

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JANUARY 29, 2021

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

- I. Committee meeting called to order by Chair
- II. Motion to approve minutes of prior Committee meeting
- III. Privilege of the Floor

IV. Action Agenda

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

- A) Resolution Tracking Report.
- B) Request to adopt Warren County Travel, Education and Vehicle Use Policy.

2) Requests/Items to be Discussed by the County Attorney (Mary Elizabeth Kissane, County Attorney):

Litigation update.

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

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.
- C) Request to amend the Salary Schedule included in the 2021 Budget to correct a clerical error.

4) Requests/Items to be Discussed by the Information Technology Director (Michael Colvin, Director):

- A) Request to appropriate funds in the amount of \$14,518 from the Computer Reserve Fund to various departmental budgets for the purchase of computers and related equipment and software.
- B) Request to extend the existing contract with Catalog & Commerce Solutions to include support and maintenance for years 2021 - 2024.
- C) Request to authorize a grant agreement with the New York State Division of Homeland Security and Emergency Services for funding in an amount not to exceed \$50,000 for the purpose of bolstering cyber security.
- D) Request for an appropriation of funds from a source to be determined in the amount of \$50,000 to Budget Code A.1680 426, *Information Technology, Subscriptions*, to cover the cost of security monitoring software for both data and physical devices with the County's network.

**5) Referrals from the County Facilities Committee (Chaired by Supervisor Magowan):
Buildings & Grounds (Kevin Hajos, Superintendent of Public Works) -**

- A) Request to delete the position of Superintendent of Buildings and Grounds, *Annual Salary \$82,938*, and to create and fill the position of Director of Facilities - County, *Annual Salary \$73,670*, effective January 30, 2021.
- B) Request to create and fill the position of Superintendent of Buildings & Grounds - PT Temp, *hourly rate of \$39.87, not to exceed 20 hrs/week*, effective February 1, 2021.

**6) Referral from the Health Services Committee (Chaired by Supervisor Frasier):
Public Health (Ginelle Jones, Director of Public Health/Patient Services) -**

Request to create and fill the new position of Temporary Per Diem Senior Account Clerk, *Grade 7, Base Annual Salary \$45,536 (\$20.93/hour)*, effective January 26, 2021.

**7) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):
Countryside Adult Home (Amy McByrne, Director of Countryside Adult Home) -**

- A) Request to delete the positions of Full-Time Activities Aide and to create and fill the new position of Part-Time Leisure Time Activities Aide, *Grade 3, Base Annual Salary \$28,026 (pro-rated to 24 hrs/week)*, effective March 1, 2021.
- B) Request to delete the position of Part-Time Senior Account Clerk and to create and fill the new position of Senior Account Clerk, *Grade 7, Base Annual Salary \$33,600*, effective March 1, 2021.

CONTINUED

8) **Referrals from the Public Safety Committee (Chaired by Supervisor Diamond):**

Office of Emergency Services (Ann Marie Mason, Director, Office of Emergency Services) -

Note: Items 8A-C are contingent upon approval by the Public Safety Committee at their January 29th meeting

- A) Request to delete the position of County Fire Coordinator-Temp, \$45,6093/hr., and to create and fill the position of County Fire Coordinator-Part Time, *Annual Salary \$11,500*, effective February 22, 2021.
- B) Request to amend Resolution No. 70 of 2020 to increase the salary maximum for the County Fire Coordinator-Temp position from \$10,000 to \$20,000 to cover the amount expended for this position in 2020 and 2021.
- C) Request to amend Resolution No. 397 of 2020 to change the effective date for deletion of the Fire Coordinator/Director, Office of Emergency Services position from November 3, 2020 to December 5, 2020.

9) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**

DPW (Kevin Hajos, Superintendent of Public Works) -

Request to delete the position of Junior Transportation Analyst, *Annual Salary \$56,862*, and to create and fill the new position of Engineer I #4, *Annual Salary \$58,384*, effective January 18, 2021.

V. **Pending Items:** None.

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

- Airport*** - Airport Manager, *Annual Salary \$78,090*, due to resignation.
- Buildings & Grounds*** - Maintenance Mechanic, *Grade 9, Base Annual Salary \$36,214*, due to retirement.
- Maintenance Mechanic #1, *Grade 9, Base Annual Salary \$36,214*, due to retirement.
- DPW*** - HEO #6, *Grade 10, Base Annual Salary \$37,633*, due to promotion.
- HEO #11, *Grade 10, Base Annual Salary \$37,633*, due to retirement.
- HEO #14, *Grade 10, Base Annual Salary \$37,633*, due to promotion.
- Department of Social Services*** - Resource Clerk #3, *Grade 4, Base Annual Salary \$29,333*, due to a lateral move.
- Public Health*** - Registered Professional Nurse #6, *Grade 19, Base Annual Salary \$47,523*, due to resignation.
- Senior Account Clerk #1, *Grade 7, Base Annual Salary \$33,600*, due to retirement.

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
STE	ESTIMATE OF SALES TAX	FILED
MTR02	MORTGAGE TAX REPORT	FILED WITH CO. TREAS & CO. CLERK
403	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY CO. TREAS.
404	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2020 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY CO. TREAS.
405	COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH MOST RESPONSIBLE BIDDER FOR ELEVATOR MAINTENANCE AND SEMI-ANNUAL INSPECTIONS FOR WARREN COUNTY FACILITIES (WC 59-20)	CONTRACT EXECUTED
406	COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH MOST RESPONSIBLE BIDDER FOR ROUTINE PUMPING, CLEANING AND DISPOSAL FOR SEPTIC SYSTEMS AT VARIOUS MUNICIPAL LOCATIONS THROUGHOUT WARREN COUNTY (WC 56-20)	CONTRACT EXECUTED
407	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - RATIFYING THE ACTIONS OF THE PLANNING DEPARTMENT IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION FOR A MUNICIPAL WASTE REDUCTION AND RECYCLING PROGRAM	NO ACTION NEEDED
408	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>)- AUTHORIZING CONVEYANCES OF LANDS OFFERED AT PUBLIC AUCTION HELD ON OCTOBER 17, 2020, DISPOSING OF CERTAIN LANDS ACQUIRED BY WARREN COUNTY PURSUANT TO THE REAL PROPERTY TAX FORECLOSURE ACTION	

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
409	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING THE COUNTY AUDITOR TO APPROVE NEW YORK STATE REAL PROPERTY TAX LAW CORRECTION OF ERRORS AND/OR APPLICATIONS FOR REFUNDS	NO ACTION NEEDED
410	HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - ASSIGNING AGREEMENT WITH GLENS FALLS HOSPITAL FOR PERSONAL EMERGENCY RESPONSE SYSTEM	WAITING TO SEE WHAT COMPANY IS ASSIGNED
411	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH DURRIN, INC. TO PROVIDE TRANSPORTATION FOR PRESCHOOL CHILDREN WITH DISABILITIES AND EARLY INTERVENTION PROGRAM IN WARREN COUNTY, NY (WC 55-20)	CONTRACT EXECUTED
412	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AMENDING THE AGREEMENT WITH NORTH COUNTRY HOME SERVICES TO REFLECT AN INCREASE IN RATES FOR PARAPROFESSIONAL CARE SERVICES FOR THE HEALTH SERVICES DEPARTMENT	CONTRACT EXECUTED
413	PARK OPERATIONS & MANAGEMENT - AUTHORIZING \$250 PER DAY FEE FOR USE OF THE FESTIVAL COMMONS AT THE CHARLES R. WOOD PARK FOR “EVENTS TO A T” AND FURTHER AMENDING EVENT FEE RATES FOR THE CHARLES R. WOOD PARK FOR THE REMAINDER OF THE YEAR 2020- <i>RESOLUTION AMENDED DURING THE MEETING</i>	NO ACTION NEEDED
414	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 322 OF 2020, APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO APPOINT ADDITIONAL MEMBERS	RESOLUTION SUBMITTED TO CO. CLERK; OATHS SENT TO APPOINTED MEMBERS
415	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AUTHORIZING AN EXTENSION AGREEMENT WITH THE CITY OF GLENS FALLS WITH RESPECT TO FIRE CAUSE AND ORIGIN INVESTIGATION SERVICES FOR THE OFFICE OF EMERGENCY SERVICES	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
416	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY SHERIFF'S OFFICE AND THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES TO PROVIDE INVESTIGATIVE SERVICES TO THE DEPARTMENT OF SOCIAL SERVICES FRAUD UNIT	CONTRACT EXECUTED
417	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY SHERIFF'S OFFICE AND THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES TO PROVIDE SECURITY SERVICES FOR THE WARREN COUNTY HUMAN SERVICES BUILDING	CONTRACT EXECUTED
418	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING CONTINUATION OF AGREEMENT WITH LEXISNEXIS TO PROVIDE A MANDATED LAW LIBRARY SYSTEM FOR INMATES AT THE WARREN COUNTY CORRECTIONAL FACILITY	CONTRACT EXECUTED
419	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH NEC CORPORATION OF AMERICA TO PROVIDE BASIC MONITORING OF VOICE NETWORK COMPONENTS FOR THE SHERIFF'S OFFICE	CONTRACT EXECUTED
420	PUBLIC SAFETY (<i>SHERIFF</i>) - AMENDING RESOLUTION NO. 431 OF 2018, AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR HINDSIGHT G-3 GEO-DIVERSE REDUNDANT NG 911 MULTI-MEDIA LOGGING RECORDING SYSTEM (WC 65-18) FOR THE WARREN COUNTY SHERIFF'S OFFICE, TO ADD A CONTINGENT SOURCE OF FUNDING TO PROVIDE FUNDING FOR THE ANNUAL SUPPORT AND MAINTENANCE FEES	CONTRACT EXECUTED
421	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION, INC. FOR TARGETED DWI AND TRAFFIC ENFORCEMENT UNDER THE 2020-2021 CRACKDOWN ENFORCEMENT INITIATIVE FOR THE SHERIFF'S OFFICE	GRANT EXECUTED
422	PUBLIC WORKS (<i>DPW</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH MXI ENVIRONMENTAL SERVICES, LLC FOR HOUSEHOLD HAZARDOUS WASTE COLLECTION (WC 46-20)	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
423	PUBLIC WORKS (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR FIRE SUPPRESSION INSPECTION AND MAINTENANCE FOR FUELING FACILITIES LOCATED THROUGHOUT WARREN COUNTY (WC 58-20)	RESOLUTION NEEDS TO BE AMENDED TO MATCH BID SPECS
424	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AN AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO ALLOW SNOWMOBILES TO USE COUNTY RAILROAD RIGHT-OF-WAY PROPERTY FROM MP68.30 (TOWN OF STONY CREEK) TO MP72.85 (TOWN OF THURMAN)	CONTRACT EXECUTED
425	TOURISM - AUTHORIZING AN AGREEMENT WITH STR TO PROVIDE HOTEL OCCUPANCY REPORTS AND RATE DATA TO WARREN COUNTY FOR THE TOURISM DEPARTMENT	CONTRACT SENT TO COMPANY
426	TOURISM - AWARDING BID AND AUTHORIZING AGREEMENT WITH LAKE PLACID ADVERTISERS WORKSHOP, INC. TO PROVIDE BROADCAST AND DIGITAL MEDIA BUYING SERVICES FOR THE WARREN COUNTY TOURISM DEPARTMENT (WC 45-20)	CONTRACT EXECUTED
427	TOURISM - DISSOLVING ALL EXISTING TOURISM-RELATED ADVISORY GROUPS; ESTABLISHING THREE-PERSON ADVISORY PANEL TO SERVE AS CONSULTANTS FOR THE TOURISM COMMITTEE - <i>RESOLUTION AMENDED DURING THE MEETING</i>	NO ACTION NEEDED
428	PERSONNEL & ADMINISTRATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020	PROCESSED BY HR/PAYROLL
429	FINANCE (BUILDINGS & GROUNDS) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE REHAB COUNTY BUILDINGS RESERVE TO THE BUILDINGS BUDGET TO FUND THE PURCHASE OF A GENERATOR FOR THE HUMAN SERVICES BUILDING; AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS
430	FINANCE (PLANNING & COMMUNITY DEVELOPMENT) - INCREASING CAPITAL PROJECT NO. H372, FIRST WILDERNESS PLAN IMPLEMENTATION 2016; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
431	FINANCE (SHERIFF) - RATIFYING THE ACTIONS OF THE CHAIRMAN OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR STATEWIDE POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE	GRANT EXECUTED
432	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (REAL PROPERTY TAX SERVICES) - APPROVING AND ADOPTING THE WARREN COUNTY SEWER DISTRICT (INDUSTRIAL PARK) ASSESSMENT ROLL FOR 2021	FILED
433	BUDGET OFFICER GERAGHTY - ADOPTING BUDGET FOR FISCAL YEAR 2021	BUDGET FILED; BUDGET BOOK SUBMITTED FOR COPYING
434	CHAIRMAN THOMAS - MAKING APPROPRIATIONS FOR THE CONDUCT OF COUNTY GOVERNMENT FOR THIS FISCAL YEAR 2021	FILED
435	PERSONNEL & ADMINISTRATION - ADOPTING SALARY AND COMPENSATION PLAN FOR 2021	FILED
436	BUDGET OFFICER GERAGHTY - LEVYING TAX - CITY OF GLENS FALLS - 2021	FILED
437	PERSONNEL & ADMINISTRATION - INTRODUCING PROPOSED LOCAL LAW NO 1 OF 2021, ENTITLED "A LOCAL LAW FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND EMPLOYEES OF WARREN COUNTY" AND AUTHORIZING PUBLIC HEARING THEREON	NOTICE OF PUBLIC HEARING SUBMITTED FOR PUBLICATION
<i>RESOLUTION NOS. 403-437, THE ESTIMATE OF SALES TAX, MORTGAGE TAX REPORT, AND THE REPORT OF EQUALIZATION AND APPORTIONMENT WERE DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON NOVEMBER 13, 2020</i>		
438	SUPPORT SERVICES (SELF-INSURANCE) - AUTHORIZING RENEWAL OF WARREN COUNTY'S PROPERTY AND CASUALTY INSURANCE FOR 2021 AND AUTHORIZING PAYMENTS FOR SAME	

RESOLUTION TRACKING REPORT
NOVEMBER 20, 2020 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
EA01	REPORT OF EQUALIZATION AND APPORTIONMENT OF COUNTY TAX LEVY - <i>REVISED AFTER MAILING</i>	FILED
	<i>RESOLUTION NO. 438 (APPROVED AT THE 11/16/20 SUPPORT SERVICES COMMITTEE MEETING) AND REVISED REPORT OF EQUALIZATION AND APPORTIONMENT DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON NOVEMBER 17, 2020</i>	

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

<u>RESO NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PROC09	PROCLAMATION - SENATOR ELIZABETH “BETTY” LITTLE	DELIVERED TO BETTY LITTLE
440	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY CO. TREAS.
441	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2020 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY CO. TREAS.
442	BUDGET - ALLOCATING FUNDING EARMARKED FOR COMBATING AQUATIC INVASIVE SPECIES IN PUBLICLY ACCESSIBLE WATER BODIES IN WARREN COUNTY OTHER THAN LAKE GEORGE AND AUTHORIZING INTERMUNICIPAL AGREEMENTS FOR THE YEAR 2021	HORICON - EXECUTED QUEENSBURY - EXECUTED LUZERNE - SENT TO TOWN CHESTER - SENT TO TOWN
443	BUDGET - AUTHORIZING AGREEMENT WITH AND PAYMENT TO THE LAKE GEORGE PARK COMMISSION FOR INVASIVE SPECIES PREVENTION AND ERADICATION EFFORTS FOR LAKE GEORGE, SPECIFICALLY FOR THE COMMISSION’S 2021 BOAT INSPECTION AND BOAT WASHING PROGRAM	ATTORNEY REVIEW
444	BUDGET - AUTHORIZING AGREEMENT WITH ADIRONDACK NORTH COUNTRY ASSOCIATION FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT	CONTRACT SENT TO COMPANY
445	BUDGET - AUTHORIZING AGREEMENT WITH ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD FOR FUNDING OF OPERATING COSTS	CONTRACT EXECUTED
446	BUDGET - AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS FOR CAPITAL IMPROVEMENTS AND OPERATION AND MAINTENANCE FOR VARIOUS RECREATIONAL FACILITIES	CONTRACT EXECUTED
447	BUDGET - AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY	ATTORNEY REVIEW

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

448	BUDGET - AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY FOR YOUTH CAMPING PROGRAM AT SKYE FARM CAMP	CONTRACT SENT TO COMPANY
449	BUDGET - AUTHORIZING AGREEMENT WITH ECONOMIC DEVELOPMENT CORPORATION, WARREN COUNTY, NEW YORK, FOR ECONOMIC DEVELOPMENT PROGRAM FOR 2021	ATTORNEY REVIEW
450	BUDGET - AUTHORIZING PAYMENT TO LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD	N/A
451	BUDGET - AUTHORIZING AGREEMENT WITH LAKES TO LOCKS PASSAGE FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT	CONTRACT SENT TO COMPANY
452	BUDGET - AUTHORIZING PAYMENT TO SOUTHERN ADIRONDACK LIBRARY SYSTEM	N/A
453	BUDGET - AUTHORIZING AGREEMENT WITH THE WARREN COUNTY HISTORICAL SOCIETY FOR CONTINUATION OF HISTORICAL PROGRAMS	CONTRACT EXECUTED
454	BUDGET - AUTHORIZING AGREEMENT WITH THE WARREN COUNTY LOCAL DEVELOPMENT CORPORATION TO ADMINISTER AND PERFORM ECONOMIC DEVELOPMENT PROGRAMS AND INITIATIVES, COUNTY AND COMMUNITY PLANNING SERVICES AND GRANT/LOAN PROGRAMS	ATTORNEY REVIEW
455	BUDGET - AUTHORIZING PAYMENT TO THE WARREN COUNTY SOIL & WATER CONSERVATION DISTRICT FOR 2021	N/A
456	CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>)- APPROVING THE WARREN COUNTY ASSIGNED COUNSEL PLAN WHICH REPLACES THE ASSIGNED COUNSEL PLAN AUTHORIZED BY RESOLUTION NO. 31 OF 2020	N/A

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

457	CRIMINAL JUSTICE (<i>PROBATION</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH WARREN-HAMILTON COUNTIES ACTION COMMITTEE FOR ECONOMIC OPPORTUNITY, INC. FOR ALTERNATIVE SENTENCING PROGRAM TO SERVE YOUTH AND ADULTS OF WARREN COUNTY FOR THE PROBATION DEPARTMENT (WC 48-20)	CONTRACT EXECUTED
458	CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH WAIT HOUSE FOR AN INDEPENDENT LIVING SKILLS PROGRAM FOR THE PROBATION DEPARTMENT	CONTRACT SENT TO COMPANY
459	CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING AGREEMENT WITH BIG BROTHERS AND BIG SISTERS OF THE SOUTHERN ADIRONDACKS TO PROVIDE MENTORING SERVICES FOR YOUTH UNDER THE AGE OF EIGHTEEN (18) FOR THE PROBATION DEPARTMENT	CONTRACT EXECUTED
460	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AMENDING RESOLUTION NO. 33 OF 2020, WHICH AUTHORIZED AGREEMENTS WITH OUTSIDE COUNSEL TO PROVIDE MENTORING SERVICES TO STAFF ATTORNEYS ON CASES FOR THE PUBLIC DEFENDER'S OFFICE, TO CHANGE THE CONTRACT TERMS	CONTRACT SENT TO ATTORNEY
461	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AMENDING RESOLUTION NO. 273 OF 2020, WHICH AUTHORIZED AGREEMENTS WITH OUTSIDE INVESTIGATORS TO PROVIDE PRIVATE INVESTIGATION ON CASES FOR THE PUBLIC DEFENDER'S OFFICE, TO INCLUDE ADDITIONAL EXPENSES	CONTRACT EXECUTED
462	ECONOMIC GROWTH & DEVELOPMENT AND HIGHER EDUCATION (<i>EMPLOYMENT & TRAINING ADMINISTRATION</i>) - AUTHORIZING AGREEMENT WITH NEW YORK WIRED FOR EDUCATION TO PROVIDE METRIX ONLINE LEARNING FOR THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

463	ECONOMIC GROWTH & DEVELOPMENT AND HIGHER EDUCATION (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AUTHORIZING AGREEMENT WITH THE LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD FOR THE COUNTY TO PROVIDE THE SERVICES OF A JUNIOR PLANNER TO ASSIST WITH WORK PRODUCTS RELATED TO THE MYRIAD OF GRANTS AND PROGRAMS THAT ARE PERFORMED THROUGH THE LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD	CONTRACT EXECUTED
464	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - AUTHORIZING THE CHAIRMAN OF THE BOARD TO EXECUTE A LETTER IN SUPPORT OF AN EXECUTIVE ORDER TO SUSPEND THE REQUIREMENT TO RENEW THE SENIOR CITIZENS AGE AND DISABILITY EXEMPTION FOR ONE YEAR	N/A
465	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - APPOINTING COORDINATOR FOR THE CLIMATE SMART COMMUNITIES PROGRAM	OATH OF OFFICE SENT TO APPOINTEE
466	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>ENVIRONMENTAL CONCERNS</i>) - APPOINTING AND RE-APPOINTING MEMBERS OF THE CLIMATE SMART TASK FORCE FOR THE YEAR 2021	OATHS OF OFFICE SENT TO APPOINTEES
467	HEALTH SERVICES (<i>MENTAL HEALTH</i>) -RE-APPOINTING MEMBER TO THE WARREN COUNTY COMMUNITY SERVICES BOARD	OATH OF OFFICE SENT TO APPOINTEE
468	HEALTH SERVICES (<i>MENTAL HEALTH</i>) - AUTHORIZING AGREEMENTS WITH COMMUNITY SERVICES BOARD AND VARIOUS AGENCIES	HALF EXECUTED HALF SENT TO COMPANY EXCEPT PARSONS WHICH IS UNDER ATTORNEY REVIEW

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

469	HEALTH SERVICES (<i>MENTAL HEALTH</i>) - AMENDING RESOLUTION NO. 560 OF 2019, WHICH AUTHORIZED AGREEMENTS WITH COMMUNITY SERVICES BOARD AND PSYCHIATRIC EXPERTS TO PROVIDE CLINICAL EVALUATIONS AS REQUESTED BY THE COURTS, TO CHANGE THE AMOUNTS AUTHORIZED	ALL CONTRACTS EXECUTED
470	HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AMENDING AGREEMENT WITH HAMILTON COUNTY PUBLIC HEALTH NURSING SERVICES FOR EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM (EISEP) FOR OFFICE FOR THE AGING, TO INCREASE THE NOT TO EXCEED AMOUNT	CONTRACT SENT TO COMPANY
471	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING AGREEMENT WITH KARIN FINE TO PROVIDE COMMITTEE PRESCHOOL SPECIAL EDUCATION (CPSE) SERVICES TO ELIGIBLE WARREN COUNTY CHILDREN	ATTORNEY REVIEW
472	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH FOR LHD SUPPORT FOR FLU AND COVID-19 RESPONSE (T36133GG)	WAITING FOR AGREEMENT FROM DOH
473	HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING SUBMISSION OF A MEMBERSHIP APPLICATION TO THE EMPIRE STATE ASSOCIATION OF ASSISTED LIVING FOR COUNTRYSIDE ADULT HOME	N/A
474	HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY DEPARTMENT OF SOCIAL SERVICES AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR TEMPORARY ASSISTANCE AND SNAP UNITS TO PROVIDE EMPLOYMENT REFERRALS	ATTORNEY REVIEW

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

- 475 **PUBLIC SAFETY (*OFFICE OF EMERGENCY SERVICES*)-** AUTHORIZING AN AGREEMENT WITH WATERHORSE ADVENTURES LLC TO PROVIDE SCUBA TRAINING SERVICES FOR THE WARREN COUNTY MARINE RESCUE TEAM AND WARREN COUNTY SHERIFF'S OFFICE DIVE TEAM **CONTRACT EXECUTED**
- 476 **PUBLIC SAFETY (*OFFICE OF EMERGENCY SERVICES*)-** AUTHORIZING AGREEMENT WITH WATERHORSE ADVENTURES LLC TO PROVIDE EQUIPMENT SERVICE AND MAINTENANCE FOR THE WARREN COUNTY MARINE RESCUE TEAM AND THE WARREN COUNTY SHERIFF'S OFFICE DIVE TEAM EQUIPMENT **CONTRACT EXECUTED**
- 477 **PUBLIC SAFETY (*SHERIFF*) -** AWARDING BID AND AUTHORIZING AGREEMENT WITH WARREN TIRE SERVICE CENTER, INC. FOR ROUTINE MAINTENANCE OF VEHICLES FOR VARIOUS WARREN COUNTY DEPARTMENTS (WC 52-20) **CONTRACT EXECUTED**
- 478 **PUBLIC SAFETY (*SHERIFF*) -** AWARDING BID AND AUTHORIZING AGREEMENT WITH CLEAR REPAIRS, INC. (D/B/A SMITH'S GARAGE) FOR ROUTINE MAINTENANCE OF VEHICLES FOR VARIOUS WARREN COUNTY DEPARTMENTS (WC 52-20) **CONTRACT EXECUTED**
- 479 **PUBLIC WORKS (*DPW*) -** AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE QUAKER ROAD (CR 47/CR 70) PAVEMENT PRESERVATION PROJECT, TOWN OF QUEENSBURY **CONTRACT EXECUTED**
- 480 **PUBLIC WORKS (*DPW*) -** AUTHORIZING AGREEMENT WITH GREENMAN-PEDERSEN, INC. TO PROVIDE CONSULTANT SERVICES FOR THE QUAKER ROAD (CR 47/CR 70) PAVEMENT PRESERVATION PROJECT, TOWN OF QUEENSBURY **CONTRACT EXECUTED**

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

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| 481 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH THE TOWN OF LAKE LUZERNE FOR SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2021 | CONTRACT SENT TO TOWN |
| 482 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2021 | CONTRACT SENT TO COMPANY |
| 483 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH HAGUE SNO-GOERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2021 | CONTRACT EXECUTED |
| 484 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING AGREEMENT WITH NORTHERN WARREN TRAILBLAZERS SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2021 | CONTRACT EXECUTED |
| 485 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - RATIFYING THE ACTIONS OF THE CHAIRMAN OF THE BOARD OF SUPERVISORS IN EXECUTING A GRANT APPLICATION TO THE CHARLES R. WOOD FOUNDATION FOR THE UP YONDA FARM NATURE SCIENCE INITIATIVE FUNDING | KEVIN HAJOS COMPLETED |
| 486 | PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>) - AUTHORIZING RENEWAL OF LICENSE AGREEMENT WITH REVOLUTION RAIL COMPANY FOR USE OF COUNTY OWNED RAILROAD TRACKS FOR 2021 | SORTING OUT SPECIFICS WITH DPW |
| 487 | PUBLIC WORKS (<i>SOLID WASTE</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH ADVOWASTE MEDICAL SERVICES, LLC FOR SOLID WASTE, MEDICAL WASTE AND RECYCLING DISPOSAL SERVICES (WC 57-20) | CONTRACT EXECUTED |

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

488	PUBLIC WORKS (<i>SOLID WASTE</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH COUNTY WASTE & RECYCLING SERVICE D/B/A ACE CARTING FOR SOLID WASTE, MEDICAL WASTE AND RECYCLING DISPOSAL SERVICES (WC 57-20)	CONTRACT EXECUTED
489	SUPPORT SERVICES (<i>COUNTY CLERK</i>) - ADOPTING REVISED NEW YORK STATE RETENTION AND DISPOSITION SCHEDULE FOR COUNTY GOVERNMENT RECORDS LGS-1	N/A
490	PERSONNEL & ADMINISTRATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020	PROCESSED BY HR AND PAYROLL
491	PERSONNEL & ADMINISTRATION (<i>ASSIGNED COUNSEL</i>) - AMENDING AGREEMENT WITH A SUPERVISING ATTORNEY FOR THE ASSIGNED COUNSEL OFFICE TO INCREASE THE NOT TO EXCEED AMOUNT AND INCLUDE A TERMINATION DATE	CONTRACT EXECUTED
492	PERSONNEL & ADMINISTRATION (<i>CIVIL SERVICE</i>) - AUTHORIZING AGREEMENT WITH STANDARD MEDICAL SERVICES, A DIVISION OF MOUNTAIN MEDICAL SERVICES, PLLC TO PROVIDE MEDICAL EXAMINATIONS FOR POLICE AND PATROL OFFICER CANDIDATES	ATTORNEY REVIEW
493	PERSONNEL & ADMINISTRATION (<i>CLERK OF THE BOARD</i>) - FURTHER AMENDING RESOLUTION NO. 374 OF 2017, APPROVING THE PAYMENT FOR SERVICES PROPOSAL SUBMITTED BY THE WARREN COUNTY CORONER, TO UPDATE REMOVAL, TRANSPORT AND FORENSIC MEDICAL SERVICES FEES	CONTRACTS SENT TO FUNERAL HOMES
494	PERSONNEL & ADMINISTRATION (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING TEMPORARY OUT-OF-TITLE PAY FOR LEISURE TIME ACTIVITIES AIDE #2 AT COUNTRYSIDE ADULT HOME UNTIL THE SENIOR ACCOUNT CLERK POSITION IS FILLED	PROCESSED BY HR AND PAYROLL

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

- 495 **PERSONNEL & ADMINISTRATION (*COUNTY ADMINISTRATOR*) -** **WAITING FOR INSURANCE**
AUTHORIZING AGREEMENT WITH NEW YORK STATE INDUSTRIES FOR
THE DISABLED, INC. TO PROVIDE MAIL FULFILLMENT SERVICES FOR
WARREN COUNTY
- 496 **PERSONNEL & ADMINISTRATION (*DEPARTMENT OF SOCIAL*** **CONTRACT SENT TO COMPANY**
***SERVICES*) -** AMENDING RESOLUTION NO. 209 OF 2020, WHICH
AUTHORIZED CONTRACTUAL RELATIONSHIPS FOR SPECIAL
DELINQUENCY PREVENTION PROGRAMS, TO ADD A CONTRACT WITH
WAIT HOUSE
- 497 **PERSONNEL & ADMINISTRATION (*PLANNING & COMMUNITY*** **CHRIS BELDEN DOING**
***DEVELOPMENT*) -** AUTHORIZING SUBMISSION OF A GRANT
APPLICATION TO THE NEW YORK STATE HOUSING TRUST FUND
CORPORATION, OFFICE OF COMMUNITY RENEWAL FOR FUNDING
UNDER THE MAIN STREET PROGRAM
- 498 **PERSONNEL & ADMINISTRATION (*PUBLIC HEALTH*)-** **PROCESSED BY HR AND PAYROLL**
AUTHORIZING ONE-TIME EXTENSION FOR THE USE OF VACATION,
VACATION CARRYOVER, FLOATING HOLIDAY AND PERSONAL TIME FOR
ASSISTANT DIRECTOR OF HOMECARE, ASSISTANT DIRECTOR OF
PUBLIC HEALTH AND DIRECTOR OF PUBLIC HEALTH AND PATIENT
SERVICES
- 499 **FINANCE (*COUNTY TREASURER*)-** **PROCESSED BY CO. TREAS.**
AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL
FUND UNAPPROPRIATED SURPLUS TO THE COUNTY TREASURER
BUDGET; AMENDING 2020 WARREN COUNTY BUDGET
- 500 **FINANCE (*COUNTY TREASURER*) -** **CONTRACT EXECUTED**
ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH KORN
FERRY FOR ACTUARIAL SERVICES (WC 49-20)

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

501	FINANCE (COUNTY TREASURER) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH MAXIMUS US SERVICES, INC. FOR INDIRECT COST ANALYSIS FOR WARREN COUNTY (WC 51-20)	CONTRACT SENT TO COMPANY
502	FINANCE (COUNTY TREASURER) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS OR CHARGEBACKS OF TAXES	PROCESSED BY CO. TREAS/RPTS
503	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H381, SOUTH JOHNSBURG ROAD (CR 57) OVER MILL CREEK BRIDGE REPLACEMENT PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS.
504	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H386, CR7 OVER HALFWAY CREEK BRIDGE REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS.
505	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H390, COUNTY BRIDGE & CULVERT PROJECTS; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS.
506	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H396, EAST RIVER DRIVE (CR 16) & CALL STREET (CR 32) REHABILITATION; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS.
507	FINANCE (DPW) - ESTABLISHING CAPITAL PROJECT NO. H404, QUAKER ROAD (CR 47/CR 70) PAVEMENT PRESERVATION PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020	PROCESSED BY CO. TREAS.
508	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - FIXING THE TAX RATES	INCORPORATED IN 2021 TAX WARRANTS
509	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - LEVYING UNPAID SCHOOL TAXES AND PENALTIES - 2020	INCORPORATED IN 2021 TAX WARRANTS

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

510	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - AUTHORIZING RELEVY OF DELINQUENT VILLAGE OF LAKE GEORGE TAXES TOGETHER WITH PENALTIES AND INTEREST	INCORPORATED IN 2021 TAX WARRANTS
511	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - LEVYING UNCOLLECTED SEWER AND WATER RENTS IN SEVERAL TOWNS	INCORPORATED IN 2021 TAX WARRANTS
512	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - ACKNOWLEDGING REQUEST FROM THE CITY OF GLENS FALLS FOR LEVY OF 2021 WATER RENTS	INCORPORATED IN 2021 TAX WARRANT
513	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - ACKNOWLEDGING REQUESTS FROM THE TOWNS OF QUEENSBURY AND WARRENSBURG FOR LEVY OF 2020 PROPERTY MAINTENANCE EXPENSES	INCORPORATED IN 2021 TAX WARRANTS
514	SUPERVISORS GERAGHTY AND SHEPLER - LEVYING SUM OF WARRENSBURG-THURMAN CONSOLIDATED HEALTH DISTRICT <i>RESOLUTION AMENDED AFTER MAILING</i>	INCORPORATED IN 2021 TAX WARRANTS
515	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES - AUTHORIZING WARREN COUNTY TREASURER TO CREDIT THE 2021 CRANDALL LIBRARY DISTRICT TAX LEVY FOR THE TOWN OF QUEENSBURY	INCORPORATED IN 2021 TAX WARRANT
516	FINANCE - AUTHORIZING PAYMENTS TO SUNY ADIRONDACK	
517	CHAIRMAN THOMAS - AUTHORIZING CHAIRMAN AND CLERK TO ISSUE TAX WARRANTS	WARRANTS ISSUED TO TOWNS/CITY BY CLERK
518	CHAIRMAN THOMAS - FIXING DATE OF ORGANIZATION MEETING	MEETING ADVERTISED AND HELD
519	CHAIRMAN THOMAS - TO ENACT LOCAL LAW NO. 2 OF 2020, "A LOCAL LAW IMPOSING AN ADDITIONAL MORTGAGE RECORDING TAX IN WARREN COUNTY"	LOCAL LAW FILED WITH NYS DOS

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

520	PERSONNEL & ADMINISTRATION - ENACTING LOCAL LAW NO. 1 OF 2021, "FIXING THE SALARIES OF CERTAIN COUNTY OFFICERS AND EMPLOYEES OF WARREN COUNTY"	LOCAL LAW TO BE FILED WITH NYS DOS AT END OF 45-DAY REFERNDUM (ENDS FEB 2ND)
521	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) -INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2021, ENTITLED "A LOCAL LAW AMENDING LOCAL LAW NO. 5 OF 2009, ESTABLISHING THE OFFICE OF EMERGENCY SERVICES FOR WARREN COUNTY", AND AUTHORIZING PUBLIC HEARING THEREON	PUBLIC HEARING ADVERTISED
522	SUPERVISORS WILD AND DICKINSON - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING APPROVAL OF AN AGREEMENT WITH AMERICADE, INC. FOR DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES	NO ACTION
523	OCCUPANCY TAX COORDINATION - AUTHORIZING AGREEMENT WITH AMERICADE, INC. FOR DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES <i>RESOLUTION AMENDED DURING THE MEETING</i>	WAITING FOR INSURANCE
524	SUPERVISORS BRAYMER AND SIMPSON - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING APPROVAL OF AGREEMENTS WITH VARIOUS BIDDERS FOR SOLID WASTE AND RECYCLING DISPOSAL SERVICES (WC 61-20) AND SOLID WASTE AND RECYCLING TRANSPORTATION SERVICES WITH WARREN COUNTY (WC 66-20)	NO ACTION
525	PUBLIC WORKS (SOLID WASTE) - AWARDING BID AND AUTHORIZING AGREEMENT WITH VARIOUS BIDDERS FOR SOLID WASTE AND RECYCLING TRANSPORTATION SERVICES FOR WARREN COUNTY (WC 66-20)	ALL CONTRACTS EXECUTED

RESOLUTION TRACKING REPORT
DECEMBER 18, 2020

526	PUBLIC WORKS (<i>SOLID WASTE</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH VARIOUS BIDDERS FOR SOLID WASTE AND RECYCLING DISPOSAL SERVICES (WC 61-20)	ALL CONTRACTS EXECUTED EXCEPT WHEELABRATOR (WAITING FOR INSURANCE)
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Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BRAYMER, GERAGHTY, DRISCOLL CONOVER AND MAGOWAN

ADOPTING WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY

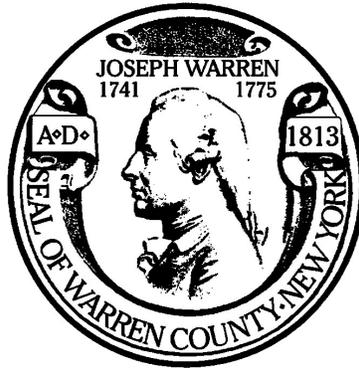
WHEREAS, the Warren County Board of Supervisors adopted an updated Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the “Travel Policy”) by Resolution No. 495 of 2004, which has been updated by many subsequent resolutions, most recently by Resolution No. 289 of 2020, and

WHEREAS, the Clerk of the Board presented to the Personnel, Administration & Higher Education Committee revisions to update and rename the Policy to the “Warren County Travel, Education and Vehicle Use Policy”, and

WHEREAS, the Personnel, Administration & Higher Education Committee has reviewed the changes presented by the Clerk of the Board and has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the former Warren County Travel Policy and County Vehicle Use Regulations are hereby replaced by the Warren County Travel, Education and Vehicle Use Policy annexed hereto, and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Travel Policies or County Vehicle Use Regulations, Resolutions or parts thereof inconsistent with the annexed are hereby repealed.



**WARREN COUNTY TRAVEL, EDUCATION
AND VEHICLE USE POLICY**

I. COUNTY TRAVEL & EDUCATION POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting permission of the Board of Supervisors for out-of-state travel or when requesting authorization from the Department Head, Chair of the oversight Committee or County Administrator to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board, Department Head, Chair of the oversight Committee or County Administrator may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. TRAVEL APPROVAL REQUIRED

- 1) Unless travel is excepted herein, or by separate Resolution by the Board, *all* travel requests, whether in-state, out-of-state or virtual, are subject to approval in accordance with the Travel Form (Schedule "A"). Department Heads shall submit all paperwork describing travel and expenses for review and approval by those listed on the Travel Form (Schedule "A") and must be attached to any Purchase Order or Voucher submitted for reimbursement.
- 2) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend the New York State Association of Counties' conferences held twice per year do NOT need approval, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy.
- 3) All travel authorizations must be reported to the proper oversight Committee at their next meeting as an informational item.

C. FUNDING FOR TRAVEL

If payment of travel expenses requires fund transfers, the Department Head must provide information on where the funds are coming from.

D. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov

E. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Director/Fire Coordinator, Deputy Director of the Emergency Services Office, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this division (E)(2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.
- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.
- 4) Section D above shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided as a facility that is the host of an approved conference, training or meeting or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer receives approval for the increased reimbursement above GSA rate as detailed on his or her "Authorization to Attend Meeting or Convention" request form.
- 5) The County Treasurer & County Clerk or their designee shall be excepted from the requirement of use of County vehicles and may use personal vehicles when performing departmental banking functions.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles by those driving for County business.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be:
- 1) 18 years and older;
 - 2) Any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function;
 - 3) An employee who is authorized to operate the vehicle by:

RESOLUTION No. OF 2021

PAGE 5 OF 13

- a) The County Administrator; or
 - b) The County Department Head to whom the vehicle has been assigned;
 - 4) Those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (*The LENS program provides the County with notifications of driver license infractions and suspensions*);
 - 5) Those who agree to the fact that the County has a right to request information relating to a change in driver license status of all authorized users described above;
 - 6) Those who have signed the acknowledgment (Schedule C) at the end of this Policy;
 - 7) Those who maintain a valid NYS drivers license, excluding conditional or restricted licenses
 - a) Any suspension or revocation of ones driver's license will result in immediate loss of the employee's status as an authorized County driver. Status as an authorized driver will be automatically reinstated upon restoration of unconditional license;
 - 8) Those who have been involved in an at fault incident(s) with a County vehicle where no convictions were issued *but* the incident(s) resulted in damage in excess of \$2,500 from a single incident or multiple incidents within a 12 month period will no longer be considered authorized drivers and must be reviewed by the Risk Management Steering Committee who will provide a recommendation to the Department Head. The Department Head will then determine the employee's status as an authorized driver of County vehicles or their own vehicle on County business. Employees may appeal a Department Heads determination to the Personnel & Higher Education Committee of the Board of Supervisors; and
 - 9) Those with Commercial Motor Vehicle Licenses, if using the license in the scope of their duties, that have successfully passed a Commercial Motor Vehicle License physical exam within the last 12 months and provided proper medical examination certificate to the County.
- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for:
- 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs;
 - 2) for persons participating in Countryside Adult Home programs whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity; and
 - 3) unpaid interns working at the Department of Social Services.
- C. 1) County vehicles shall be utilized for official purposes only. Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) or a non-profit organization provided such non-profit organization is engaged in activity involving or related to County activities including but not limited to promoting the County may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services and supports intergovernmental relationships and furthers the interests of the County. Picking up hitchhikers is prohibited. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to:
- a) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience;
 - b) Veterans who ride in the Veterans' Services' van pursuant to program identified in

subparagraph II(B) hereof;

- c) Persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services;
 - d) Residents of Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Countryside Adult Home residents;
 - e) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director;
 - f) District Attorney personnel transporting witnesses;
 - g) Department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business;
 - h) Youth being transported to various programs and seminars by the Department of Social Services;
 - i) Children or clients being transported in County vehicles by DSS staff; and
 - j) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities or non-profit organizations engaged in activities involving or relating to County activities; and
 - k) Veterans employees may transport persons pursuant to the Peer to Peer Program.
- 2) Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chair of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.
- D. 1) Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
- a) Department of Public Works:
 - 1) Highway Construction Supervisors II
 - 2) Superintendent of Public Works
 - 3) Highway Manager
 - b) Health Services: Nurses upon approval of the Director of Public Health/Patient Services
 - c) Sheriff's Office:
 - 1) Sheriff
 - 2) Undersheriff
 - 3) Major
 - 4) Lieutenant - Criminal Investigators
 - 5) Lieutenant - Law Enforcement
 - 6) K-9 Officers (2)
 - 7) Narcotics Officers (5)
 - 8) Civil Officers (2)
 - 9) Investigators
 - d) Fire Prevention & Building Code Enforcement:
 - 1) Building Inspectors (2)
 - e) Office of Emergency Services
 - 1) Director
- 2) Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used

for the quarter reported.

- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:
- 1) A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this Division (E), the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
 - 2) The log or record kept pursuant to Division (E)(1) hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
 - 3) If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
 - 4) An exemption is made for the Warren County Sheriff and Warren County Office of Emergency Services Director to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the County Administrator.
- F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this Division (F) shall be as follows:
- 1) The District Attorney vehicle assigned to the investigators shall be housed at the Warren County Municipal Center;
 - 2) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff;
 - 3) Five vehicles assigned to the Health Services Department for use by the nurses in northern part of the County shall be housed as follows: one in Stony Creek, one in North Creek, and three in Chester;
 - 4) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis; and
 - 5) The Superintendent of Buildings vehicle to be housed in Warrensburg at the DPW shop.
- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Office of Emergency Services the Social Services Department and the Health Services Department.
- H. No County vehicles shall be used for private or personal use. If an employee is in the field during a normal lunch break, they are to notify their supervisors that they are taking their lunch break and where they will be with the County vehicle.
- I. In addition to the log that must be kept on overnight usage, (*see Division (E)(1)*), the Department Head may require daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy.

- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to:
 - 1) Check that all vehicle occupants wear safety belts when the vehicle is in operation; and
 - 2) Not operate a vehicle that the driver suspects does not operate properly. The driver shall return and/or park the vehicle as may be appropriate and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be towed or operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.
- N. Drivers of County vehicles are also responsible for:
 - 1) Checking that the vehicle is clean - no trash, good overall appearance;
 - 2) Checking that any tools, equipment or other items do not interfere with the driver's ability to operate the vehicle or pose threats in situations where the driver suddenly stops or swerves the vehicle or otherwise cause items in the vehicle to move around;
 - 3) Ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date;
 - 4) Checking that both license plates are properly attached and visible at all times;
 - 5) Conducting daily visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made;
 - 6) Any additional pre or post trip inspection as directed by the Department Head; and
 - 7) Reporting any concerns regarding the County vehicle by using the form (Schedule B) at the end of this Policy.
- O. Drivers of County vehicles must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede the driver's ability to focus on safely operating the vehicle while it is in motion. Drivers are personally responsible for any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for County business.
- P. Drivers of County vehicles or other vehicles for County business must be free of alcohol and illegal drugs. This also includes prescription and non-prescription drugs that may impair a driver's judgement and other faculties.

- Q. Drivers must report all accidents and incidents while using a County vehicle to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.

Should a motor vehicle incident or crash occur, the driver of a vehicle used for County business must:

- 1) Stop and investigate immediately;
 - 2) Set out warning devices if such are available and warranted under the circumstances;
 - 3) Notify the police (*call 911*) and immediate Supervisor;
 - 4) The driver must supply his or her name and exhibit operator's driver license to the proper authorities;
 - 5) If able, secure names and addresses of other involved, witnesses and first persons at the scene;
 - 6) If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle;
 - 7) The driver shall attempt to protect his or her vehicle from further damage and theft;
 - 8) The driver must comply with the drug-alcohol testing requirements of the County's Substance Abuse Policy(s) for motor vehicle drivers.
 - 9) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident involves a loss of human life.
 - 10) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident resulted in bodily injury to any person who as a result of the injury immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle and moving violation was issued by law enforcement;
 - 11) Employees with Commercial Motor Vehicle Licenses (CDL) must also comply with Warren County's Drug and Alcohol Policy.
- R. If you are the driver of a disabled County vehicle, you need to do the following:
- 1) Make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard;
 - 2) Turn on the vehicles 4-way flashing hazard lights, if possible;
 - 3) Set-up the vehicles emergency safety triangles and safety cone, if available;
 - 4) Place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number;
 - 5) Notify the local police department (*911*) of the vehicles location;
 - 6) Contact your direct supervisor; and
 - 7) Make arrangements to have the vehicle towed.
- S. No radar detection devices are to be used in any County owned, leased, borrowed or other vehicle used for County business. Drivers who are found to be using such devices may be subject to disciplinary action as determined by the Department Head or County Administrator and in accordance with bargaining agreements and Civil Service Law.
- T. All employees seeking to operate a County vehicle must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicles or the County's Safety Officer. Incidents and accidents involving County vehicles or other vehicles used for County business may be reviewed by the County's Safety Officer and/or the Risk Management Steering Committee and a recommendation may be made in regards to additional driver improvement training.

RESOLUTION No. OF 2021

PAGE 10 OF 13

- U. It will be the County Department Head's responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. The County Department Head will be responsible for obtaining the signed acknowledgment form that follows from the employees prior to using a vehicle for County business. The County Department Head will be responsible for determining each employee's eligibility under this policy as an authorized driver prior to vehicle use.
- V. County Department Heads or their designee shall notify (*using the proper form*) the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly.
- W. The violation of any rule in the County Motor Vehicle Use Rules may result in disciplinary action in accordance with bargaining agreements and Civil Services Law.

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING OR CONVENTION

Check one:

- In-State (Must be approved by Department Head, County Administrator & Committee Chair)
On-Line (Must be approved by Department Head, County Administrator & Committee Chair)
Out-of-State (Requires Board resolution)

The (Supervisory Committee) hereby authorizes (Employee Name)

to attend (Name of meeting or organization)

at (Address) on (Dates)

Meeting/Convention/Training Cost: Mode of transportation to be used: (County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost \$ (Include travel costs)

For Overnight Travel

- Room rate \$ GSA* Rate \$ Funding in Budget? Y N
Meal costs \$ GSA* per diem rate \$ Budget Code:
*www.gsa.gov

Date: Department Head Signature

Date: County Administrator Signature

Date: Committee Chair Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

WARREN COUNTY
REPORT OF CONCERNS REGARDING COUNTY VEHICLES
This section to be completed by the employee that used the vehicle.

Department: _____

Vehicle: Make: _____ Model: _____

County No. _____

Date Vehicle Used: _____

Detail of Concern(s): _____

Name: _____ Title: _____

Date: _____

Employee should provide this form to their Supervisor/Department Head who will immediately forward (via hard copy, fax or email) this form to the Fleet Manager and to the Warren County Vehicle Maintenance Shop in Warrensburg.

This section to be completed by the Fleet Manager:

REVIEW OF CONCERNS AND ACTION TAKEN

Conclusion of Review of Concern(s) and Action Taken: _____

Name: _____ Title: _____

Date: _____

Upon resolution the Fleet Manager will distribute (via hard copy, fax OR email):
Copy to Department Head, Copy Vehicle Maintenance Shop, Original to remain with Fleet Manager.

Schedule "B"

Warren County Travel Policy and Vehicle Use Regulations
Acknowledgment Form

I understand to be an authorized driver of a County vehicle I must:

- ❖ Be 18 years of age or older
- ❖ Hold a valid NYS Drivers license
- ❖ Use the vehicle as part of my usual and / or customary County job function
- ❖ Have been authorized to use the vehicle by the Department Head responsible for the vehicle or by the County Administrator
- ❖ Agree to provide my driver license number to the County for the LENS program
- ❖ Agree for the County to obtain my motor vehicle records
- ❖ Agree to provide the County documents including driving records, proof of a valid license and proof automobile insurance coverage if requested
- ❖ Agree to immediately notify the County of any driving violations, changes to driver information and driver status

I, _____ have read and understand the Warren County Travel Policy and Vehicle Use Regulations. By signing below, I agree to adhere to the policy including the items listed above.

NYS Driver License ID _____

Employee Signature Date

This form shall be completed when the employee is offered a position that includes responsibility for driving a county vehicle or other vehicle for County business. This form shall also be completed when the employee attends a driver improvement training program.

Original of this form will be filed with the Department Head
Electronic copy will be filed with the LENS documents in the Self-Insurance Office

2020 - INTENT TO FILL VACANT POSITIONS

Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2020	Public Defender	Data Officer- Indigent Legal Services (2590)	N/A	N	N/A	\$ 55,930.00	1/1/2020	Brothers	\$ 55,930.00	\$ -	\$ -
12/21/2019	Veterans' Services	Peer to Peer Program Coordinator	Taylor	RS	\$ 21,684.00	\$ 21,684.00	expired				
1/1/2020	Social Services	Principal Social Welfare Examiner #2 (2599)	N/A	N	N/A	\$ 42,141.00	1/1/2020	Klaiber	\$ 52,234.00	\$ 10,093.00	\$ -
1/1/2020	Countryside	Cook #5 (2600)	N/A	N	N/A	\$ 29,333.00	1/1/2020	Porter	\$ 29,333.00	\$ -	\$ -
1/1/2020	Countryside	Leisure Time Activities Aide #2 (2601)	N/A	N	N/A	\$ 28,026.00	1/1/2020	Tennant	\$ 29,594.00	\$ 1,568.00	\$ -
1/1/2020	District Attorney	Legal Clerk #5 (2585)	N/A	N	N/A	\$ 30,520.00	1/21/2020	Cogdill	\$ 30,520.00	\$ -	\$ -
1/1/2020	District Attorney	8th ADA (2589)	N/A	N	N/A	\$ 66,563.00	1/24/2020	Smith	\$ 66,563.00	\$ -	\$ -
1/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	expired				
1/1/2020	Sheriff	Communications Officer #21	N/A	N	N/A	\$ 41,740.00	2/18/2020	Wells II	\$ 41,740.00	\$ -	\$ -
1/1/2020	Sheriff	Investigative Sergeant #1	N/A	N	N/A	\$ 78,519.00	1/1/2020	Lail Jr.	\$ 78,519.00	\$ -	\$ -
1/1/2020	Sheriff	Patrol Lieutenant #3	N/A	N	N/A	\$ 99,174.00	1/1/2020	Smith	\$ 99,174.00	\$ -	\$ -
1/1/2020	Sheriff	Communications Officer #15 (1435)	Rivers	O	\$ 40,564.00	\$ 41,740.00	1/13/2020	Stanton	\$ 41,740.00	\$ -	\$ 1,176.00
1/1/2020	Sheriff	Patrol Officer #57	Dunn	PR	\$ 71,319.00	\$ 55,517.00	1/8/2020	Perilli	\$ 55,517.00	\$ -	\$ (15,802.00)
1/1/2020	Sheriff	Investigator #7	Lail Jr.	PR	\$ 77,519.00	\$ 72,561.00	1/20/2020	Stillman	\$ 77,519.00	\$ 4,958.00	\$ -
1/1/2020	Sheriff	Patrol Officer #38 (1389)	Stillman	PR	\$ 71,319.00	\$ 42,373.00	7/28/2020	Hopeck	\$ 42,373.00	\$ -	\$ (28,946.00)
1/1/2020	Sheriff	Patrol Sergeant #1	Smith	PR	\$ 78,519.00	\$ 78,519.00	1/6/2020	Dunn	\$ 78,519.00	\$ -	\$ -
1/28/2020	Weights & Measures	Weights & Measures Inspector- PD #2 (2559)	N/A	N	N/A	28.9285/hour	1/28/2020	Levin	28.9285/hour	\$ -	\$ -
1/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	expired				
1/30/2020	Public Defender	Legal Clerk (2577)	N/A	N	N/A	\$ 30,520.00	2/24/2020	Plumley	\$ 30,520.00	\$ -	\$ -
1/30/2020	Social Services	Sr. Social Welfare Examiner (1701)	Rheel	O	\$ 47,786.00	\$ 38,225.00	2/10/2020	Rowland	\$ 44,656.00	\$ 6,431.00	\$ (3,130.00)
1/30/2020	Public Works	MEO (L) #16 (1260)	Bunting	PR	\$ 34,767.00	\$ 33,600.00	3/16/2020	Rounds	\$ 33,600.00	\$ -	\$ (1,167.00)
1/30/2020	Sheriff	Patrol Officer #32 (1347)	LaVallie	PR	\$ 66,361.00	\$ 42,373.00	7/28/2020	Mellon Jr.	\$ 42,373.00	\$ -	\$ (23,988.00)
1/30/2020	Social Services	Support Investigator #6 (1745)	Diamond	PR	\$ 43,611.00	\$ 34,988.00	3/16/2020	Meade	\$ 35,567.00	\$ 579.00	\$ (8,044.00)
1/30/2020	Social Services	Resource Clerk #3 (1636)	Stoller	PR	\$ 30,947.00	\$ 29,333.00	3/2/2020	Johnson	\$ 29,333.00	\$ -	\$ (1,614.00)
1/30/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	expired				
1/30/2020	Health Services	RPN #31 (1597)	Carpenter	RS	\$ 55,376.00	\$ 47,523.00	3/30/2020	Bogardus	\$ 48,101.00		\$ (7,275.00)
1/30/2020	Health Services	Infant Feeding Advocate- PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	expired				
1/30/2020	Public Defender	3rd APD (1076)	Pucciarelli	RS	\$ 65,178.00	\$ 63,393.00	6/22/2020	Barnes	\$ 63,393.00	\$ -	\$ (1,785.00)
1/30/2020	Public Works	MEO (M) #23 (2193)	Comstock	RS	\$ 38,072.00	\$ 36,214.00	3/2/2020	Moffitt	\$ 37,427.00	\$ 1,213.00	\$ (645.00)
1/30/2020	Social Services	Caseworker #23 (1672)	Campbell	RS	\$ 43,968.00	\$ 43,390.00	2/18/2020	Williams	\$ 43,390.00	\$ -	\$ (578.00)
1/30/2020	Social Services	Caseworker #16 (1670)	Foley	RS	\$ 43,390.00	\$ 43,390.00	2/18/2020	Lehrer	\$ 50,609.00	\$ 7,219.00	\$ 7,219.00
1/30/2020	Public Works	Cleaner #10 (1163)	Prosser	RT	\$ 35,037.00	\$ 27,438.00	2/24/2020	Miller	\$ 27,438.00	\$ -	\$ (7,599.00)
1/30/2020	Public Works	MEO (L) #5 (1264)	Wallace	RT	\$ 39,324.00	\$ 33,600.00	5/11/2020	Lamb	\$ 33,600.00	\$ -	\$ (5,724.00)
1/30/2020	Sheriff	Patrol Sergeant #2 (1354)	Rawson	RT	\$ 78,519.00	\$ 78,519.00	1/31/2020	LaVallie	\$ 73,561.00	\$ (4,958.00)	\$ (4,958.00)
1/30/2020	Sheriff	Communications Officer #14 (1430)	DeLorenzo	RT	\$ 57,836.00	\$ 41,740.00	2/5/2020	Oswald	\$ 41,740.00	\$ -	\$ (16,096.00)
2/24/2020	Public Defender	9th APD (2608)	N/A	N	N/A	\$ 69,891.00	3/30/2020	DiPresso	\$ 69,891.00	\$ -	\$ -
2/24/2020	Social Services	Caseworker- PT- Temp. (2607)	N/A	N	N/A	\$ 21,695.00	2/24/2020	Johnson	\$ 21,695.00	\$ -	\$ -
2/24/2020	Office of Emergency Services	County Fire Coordinator- Temp. (2609)	N/A	N	N/A	45.6093/hour	expired				
3/5/2020	Assigned Counsel	Clerk- PT (2375)	DeLarm	O	\$ 13,719.00	\$ 13,719.00	2/3/2020	Corcoran	\$ 13,719.00	\$ -	\$ -
3/5/2020	Treasurer	Account Clerk #1 (19 hours) 2221	Callanan	O	\$ 13,933.00	\$ 13,933.00	3/31/2020	Runyon	\$ 13,933.00	\$ -	\$ -
3/5/2020	Treasurer	Principal Account Clerk #4 (2566)	Toll	O	\$ 37,633.00	\$ 37,633.00	2/4/2020	Toll	\$ 38,213.00	\$ 580.00	\$ 580.00
3/5/2020	Countryside	Institutional Aide #1 (1882)	Smith	PR	\$ 36,210.00	\$ 28,026.00	3/31/2020	Hanna	\$ 28,026.00	\$ -	\$ (8,184.00)
3/5/2020	Social Services	Social Welfare Examiner #8 (1712)	Rowland	PR	\$ 40,922.00	\$ 34,988.00	3/2/2020	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
3/5/2020	Buildings & Grounds	Cleaner #11 (2264)	Kelly	RS	\$ 27,438.00	\$ 27,438.00	3/31/2020	Mahoney	\$ 27,438.00	\$ -	\$ -
3/5/2020	County Clerk	Motor Vehicle License Reg. Clerk #7 (1124)	Sherman	RS	\$ 36,179.00	\$ 34,988.00	expired				
3/5/2020	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	expired				
3/5/2020	Sheriff	Communication Officer #11 (1425)	Thomas	RS	\$ 41,740.21	\$ 41,740.21	4/1/2020	Myers	\$ 41,740.21	\$ -	\$ -
3/5/2020	Office for the Aging	Meal Site Cook #2 (1950)	Cummins	RT	\$ 27,028.00	\$ 17,148.00	expired				
3/5/2020	Office for the Aging	Meal Site Manager #4 (1947)	Husson	RT	\$ 26,653.00	\$ 20,578.50	3/27/2020	Cummins	\$ 27,027.00	\$ 6,448.50	\$ 374.00

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/15/2020	Countryside	Laundry Worker (PT) (2611)	N/A	N	N/A	\$ 13,719.00	5/4/2020	Dzierba	\$ 13,719.00	\$ -	\$ -
3/21/2020	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	expired				
3/23/2020	Employment & Training	Office Specialist (PT) (2613)	N/A	N	N/A	\$ 26,880.00	expired				
3/23/2020	Employment & Training	Employment & Training Coordinator (2614)	N/A	N	N/A	\$ 34,988.00	6/1/2020	Kinderman	\$ 34,988.00	\$ -	\$ -
3/23/2020	Social Services	Caseworker #38 (2615)	N/A	N	N/A	\$ 43,390.00	expired				
3/23/2020	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	expired				
3/23/2020	Social Services	Principal Account Clerk #2 (1692)	N/A	O	\$ 42,036.00	\$ 46,615.00	3/18/2020	Binder	\$ 46,615.00	\$ -	\$ 4,579.00
4/2/2020	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	expired				
4/2/2020	Health Services	RPN #36 (1527)	Eichner	O	\$ 57,722.00	\$ 47,523.00	expired				
4/2/2020	Health Services	Public Health Assistant - PD (2617)	N/A	N	N/A	18.09/ hour	expired				
4/2/2020	Countryside	Institutional Aide #3 PT (2217)	Potash	O	\$ 28,026.00	\$ 28,026.00	6/16/2020	Hanna	\$ 28,026.00	\$ -	\$ -
4/2/2020	Social Services	Principal Account Clerk (1688)	Gonnely	O	\$ 44,611.00	\$ 37,633.00	3/23/2020	Mammone	\$ 46,615.00	\$ 8,982.00	\$ 2,004.00
4/2/2020	Sheriff	Patrol Officer #64 (2618)	N/A	N	N/A	\$ 42,373.00	7/20/2020	Combs	\$ 42,373.00	\$ -	\$ -
4/30/2020	Sheriff	Patrol Officer #65 (2619)	N/A	N	N/A	\$ 42,373.00	7/15/2020	Baker II	\$ 42,373.00	\$ -	\$ -
4/30/2020	Countryside	Institutional Aide #2 PartTime (1894)	Hanna	PR	\$ 22,421.00	\$ 22,421.00	4/28/2020	Semon	\$ 22,421.00	\$ -	\$ -
7/1/2020	Public Works	Custodian (2620)	N/A	N	N/A	\$ 31,824.00	8/24/2020	Cleveland	\$ 31,824.00	\$ -	\$ -
7/1/2020	Office for the Aging	Fiscal Coordinator (2621)	N/A	N	N/A	\$ 42,141.00	vacant				
7/1/2020	Countryside	Cook #5 (2600)	Porter	RS	\$ 29,911.00	\$ 29,333.00	8/11/2020	Wood	\$ 29,333.00	\$ -	\$ (578.00)
7/1/2020	Health Services	WIC Infant Feeding Advocate PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
7/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	vacant				
7/1/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	9/8/2020	Swan	\$ 51,394.00	\$ 578.00	\$ (6,228.00)
7/1/2020	Health Services	Public Health Program Manager (2553)	Oxford	RS	\$ 52,283.00	\$ 50,816.00	9/14/2020	Perry	\$ 50,816.00	\$ -	\$ (1,467.00)
7/1/2020	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				
7/1/2020	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 41,740.00	vacant				
7/1/2020	Social Services	Caseworker #34 (2407)	Cogdill	RS	\$ 43,390.00	\$ 43,390.00	7/20/2020	Clynes	\$ 43,390.00	\$ -	\$ -
7/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	vacant				
7/30/2020	Public Defender	8th Assistant Public Defender (2460)	Barnes	O	\$ 63,393.00	\$ 69,891.00	vacant				
9/21/2020	Assigned Counsel	Grant Manager- PT (2622)	N/A	N	N/A	24.04/ hour	9/23/2020	Maxwell	24.04/hour	\$ -	\$ -
9/21/2020	Assigned Counsel	Clerk- PT #2 (2623)	N/A	N	N/A	13.19/ hour	9/22/2020	Cabibbo	13.19/ hour	\$ -	\$ -
9/21/2020	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
9/3/2020	Sheriff	Cook- Per Diem	N/A	N	N/A	18.8021/ hour	11/23/2020	Gattuso	18.8021/hour	\$ -	\$ -
10/1/2020	Public Works	Construction Specialist I (2626)	N/A	N	N/A	\$ 65,566.00	vacant				
9/3/2020	Airport	Airport Maintenance Worker #4 (1179)	Combs	RS	\$ 40,233.00	\$ 37,633.00	10/19/2020	Blackmer	\$ 37,633.00	\$ -	\$ (2,600.00)
9/3/2020	Buildings & Grounds	Building Maintenance Mechanic #4 (1155)	Woodell	RS	\$ 52,234.00	\$ 42,141.00	10/26/2020	Sargent	\$ 51,734.00	\$ 9,593.00	\$ (500.00)
9/3/2020	Countryside	Senior Account Clerk #2- part time (2539)	Stevens	RS	\$ 23,594.00	\$ 20,160.00	vacant				
9/3/2020	Public Works	MEO (L) #27 (2256)	Bolton	RT	\$ 43,536.00	\$ 33,600.00	11/30/2020	Mitchell	\$ 33,600.00	\$ -	\$ (9,936.00)
9/3/2020	Public Works	MEO (L) #2 (1239)	Moffitt	PR	\$ 34,767.00	\$ 33,600.00	10/12/2020	Menegan	\$ 33,600.00	\$ -	\$ (1,167.00)
9/3/2020	Public Works	Engineer II (2612)	N/A	N	\$ 73,670.00	\$ 73,670.00	vacant				
9/3/2020	Social Services	Social Welfare Examiner #8 (1712)	Murray	RS	\$ 40,922.00	\$ 34,988.00	11/23/2020	Jandzinski	\$ 36,179.00	\$ 1,191.00	\$ (4,743.00)
9/3/2020	Social Services	Senior Account Clerk #7 (1693)	Mammone	PR	\$ 42,036.00	\$ 33,600.00	11/9/2020	Williams	\$ 34,179.00	\$ 579.00	\$ (7,857.00)
9/3/2020	Social Services	Medicaid Clerk #1 (1707)	Meade	PR	\$ 31,099.00	\$ 30,520.00	9/21/2020	Hanchett	\$ 35,769.00	\$ 5,249.00	\$ 4,670.00
9/3/2020	Parks, Rec. & Railroad	Up Yonda Naturalist #2 (1199)	Wilson	RS	\$ 43,605.00	\$ 43,605.00	12/28/2020	Moreau	\$ 43,605.00	0	0
9/3/2020	Health Services	RPN #31 (1597)	Bogardus	RS	\$ 48,101.00	\$ 47,523.00	vacant				
9/3/2020	Health Services	RPN II #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
9/3/2020	Health Services	PHN #16 (1564)	Howe	RS	\$ 54,108.00	\$ 50,816.00	vacant				
9/3/2020	Health Services	Public Health Assistant - PD (2617)	N/A	N	N/A	18.09/ hour					
9/3/2020	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
10/1/2020	Buildings & Grounds	Senior Building Maintenance Mechanic #4 (1149)	N/A	O	N/A	\$ 58,171.00	10/19/2020	Ross	\$ 58,171.00	\$ -	\$ -
10/1/2020	Office for the Aging	Meal Site Cook #2 (1950)	Cummins	RT	\$ 36,037.00	\$ 27,438.00	10/13/2020	Seitz	\$ 27,438.00	\$ -	\$ (8,599.00)
10/1/2020	Office of Emergency Services	County Fire Coordinator- temp (2609)	N/A	N	N/A	40.6093/hour	11/3/2020	LaFlure	40.6093/hour	\$ -	\$ -
10/1/2020	Public Works	Highway Construction Spvr. II #1 (1232)	Ross	RT	\$ 57,171.00	\$ 46,492.00	10/26/2020	Owens	\$ 56,671.00	\$ 10,179.00	\$ (500.00)

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
10/29/2020	Human Resources	Human Resources Clerk- PT (2542)	Williams	RS	\$ 21,967.00	\$ 21,967.00	12/14/2020	Hoffman	\$ 21,967.00		
10/29/2020	Sheriff	Stop-DWI Coordinator- Part Time (1522)	N/A	N	N/A	20.3716/hour	vacant				
10/29/2020	Public Works	Highway Construction Supervisor #4 (2393)	Kennedy	RS	\$ 45,341.00	\$ 38,818.00	12/14/2020	Ross	\$ 47,959.00	\$ 9,141.00	\$ 2,618.00
11/3/2020	Office of Emergency Services	Director of the Office of Emergency Services	Laflure	RT	\$ 83,009.00	\$ 69,500.00	11/3/2020	Mason	\$ 69,500.00	\$ -	\$ (13,509.00)
10/29/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	vacant				
10/29/2020	Public Defender	8th Assistant Public Defender (2460)	Barnes	O	\$ 63,393.00	\$ 69,891.00	12/28/2020	Rasmussen	\$ 69,891.00	\$ -	\$ 6,498.00
10/29/2020	Veterans' Services	Peer to Peer Program Coordinator (2571)	Taylor	RS	\$ 21,684.00	\$ 21,684.00	vacant				
12/21/2020	Health Services	Business Specialist-Public Health (2639)	N/A	N	N/A	\$ 50,816.00	vacant				
12/3/2020	Buildings & Grounds	Carpenter/Maintenance Worker (2318)	Sargent	PR	\$ 47,959.00	\$ 38,818.00	vacant				
12/3/2020	Public Works	Highway Construction Supervisor #2 (2391)	Owens	PR	\$ 47,959.00	\$ 38,818.00	12/14/2020	Harrington	\$ 45,341.00	\$ 6,523.00	\$ (2,618.00)
12/3/2020	Social Services	Case Manager (2569)	N/A	N	N/A	\$ 38,818.00	vacant				
12/3/2020	Social Services	Intake Clerk #4 (1736)	Jandzinski	PR	\$ 30,426.00	\$ 29,333.00	12/20/2020	Johnson	\$ 29,333.00	\$ -	\$ (1,093.00)
12/3/2020	Social Services	Intake Clerk #7 (2406)	Hanchett	PR	\$ 34,401.00	\$ 29,333.00	12/21/2020	Monahan	\$ 29,333.00	\$ -	\$ (5,068.00)
12/3/2020	Social Services	Principal SWE (1627)	Barker	RT	\$ 53,234.00	\$ 42,141.00	1/4/2021	Hill	\$ 53,234.00	\$ 11,093.00	\$ -
12/3/2020	Social Services	Social Services Attorney (1684)	Lesperance	O	\$ 79,241.00	\$ 79,241.00	12/14/2020	Cross	\$ 79,241.00	\$ -	\$ -
12/3/2020	Office for the Aging	Meal Site Manager #1 (1928)	Hughes	RT	\$ 22,112.00	\$ 20,578.00	vacant				
12/3/2020	Office for the Aging	Meal Site Manager #3 (1937)	Lewis	RT	\$ 26,653.00	\$ 13,719.00	vacant				
12/3/2020	Public Health	RPN #39 (2379)	Steady	RS	\$ 48,101.00	\$ 47,523.00	vacant				
									TOTALS:	\$ 103,173.50	\$ (172,280.00)

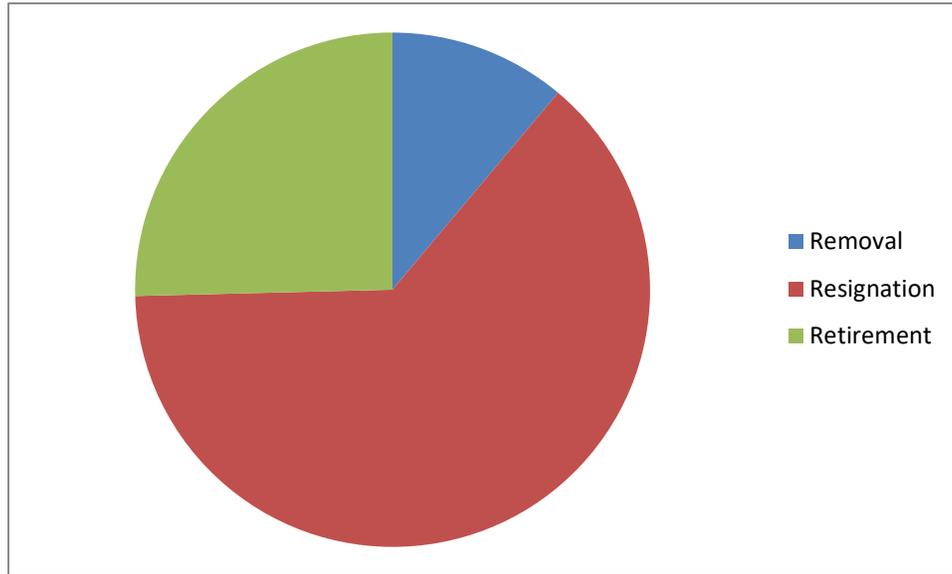
* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

Warren County Department of Human Resources



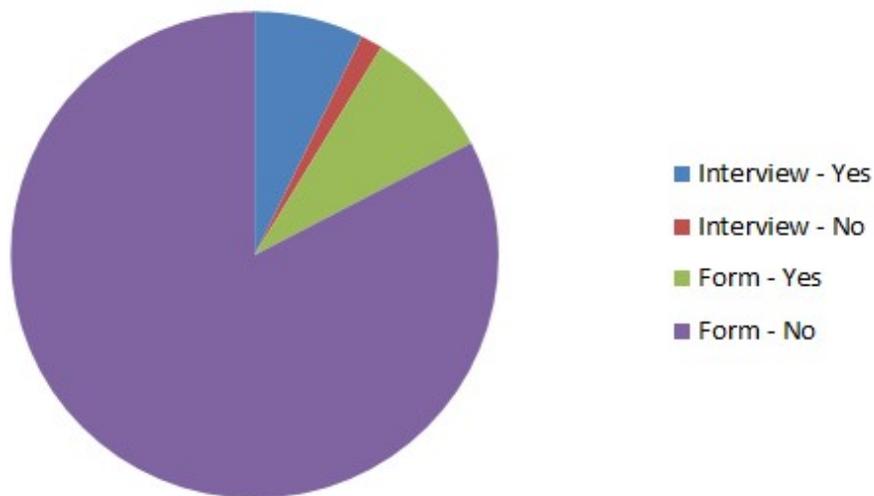
2020 Separations through 12/31/20 – Increase of 6 since last report (10/31/20)

Removal – 7
Resignation – 40
Retirement – 16



2020 Exit Interviews through 12/31/20

Interview Yes – 5
Interview No – 1
Form Yes – 6
Form No - 57



RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Information Technology

DATE: January 29, 2021

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

Information Technology	A.1680 220.1	\$10,000
Public Health	A.4018 0040 220.1	\$753
Public Helath	A.4054 220.1	\$753
Public Health	A.4018 0030 220.1	\$3,012

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Information Technology

DATE: January 29, 2021

- (a) Purpose of Contract Change: **To include support and maintenance for Year 2021 - \$6,600; Year 2022 - \$6,750; Year 2023 - \$6,900; Year 2024 - \$6,900**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **486 of 2019**
- (c) Name of Contractor: **Catalog & Commerce Solutions**
- (d) Address of Contractor: **263 East Street, Pittsford, NY 14534**
- (e) Contractor's Contact Person and Telephone Number: **Michael Kelly**
- (f) Commencement Date of Extension: **1/1/2021**
- (g) Termination Date of Extension: **12/1/2024**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: **A.1680 470 Information Technology, Contract****

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 5

Request to Apply for a Grant Application and Grant Agreement

DEPARTMENT NAME: Information Technology

DATE: 01/29/2021

- (a) Purpose of Grant: **Bolster Cyber-Security**
- (b) Name of Grantor: **NYS Division of Homeland Security and Emergency Services**
- (c) Address of Contractor: **1220 Washington Ave, Building 7A, Albany, NY**
- (d) Grantor's Contact Person and Telephone Number: **866-837-9133**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **Electronic Application**
- (f) Effective Date of Grant: **TBD**
- (g) Termination Date of Grant: **TBD**
- (h) Total Dollar Amount Involved (not to exceed): **\$50,000**
- (i) Deadline to Submit Grant Application and/or Grant Agreement: **1/6/2021**
- (j) Is a Budget amendment required? **No** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Information Technology

DATE: 1/29/2021

- (a) Purpose of Request:
Increase A.1680 426 Subscriptions in the amount of \$50,000

- (b) Details:
Security monitoring software of both data and physical devices within our network

- (c) Previous Resolution Number:
n/a

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Source to be determined

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Facilities - B&G

DATE: 1/20/21

- (a) Title of Requested Position: Director of Facilities - County
- (b) Annual **Base** Salary (and Grade if Applicable): \$73,670 - Grade 17 (out of unit)
- (c) Effective Date for New Position:* January 30, 2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Superintendent of Building and Grounds \$82,938 - Grade 17 (out of unit)
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1620 DPW.Building & Grounds
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.10
Title of Position: Director of Facilities - County Base Salary of Position: \$73,670 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1620 DPW/Buildings & Grounds Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 01/30/2021/creation
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. SC/PCN 1/12/21
Human Resources Director has approved this form when initiated. JH/JF 1/21/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- 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 1/20/21

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Facilities - B&G

DATE: 1/20/2021

- (a) Title of Requested Position: Superintendent of Building and Grounds - PT-Temp
- (b) Annual **Base** Salary (and Grade if Applicable): Rate \$39.87/hr not to exceed 20hrs/week
- (c) Effective Date for New Position:* February 1, 2021, ahead of board approval for operation purposes
*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): na
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.1620.130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) yes
- (g) Is this a mandated position? If so, please explain: NO
- (h) Is there expected revenue from this position? If so, please explain: NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW - Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Superintendent of Buildings & Grounds - PT temp Base Salary of Position: \$39.87/hr Grade:
Filling at Step # (If Known):
Budget code and title: A.1620 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other creation
Employee No./Last Name: Date of Vacancy: 2/1/21
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 1/20/21

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 1/25/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 1/25/21

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: January 19, 2021

- (a) Title of Requested Position: **Temporary Per Diem Senior Account Clerk**
- (b) Annual Base Salary (and Grade if Applicable): **\$43,536 Grade 7, Step 25**
- (c) Effective Date for New Position: * **1/26/2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.4010,130 Public Health, Health Services, Part Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Temporary Per Diem Senior Account Clerk Base Salary of Position: \$43,536 (\$20.93/hr) Grade: 7
Filling at Step # (If Known):
Budget code and title: A.4010. 130 Public Health Part 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:
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 Temp
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. SC/PCN 1/12/21
Human Resources Director has approved this form when initialed. JF 1/12/21

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 1/16/21

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 1/18/21

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 Verbally approved by E. Frasier Date 1/20/21

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 1/8/2021

- (a) Title of Requested Position: **Part-Time Activities Aide**
- (b) Annual Base Salary (and Grade if Applicable): **\$28,026**
- (c) Effective Date for New Position:* **3/1/2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Full-Time Activities Aide and Part-Time Senior Account Clerk
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6030-130, Salaries-Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, having an activities program is mandated per DOH regulations and is 50% reimbursable.
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Part Time Activities Aide Base Salary of Position: 28,026 Grade: 3
Filling at Step # (If Known): LEISURE TIME Pro-rated to 24 hrs/week
Budget code and title: Salaries-Regular A6030 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 50% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Labor
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. RON 1/13/21
Human Resources Director has approved this form when initialed. 1/13/21

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 1/16/21

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 [Signature] Date 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature [Signature] Date 1/20/21

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Countryside Adult Home

DATE: 1/8/2021

- (a) Title of Requested Position: Senior Account Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$33,600
- (c) Effective Date for New Position:* 3/1/2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Full-Time Activities Aide and Part-Time Senior Account Clerk
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6030-110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
**Yes, required to maintain resident financial records, vendor payments, and budgets.
The position is 50% reimbursable.**
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Senior Account Clerk Base Salary of Position: 33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: Salaries-Regular A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 50% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
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 11/19/21
Human Resources Director has approved this form when initialed. no 1/13/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennet F. Duvall Date 1/20/21

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Office of Emergency Services

DATE: January 29, 2021

- (a) Title of Requested Position: **County Fire Coordinator - Part Time**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$11,500**
- (c) Effective Date for New Position:* **February 22, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
County Fire Coordinator - Temp \$45.6093/hr
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3410 130 Fire Prevention & Control - Salaries Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes. County Fire Coordinator is mandated per Local Law No. 6 of 2007
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 33 Fire Prevention & Control
Title of Position: County Fire Coordinator (Part-time) Base Salary of Position: \$11,500 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.3410 Fire Prevention & Control Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 1/26/21
Human Resources Director has approved this form when initialed. AP 1/26/21

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 1/26/21

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 _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 29, 2021

(a) Purpose of Request:

To amend Resolution 70 of 2020 to change the salary not to exceed amount to \$20,000 over the two-year period of 2020 and 2021.

(b) Details:

Amendment is needed to change the salary maximum amount from \$10,000/year to \$20,000 combined over years 2020 and 2021.

(c) Previous Resolution Number:

70 of 2020

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION No. 70 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLANS FOR 2019 AND 2020

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plans for 2019 and 2020 are hereby amended as follows:

SOCIAL SERVICES

<u>Decreasing Salary From:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.6010 110</u>	11/18/2019 - 12/31/2019	
<u>TITLE:</u> Assistant Social Services Attorney #2		\$75,480

<u>Decreasing Salary To:</u>		
<u>A.6010 110</u>	11/18/2019 - 12/31/2019	\$69,891
<u>TITLE:</u> Assistant Social Services Attorney #2		

<u>Creating Position:</u>		
<u>A.6010 130</u>	02/24/2020	\$43,390
<u>TITLE:</u> Caseworker, Part-Time, Temporary		Grade 16 (up to 20 hrs/wk)

<u>Deleting Position:</u>		
<u>A.6010 110</u>	02/24/2020	\$43,390
<u>TITLE:</u> Caseworker #11		

PUBLIC DEFENDER

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.1171 110</u>		
<u>TITLE:</u> 9 th Assistant Public Defender	02/24/2020	\$69,891

OFFICE OF EMERGENCY SERVICES

<u>Creating Position:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>A.3410 130</u>		
<u>TITLE:</u> County Fire Coordinator - Temp	02/24/2020	\$45.6093/hr (not to exceed \$10,000/yr)

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Office of Emergency Services

DATE: January 29, 2021

- (a) Purpose of Request:
To amend Resolution 397 of 2020 to change the effective date of the deletion of Fire Coordinator/Director, Office of Emergency Services from November 3, 2020 to December 5, 2020.

- (b) Details:
Resolution needed to correct the deletion date.

- (c) Previous Resolution Number:
397 of 2020

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. 397 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON AND LEGGETT

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2020 are hereby amended as follows:

OFFICE OF EMERGENCY SERVICES

Creating:

A.3640 110

TITLE:

Director, Office of Emergency
Services

EFFECTIVE DATE

November 3, 2020

BASE SALARY

\$69,500

Deleting:

A.3410 110

TITLE:

Fire Coordinator/Director,
Office of Emergency Services

EFFECTIVE DATE

November 3, 2020

BASE SALARY

\$83,009

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Public Works - DPW

DATE: 1/20/21

- (a) Title of Requested Position: Engineer I (No. 4)
- (b) Annual **Base** Salary (and Grade if Applicable): \$58,354 - Grade 13 (out of unit)
- (c) Effective Date for New Position:* January 18, 2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department=s Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable): Junior Transportation Analyst \$56,862 -Grade 9 (out of unit)
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: D 5020 DPW-Engineering
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.62
Title of Position: Engineer I Base Salary of Position: \$58,354 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: D.5020 DPW.Engineering Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: _____ Date of Vacancy: 01/18/2021
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. SC/PCN 1/12/21

Human Resources Director has approved this form when initialed. JK/JF 1/12/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature Verbally approved by Date 1/20/21

R. Conover
[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: Public Works Payroll Dept. No: 19.30
Title of Position: Airport Manager Base Salary of Position: \$78,090 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.5610 DPW.Airport Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #11428 D. Degraw Date of Vacancy: 02/03/2021
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. PO 1/15/21

Human Resources Director has approved this form when initialed. 1/15/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- 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 1/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.10
Title of Position: Maintenance Mechanic Base Salary of Position: \$36,793 302A Grade: 09
Filling at Step # (If Known): _____
Budget code and title: A.1620 DPW/Buildings & Grounds Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9069 W. Maston Date of Vacancy: 01/08/2021
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. 10/11/21
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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- 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 1/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.13
Title of Position: Maintenance Mechanic #1 Base Salary of Position: \$36,793 3624 Grade: 09
Filling at Step # (If Known): _____
Budget code and title: A.1624 DPW/Buildings & Grounds Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11000 B., Ashline Date of Vacancy: 02/18/2021
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. [Signature]
Human Resources Director has approved this form when initialed. [Signature]

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 1/16/21

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 [Signature] Date 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities

- 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 1/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.63
Title of Position: HEO #6 Base Salary of Position: ~~\$33,600~~ 37,633 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: D.5110 DPW.Maintenance Roads Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12012 G. Harrington Date of Vacancy: 12/14/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Verbally approved by R. Conner Date 1/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.63
Title of Position: HEO #11 Base Salary of Position: ~~\$33,600~~ 37,103 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: D.5110 DPW.Maintenance Roads Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 7605 H. Frasier Date of Vacancy: 11/14/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 11/11/21
Human Resources Director has approved this form when initialed. 11/11/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Verbally approved by Date 1/20/21
R. Conroy

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.63
Title of Position: HEO #6 #14 Base Salary of Position: \$33,600 \$37,123 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: D.5110 DPW.Maintenance Roads Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 6112 R. Ross Date of Vacancy: 12/14/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RW 1/11/21
Human Resources Director has approved this form when initialed. AS 1/14/21

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Verbally approved by Date 1/20/21
R. Conroy

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Resource Clerk #3 Base Salary of Position: \$29,333 (2019) Grade: 4
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other *Lateral move to Inside Clerk*
Employee No./Last Name: 13181/Johnson Date of Vacancy: 12/21/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal 50 % State 25 % Other _____ % *Rally*

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. *1/16/21*
Human Resources Director has approved this form when initialed. *1/11/21*

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 1/16/21

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 1/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature *[Signature]* Date 1/20/21

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: 36.00
Title of Position: Registered Professional Nurse #6 Base Salary of Position: \$47,523 Grade: 19
Filling at Step # (If Known): _____
Budget code and title: A:4010.110 Public Health Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 11161 / Saville (RPN #6) Date of Vacancy: 1/6/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other Insurance % Variable on pt 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. SC/PCN 1/12/21
Human Resources Director has approved this form when initialed. JF 1/12/21

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 1/16/21

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 1/18/21

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 Verbally approved by Date 1/20/21
E. Frasier

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: 36.0
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Public Health Full Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8844/ De Cesare 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. SC/PCN 1/12/21
Human Resources Director has approved this form when initialed. [Signature] 1/13/21

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 1/16/21

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 1/18/21

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 Verbally approved by E. Frasier Date 1/20/21