently performing and/or supervising the maintenance and review of financial accounts and records. Employees generally follow a prescribed routine in the performance of moderately difficult accounting duties and in most cases receive only infrequent general instructions. Direct supervision may be exercised over the work of one or more clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Oversees and classifies a variety of receipts and expenditures and distributes items according to prescribed procedures;
Supervises employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;
Manages the posting of original entry media to journal and ledger accounts;
Conducts correspondence on matters where policies and procedures are well defined;
Prepares bills and records remittances after computing interest and penalties;
Issues receipts for monies received;
Compiles payroll data, prepares and checks payroll for accuracy;
Compiles data for and prepares and analyzes complex financial and statistical records and reports;
Provides information in response to telephone or personal requests;
Operates computing, calculating, check writing and other office equipment and machines;
Assists in the preparation of unit or departmental budget and in maintaining budget control.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods of keeping and reviewing financial accounts and records; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; ability to understand and carry out oral and written directions; ability to plan and supervise work of others; ability to make arithmetic computations rapidly and accurately; ability to write legibly; ability to get along well with others; clerical aptitude; mental alertness; a high degree of accuracy; courtesy; physical condition commensurate with the demands of the position.

(Cont.)

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from high school or possession of a high school equivalency diploma and two years of experience in maintaining financial accounts and records; or
- (b) Four years of experience in a clerical position involving the maintenance of financial accounts and records; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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: \$33,076 Grade: 5
Filling at Step # (If Known): _____
Budget code and title: A.4013.110 WIC Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 10754 / Stockwell Date of Vacancy: 2/26/2020
Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State WIC Grant % ☐ Other _____ %
100%

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. PAW 11/10/21

Human Resources Director has approved this form when initialed. 1/7 11/19/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

5

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 Contract Grade: 5
Filling at Step # (If Known): _____
Budget code and title: A.4013.110 WIC Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 10754/Stockwell Date of Vacancy: 2/26/2020
Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State WIC Grant 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. 3/15/21
Human Resources Director has approved this form when initiated. 3/15/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 Edna A. Tramm Date 3/22/21

Amended, Warren County Personnel, June 15, 2011

W.I.C. ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This person is primarily responsible for check dissemination, record keeping, submitting reports and other duties associated with the food delivery system. Additional responsibilities include vendor monitoring, providing general nutrition information, scheduling of appointments and supervision of any existing waiting list.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Conducts initial interviews with applicants to assist in determining eligibility for the W.I.C. program;
- Schedules appointments at appropriate clinics and within W.I.C. established time limits;
- Answers telephone providing information to callers, takes messages and directs them to other departments as necessary;
- Organizes and packs clinic materials for transport to satellite sites;
- Provides services via the W.I.C. Statewide Information System, including downloading data before traveling to satellite sites and uploading data to Albany upon return to the permanent site;
- Assists in driving the W.I.C. van, transporting staff and supplies to the satellite sites;
- Issues food vouchers to clients and provides orientation regarding participation in the program;
- Issues manual checks according to prescribed food packages;
- Directs and records designation of proxies;
- Serves as a vendor liaison between W.I.C. vendors and W.I.C. participants;
- Orders, receives and secures food vouchers, check paper and manual check stock;
- Maintains daily inventories of manual checks, special formula food instruments and check stock;
- Maintains an adequate supply of office supplies;
- Maintains an on-going waiting list according to the W.I.C. Priority System;
- Conducts quality assurance measures following each clinic;
- Maintains on file and has available for review and audit, all pertinent data regarding the food delivery system;
- Supervises and trains all support staff:

(cont.)

Weighs and measures women, infants and children and records data;
Performs finger stick blood collection, after training in this
procedure, for hematocrit or hemoglobin blood analysis;
Participates in distribution of vouchers to W.I.C. participants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the methods used in keeping both business records and individual participant files; good knowledge of office terminology, procedures, routines and equipment; ability to understand and carry out oral and written directions; ability to get along well with others; clerical aptitude; mental alertness; good judgment; integrity, tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of experience in the compilation and maintenance of accounts and records.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.01
Title of Position: PT Infant feeding Advocate Base Salary of Position: \$15,186 Grade: 3
Filling at Step # (If Known): not to exceed 20 hrs/wk
Budget code and title: A4013 wic Part time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 13262 / Langworthy Date of Vacancy: 12/6/2019
Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☒ State 100% ☐ Other _____%
wic Grant

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. 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (v. chair) Date 12/9/21

Approved by Umaire

(6)

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: Part Time Not to Exceed 20 hrs/wk Infant Feeding Advocate Base Salary of Position: \$28,026 (\$13.47/hr) *2019 Contract Grade: 3
Filling at Step # (If Known): _____
Budget code and title: A.4013 WIC Part Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: Langworthy/ #13262 Date of Vacancy: 12/6/2019
Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State WIC 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. OK 3/15/21
Human Resources Director has approved this form when initialed. 17 3/15/21

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 3/16/21

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 3/19/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 3/22/21

Adopted, Warren County Civil Service, August 10, 2009

INFANT FEEDING ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the W.I.C. (Women, Infants and Children) Coordinator the Infant Feeding Advocate promotes breastfeeding as the optimal method of infant feeding among W.I.C. participants. Provides breastfeeding education, follow-up and basic clerical support relating to breastfeeding to promote W.I.C. program operations. Assists W.I.C. staff as assigned by the W.I.C. Coordinator or Breastfeeding Coordinator. An Infant Feeding Advocate must be enthusiastic about the W.I.C. program and breastfeeding and have a desire to share that enthusiasm.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides information and promotes breastfeeding to W.I.C. participants and the community;
- Evaluates client breast pump needs, issues breast pumps according to policy and provides information to clients on best practices for breast milk collection and storage;
- Conducts or assists with group breastfeeding classes;
- Makes telephone contacts with breastfeeding participants to support breastfeeding and identify clients needing additional assistance to optimize their breastfeeding success;
- Works with W.I.C. Coordinator and Breastfeeding Coordinator in development and implementation of promotional ideas;
- Evaluates and identifies breastfeeding issues that may require referral and continuous follow-up;
- Refers W.I.C. breastfeeding mothers to the Lactation Consultant and/or physician when the problems presented are beyond the Infant Feeding Advocate's scope of breastfeeding knowledge and skills;
- Assists clinic staff with the counseling of W.I.C. clients by telephone or by in-person visits to clinic;
- Documents Infant Feeding Advocate education codes on clients participant form;
- Files W.I.C. Client Detail Records according to policies/procedures;
- Documents Client follow-up contact and progress;
- Accurately documents pump issuance and/or retrieval according to policies/procedures;
- Maintains breastfeeding equipment and pumps according to sanitation/safety and infection control guidelines, manufacturer's equipment instructions and policies/procedures;
- Completes New York State and local agency training and is able to meet training objectives;

(cont.)

Attends and participates in regularly scheduled Peer Advocate meetings for on-going training and policy updates;
 Shares information obtained from peer advocate meetings/trainings with supervisor and clinic staff;
 Integrates information into daily work/practices;
 Assists with orientation and coaching of new staff on breastfeeding skills;
 Successfully passes Infant Feeding Advocate competency evaluations and completes all training modules within six months of employment;
 Performs related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Ability to develop and maintain satisfactory working relationships with pregnant women and breastfeeding mothers; ability to get along well with others; ability to communicate effectively both orally and in writing; ability to keep records; ability to work independently; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a NYS driver's license at time of appointment.

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
Title of Position: Medical Records Coder PT Base Salary of Position: \$24,471 Grade: 10
Filling at Step # (If Known): 24-26 hrs/wk
Budget code and title: A.4010.130 Health Services Part time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Vacant - New position 2020 Bud Date of Vacancy: 1/1/2020
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☐ State _____ % ☐ Other _____ % Helps pursue revenue

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. See 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/10/21

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 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (V. Chair) Date 12/9/21

Approved by email [Signature]

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 Homecare Payroll Dept. No: 36.00
Title of Position: Medical Records Coder- Part Time 24-26 hrs/wk Base Salary of Position: Hrly Rate \$18.09/Budgeted \$27,461 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: A.4010.130 Health Services Part Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: New Position 2020 Budget Date of Vacancy: _____
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☒ Other _____% Helps pursue revenue

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. APR 2020

Human Resources Director has approved this form when initialed. 6/8/20

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.

This position is part of ~~the~~ revenue enhancing plan developed in the 2020 budget.

Administrator Signature [Signature] Date 6/10/20

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 B. M. [Signature] Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 6/22/20

MEDICAL RECORDS CODER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this class is responsible for the coding of medical records using the current International Classification of Diseases (ICD), Current Procedural Terminology (CPT) and Health Care Financing Administration Common Procedures Coding System (HCPCS) as well as other coding as required by Home Care Agency reimbursement regulations. The work is performed under the general supervision of an agency administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:: (Illustrative Only)

Using the current ICD and CPT (home care reimbursement) coding system, assigns and records an accurate code to all diagnoses, procedures, and operations as documented by the attending physician in the indicated patient's medical record;
Ensures that all factors necessary for assigning an accurate DRG (Diagnostic Related Group) are present, and that all diagnoses are ranked properly;
Makes appropriate contacts in order to acquire or clarify necessary information;
Enters data such as diagnosis, treatment, admission and discharge dates, length of stay etc., by electronic medical record;
Identifies and analyzes patterns in possible coding errors or other trends and reports to Supervisor;
Verifies completeness, accuracy and proper entry into computer systems according to established standards, statutes and regulations;
Participates in other Medical Records functions, as assigned;
Participates in Medical Record Review processes;
Uses computer applications or other automated systems such as electronic medical records, spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Accesses protected health information (PHI) in accordance with departmental assignments and guidelines;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of medical technology, good knowledge of the appropriate content of medical records and the origins of clinical information; good knowledge of standard nomenclature for medical coding; good knowledge of software programs, including word processing and database; ability to understand and code medical records; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position, thoroughness; accuracy.

MINIMUM QUALIFICATIONS:: High school or equivalency diploma and either:

- a) Possession of an Associate's degree from a regionally accredited or New York State registered college or university and one year of paid experience in medical billing, or
- b) Possession of a Medical Technology and Medical Records Coding college program certification and one year of paid experience in medical billing; or
- c) Possession of a medical coding, ICD, CPT and Board certified Home Health Coder (BCHHC) and one year experience in medical billing; or
- d) Three years of experience in medical billing.

2022 Budget Intent to Fill Forms

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: _____
Title of Position: PH Program Manager Base Salary of Position: \$ 67,170 Grade: 21
Filling at Step # (If Known): 55,070
Budget code and title: A 4018.110 Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☒ Promotion ☐ Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 36 % ☐ 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. per 11/10/21

Human Resources Director has approved this form when initialed. per 11/10/21

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 11/19/21

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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (v. Chair) Date 12/9/21

approved by email [initials]

PUBLIC HEALTH PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for assisting the Director of Public Health and Patient Services with agency wide administrative level projects as well as developing/implementing policies and procedures in programmatic areas. Duties include agency grant administration and oversight of the agency's emergency preparedness programs, state aid programs and other program applications involving collaborating agencies and partners. The work is performed under the general direction of the Director of Public Health and Patient Services and requires a high degree of autonomy, independent judgment and organizational skill to ensure efficient flow and coordination of agency programs. Supervision is exercised over assigned program staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in administering and overseeing assigned programs including planning, organizing, and implementing policies and procedures which meet federal, state and local laws and regulations;
Supervises and participates in all aspects of agency grant administration and compliance requirements, including ensuring timely application, reporting and vouchering deadlines;
Monitors agency grant funded programs and activities to ensure compliance with federal, state and local laws and regulations;
Develops and implements policies and procedures in agency wide programmatic areas;
Coordinates data processing activities for the department;
Ensures agency services and activities comply with NYS Public Health Law and regulations;
Develops and creates coalitions to address emerging public health issues;
Coordinates the evaluation and analysis of agency program activities/ services to assess coverage of community's health needs and identify any gaps;
Provides input and recommendations on policy formulation and program policy development;
Provide oversight, guidance, and maintenance of department's social media;
May assist administration in oversight of outsourced supported data applications;
Oversees assigned inventory functions for the Department.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of public health principles and skill in their application to community health programs in the area of assignment;
Thorough knowledge of the principles and practices of organizational and administrative processes and techniques;
Good knowledge of agency management systems and computer program applications;
Good knowledge of community and human service agencies;
Good knowledge of health education and public relations organizations;
Ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software;
Ability to assemble, organize and present information clearly in both oral and in written form;
Ability to communicate effectively for public speaking;
Good judgment in solving complex problems;
Dependability; resourcefulness; initiative; tact.

MINIMUM QUALIFICATIONS: Either:

- A.) Master's Degree or higher in public health, health education, or health related field and three (3) years of experience in the administration of programs related to Public Health and/or Emergency Preparedness, or
- B.) Bachelor's Degree or higher in public health, health education, or health related field and five (5) years of experience in the administration of programs related to Public Health and/or Emergency Preparedness.

NOTE: Education beyond the secondary level must be from an institution that is a regionally accredited or New York State registered college or university.

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: _____
Title of Position: Registered Professional Nurse #40 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A40180030.110 Disease Fulltime Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: vacant / Transferred 11/1/2022 Date of Vacancy: 11/1/2022
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 36 % ☐ 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. Per 11/19/21

Human Resources Director has approved this form when initialed. 11/19/21

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 11/19/21

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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (V. Chair) Date 12/9/21

Approved by email [Signature]

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

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: _____
Title of Position: Registered Professional Nurse # 42 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A.4018.0030.110 Disease Full Time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Newly Created Date of Vacancy: 1/1/2022
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 36 % ☒ Other _____ % Grants/ ARPA as available

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. PN 12/1/21
Human Resources Director has approved this form when initialed. NT 12/1/21

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 12/1/21

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 12/2/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (v. Chair) Date 12/9/21

Approved by Chair [Signature]

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
Supervises sub-professional nursing personnel;
Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
Performs related services for patients in the prevention of illness and the attainment of maximum health;
Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
Maintains a variety of records and prepares reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application; working knowledge of materia medica, hospital dietetics, sanitation, and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical oral and written instructions; ability to keep records and make reports; ability to get along well with patients, physicians and others; ability to carry out successfully the therapeutic measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; good observation; mental alertness; firmness; initiative; cheerfulness; patience; emotional stability; sympathetic and caring attitude toward the sick; good moral character; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

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: _____
Title of Position: Per Diem EI Service Coord. Base Salary of Position: \$12,594 Grade: 18
Filling at Step # (If Known): #2
Budget code and title: A. 4054.0060.130 EI Part time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: _____
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____% ☒ State 49% ☐ 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. Dec 11/10/21

Human Resources Director has approved this form when initialed. 12/11/21

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 11/19/21

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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDewitt (V. Chair) Date 12/9/21

Approved by Lemaitre

PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for the organization and implementation of community based educational efforts regarding public health needs. Duties include assessing public health education needs and organizing workshops, forums, and activities to meet those needs. The work may concentrate on one major health issue or on several major issues, including emergency preparedness program support. The work is performed under general supervision of a higher-level administrator with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides outreach to promote good health practices and eliminate risk factors associated with preventable injuries, illnesses and deaths;
- Conducts in-service training seminars for staff and community group as needed;
- Conducts workshops among populations at risk aimed at improving their level of health information and motivating them toward positive health habits and elimination of high-risk injury and illness factors;
- Prepares and distributes health educational materials, including curricula, pamphlets, posters, exhibits and audio-visual presentations, all of which the Public Health Educator will employ in the conduct of the above described seminars and workshops;
- Assists in the preparation of data collection and behavioral risk survey forms and participates in the data collection and survey work, and workshops;
- Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;
- Assists with Public Health program grants and deliverables, as assigned;
- Supports organizations, municipalities and businesses in establishing policy, systems and environmental changes that support community health;
- Supports and participates in community partnerships that support and promote state and local efforts;
- Assists in the development of press releases, social media and other communications;
- Assists in the development of program budgets; prepares reports of all activities including financial and billing documentation necessary to assist with reimbursement;
- Assists with the preparation of staff meetings;
- Understands and follows current legislation, public health policy, and best practice programming and methods, and the impact on each agency setting as well as the community;
- Assists in leadership activities including orientation of new staff and participates in team work improvements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the principles, practices and techniques of public health education;
Good knowledge of community organization work;
Good knowledge of the mechanics of planning and conducting seminars and workshops;
Working knowledge of epidemiology, data collection and behavioral and attitudinal surveys; skill in educational techniques and methods of communication;
Ability to prepare health education materials, including curricular, pamphlets, exhibits and audio-visual presentations;
Ability to establish and maintain effective relations with community agencies and different ethnic groups; ability to survey public health education needs; ability to prepare activity reports;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Sound judgment, initiative, resourcefulness, integrity, tact.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree in health education, health science, public health, health promotion, community health, or health communications; or
- B) Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one (1) year of experience in health education; or
- C) Bachelor's Degree in marketing, human services, social work or psychology and two (2) years of experience in health education; or
- D) Master's Degree in public health or health education.

NOTE: A local Public Health Educator must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.

NOTE: Education beyond the secondary level must be from an institution that is a regionally accredited or New York State registered college or university.

NOTE: Qualifications pursuant to 10 NYCRR Section 11.151

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: _____
Title of Position: PH Health Educator #1 Base Salary of Position: \$ 44,384 Grade: 14
Filling at Step # (If Known): _____
Budget code and title: A. 4018.0040.110 Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 36 % ☐ 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. 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/19/21

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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (V. Chair) Date 12/9/21

Approved by Chair (initials)

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
Title of Position: PH Health Educator #2 Base Salary of Position: \$ 44,384 Grade: 14
Filling at Step # (If Known): _____
Budget code and title: A 4018-0040.110 Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Create 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 36 % ☐ 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. 202/1/21

Human Resources Director has approved this form when initialed. 1/3/1/21

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 _____

PUBLIC HEALTH EDUCATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for the organization and implementation of community based educational efforts regarding public health needs. Duties include assessing public health education needs and organizing workshops, forums, and activities to meet those needs. The work may concentrate on one major health issue or on several major issues, including emergency preparedness program support. The work is performed under general supervision of a higher-level administrator with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Provides outreach to promote good health practices and eliminate risk factors associated with preventable injuries, illnesses and deaths;
- Conducts in-service training seminars for staff and community group as needed;
- Conducts workshops among populations at risk aimed at improving their level of health information and motivating them toward positive health habits and elimination of high-risk injury and illness factors;
- Prepares and distributes health educational materials, including curricula, pamphlets, posters, exhibits and audio-visual presentations, all of which the Public Health Educator will employ in the conduct of the above described seminars and workshops;
- Assists in the preparation of data collection and behavioral risk survey forms and participates in the data collection and survey work, and workshops;
- Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;
- Assists with Public Health program grants and deliverables, as assigned;
- Supports organizations, municipalities and businesses in establishing policy, systems and environmental changes that support community health;
- Supports and participates in community partnerships that support and promote state and local efforts;
- Assists in the development of press releases, social media and other communications;
- Assists in the development of program budgets; prepares reports of all activities including financial and billing documentation necessary to assist with reimbursement;
- Assists with the preparation of staff meetings;
- Understands and follows current legislation, public health policy, and best practice programming and methods, and the impact on each agency setting as well as the community;
- Assists in leadership activities including orientation of new staff and participates in team work improvements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the principles, practices and techniques of public health education;
Good knowledge of community organization work;
Good knowledge of the mechanics of planning and conducting seminars and workshops;
Working knowledge of epidemiology, data collection and behavioral and attitudinal surveys; skill in educational techniques and methods of communication;
Ability to prepare health education materials, including curricular, pamphlets, exhibits and audio-visual presentations;
Ability to establish and maintain effective relations with community agencies and different ethnic groups; ability to survey public health education needs; ability to prepare activity reports;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Sound judgment, initiative, resourcefulness, integrity, tact.

MINIMUM QUALIFICATIONS: Either:

- A) Bachelor's Degree in health education, health science, public health, health promotion, community health, or health communications; or
- B) Bachelor's Degree in education, nursing, epidemiology, wellness and fitness, or nutrition and one (1) year of experience in health education; or
- C) Bachelor's Degree in marketing, human services, social work or psychology and two (2) years of experience in health education; or
- D) Master's Degree in public health or health education.

NOTE: A local Public Health Educator must satisfactorily complete fifteen (15) hours of continuing education in health education related topics approved by the New York State Health Department within one (1) year of appointment.

NOTE: Education beyond the secondary level must be from an institution that is a regionally accredited or New York State registered college or university.

NOTE: Qualifications pursuant to 10 NYCRR Section 11.151

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: _____
Title of Position: Per Diem E1 Service Coord. Base Salary of Position: \$12,594 Grade: 18
Filling at Step # (If Known): #2
Budget code and title: A. 4054.0060.130 E1 Part time Salaries Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: _____
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☒ Yes ☐ No
Source of reimbursement: ☐ Federal _____ % ☒ State 49 % ☐ 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. Dec 11/10/21

Human Resources Director has approved this form when initialed. 12/4/21

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 _____

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of Public Health, this individual identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. This individual also works closely with these children and their families and those service providers involved in providing care. She/he plans for coordination, health, educational and/or Social Services for all children/families in her/his caseload. This coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services.

TYPICAL WORK ACTIVITIES:

- Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;
- Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;
- Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;
- Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;
- Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;
- Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;
- Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

cont.

Maintains essential and timely case records and reports in accordance with client confidentiality requirements;

Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;

Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

Helps the family accept responsibility for the child's care;

Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;

Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;

Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;

Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;

Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;

Consults with other service providing professionals regarding individual case problems as needed;

Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;

Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;

Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

cont.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child; ability to identify and positively utilize strengths and weaknesses in family functioning and structure; working knowledge of the administrative organization and services provided in various community facilities; skill in interview and assessment techniques with children and adults; ability to communicate effectively with children and adults, both verbally and in writing; ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community; ability to accept and utilize guidance; ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in education or a health related field and possession of a teaching certificate, license or other certified designation to confirm proficiency in education/health areas.

NOTE: Possession of a valid New York State Driver's License is required at time of appointment.

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: _____
Title of Position: Therapy Program Adm - P+H Base Salary of Position: \$65,566 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services FT Salaries Union ☐ Non-Union ☒
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
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. POS 11/10/21

Human Resources Director has approved this form when initialed. 11/10/21

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 11/19/21

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 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health 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 P. McDevitt (v. chair) Date 12/9/21

Approved by email [Signature]

THERAPY PROGRAM ADMINISTRATOR- PUBLIC HEALTH

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position is responsible for the administrative oversight of professional therapist programs and services within the Department of Public Health and Patient Services. Duties include the day-to-day program administration, compliance coordination, contract administration and quality assurance compliance oversight for the various therapy programs and services provided by professional therapists under contract with the agency. The work is performed under the supervision of the Director or designee. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Administers the various therapy program services provided by licensed professional therapists under contract with the agency;
- Coordinates and assigns therapy referrals for various agency program therapy services offered in homes, clinics, schools and other facilities;
- Oversees agency therapist services practice standards to ensure a high quality of professional service and maintenance of agency standards;
- Administers therapist contract processes including ongoing monitoring of contractual obligations to ensure continuing compliance;
- Conducts periodic quality assurance reviews to ensure compliance with agency objectives and regulatory standards;
- Reviews evaluation and treatment notes of providers;
- Tracks and monitors agency therapist program services;
- Performs direct therapy services as needed and coordinates treatment programs with other disciplines;
- Assists in planning and conducting educational in service for therapy providers;
- Assists in maintaining the proper utilization of the services of therapy providers;
- Participates in surveys, studies and research in the field of public health;
- Assists with the implementation of student programs;
- Reviews and compiles appropriate records and reports;
- May perform other incidental tasks, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Thorough knowledge of the practices, principals and techniques of therapy programs and protocols within licensed discipline;
- Good knowledge of the principles and practices of organizational and administrative processes and techniques;
- Skill in the application of therapy procedures and techniques of patient care within licensed discipline;
- Administrative ability;
- Ability to establish and maintain cooperative working relationships;
- Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
- Ability to communicate effectively;
- Reliability, good judgment, initiative, resourcefulness, tact.

MINIMUM QUALIFICATIONS: Possession of license and current registration, issued by the NYS Department of Education as a physical therapist, occupational therapist or respiratory therapist and five (5) years of experience providing licensed therapy services.

WC: 11/21 JC: Competitive

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: November 22, 2021

- (a) **Purpose of Amendment:** To amend the 2021 budget to reflect both the Revenue and Expenses related to the Bioterrorism Grant (A.4189) and additional funding from Health Research Inc. to support the current expenses **\$2,000.00.**
- (b) **Appropriation Code (with title), Object Code (with title) and Amount:**
A.4189.410 Public Health-Bioterrorism Supplies Expense \$ 2,000.00

Revenue Code (with title), and Amount:

A.4189.4401 Public Health Bioterrorism Revenue \$2,000.00

***Note: Warren County Health Services was notified by Public Health Emergency Preparedness (PHEP) and HRI on 10/22/21 that additional funding of \$2,000.00 was awarded to increase our 2021-2022 Grant. Therefore the Grant is going from \$50,099 to \$52,099. At this time we are anticipating to increase our supply expense for the program.**

ATTACHMENT #5

Warren County Board of Supervisors

RESOLUTION NO. 321 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, McDEVITT, CONOVER, HOGAN AND STROUGH

**AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE
DEPARTMENT OF HEALTH AND HEALTH RESEARCH INSTITUTE FOR
PUBLIC HEALTH EMERGENCY PREPAREDNESS PLAN FUNDING**

WHEREAS, the Director of Public Health/Patient Services has requested to continue its contractual relationship with New York State Department of Health (NYSDOH) and Health Research Institute, the agency that administers the grant on behalf of NYSDOH, relating to Public Health Emergency Preparedness Plan funding, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, now, therefore, be it

RESOLVED, that Warren County continue its contractual relationship with New York State Department of Health, 150 Broadway, Suite 516, Menands, New York 12204, as well as with the administrative agency, Health Research Institute, One University Place, Rensselaer, New York 12144, for Public Health Emergency Preparedness Plan Funding in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, and be it further

RESOLVED, that the Chair of the Board of Supervisors be, and hereby is, authorized to execute agreements relating to Public Health Emergency Preparedness Plan funding with the New York State Department of Health and Health Research Institute, either individually or jointly, in an amount not to exceed One Million Fifty Thousand Ninety-Nine Dollars (\$1,050,099) for a term commencing retroactive to July 1, 2021 and terminating June 30, 2022, in a form approved by the County Attorney, and be it further

RESOLVED, that if any further federal or state funding becomes available during the term of this contract, no further resolution will be necessary to accept these funds and the Chair of the Board of Supervisors is authorized to execute any documents necessary to receive the funds.

Jones, Ginelle

From: doh.sm.NYSPHEP <NYSPHEP@health.ny.gov>
Sent: Friday, October 22, 2021 3:16 PM
To: doh.dl.LHD2; Elizabeth.Whalen@albanycountyny.gov; shawtj@alleganyco.com; rebecca.kaufman@broomecounty.us; kdwatkins@cattco.org; Cuddy, Kathleen; Schuyler, Christine (EXT-DFA1-A06); pbuzzetti@chemungcountyny.gov; mwflindt@co.chenango.ny.us; john.kanoza@clintoncountygov.com; jack.mabb@columbiacountyny.com; cfeuerherm@cortland-co.org; mandy.walsh@co.delaware.ny.us; avalidian@dutchessny.gov; dbrangan@dutchessny.gov; Burstein, Gale (ERIE); Pope, Carleen (ERIE); linda.beers@essexcountyny.gov; kstrack@co.franklin.ny.us; Laurel Headwell; ppettit@co.genesee.ny.us; kkaplan@discovergreene.com; erica.mahoney.hcphns@frontier.com; ccain@herkimercounty.org; gingerh@co.jefferson.ny.us; ashleywaite@lewiscounty.ny.gov; jrodriguez@co.livingston.ny.us; Eric.faisst@madisoncounty.ny.gov; michaelmendoza@monroecounty.gov; sboerenko@co.montgomery.ny.us; Eisenstein, Lawrence (NASSAU); Dan.Stapleton@niagaracounty.com; sarah@nysacho.org; dgilmore@ocgov.net; indugupta@ongov.net; mary.beer@co.ontario.ny.us; igelman@orangecountygov.com; ppettit@orleansny.com; Jiancheng.huang@oswegocounty.com; bondh@otsegocounty.com; michael.nesheiwat@putnamcountyny.gov; mwachunas@renesco.com; RuppertP@co.rockland.ny.us; OSheaDon@co.rockland.ny.us; dkuhles@saratogacountyny.gov; Keith.brown@schenectadycounty.com; Bennett, Tanya L (SCHENECTADY Co); Dr. Amy Gildemeister; phdirector@co.schuyler.ny.us; sking@co.seeca.ny.us; jmunger@stlawco.org; darlenes@co.steuben.ny.us; James.Tomarken@suffolkcountyny.gov; nancy.mcgraw@sullivanny.us; mccaffertyl@co.tioga.ny.us; Kruppa, Frank (TOMPKINS Co); csmi@co.ulster.ny.us; dpas@co.ulster.ny.us; Jones, Ginelle; tmcDougall@washingtoncountyny.gov; kmcintyre@washingtoncountyny.gov; APfeiffer@washingtoncountyny.gov; ddevlin@co.wayne.ny.us; tricia.bulatao@albanycountyny.gov; Shanna.Witherspoon@albanycounty.com; Tricia.Bulatao@albanycountyny.gov; rahrdc@alleganyco.com; michael.bender@broomecounty.us; Linda.Mohr@broomecounty.us; irene.brewer@broomecounty.us; Jeffrey C. Toner; cmlulay@cattco.org; ALSmrek@cattco.org; Cuddy, Kathleen; jchomyk@cayugacounty.us; WhitemaN@co.chautauqua.ny.us; Km wieder@chemungcountyny.gov; ericd@co.chenango.ny.us; William.Badger@clintoncountygov.com; Darlene.Eddy@clintoncountygov.com; Timothy.Moore@columbiacountyny.com; Joanne.Brousseau@columbiacountyny.com; cfeuerherm@cortland-co.org; mandy.walsh@co.delaware.ny.us; rebecca.gardner@co.delaware.ny.us; christina.gardner@co.delaware.ny.us; dbrangan@dutchessny.gov; Cgomm@dutchessny.gov; jhetling@dutchessny.gov; Gill, Gregory (ERIE); Forth, Nicholas (ERIE); Pope, Carleen (ERIE); Jessica.DarneyBuehler@EssexCountyNY.gov; kstrack@co.franklin.ny.us; jlamica@franklincony.org; cquinn@co.franklin.ny.us; kfrederick@fultoncountyny.gov; Scott.Senf@co.genesee.ny.us; T. Skinner; kkaplan@discovergreene.com; erica.mahoney.hcphns@frontier.com; kschrader@herkimercounty.org; dward@herkimercounty.org; jcarbone@herkimercounty.org; JEFFREYL@CO.JEFFERSON.NY.US; bburnham@co.jefferson.ny.us; nikkireitama@lewiscounty.ny.gov; jperaino@co.livingston.ny.us; ehenderson@co.livingston.ny.us; Kelly.golley@madisoncounty.ny.gov; msayers@monroecounty.gov; KristiSlaunwhite@monroecounty.gov; KSanders@monroecounty.gov;

To: JDunn@monroecounty.gov; soneil@monroecounty.gov;
ccouture@co.montgomery.ny.us; sboerenko@co.montgomery.ny.us; DeSimone, Ann
(NASSAU); Loiodice, Betty (NASSAU); Kayla@nysacho.org; robert@nysacho.org;
Victoria.Pearson@niagaracounty.com; Kathleen.Rankie@niagaracounty.com;
Elise.pignatora@niagaracounty.com; rcalandr@ocgov.net;
denisedenkenberger@ongov.net; sharon.decker@co.ontario.ny.us;
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kbarnett@orangecountygov.com; jshock@orangecountygov.com;
ppettit@orleansny.com; Sonia.robinson@oswegocounty.com;
Haley.Donhauser@OswegoCounty.com; bondh@otsegocounty.com;
nancy.collier@putnamcountyny.com; connie.bueti@putnamcountyny.gov;
tvanepps@rensko.com; medinae@co.rockland.ny.us; McMahonTr@co.rockland.ny.us;
OSheaDon@co.rockland.ny.us; leikenas@co.rockland.y.us;
merickard@saratogacountyny.gov; Lori prock; cmedick@saratogacountyny.gov; Myers,
Mary; Tonks, Jennifer (SCHENECTADY Co); Bennett, Tanya L (SCHENECTADY Co);
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sking@co.seeca.ny.us; jmunger@stlawco.org; pcharleston@stlawco.org;
KCousineau@stlawco.org; pcunningham@stlawco.org; chrisc@co.steuben.ny.us;
Bruce.Wladyka@suffolkcountyny.gov; diane.brown@suffolkcountyny.gov;
Marilyn.Bonfiglio@sullivanny.us; mccannd@co.tioga.ny.us; Crosby, Brenda (TOMPKINS
Co); dpas@co.ulster.ny.us; Jones, Ginelle; tmcDougall@co.washington.ny.us;
HLoucks@co.wayne.ny.us; mqt4@westchestergov.com; dac1@westchestergov.com;
qqll@westchestergov.com; daa1@westchestergov.com; nrh1@westchestergov.com;
kstandish@wyomingco.net; lpaolucci@wyomingco.net; aserdula@yatescounty.org;
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Tricia.Bulatao@albanycountyny.gov; rahrdc@alleganyco.com;
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kmwieder@chemungcountyny.gov; ericd@co.chenango.ny.us;
William.Badger@clintoncountygov.com; Timothy.Moore@columbiacountyny.com;
Joanne.Brousseau@columbiacountyny.com; lmcgee@cortland-co.org;
mandy.walsh@co.delaware.ny.us; rebecca.gardner@co.delaware.ny.us;
christina.gardner@co.delaware.ny.us; dbrangan@dutchessny.gov;
aruggiero@dutchessny.gov; Forth, Nicholas (ERIE); Gill, Gregory (ERIE); Pope, Carleen
(ERIE); Carrie.Foley@EssexCountyNY.gov; Jessica.DarneyBuehler@essexcountyny.gov;
Gary.Durham@EssexCountyNY.gov; jlamica@franklincony.org;
tmickan@fultoncountyny.gov; Scott.Senf@co.genesee.ny.us; T. Skinner;
kkaplan@discovergreene.com; kristen.king.hcphns@frontiernet.net;
kschrader@herkimercounty.org; dward@herkimercounty.org;
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KristiSlaunwhite@monroecounty.gov; KSanders@monroecounty.gov;
ChristineHartlieb@monroecounty.gov; sboerenko@co.montgomery.ny.us; Swiencki,
Rosemary (NASSAU); sarah@nysacho.org; Kathleen.Rankie@niagaracounty.com;
Victoria.Pearson@niagaracounty.com; rcalandr@ocgov.net;
denisedenkenberger@ongov.net; sharon.decker@co.ontario.ny.us;
John.Edwards@co.ontario.ny.us; jshock@orangecountygov.com;
wbesold@orangecountygov.com; kimberly.castricone@orleanscountyny.gov;
jwalts@oswegocounty.com; bondh@otsegocounty.com;

To: nancy.collier@putnamcountyny.gov; connie.bueti@putnamcountyny.gov;
 tvanepps@renesco.com; OSheaDon@co.rockland.ny.us;
 MERickard@saratogacountyny.gov; Tonks, Jennifer (SCHENECTADY Co); Bennett, Tanya
 L (SCHENECTADY Co); Blanchet, Valleen R (SCHENECTADY Co);
 eva.gigandet@co.schoharie.ny.us; kim.eler@co.schoharie.ny.us;
 dthomaris@co.schuyler.ny.us; Barto, Rose Mary (SENECA Co); sking@co.seeca.ny.us;
 pferrara@co.seneca.ny.us; KCousineau@stlawco.org; pcunningham@stlawco.org;
 chrisc@co.steuben.ny.us; diane.brown@suffolkcountyny.gov;
 Marilyn.Bonfiglio@sullivanyny.us; PH.Fiscal@tiogacountyny.gov; Johnson, Karen
 (TOMPKINS Co); Crosby, Brenda (TOMPKINS Co); knel@co.ulster.ny.us;
 rnig@co.ulster.ny.us; Driscoll, Tawn; dpas@co.ulster.ny.us;
 tmcDougall@co.washington.ny.us; HLoucks@co.wayne.ny.us; jjc8@westchestergov.com;
 nrh1@westchestergov.com; daa1@westchestergov.com; kstandish@wyomingco.net;
 lpaolucci@wyomingco.net; aserdula@yatescounty.org

Cc: sarah@nysacho.org; Rowell, Alyssa L (HEALTH); Lopez, Luis A (HEALTH);
 doh.sm.NYSPHEP; Sharp, Shaun M (HEALTH); Kash, Megan T (HEALTH); Casale-Reidy,
 Maureen (HEALTH); Casale, Jason (HEALTH)

Subject: Increase to PHEP contracts

Attachments: Meeting Expense Guidelines - EP 20190430 .pdf; Budget Requirements and
 Reminders.pdf; Revised 2021-2022 LHD Funding Table.pdf

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

This is an important message regarding your Public Health Emergency Preparedness (PHEP) contracts:

CDC, the sponsor of the PHEP cooperative agreement, has increased our 2021-2022 award. Therefore we are increasing the local health department PHEP contract awards. All PHEP Base awards are increasing by \$2,000 each. Local Health Departments receiving CRI funds will also see an additional increase of \$24,560 each.

This action does not require a formal contract amendment, however, to provide access to these funds, a budget modification must be submitted using the Excel version of your current approved budget.

To increase your PHEP Base Award:

- Subtract \$2,000 from the Restricted amount on the Restricted Tab of your approved budget.
- Allocate \$2,000 to other budget categories to support PHEP activities.
- As always, provide a clear justification as to how to additional expenses will support contract deliverables.

To increase the CRI Award:

- Subtract an additional \$24,560 from the Restricted amount on the Restricted Tab of your approved budget.
- Allocate \$24,560 to other budget categories based on your CRI priorities.
- As always, provide a clear justification as to how to additional expenses will support contract deliverables.

Attached please find documents to assist with the development of your increased budget for the period of 7/1/21 – 6/30/22.

This contract continues to include emergency placeholder funding in the 'Restricted' budget category. (See the attached funding table.) The placeholder funds will allow us to make additional funds available quickly during a public health emergency.

- Revised 2021-2022 LHD Funding Table
- Meeting Expense Guidelines
- Budget Reminders and Requirements

Please return the completed budget electronically to nyspheap@health.ny.gov by **November 5, 2021** or as soon as possible. If you have any questions or concerns, please do not hesitate to contact me. Thank you.

Scott Bieg
Grants Administration
Office of Public Health
New York State Department of Health
Riverview Center, 150 Broadway, Suite 516
Menands, NY 12204-2719
Phone: 518-408-2063
nyspheap@health.ny.gov

NYSDOH Health Emergency Preparedness Program

Meeting Expense Reimbursement Guidelines

Effective 7/1/2017, any costs associated with food or meals requires prior approval by Grants Administration and Health Research, Inc.

Food or meals can then be charged, provided the costs are reasonable and the following expectations which serve to help demonstrate necessity and reasonableness are met:

- Food or meals are served at an all-day event such as a mass vaccination POD, exercise, or formal meeting being conducted in a business atmosphere, where the provision of food or meals serve to maintain the continuity of the event/meeting,
- The majority of the participants of the meeting are outside/external participants,
- Food or meals are not otherwise available onsite or within a reasonable distance
- Food or meal costs do not exceed \$15.00 per person, AND
- The activity at which food or meals are being served is significant and integral to the goals of the program.

Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is an entertainment cost. Costs associated with alcoholic beverages are never reimbursable.

Food or meal costs that do not meet the criteria listed above will not be reimbursed. Any request for an exception to this policy due to extenuating circumstances must be made in writing. Approval for exceptions should be requested six weeks prior to the event. Documentation that supports refreshments as an allowable charge includes:

- Agenda / invitation that describes the event name, purpose, date, location and times (length).
- Rationale for serving food or meals and costs (Specify time and type of refreshment, i.e. breakfast or lunch. Provide the reason/need for serving food; why a break cannot be provided if requesting lunch for participants.)
- Attendee roster including name and organization
- Provide confirmation that no participants are in travel status who may also be reimbursed for food per diem.
- Number of participants, cost per participant and total cost for food or meals.

Requests to use grant funding for food or meals, other than day-long events that meet the criteria described above, should be made in writing at least six weeks in advance to review and respond.

Submit request to: Public Health Partners = NYSPHEP@health.ny.gov
Healthcare Partners = NYSHPP@health.ny.gov
All Others = Grants@health.ny.gov

Emergency Preparedness Program
Reminders and Requirements for Contract Budget Details
(Revised April 2019)

Providing these details when submitting your budget will help prevent delays or having your budget returned to you.

- Check all math calculations.
- All costs must have a justification that clearly shows how the expense supports the contract deliverables.
- Recipients may supplement but not supplant existing organization or federal funds for activities described in the budget. Funds under this program may not be used to replace or supplant any existing obligations.

Personnel

- **If adding new staff:** Describe how the staff will be funded by this program without supplanting. Include in the budget Position Description tab if the staff are existing employees or new hires. Moving existing staff effort to this contract without the intent to backfill the effort is prohibited.
- If salary for a position will change during the contract period, use additional lines to delineate the salary for each period of time. List the start and end dates for each period.
- Provide a justification for any salary increases beyond annual cost-of-living increases.
- Distinguish between salary and hourly staff. Staff that are budgeted based on annual salary and percent effort should be claimed on vouchers based on actual salary and actual percent effort worked. Staff that are budgeted based on an hourly rate should be claimed on vouchers based on actual hours worked and an hourly rate.
- **Reimbursement for overtime/compensation (OT) costs require prior approval** and are limited to drills/exercises and education/training for eligible health staff. If including OT in the budget, provide the reason for the overtime, date(s) and a justification why the work cannot be conducted during normal working hours. Also provide the name and title of staff; current salary; number of overtime hours; hourly overtime rate; total overtime cost, and assigned duties/role during overtime activity. This information must also be submitted when vouchering for reimbursement of OT costs.

Supplies

- To properly distinguish between equipment and supplies, please use the lower of \$5,000 or your organization's threshold for categorizing equipment.
- Note: Maintenance and services are typically categorized as Miscellaneous.

Travel

- If including travel costs, be sure to check Yes or No on the Travel section to signify if mileage will be requested.

Equipment

- Please indicate your organization's equipment threshold near the top of the equipment page.
- To properly distinguish between equipment and supplies, please use the lower of \$5,000 or your organization's threshold for categorizing equipment.
- Provide three vendor quotes with your budget submission for any items with a unit cost of \$5,000 or more.
- Provide the name, title and role of staff that will be assigned the items. Confirm that the items will be used 100% for contract activities. If the equipment is used for other purposes, then the total cost must be allocated appropriately to all programs that will benefit from its purchase.

Miscellaneous

- **For cell phones, AirCards, software and other services that are assigned to individuals,** provide the name, title and role of staff that will be assigned the services. Confirm that the services will be used 100% for contract activities. If the services are used for other purposes, then the total cost must be allocated appropriately to all programs that will benefit.
- **For internet and cable services, maintenance agreements, etc.,** confirm that the services will be used 100% for contract activities. If the services are used for other purposes then the total cost must be allocated appropriately to all programs that will benefit.
- **Refreshment costs must include all the required information detailed in the Meeting Expense Guidelines.** If the details are not yet available, do not include the costs in your budget. Instead submit a request per the instructions in the Meeting Expense Guidelines.

Subcontracts

- All subcontracts must be line item cost-reimbursable unless otherwise approved.
- Subcontract budgets must include a breakdown of costs and justification.

LHD Public Health Emergency Preparedness Contracts
2021-2022 Base and CRI Summary
 Rev 10/18/21

County	2010 Total Population	Original Base Award	Increase to Base Award	Revised Base Award	Original CRI Award	Increase to CRI Award	Revised CRI 2021-2022 Total Award	Emergency Placeholder	Total Contract Value
Albany	304,204	\$151,696	\$2,000	\$153,696	\$146,300	\$24,560	\$170,860	\$973,440	\$1,297,996
Allegany	48,946	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Broome	200,600	\$117,093	\$2,000	\$119,093				\$998,000	\$1,117,093
Cattaraugus	80,317	\$76,923	\$2,000	\$78,923				\$998,000	\$1,076,923
Cayuga	80,026	\$76,825	\$2,000	\$78,825				\$998,000	\$1,076,825
Chautauqua	134,905	\$95,152	\$2,000	\$97,152				\$998,000	\$1,095,152
Chemung	88,830	\$79,766	\$2,000	\$81,766				\$998,000	\$1,079,766
Chenango	50,477	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Clinton	82,128	\$77,525	\$2,000	\$79,525				\$998,000	\$1,077,525
Columbia	63,096	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Cortland	49,336	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Delaware	47,980	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Dutchess	297,488	\$149,449	\$2,000	\$151,449	\$62,700	\$24,560	\$87,260	\$973,440	\$1,212,149
Erie	919,040	\$357,027	\$2,000	\$359,027	\$209,000	\$24,560	\$233,560	\$973,440	\$1,566,027
Essex	39,370	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Franklin	51,599	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Fulton	55,531	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Genesee	60,079	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Greene	49,221	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Hamilton	4,836	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Herkimer	64,519	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Jefferson	116,229	\$88,914	\$2,000	\$90,914				\$998,000	\$1,088,914
Lewis	27,087	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Livingston	65,393	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Madison	73,442	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Monroe	744,344	\$298,685	\$2,000	\$300,685				\$998,000	\$1,298,685
Montgomery	50,219	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Nassau	1,339,532	\$497,460	\$2,000	\$499,460	\$137,522	\$24,560	\$162,082	\$973,440	\$1,634,982
Niagara	216,469	\$122,392	\$2,000	\$124,392	\$83,600	\$24,560	\$108,160	\$973,440	\$1,205,992
Oneida	234,878	\$128,541	\$2,000	\$130,541				\$998,000	\$1,128,541
Onondaga	467,026	\$206,070	\$2,000	\$208,070				\$998,000	\$1,206,070
Ontario	107,931	\$86,144	\$2,000	\$88,144				\$998,000	\$1,086,144
Orange	372,813	\$174,606	\$2,000	\$176,606	\$62,700	\$24,560	\$87,260	\$973,440	\$1,237,306
Orleans	42,883	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Oswego	122,109	\$90,879	\$2,000	\$92,879				\$998,000	\$1,090,879
Otsego	62,259	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Putnam	99,710	\$83,398	\$2,000	\$85,398	\$62,700	\$24,560	\$87,260	\$973,440	\$1,146,098
Rensselaer	159,429	\$103,343	\$2,000	\$105,343	\$62,700	\$24,560	\$87,260	\$973,440	\$1,166,043
Rockland	311,687	\$154,192	\$2,000	\$156,192	\$62,700	\$24,560	\$87,260	\$973,440	\$1,216,892
Saratoga	219,607	\$123,440	\$2,000	\$125,440	\$62,700	\$24,560	\$87,260	\$973,440	\$1,186,140
Schenectady	154,727	\$101,772	\$2,000	\$103,772	\$62,700	\$24,560	\$87,260	\$973,440	\$1,164,472
Schoharie	32,749	\$50,099	\$2,000	\$52,099	\$62,700	\$24,560	\$87,260	\$973,440	\$1,112,799
Schuyler	18,343	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Seneca	35,251	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
St. Lawrence	111,944	\$87,485	\$2,000	\$89,485				\$998,000	\$1,087,485
Steuben	98,990	\$83,158	\$2,000	\$85,158				\$998,000	\$1,083,158
Suffolk	1,493,350	\$548,830	\$2,000	\$550,830	\$85,690	\$24,560	\$110,250	\$973,440	\$1,634,520
Sullivan	77,547	\$75,996	\$2,000	\$77,996				\$998,000	\$1,075,996
Tioga	51,125	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Tompkins	101,564	\$84,018	\$2,000	\$86,018				\$998,000	\$1,084,018
Ulster	182,493	\$111,045	\$2,000	\$113,045				\$998,000	\$1,111,045
Warren	65,707	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Washington	63,216	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Wayne	93,772	\$81,415	\$2,000	\$83,415				\$998,000	\$1,081,415
Westchester	949,113	\$367,071	\$2,000	\$369,071	\$100,738	\$24,560	\$125,298	\$973,440	\$1,467,809
Wyoming	42,155	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Yates	25,348	\$50,099	\$2,000	\$52,099				\$998,000	\$1,050,099
Subtotal	11,202,969	\$6,182,884	\$114,000	\$6,296,884	\$1,264,450	\$343,840	\$1,608,290	\$56,542,160	\$64,447,334

WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS

REVENUE AND EXPENDITURES FOR 2021 AS OF 11/11/2021 12:18:48 PM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192, 4193, 4194

EXPENSES	2021 BUDGETED	2021 YTD ACTUAL	2020 Prior Year Totals
Salaries - Regular	\$2,681,576.31	\$1,827,319.80	\$2,282,599.40
Salaries - Overtime	\$194,447.00	\$132,800.23	\$155,260.24
Salaries - Part Time	\$603,694.59	\$427,205.92	\$376,208.79
100's PERSONAL SERVICES	\$3,479,717.90	\$2,387,325.95	\$2,814,068.43
200's EQUIPMENT	\$145,002.52	\$57,500.72	\$61,278.50
400's CONTRACTUAL	\$6,685,897.25	\$3,501,396.59	\$5,358,402.78
800's EMPLOYEE BENEFITS	\$1,501,856.91	\$1,086,858.15	\$1,339,421.44
TOTALS	\$11,812,474.58	\$7,033,081.41	\$9,573,171.15
REVENUES	2021 BUDGETED	2021 YTD ACTUAL	2020 Prior Year Totals
	\$9,354,397.65	\$4,020,795.33	\$7,383,780.29

Note: Above please find the financials YTD as of 11/11/2021. We are currently working on closing October Homecare billing. Totals also include expenses related to COVID 19 activities. Salaries for Overtime and Part time reflect those hours for staffing the current COVID Immunization clinics along with expenses related to Contact Tracers. Above, we have also accrued WIC September Revenues of \$46,463. We continue to work on quarterly reports from the end of September and COVID related grants. Also accrue \$4,642 for Lead Grant.

Warren County Health Services Salaries Comparison 2021 v 2020

	YTD 2021	YTD 2020	YTD 21v20	% Change	Total Budget 2021	Total Actual 2020
Total of All Depts						
Regular Salaries	\$1,827,319.80	\$1,855,029.46	(\$27,709.66)	-1.49%	\$2,681,576.31	\$2,282,599.40
Overtime Salaries	\$132,800.23	\$107,018.23	\$25,782.00	24.09%	\$194,447.00	\$155,260.24
Part Time Salaries	\$427,205.92	\$279,777.67	\$147,428.25	52.69%	\$603,694.59	\$376,208.79
TOTALS	\$2,387,325.95	\$2,241,825.36	\$145,500.59	6.49%	\$3,479,717.90	\$2,814,068.43
% current YTD Salary to Total Budget	68.61%	79.66%				

*Source: Detail G/L report for all Salary Category from 11/11/2021-10/24/21.

Overall, total salaries are \$145,500.59 or 6.49% over 2020 Salaries. Regular salaries are under 2020 due primarily to positions that remain open in both the CHHA and WIC programs. Part time and Overtime salaries are over last year primarily due to the Public Health Assistants that were hired to assist in COVID tracking and for related time spent in COVID-19 duties such as COVID Immunization Clinics. Salaries related to COVID activities are Part time salaries of \$239,178.03 or 42.71% of the total Part time salary expense while Overtime is \$69,057.01 or 12.33% of the total YTD. For COVID related expenses such as CLINICS and support, Overtime is \$40,872.28 and Part time is \$123,177.53. Salaries are currently 68.61% of the budget while last year was 79.66%. Part time Salaries reflect both the additional nursing staff hired to assist during COVID Immunization clinics & the Contact Tracers

Warren County Health Services
Revenue and Expense Comparison 2021 vs 2020
as of 11/11/21

EXPENSES	2021 YTD Actual as of 11/11/21 G/L	2020 YTD as of 11/7/20 G/L	Variance
Salaries - Regular	\$1,827,319.80	\$1,855,029.46	(\$27,709.66)
Salaries - Overtime	\$132,800.23	\$107,018.23	\$25,782.00
Salaries - Part Time	\$427,205.92	\$279,777.67	\$147,428.25
100's PERSONAL SERVICES	\$2,387,325.95	\$2,241,825.36	\$145,500.59
200's EQUIPMENT	\$57,500.72	\$58,136.51	(\$635.79)
400's CONTRACTUAL	\$3,501,396.59	\$3,269,988.55	\$231,408.04
800's EMPLOYEE BENEFITS	\$1,086,858.15	\$1,121,235.30	(\$34,377.15)
TOTALS	\$7,033,081.41	\$6,691,185.72	\$341,895.69

REVENUES	2021 YTD ACTUAL	2020	Variance
	\$4,020,795.33	\$3,358,483.82	\$662,311.51

Comments:

Salaries: (please see previous page) overall are \$145,500.59 or 6.49% above 2020 as of 10/24/21 payroll. Salaries for 2021 are 68.61% of the budget YTD. As stated, due to COVID activities, Per Diem and Part Time staff are now being utilized in the Public Health Department to continue to staff COVID clinics. To also note, both the Overtime and Part time categories reflect the Public Health hours paid for COVID related activities which total \$308,541.44 year to date or 55.10% of the total Overtime and Part time salaries. This includes all Contact Tracers, Staff for COVID clinics, and additional staff hours needed to cover daily COVID related activities.

Equipment: Expenses in 2021 include 3 new vehicles and updated computers needed for the Preventive, Disease, Early Intervention and Preschool Programs.

Contractual Expenses: These are above 2020 and are still due to the Preschool and Early Intervention Program Expenses. Most of the invoices have been input year to date and to note the transportation costs have increased dramatically from the year before due to children being transported to schools in this year then from 2020 during COVID. In 2020, transportation was down as many students were not being transported and their services were being offered virtually.

Employee Benefits: Employee benefits remain under 2020 due to savings in salaries within programs.

Revenues: Revenues reflect the YTD billings to September for CHHA for both years. As we have been stating, COVID was just hitting the communities hard about this time last year, therefore less referrals and due to COVID there are only a few clinics being held for Rabies and some Flu clinics, therefore, less revenues at this time. There are also no revenues for 2021 related to our Family Health Program (Maternal Child Health program) due to COVID and we are not making any home visits at this time. There is also no Travel Clinic.

Warren County Health Services
Patient Referrals (May or May not have become Patients)
CHHA Division

CATEGORY	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
SN Referral	97	88	97	58	70	80	75	85	81	94	76	74
PRI	0	3	0	1	0	1	1	0	0	4	0	0
SN Referrals per month	97	91	97	59	70	81	76	85	81	98	76	74
PT Referral	49	45	42	31	30	60	51	56	68	60	53	50
PT only	12	6	7	3	4	9	12	12	10	11	12	6
Total Referrals per month	109	97	104	62	74	90	88	97	91	109	88	80
19 vs 20 (%)	-4	-13	-21	-19	-21	-55	-10	-50	-29	-46	-12	-6%

CATEGORY	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021
SN Referral	55	54	73	57	55	59	49	57	45			
PRI	1	0	0	1	0	2	3	1	1			
SN Referrals per month	56	54	73	58	55	61	52	58	46	0	0	0
PT Referral	40	39	50	47	41	54	32	48	40			
PT only	9	11	12	9	8	11	8	8	10			
Total Referrals per month	65	65	85	67	63	72	60	66	56	0	0	599
20 vs 21 (%)	-40	-33	-18	8	-15	-20	-32	-32	-38			

VISITS	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
SN visits	630	548	746	643	678	772	792	730	690	870	813	706
LPN visits	72	62	59	70	52	69	89	97	67	63	87	55
PT visits	326	289	254	190	205	347	364	290	363	351	332	339
OT visits	50	42	61	58	61	44	61	65	61	66	45	46
Speech visits	0	1	4	1	4	9	15	9	8	15	43	37
Total visits per month	1078	942	1124	962	1000	1241	1321	1191	1189	1365	1320	1183

VISITS	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021
SN visits	573	561	686	668	550	624	583	618	457			
LPN visits	57	68	76	76	61	67	49	65	43			
PT visits	270	309	358	310	282	373	319	264	308			
OT visits	54	61	56	29	28	42	42	38	32			
Speech visits	32	44	37	26	28	17	24	10	5			
Total visits per month	986	1043	1213	1109	949	1123	1017	995	845	0	0	0

Numbers current as of 11/02/2021

Attachment #8A

Warren County Health Services
Patient Served by Town
CHHA Division

Town	01/2020	02/2020	03/2020	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020
Adirondack	0	0	0	0	0	0	2	3	3	1	4	4
Athol	2	3	3	2	2	4	2	1	1	0	1	1
Bakers Mills	1	1	1	1	0	1	1	2	2	2	2	1
Bolton Landing	6	6	6	6	6	5	4	5	5	7	5	3
Brant Lake	6	3	4	1	4	4	3	7	5	4	6	5
Chestertown	8	7	8	10	10	10	11	8	9	9	6	7
Cleverdale	1	0	0	0	0	0	0	0	2	3	10	0
Diamond Point	2	6	7	3	1	0	2	2	0	4	5	3
Glens Falls	57	48	49	34	37	36	44	46	51	48	41	34
Hague	0	1	0	1	2	2	2	1	9	4	6	7
Johnsburg	3	3	2	2	2	3	3	5	5	4	4	4
Kattskill Bay	1	1	1	1	1	1	1	1	1	1	1	1
Lake George	13	13	11	11	13	12	18	17	16	25	27	22
Lake Luzerne	13	11	10	10	9	9	11	12	11	9	7	9
North Creek	3	3	3	4	1	2	2	2	1	0	0	0
North River	1	2	2	1	1	1	1	1	1	0	0	1
Olmstedville	0	0	0	1	1	1	1	1	2	2	2	2
Pottersville	11	8	5	4	3	4	5	7	4	5	3	4
Queensbury	90	84	92	63	61	66	66	67	66	79	82	72
Riparius	0	0	0	0	0	0	0	0	0	0	0	0
Silver Bay	0	0	0	0	1	2	2	1	0	0	0	1
Stony Creek	0	0	1	1	2	1	1	2	2	0	1	1
Warrensburg	15	17	17	15	16	25	22	20	24	26	18	22
Wevertown	1	1	1	0	0	1	0	0	0	0	0	2
Total	234	218	221	170	175	188	209	216	216	247	224	208

Town	01/2021	02/2021	03/2021	04/2021	05/2021	06/2021	07/2021	08/2021	09/2021	10/2021	11/2021	12/2021
Adirondack	3	4	3	3	2	0	3	1	1	1	3	1
Athol	0	0	4	4	1	0	0	0	0	3	0	0
Bakers Mills	1	1	1	1	1	1	1	1	1	1	1	1
Bolton Landing	3	5	2	2	4	9	12	11	6	6	6	6
Brant Lake	3	1	2	3	1	3	4	3	1	1	1	1
Chestertown	6	6	9	8	5	5	8	7	8	8	7	8
Cleverdale	0	1	2	0	0	0	0	0	0	0	0	0
Diamond Point	5	2	3	2	0	2	3	3	1	1	1	1
Glens Falls	42	46	47	51	52	46	38	31	30	4	4	4
Hague	6	3	2	3	2	3	3	4	4	3	3	3
Johnsburg	4	4	4	2	5	3	2	4	4	3	3	3
Kattskill Bay	0	0	0	0	1	2	0	0	0	0	0	0
Lake George	15	14	15	14	11	18	18	12	12	12	6	6
Lake Luzerne	8	7	7	7	5	6	10	8	6	6	6	6
North Creek	2	3	2	2	3	4	5	3	2	4	3	2
North River	0	0	0	0	0	0	0	0	0	0	0	0
Olmstedville	1	2	2	4	3	2	1	1	1	1	1	1
Pottersville	2	1	2	4	7	6	3	2	2	2	2	2
Queensbury	59	60	76	67	57	66	59	57	56	56	56	56
Riparius	0	0	0	0	0	0	0	0	0	0	0	0
Silver Bay	1	1	1	1	0	1	2	2	2	1	1	1
Stony Creek	1	1	1	0	0	0	0	1	1	0	0	0
Warrensburg	16	20	20	16	13	13	14	13	15	15	15	15
Wevertown	2	1	2	2	2	2	1	1	1	1	1	1
Total	180	183	205	198	176	193	188	165	154	0	0	0

ATTACHMENT #
BT ACTIVITY SHEET
BP3 (new) - 7/1/21 - 6/30/22

Page 1

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;
 Purple/Special Needs; Orange/Drill; Black/Pan Flu

October every Tuesday	In Person	COVID-19 Vaccination Clinic @ HSB	Clinic team	Response
10/7	In Person	COVID-19 Booster Shot Vaccination Clinic	Clinic Team	Response
10/13	Virtual	Quadrant Pool Testing Training Seminar	Dan Durkee, PH Staff	Planning
10/15	Virtual	Family Emergency Preparedness Program	Dan Durkee	Community Engagement
10/22	Virtual	Family Emergency Preparedness Program	Dan Durkee	Community Engagement
10/27	Virtual	Warren County EPR/LEPC Committee Meeting	Dan Durkee	Planning/Networking
10/28	Virtual	School Superintendent COVID-19 Update meeting	Ginelle Jones, Pat Belden, Dan Durkee	Planning
10/28	Virtual	Monthly COVID-19 Update for School Nurses	Dan Durkee, Pat Belden, Ginelle Jones	Planning
10/29	In Person	COVID-19 Booster Clinic	Clinic team	Response
Every Wednesday	Virtual	COVID-19 Vaccine Promotion Campaign Meeting w/ Community Partners	Ginelle Jones, Pat Belden	Planning/Response

ATTACHMENT #
BT ACTIVITY SHEET
BP3 (new) - 7/1/21 - 6/30/22

Page 2

Topic Color Codes

Red/Chempack; Green/SNS; Blue/Mass Fatality; Black/Training;
 Purple/Special Needs; Orange/Drill; Black/Pan Flu

11/2, 11/3, 11/4, 11/5, 11/9, 11/12, 11/16, 11/19 11/23, 11/30	In Person	COVID-19 First/2 nd Dose Clinics and Booster Doses	Clinic Team	Response
11/10	In Person	Meet w/ Glens Falls Senior Club to Discuss COVID-19 Current cases/Hospitalizations Booster Doses and Holiday Gatherings	Dan Durkee	Community Engagement
11/14	In Person	Clinic team working with Queensbury EMS on COVID-19 vaccinations	Clinic team	Response
11/15	In Person	2 nd Dose Clinic for 12- 17 yrs old @ a School	Clinic Team	Response
Ongoing	Virtual and In Persons	Collaboration w/ ADK Peds and GF Peds for vaccine roll out to 5-11 yr olds.	Nancy Parsons & Tammy Harvey	Response
Ongoing		Establishing the framework for implementing Quadrant Pool testing in school districts in Warren County	Dan Durkee, Ginelle Jones, Tawn Driscoll,	Mitigation

Warren County Public Health Rabies Program October 2021

	Different Address Owner/Victim *Follow up by Town ACO				Same Address Owner/Victim * Follow up by Public Health				Out of Town Owner *Follow Up by Public Health				Strays Follow Up by Public Health • Vet's Office • Victim Watching • Victim Treated Rabies PEP • Euthanized Follow Up by ACO Animal needs to be captured and taken to Animal Hospital. Public Health to check after confinement					
Town	Cats		Dogs		Cats		Dogs		Cats		Dogs		Vet	Victim Watched	Treated with PEP	Refused PEP	Euthanized	ACO Capture
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD						
Bolton			1															
Chester																		
Glens Falls						4												
Hague																		
Horicon																		
Johnsburg				1														
Lake George			1	1														
Lake Luzerne			1															
Queensbury					1	1	4	1										
Stony Creek																		
Thurman																		
Warrensburg																		
Totals			3	2	1	5	4	1										

*UTD- Up to date

*PEP- Post exposure prophylaxis

Total Bites for October – 16

Specimens tested for rabies this month- 0

Positive specimens for rabies- 2

People pre-approved for rabies post exposure treatment- 0

Rabies Clinics this month- 1

Next Rabies Clinic- To be determined