

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 4, 2021

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

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

1) Requests/Items to be Discussed by SUNY Adirondack Representatives:

- A) SUNY Adirondack representatives to provide an update on the college.
- B) Resolution Urging the Governor and Legislature to Increase Support for Community Colleges.

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

Resolution Tracking Report.

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

Litigation update.

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

Human Resources-

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews
- C) Remote Work Agreement

5) Requests/Items to be Discussed by the Self-Insurance Administrator (Amy Clute, Administrator):

Request to approve the Warren County Public Health Emergency Plan.

6) Referral from the Joint Meeting of Economic Growth & Development/Governmental Operations & Advocacy (Chaired by Supervisors Hogan and Beaty):

Resolution Submitted by Supervisor Strough - "*Resolution to Eliminate the Positions of Majority Leader and Minority Leader and the Compensation Appropriated for the Leaders of those Positions*".

Note: this item is a referral to the Personnel, Administration & Higher Education Committee because the action will require amending the Table of Organization and Salary Schedule to delete the positions of Majority Leader and Minority Leader (this also results in a default referral to the Finance Committee).

7) Referral from the Public Safety Committee (Chaired by Supervisor Diamond):

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

Request to delete the position of County Fire Coordinator - Temp, Annual Salary \$45,609.3/hour, effective March 22, 2021.

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

Tourism (Joanne Conley, Director) -

Request to amend the Table of Organization and Salary Schedule to create the position of Tourism Development & Events Coordinator, Annual Salary \$61,855, effective April 1, 2021 and identify a source of funding for the position. The Tourism & Occupancy Tax Coordination Committee included in their motion that this position is to be created on a temporary basis, subject to the revenues generated.

IV. Pending Items:

Personnel - None.

Higher Education - None.

Continued

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

- Buildings and Grounds*** - Building Maintenance Worker #2, *Grade 7, Base Annual Salary \$33,600*, due to promotion.
- Building Maintenance Worker #6, *Grade 7, Base Annual Salary \$33,600*, due to promotion
- Cleaner #12, *Grade 2, Base Annual Salary \$27,438*, due to termination.
- Countryside Adult Home*** - Food Service Helper #3, *Grade 2, Base Annual Salary \$27,438*, due to retirement.
- Institutional Aide #2, Part-time, *Grade 3, Base Annual Salary \$28,026 (32hrs/week)*, due to resignation.
- DPW*** - MEO (M) #5, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- MEO (M) #26, *Grade 9, Base Annual Salary \$36,214*, due to promotion.
- Fire Prev. & Bldg. Codes*** - Fire Prevention & Building Code Enforcement Officer #6, *Grade 17, Base Annual Salary \$45,455*, due to resignation.
- Office for the Aging*** - Meal Site Manager #5 (Warrensburg), *Grade 2, Base Annual Salary \$27,438 (25hrs/week)*, due to resignation.
- Fiscal Coordinator, *Grade 15, Base Annual Salary \$42,141*, due to retirement.
- Planning & Community Development*** - Assistant County Planner, *Annual Salary \$61,855*, due to resignation.
- Sheriff*** - Communications Officer #6, *Annual Salary \$41,740*, due to resignation.
- Investigator #9, *Annual Salary \$72,561*, due to retirement.
- Patrol Officer #TBD, *Annual Salary \$42,373*, due to promotion.
- Treasurer*** - Account Clerk (Part-Time) #1, *Grade 4, Annual Salary pro-rated to \$13,933*, due to promotion.

VI. Privilege of the Floor/Public Comment (*please allow for 15 second delay on live stream meetings*)

VII. Motion to adjourn

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS

RESOLUTION URGING THE GOVERNOR AND LEGISLATURE TO INCREASE SUPPORT FOR COMMUNITY COLLEGES

WHEREAS, under state law, funding for community colleges is to be provided through state aid, a county sponsor contribution, and student tuition and fees, and

WHEREAS, the establishment and continued operation of a statewide community college system was based on an ongoing state aid funding commitment of at least one-third, and up to 40 percent, of community college operating costs, and

WHEREAS, the state funding amount has declined over the years and is now below their historic one-third commitment, and far short of 40 percent, and

WHEREAS, for the second year in a row, the Executive State Budget proposes to reduce community college aid, this year by \$11 million, and

WHEREAS last year the State Budget reduced community college base aid by \$22.7 million, and

WHEREAS, state funding for SUNY Adirondack is projected to be reduced by \$1.75 million, and

WHEREAS, the global pandemic has significantly impacted all institutions of higher learning, and many have lost students because of the shutdown of the traditional learning environment, and

WHEREAS, many community colleges are depending up on their county sponsors and/or students to pay more this academic year, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors calls on the State Legislature to reject the Governor's proposed reduction in community college funding, and, be it further

RESOLVED, that Warren County calls upon SUNY to work closely with community colleges to develop innovative solutions to strengthen the community college system to attract and support students during these changing social, educational and economic times, and, be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, directed to forward copies of this resolution to each of the counties of New York State, encouraging member counties to enact similar resolutions, and be it further,

RESOLVED, that the Clerk of the Board of Supervisors also be, and hereby is, directed to forward copies of this resolution to Governor Andrew Cuomo, Senator Daniel Stec, Assemblyman Matthew Simpson, and any others deemed necessary and proper.

**RESOLUTION TRACKING REPORT
JANUARY 8, 2021 ORGANIZATION MEETING**

ITEM 2

RESO NO.	DESCRIPTION	STATUS
1	CHAIRWOMAN SEEBER - ADOPTING THE RULES OF THE BOARD OF SUPERVISORS <i>RESOLUTION TABLED</i>	NO ACTION - RESOLUTION TABLED
2	CHAIRWOMAN SEEBER - DESIGNATING OFFICIAL PAPERS	NO ACTION
3	CHAIRWOMAN SEEBER - DESIGNATING DEPOSITARIES	NO ACTION

RESOLUTION TRACKING REPORT
JANUARY 15, 2021 BOARD MEETING

ITEM 2

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
4	2020 PUBLIC SAFETY COMMITTEE (OFFICE OF EMERGENCY SERVICES) - ENACTING 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"	LOCAL LAW FILED WITH STATE - CONFIRMATION RECEIVED
5	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 PROPOSED RESOLUTION NOS. 6 THROUGH 21	NO ACTION
6	CHAIRWOMAN SEEBER - ADOPTING THE RULES OF THE BOARD OF SUPERVISORS	RULES POSTED TO WEB
7	CHAIRWOMAN SEEBER - DESIGNATING BUDGET OFFICER	OATH OF OFFICE PRODUCED
8	CHAIRWOMAN SEEBER - DESIGNATING MEMBER OF COUNTY JURY BOARD	OATH OF OFFICE PRODUCED
9	CHAIRWOMAN SEEBER - APPOINTING REPRESENTATIVE TO ADIRONDACK BALLOON FESTIVAL COMMITTEE	OATH OF OFFICE PRODUCED
10	CHAIRWOMAN SEEBER - APPOINTING MEMBERS OF BOARD OF DIRECTORS OF WARREN-HAMILTON COUNTIES ACTION COMMITTEE FOR ECONOMIC OPPORTUNITY, INC.	OATHS OF OFFICE PRODUCED
11	CHAIRWOMAN SEEBER - APPOINTING REPRESENTATIVES TO ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD	OATHS OF OFFICE PRODUCED
12	CHAIRWOMAN SEEBER - APPOINTING REPRESENTATIVES OF INTERCOUNTY LEGISLATIVE COMMITTEE OF THE ADIRONDACKS	OATHS OF OFFICE PRODUCED
13	CHAIRWOMAN SEEBER - APPOINTING MEMBERS TO THE LAKE CHAMPLAIN- LAKE GEORGE REGIONAL PLANNING BOARD OF DIRECTORS	OATHS OF OFFICE PRODUCED
14	CHAIRWOMAN SEEBER - APPOINTING COORDINATOR OF THE FIRST WILDERNESS HERITAGE CORRIDOR PROJECT	OATH OF OFFICE PRODUCED

RESOLUTION TRACKING REPORT
JANUARY 15, 2021 BOARD MEETING

ITEM 2

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
15	CHAIRWOMAN SEEBER - APPOINTING MEMBERS TO REPRESENT WARREN COUNTY ON THE POLICY COMMITTEE OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE PRODUCED
16	CHAIRWOMAN SEEBER - APPOINTING MEMBERS TO REPRESENT THE RURAL AREAS OF WARREN COUNTY ON THE POLICY COMMITTEE OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE PRODUCED
17	CHAIRWOMAN SEEBER - APPOINTING MEMBERS TO SERVE ON THE PLANNING COMMITTEE (FORMERLY KNOWN AS THE TECHNICAL ADVISORY COMMITTEE) OF THE ADIRONDACK - GLENS FALLS TRANSPORTATION COUNCIL	OATHS OF OFFICE PRODUCED
18	CHAIRWOMAN SEEBER - APPOINTING MEMBER AND ALTERNATE MEMBER TO REPRESENT WARREN COUNTY ON THE REGION 5 OPEN SPACE CONSERVATION ADVISORY COMMITTEE	OATHS OF OFFICE PRODUCED
19	CHAIRWOMAN SEEBER - APPOINTING MEMBERS OF THE BOARD OF DIRECTORS OF THE WARREN COUNTY SOIL AND WATER CONSERVATION DISTRICT	OATHS OF OFFICE PRODUCED
20	CHAIRWOMAN SEEBER - APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION	OATHS OF OFFICE PRODUCED
21	CHAIRWOMAN SEEBER - AMENDING THE TABLE OF ORGANIZATION AND SALARY SCHEDULE	PROCESSED BY PAYROLL/HUMAN RESOURCES

RESOLUTION TRACKING REPORT
JANUARY 15, 2021 BOARD MEETING

ITEM 2

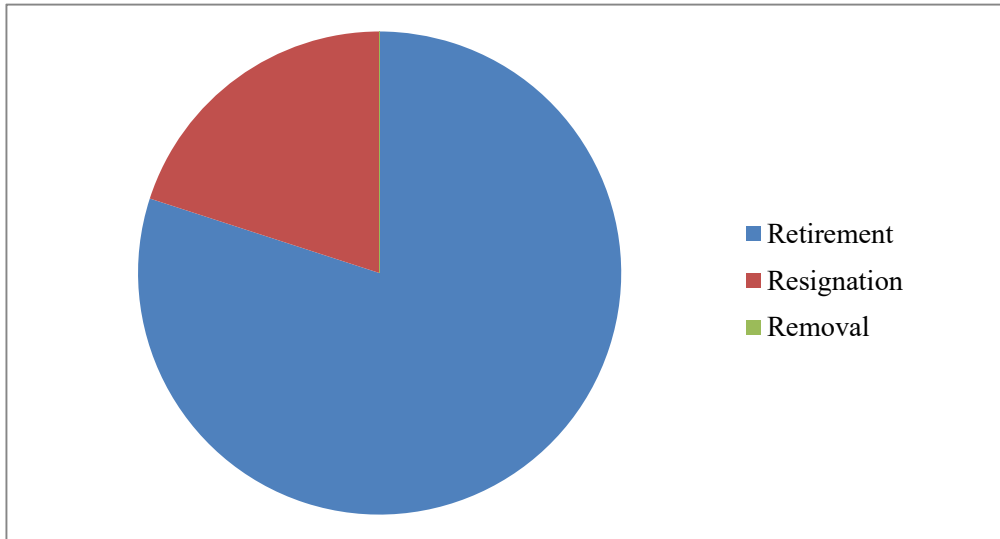
<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
22	SUPERVISORS BRAYMER AND MAGOWAN - WAIVING THE RULES OF THE BOARD REQUIRING THAT RESOLUTIONS BE PROVIDED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON THE TUESDAY PRIOR TO A REGULAR BOARD MEETING REGARDING A RESOLUTION AUTHORIZING A PUBLIC HEARING AS REQUIRED BY THE NEW YORK STATE HOUSING TRUST FUND CORPORATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO FUND INFRASTRUCTURE PROJECTS FOR WARREN COUNTY AND TOWNS WITHIN WARREN COUNTY FOR PLANNING AND COMMUNITY DEVELOPMENT	NO ACTION
23	SUPERVISORS McDEVITT AND MAGOWAN - AUTHORIZING PUBLIC HEARING AS REQUIRED BY THE NEW YORK STATE HOUSING TRUST FUND CORPORATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS TO FUND INFRASTRUCTURE PROJECTS FOR WARREN COUNTY AND TOWNS WITHIN WARREN COUNTY FOR PLANNING AND COMMUNITY DEVELOPMENT	NOTICE OF PUBLIC HEARING PUBLISHED; PUBLIC HEARING HELD ON FEBRUARY 19, 2021
CA01	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBERS TO THE WARREN COUNTY LABOR/MANAGEMENT COMMITTEE	OATHS OF OFFICE PRODUCED
CA02	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBER OF THE BOARD OF TRUSTEES OF THE SUPREME COURT LIBRARY	OATH OF OFFICE PRODUCED
CA03	CERTIFICATE OF APPOINTMENT - APPOINTING MEMBERS TO THE WARREN COUNTY YOUTH BOARD	OATHS OF OFFICE PRODUCED

Warren County Department of Human Resources



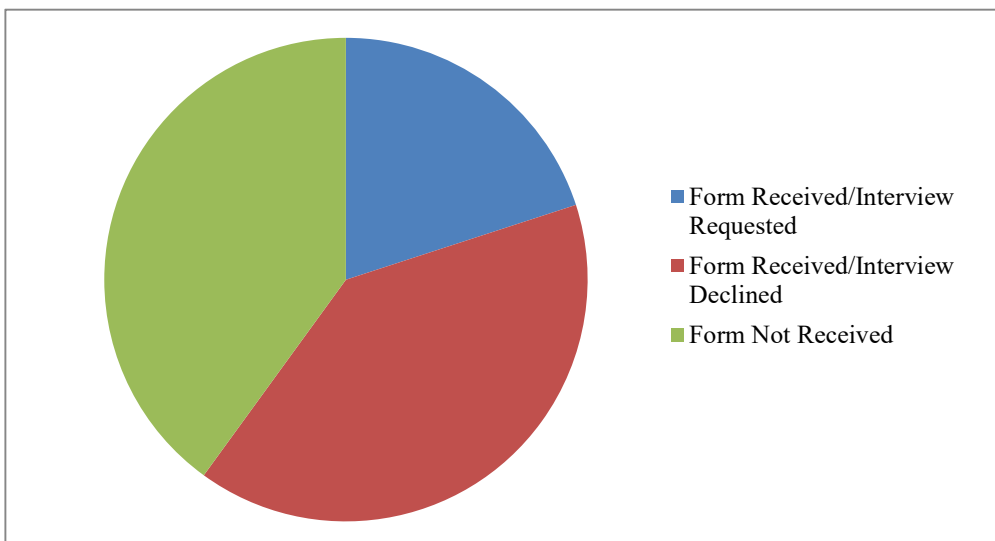
Separations through January 31, 2021

Retirement	4
Resignation	1
Removal	0
Total	5



Exit Interviews through January 31, 2021

Form Received/Interview Requested	1
Form Received/Interview Declined	2
Form Not Received	2



WARREN COUNTY REMOTE WORK POLICY



Purpose and Intent

Warren County employees must provide services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular worksites. However, when working onsite is not possible, and job duties and technology allow, County employees, except for those in the Sheriff's office, may work remotely or telework in accordance with the provisions of this Policy. This Policy is subject to the provisions of the Collective Bargaining Agreement with CSEA for all bargaining unit employees who work remotely or telework.

Working remotely is a temporary arrangement that may be appropriate for some employees and/or jobs and not others. This determination will be made exclusively by Warren County.

Working remotely is not an entitlement, and in no way changes the terms and conditions of employment with the County. Additionally, working remotely does not change the essential job duties and responsibilities of an employee's position.

Existing remote work arrangements that are in place as a result of the Covid-19 pandemic may continue through the pandemic at the discretion of the County, Department Head and IT department.

These guidelines outline best practices specific to remote work, including eligibility, pay, hours worked and information regarding reasonable accommodations that may be different from accommodations under the Americans with Disabilities Act (ADA), currently in place in some County Departments.

Requests

All requests for remote work must be made to the Department Head using the Remote Work Arrangement Request. Requests and considerations for remote work will be at the discretion of the Department Head, with approval to be issued in writing. Approval for remote work by Department Heads will also be at the discretion of the Chair of the Board of Supervisors (or County Administrator?), with any approval to be issued in writing. In a Department Heads request for remote work approval, the Department Head must ensure that one or more employees will be available onsite while the Department Head is working remotely.

Any remote work assignment will be evaluated as frequently as the Department Head/County believes is necessary and may be immediately discontinued at any time by the Department Head/County.

Where the request to work remotely is a request for a reasonable accommodation, the Department Head must notify Human Resources immediately to begin the usual interactive process of assessing the accommodation.

Priorities & Essential Work

The employee and supervisor will evaluate the responsibilities and priorities of the position, considering customer/client/collaborator impact and feasibility of completing some or all duties remotely.

The business of the County will take precedence over remote work days. Employees need to immediately report to their supervisor or Department Head if they do not have enough work available to fill their regular work day to receive further instruction. Employees may, at the discretion of their immediate supervisor or Department Head, be called to report to their normal worksite to meet workload or operational requirements. Employees will not be compensated for travel time or mileage in their commute to or from their worksite if called into work to complete their normal work day

In the event an employee does not have enough work available to fill his/her remote work day, or has demands on his/her time such as child care that make it impossible to work the full work day, the employee must submit only for time actually worked. For all other hours, the employee must utilize appropriate accruals for paid time off.

Technology

County Department Heads should work with the Warren County IT Department for technology needs allowing the employee to work remotely. In certain circumstances, employees may be provided with a County-issued laptop or other equipment. Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Warren County. Personal devices may not be used for remote work.

Employees are required to adhere to all County policies and procedures while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the County employee is allowed to access County documents or utilize County equipment. Unauthorized use of County property is strictly prohibited.

Computer and Internet

To work remotely, an internet connection is required. The County will not reimburse the employee for internet or phone expenses incurred. Employees are responsible for following all County practices and policies to maintain security and protect confidentiality on a device.

Home Environment

Supervisors and employees must consider whether the home environment is conducive to remote work. Factors to be considered include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Employees should set expectations with other household members regarding interactions and availability. Remote working is not intended to enable employees to conduct personal or non-County business while on County time.

To ensure that employee performance will not suffer in remote work arrangements, the County requires employees to:

- Choose a quiet and distraction free working space
- Dedicate their full attention to their job duties during working hours
- Adhere to normal break and attendance schedules

- Be accessible to County personnel by phone and/or email within the same timeframes as if employee was working in their regular office setting
- Monitor County voicemail at regular intervals throughout the work day, or forward County extension to the remote work location
- Maintain strict confidentiality of County and/or client information
- Adhere to all County policies and procedures as if working from their regular office setting
- Keep non-work related interruptions to a minimum

Hours & Pay

Employees working from home must work the same days and times as they normally would when onsite. Any modification to an employee's normal work hours must be approved in advance using the Remote Work Arrangement Request. County business cannot be accomplished effectively if an employee is not available when he/she is expected to be working.

All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. As is regular practice, overtime while working remotely must be approved in writing in advance by the employee's supervisor or Department Head. Employees authorized to work remotely will utilize the Novatime time keeping system to remotely record their daily punches as if they were working onsite. The "Work from home" reason code must be used to track all hours worked remotely.

Time & Performance

Department Heads must identify and clearly outline a system of how time and performance will be managed. All systems must include methods of regular communication specific to work priorities, deliverables, timelines, etc.

Labor Laws/Agreements and Reimbursement:

Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

Liability

Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or Department Head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote worksite.

Confidentiality and Non-Disclosure:

During the course of their employment with Warren County, employees acquire knowledge of and/or access to confidential and proprietary information of the County. While employees working remotely are expressly prohibited from disclosing confidential and proprietary information to any unauthorized person, company, or other entity and are prohibited from using any such information for personal gain or profit. Confidential and proprietary information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of remote work shall be and remain exclusive property of the County. Upon cessation of remote work, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.



WARREN COUNTY REMOTE WORK ARRANGEMENT

(Department and Employee Retain a Copy)

Employee Name: _____ Phone (home/work): _____

Department: _____ Position Title: _____

Start Date: _____ End Date: _____

A temporary Remote Work Arrangement is hereby established between Warren County and the above mentioned employee. The purpose of this Arrangement is to clarify the terms and conditions under which the employee will be authorized to participate in this work arrangement as described below. The Remote Work Arrangement is subject to the County's remote work policy.

1. Remote Work Location (address): _____

2. Remote Work Contact Number(s): _____

3. Will County extension be forwarded? Yes No (If no, voicemail must be checked throughout the work day)

4. Remote Work Schedule - Explain here or complete schedule below: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							

5. Assigned tasks/projects (include deadline, if applicable). Additional tasks/projects may be assigned as needed:

6. Expectations and Performance Requirements:

7. County Equipment & Serial # Record (if applicable):

The employee will return all County equipment (e.g., computer, files, progrms, etc.) and documents, including all copies of documents, whether on paper or electronic, upon termination of this Remote Work Agreement and/or their employment. If the employee fails to return County equipment or property upon the termination of the remote work arrangement, the County, at its discretion, will take appropriate legal action to recover its property or amounts owed.

It is expressly understood and agreed that this work arrangement does not create or define the terms of any contract of employment, whether expressed or implied.

Purpose and Intent: Warren County employees will still continue to provide-services that the community expects and is reliant upon. In order to continue operations, the intent is for employees to work at their regular locations, however when that is not possible, and job duties and technology allows, employees may be able to work remotely.

Terms of Arrangement: This remote work arrangement shall be in effect for a maximum of one (1) month. Continuation and renewal of said Arrangement will be evaluated at the end of the stated Arrangement period.

This Arrangement is subject to the employee satisfying the following conditions on a continuing basis:

- Employee obligations, duties, responsibilities, and terms and conditions of employment are unchanged.
- The employee shall perform all job duties at a satisfactory performance level or above.
- The employee must comply with all County and departmental policies and procedures while working remotely.
- The employee will maintain confidentiality as required by the County, Federal, State, and Local laws.
- The employee will maintain the agreed-upon work schedule and be accessible via telephone and email during remote working hours.
- The employee will participate in routine work performance evaluations as required.
- The employee shall not conduct any unauthorized external (non-County) work during their remote work schedule.
- The employee will maintain an ergonomically appropriate home office environment.
- Any non-compliance with these terms by the employee may result in modification or termination of the remote work arrangement at any time.

Hours of Work and Compensation: The employee agrees to be responsible for maintaining the agreed upon hours of work and is required to punch in/out as usual using Novatime. Employee pay rates and accrual of leave time benefits remain unchanged and in accordance with the terms of this Arrangement. The employee will be compensated for all authorized hours during which work is performed. Employees must get advance written authorization for any hours worked outside of or beyond their normal work schedule. Employees are required to take rest and meal breaks per NYS Labor Laws and the applicable Collective Bargaining Agreement. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications related to the remote work location shall be the employee's responsibility.

The employee understands and agrees that periodically they may have to commute to the County offices, or other locations, for various business reasons. In cases of system outages, technology problems, or other issues that cannot be

immediately addressed, or at their supervisor’s request, the Employee agrees to work from the office as directed by the Employee’s supervisor or use their accrued benefit time.

The employee is required to complete the County’s time and attendance procedures each pay period and accurately record and report as outlined in the Remote Work Policy. All overtime worked must be authorized, in writing, advance by the Employee’s supervisor. If prior written authorization is not possible, due to emergency circumstances, the Employee understands that they must notify their supervisor as soon as possible thereafter.

The Employee understands that falsifying or tampering with the recording of time worked may result in disciplinary action up to and including termination of employment, in accordance with applicable Civil Service Laws and/or the applicable Collective Bargaining Agreement.

Liability: Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers’ Compensation Law. The Employee must report any such work-related injuries to their supervisor or department head immediately. The Employee must allow inspections of the Employee’s work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote work site.

Confidentiality and Non-Disclosure: During the course of his/her employment with Warren County, the aforementioned Employee has gained knowledge of and/or access to confidential and proprietary information. By the execution of this Arrangement, the Employee understands that he/she is expressly prohibited from disclosing to any unauthorized person, company, or other entity any such information and is prohibited from using any such information for personal gain or profit. The Employee understands that confidential information, systems, or data and all items made or compiled by the Employee or made available to the Employee during any period of employment shall be and remain exclusive property of the County. Upon cessation of teleworking, the Employee shall immediately return any such property to the County and no copies thereof may be kept by the Employee.

Arrangement Acknowledgment: I have read and understand this Arrangement and all its provisions. By signing below, I agree to be bound by all terms and conditions within this Arrangement and the County Remote Work Policy. I understand it is my responsibility to make the remote work arrangement a success, and that failure to adhere to the provisions set forth may have adverse effects on my employment, and may result in the immediate termination of the opportunity to participate in the remote work arrangement, and could result in disciplinary action in accordance with applicable Civil Service Laws and /or the applicable Collective Bargaining Agreement.

Employee Signature: _____ Date: _____

Department Head/Supervisor 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: Self-Insurance

DATE: 3/4/2021

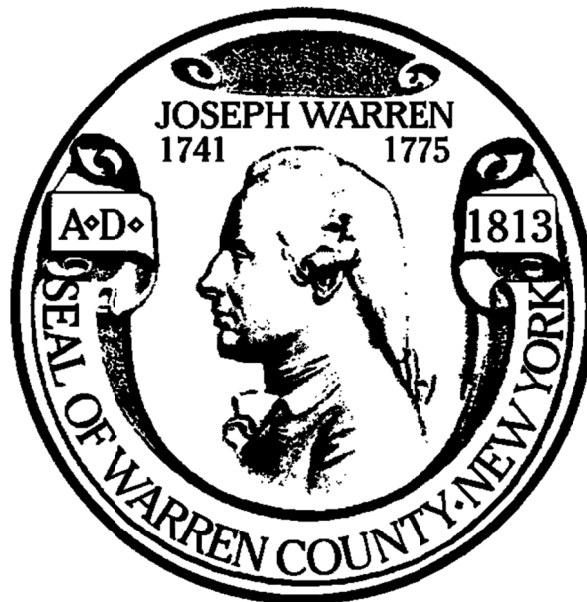
- (a) Purpose of Request: **to approve the Public Health Emergency Plan for County of Warren**
- (b) Details: **A plan developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing. See attached plan for additional details.**
- (c) Previous Resolution Number: **n/a**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **n/a**

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

* as listed in budget and LOGOS

Public Employer Health Emergency Plan

County of Warren



Approved by R____ dated ____ 2021

This plan has been developed in accordance with NYS legislation S8617B/A10832.

Promulgation

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

This plan has also been developed with the input of Civil Service Employees Association, Warren County Correctional Supervisors Association, Warren County Correctional Officers Association, Warren County Police Benevolent Association, Warren County Police Supervisors Benevolent Association, and Warren County Sheriff's Employees Alliance, as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

This plan has been approved in accordance with requirements applicable to the agency, jurisdiction, authority, or district, as represented by the signature of the authorized individual below.

As the authorized official of the County of Warren, I hereby attest that this plan has been developed, approved, and placed in full effect in accordance with S8617B/A10832 which amends New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable, to address public health emergency planning requirements.

Signed on this day: date

By: Rachel E. Seeber

Signature: _____

Title: Chairwoman, Warren County Board of Supervisors

Record of Changes

This plan will be reviewed on an annual basis by the Risk Management Steering Committee in consultation with each department.

Date of Change	Description of Change	Implemented by Name and Title

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Purpose, Scope, Situation Overview, and Assumptions

Purpose

This plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs k and l of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable. These laws were amended by the passing of legislation S8617B/A10832 signed by the Governor of New York State on September 7, 2020, requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing. This plan was developed to coordinate with and supplement the County's various existing Continuity of Operations Plans.

Scope

This plan was developed exclusively for and is applicable to the County of Warren. This plan is pertinent to a declared public health emergency in the State of New York which may impact our operations; and it is in the interest of the safety of our employees and contractors, and the continuity of our operations that we have promulgated this plan.

Situation Overview

On March 11, 2020 the World Health Organization declared a pandemic for the novel coronavirus which causes the COVID-19 severe acute respiratory syndrome. This plan has been developed in accordance with amended laws to support continued resilience for a continuation of the spread of this disease or for other infectious diseases which may emerge and cause a declaration of a public health emergency.

The health and safety of our employees and contractors is crucial to maintaining our mission essential operations. We encourage all employees and contractors to use [CDC Guidance for Keeping Workplaces, Schools, Homes, and Commercial Establishments Safe](#). The fundamentals of reducing the spread of infection include:

- Using hand sanitizer and washing hands with soap and water frequently, including:
 - After using the restroom
 - After returning from a public outing
 - After touching/disposing of garbage
 - After using public computers, touching public tables, and countertops, etc.
- Practice social distancing when possible
- If you are feeling ill or have a fever, notify your supervisor immediately and go home
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately
- Clean and disinfect workstations at the beginning, middle, and end of each shift
- Utilizing signage from DPW and other sources to remind employees and visitors of fundamentals for reducing the spread of infection
- Other guidance which may be published by the CDC, the State Department of Health, or County health officials
- A task force may be developed with appropriate representation to coordinate response based upon the current event.

Planning Assumptions

This plan was developed based on information, best practices, and guidance available as of the date of publication. The plan was developed to largely reflect the circumstances of the current Coronavirus pandemic but may also be applicable to other infectious disease outbreaks.

The following assumptions have been made in the development of this plan:

- The health and safety of our employees and contractors, and their families, is of utmost importance
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety
- The public and our constituency expects us to maintain a level of mission essential operations
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the governor
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor that is required to be physically present at a work site to perform their job
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor that is not required to be physically present at a work site to perform their job

Concept of Operations

The Chairperson of the Board of Supervisors of the County of Warren, their designee, or their successor holds the authority to execute and direct the implementation of this plan. Implementation, monitoring of operations, and adjustments to plan implementation may be supported by additional personnel, at the discretion of the Chairperson of the Board of Supervisors.

Upon the determination of implementing this plan, all employees and contractors of the County of Warren shall be notified by email, social media, website postings, postings in employee areas and any other means necessary, with details provided as possible and necessary, with additional information and updates provided on a regular basis. County residents, visitors and other constituents will be notified of pertinent operational changes by way of email, social media, website postings and any other means necessary. Other interested parties, such as vendors, will be notified by phone, email and any other means necessary. The County Director of Public Affairs will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Chairperson of the Board of Supervisors of the County of Warren in coordination with the Board of Supervisors, their designee, or their successor will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes as necessary.

Upon resolution of the public health emergency, the Chairperson of the Board of Supervisors of the County of Warren, their designee, or their successor will direct the resumption of normal operations or operations with modifications as necessary.

Mission Essential Functions

When confronting events that disrupt normal operations, the County of Warren is committed to ensuring that essential functions will be continued even under the most challenging circumstances.

Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency
2. Provide vital services
3. Provide services required by law
4. Sustain quality operations
5. Uphold the core values of the County of Warren

The County of Warren has identified as critical only those priority functions that are required or are necessary to provide vital services. During activation of this plan, all other activities may be suspended to enable the organization to concentrate on providing the critical functions and building the internal capabilities necessary to increase and eventually restore operations. Appropriate communications with employees, contractors, our constituents, and other stakeholders will be an ongoing priority.

Essential functions are prioritized according to:

- The time criticality of each essential function
- Interdependency of one function to others
- The recovery sequence of essential functions and their vital processes

Priority 1 identifies the most essential of functions that must be on site, with priority 4 identifying functions that are essential, but least among them. A determination of essential functions and essential personnel will be made based on current needs as the emergency evolves.

The mission essential functions for the County of Warren have been identified as:

Essential Function	Description	Priority
Information Technology	Maintain County network & server availability. Maintain and/or establish employee computer access to the county network and servers. Maintain telecommunications.	1
Board of Supervisors	Maintain the ability for Board/Committees to convene and for staff to notice and record such meetings.	1
Administration	Communications with all department heads and County Supervisors as well as outside agencies. Public Information Officer.	1
Payroll	Process employee payroll.	1
Operations – Facilities	Seasonal road and grounds maintenance, building and equipment maintenance, airport operations.	1
Fire Prevention & Building Code Enforcement	Conduct inspections of structures impacted by an emergency such as fire or explosion. Respond to fire and life safety complaints.	1
Social Services	Provide social service benefits	1

Health Services	Conduct homecare patient visits for those identified as immediate need. Conduct disease surveillance. Conduct emergency risk communication capabilities/access.	1
Office of Community Services	Provide timely access to children’s case management services	1
Office of Community Services	Review access to children’s services and supports w/in the community	1
Office of Community Services	Monitor service delivery for children with mental health needs	1
Office of Community Services	Manage of assisted outpatient treatment (AOT) services and court processes	1
Office of Community Services	Issue MHL 9.45 and 9.60 Emergency Removals (“Mental Health Pick-up Orders”)	1
Office of Community Services	Issue ‘Call Out’, or instructions to the County Disaster Mental Health Team	1
Office of Community Services	Mobilize Disaster Mental Health Team “go kits”	
Public Safety/Law Enforcement	Maintain public safety, public safety answering point (PSAP) functions. Restore headquarters for law enforcement functions.	1
Emergency Services	Mobilize staff to respond to incident, i.e., open EOC, respond on scene. Keep Public Information officer update to date with response and recovery efforts.	1
Global Information Services	In support of a County Emergency Response	1
Court Services	Arrestment, Provide supervision to sentenced defendants/respondents per risk assessment level for defendants who score greatest risk and sex offender.	1
Adult Care Facility	Provide supervision, dietary needs, and medical care for residents.	1
Accounts Payable	Ensure payments to essential function vendors (utilities/contractors)	2
Accounts Payable	Ensure payment of DSS Abstracts/non-essential but time sensitive out of audits	2
Administration	Provide County-wide department support,	2
Permits	Issue demolition permits, Issue building permits, Issue Certificates of Occupancy, Completion, Compliance and Operating Permits, plan reviews	2
Self-Insurance	Ensure payments to injured workers and claims reporting to NYS WCB, Ensure payments to employees for non-work related injuries and illness, Perform various property & casualty insurance tasks	2/3
Communication	Maintain the ability to produce and distribute materials for meetings (agenda/resolutions)	2
Distribution of funds	Facilitate banking deposits and fiscal distribution of Funds (to NYS taxation & Finance, NYS V & T, NYS Dept. of State, US/Dept. of State, Warren County based on NYS law, Federal mandates, and county law).	2
Court Services	Provide services to crime victims, appear in court for a regular court appearance	2
Employee Time Keeping	Enter and update records to facilitate accurate payroll processing/time and attendance issues	2
Senior Services	Prepare and deliver HDM, congregate meals, process applications for services: setting up HDM, HEAP, Medicare, Medicaid, Home Services	2

Health Services	Conduct maternal child health program, Conduct Rabies/dog bite follow up, Maintain early intervention services/coordination, Conduct Health Supervision	2
Purchasing	Continue day-to-day operations to the best of our ability, i.e., drafting specifications, fielding questions from departments/towns/vendors	2
Public Safety/Law Enforcement	Restore Civil Division functions	2
Soil & Water Conservation Efforts	Inform and educate the public on soil and water conservation programs and assistance	2
Historical Archives	Protect and maintain the County Historical Archive which contains historical research, records, and items collected and managed by the County Historian.	3
Court Services	Perform motion and appeal work, Have investigatory and support staff up and running to handle phone calls and processing of cases.	3
Employment & Training Activities	Provide training services, provide consultations, conduct workshops, development employability plans, approve training requests and process training plans	3
Health Services	Coordinate therapy services	3
Real Property Tax Services	Perform all assessment/tax files & rolls/deeds/tax maps/sales net, Perform day to day operations	3
Public Safety/Law Enforcement	Restore Correctional Facility functions	3
Soil & Water Conservation Efforts	Develop plans and policies that support mitigation projects and efforts	3
Self- Insurance	Ensure employee safety and related tasks (higher priority during emergencies)	3/4
Court Services	Provide legal counsel to the indigent in both criminal and contested family court matters	4
Auditing	Oversee payments to all vendors	4
Board of Elections	Maintain list of all elected Warren County officials, including terms of office, Accept and log petitions necessary for an individual to be placed on the ballot, Receive and certify election results and make available to the public.	4
Civil Service Activity	Maintain employment histories (roster records), Process and document personnel transactions	4
Court Services	Vehicle and traffic offenders	4
Real Property Tax Services	Maintain tax foreclosure/postings/auction	4
Self-Insurance	Ensure payments to medical providers and other claims related expenses (must be restored within 45 days)	4
Tourism	Communicate with prospective visitors about the emergency at hand – social media, Communicate with local businesses about the emergency	4
Traffic Safety/Stop DWI	Ensure filing of New York State GTSC reports, contact with courts on fine collection, ensure payment of bills and office administration, maintain public education programs	4
Weights and Measures	Maintain presence in municipality marketplace	4

Essential Positions

- Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these can be conducted remotely and do not need to be identified in this section. Additional positions may be deemed essential as determined by their respective Department Head in consultation with the Chairperson of the Board and County Administrator based upon current needs as the emergency evolves.

Essential Function	Essential Positions/Titles	Justification for Each
Information Technology	<ul style="list-style-type: none"> As directed by department head 	The IT manager establishes all priorities for IT tasks and organizes staff. IT staff members provide support in setting up hardware and software, network management, and help desk support.
Board of Supervisors	<ul style="list-style-type: none"> As needed 	Most of these functions can be done remotely.
Administration	<ul style="list-style-type: none"> As needed 	Most of these functions can be done remotely.
Payroll	<ul style="list-style-type: none"> As directed by department head 	To maintain compensation to staff.
Operations – Facilities (DPW)	<ul style="list-style-type: none"> As directed by Department Head 	Maintain buildings and grounds as needed for essential staff that are on site. Road maintenance as needed.
Fire Prevention & Building Code Enforcement	<ul style="list-style-type: none"> As directed by department head 	Respond to fire and life safety complaints, ensuring safety of the buildings for essential staff that are on site.
Health Services	<ul style="list-style-type: none"> As directed by department head 	Will be determined by department head as needed.
Public Safety/Law Enforcement	<ul style="list-style-type: none"> As directed by department head 	Will be staffed appropriately to maintain public safety and law enforcement functions.
Emergency Services	<ul style="list-style-type: none"> As directed by department head 	To respond on scene or open EOC, as incident warrants.
Human Resources & Civil Service	<ul style="list-style-type: none"> As directed by department head 	For any essential service that requires work to be performed on site.
Court Services	<ul style="list-style-type: none"> As directed by department heads 	For any function that would require in person contacts.
Office Community Services	<ul style="list-style-type: none"> As directed by department head 	For any function that would require being on site to be performed.
Adult Care Facility	<ul style="list-style-type: none"> As directed by department head 	For any essential service that requires work to be performed on site.
Social Services	<ul style="list-style-type: none"> As directed by department head 	For any essential service that requires work to be performed on site.

Reducing Risk Through Remote Work and Staggered Shifts

Through assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at work sites and on public transportation.

Remote Work Protocols

Non-essential employees and contractors able to accomplish their functions remotely will be enabled to do so at the greatest extent possible. Working remotely requires:

1. Identification of staff who will work remotely
2. Approval and assignment of remote work
3. Equipping staff for remote work, which may include:
 - a. Internet capable laptop
 - b. Necessary peripherals including cameras
 - c. Access to VPN, hot spots and/or secure network drives
 - d. Access to software and databases necessary to perform their duties
 - e. A solution for telephone communications
 - i. Note that phone lines may need to be forwarded to off-site staff

Authority to implement remote work protocols will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement remote work within their department as needed to maintain essential functions.

Staggered Shifts

Implementing staggered shifts may be possible for personnel performing duties which are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will identify opportunities for staff to work outside core business hours and/or alternate the assignment of business hours as a strategy of limiting exposure. Regardless of changes in start and end times of shifts, the County of Warren will ensure that employees are compensated for their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered
2. Approval and assignment of changed work hours

Authority to implement staggered shifts, flexible work schedules or compensatory time will come from the Chairperson of the Board of Supervisors. County Administration will notify each department head to implement staggered shifts within their department as needed to maintain essential functions.

Personal Protective Equipment

The use of personal protective equipment (PPE) to reduce the spread of infectious disease is important to supporting the health and safety of our employees and contractors. PPE which may be needed can include:

- Masks
- Face shields
- Gloves
- Disposable gowns and aprons

Note that while cleaning supplies are not PPE, there is a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. The Coronavirus pandemic demonstrated that supply chains were not able to keep up with increased demand for these products early in the pandemic. As such, we are including these supplies in this section as they are pertinent to protecting the health and safety of our employees and contractors.

Protocols for providing PPE include the following:

1. Identification of need for PPE based upon job duties and work location
2. Procurement of PPE
 - a. As specified in the amended law, public employers must be able to provide at least two pieces of each required type of PPE to each essential employee and contractor during any given work shift for at least six months
 - b. Public employers must be able to mitigate supply chain disruptions to meet this requirement
3. Storage of, access to, and monitoring of PPE stock
 - a. PPE must be stored in a manner which will prevent degradation
 - b. Employees and contractors must have immediate access to PPE in the event of an emergency
 - c. The supply of PPE must be monitored to ensure integrity and to track usage rates

Each department will maintain appropriate supplies based on appendix A.

Each department will obtain supplies from WB Mason, Staples, or any other source as approved by Warren County's procurement policy.

Staff Exposures, Cleaning, and Disinfection

Staff Exposures

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following CDC guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (defined as a 'close contact' with someone who is confirmed infected, which is a prolonged presence within six feet with that person):
 1. Potentially exposed employees or contractors who do not have symptoms should remain at home or in a comparable setting and practice social distancing for the lesser of 10 days or other current CDC/public health guidance for the communicable disease in question.
 - a. As possible, these employees will be permitted to work remotely during this period of time if they are not ill.
 - b. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.
 - c. See the section titled Documentation of Work Hours and Locations for additional information on contact tracing
 2. CDC guidelines for COVID-19 provide that critical essential employees may be permitted to continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
 - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
 - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
 - c. Work areas in which the subject employee or contractor are present will be disinfected according to current CDC/public health protocol at least every hour, as practical. See the section on Cleaning and Disinfection for additional information on that subject.
 - d. If at any time they exhibit symptoms, refer to item B below.
 - e. Warren County Health Services must be notified and the department head is responsible to ensure these protocols are followed.

- B. If an employee or contractor exhibits symptoms of the communicable disease that is the subject of the public health emergency:
1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
 2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
 3. Employees should not return to work until they have met the criteria to discontinue home isolation per CDC/public health guidance and have consulted with a healthcare provider.
 4. The County of Warren may require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work; based on a recommendation from the CDC/public health officials and in accordance with collective bargaining agreements.
 5. CDC criteria for COVID-19 provides that persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications. If the disease in question is other than COVID-19, CDC and other public guidance shall be referenced.
 6. Warren County Health Services must be notified when the employee or contractor is sent home and the department head is responsible to ensure these protocols are followed.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
 2. Areas occupied for prolonged periods of time by the subject employee or contractor will be closed off.
 - a. CDC guidance for COVID-19 indicates that a period of 24 hours is ideally given before cleaning, disinfecting, and reoccupation of those spaces will take place. If this time period is not possible, a period of as long as possible will be given. CDC/public health guidance for the disease in question will be followed.
 - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
 - c. See the section on Cleaning and Disinfection for additional information on that subject.
 3. Identification of potential employee and contractor exposures will be conducted
 - a. If an employee or contractor is confirmed to have the disease in question, Warren County Health Services or their designee should inform all contacts of their possible exposure. Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
 - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed personnel.
 4. Warren County Health Services must be notified when the employee or contractor is sent home or the positive test result is known and the department head is responsible to ensure these protocols are followed.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow CDC/public health recommendations and requirements and coordinate with our local public health office for additional guidance and support as needed.

Cleaning and Disinfecting

CDC/public health guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. As possible, employees and contractors will clean their own workspaces in the beginning, middle, and end of their shifts, at a minimum.
 - a. High traffic/high touch areas and areas which are accessible to the public/constituents will be disinfected at least hourly.
 - b. The Director of County Facilities, is responsible for cleaning common areas, and the frequency of such
2. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
3. Soiled surfaces will be cleaned with soap and water before being disinfected.
4. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
5. Staff will follow instructions of cleaning products to ensure safe and effective use of the products.

Employee and Contractor Leave

The provisions of the *Families First Coronavirus Response Act* providing requirements related to the COVID-19 pandemic, no longer apply as this act is no longer in effect due to expiration on 12/31/2020.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the County of Warren, and as such are not provided with paid leave time by the County of Warren, unless required by law.

Documentation of Work Hours and Locations

In a public health emergency, it may be necessary to document work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work, off-site visits. This information may be used by the County of Warren to support contact tracing within the organization and may be shared with local public health officials.

Each department will track their hours as approved by County Administration.

Housing for Essential Employees

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the County of Warren's essential operations.

If such a need arises, hotel rooms are expected to be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the County of Warren will coordinate with the Warren County Office of Emergency Management to help identify and arrange for these housing needs. The Director of the Office of Emergency Services will be responsible for coordinating this.

End of plan, attach Appendix below.

RESOLUTION TO ELIMINATE THE POSITIONS OF MAJORITY LEADER AND MINORITY LEADER AND THE COMPENSATION APPROPRIATED FOR THE LEADERS OF THOSE POSITIONS

WHEREAS, the Warren County Board of Supervisors prides itself in having long and proven history of openness and transparency, and

WHEREAS, the creation of the two positions of Majority Leader and Minority Leader have been created without the consultation of the Board of Supervisors and without due consideration by appropriate committees, and

WHEREAS, no document that describes the mission of the positions, or providing a rational basis for their existence, has been shared with all the Board of Supervisors, and

WHEREAS, the chairperson, giving themselves the sole power of these appointments, gives the appearance of a conflict of interest. in that the Majority and Minority Leaders were not selected by their respective political parties

WHEREAS, the Warren County Board of Supervisors' long history of holding deliberations that have been open and transparent and with conduct that was professional and non-partisan, and

WHEREAS, the creation of these two positions by the nature of their creation appears to seek division and polarization, and

WHEREAS, the very existence of these two creations, Majority and Minority Leaders, could even prove to be harmful to the existing healthy relationships among Board members because their very existence could be the cause of conflict and discord, and

WHEREAS, given the above, the creation of these two positions appears to be unneeded and could even be the cause of impairment to otherwise peaceful and conscientious deliberations, and

WHEREAS, by resolution first presented to the Warren County Board of Supervisors at its January 8th, 2021, meeting titled Resolution No. 21, Amending Tables of Organization and Warren County Salary and Compensation Plan for 2021 a six thousand (\$6,000) compensation allocation was approved and should be amended to defund the positions this resolution is proposing to eliminate, thereby saving taxpayers money, and

NOW, THEREFORE, BE IT RESOLVED, that in consideration of the above premises and for the unification of mind and maintenance of harmony amongst Warren County Supervisors be it resolved that the positions of Majority Leader and Minority Leader hereby be eliminated as positions of the Warren County Board of Supervisors or as positions meant to advise the Board Chairperson, and

ALSO, THEREFORE, BE IT RESOLVED, that the resolution passed by the Warren County Board of Supervisors at its January 8th, 2021 meeting, identified as Resolution No. 21, Amending Tables of Organization and Warren County Salary and Compensation Plan for 2021 be hereby amended to eliminate the six-thousand-dollar (\$6,000) compensations for Majority Leader and Minority Leader.

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: February 22, 2021

- (a) Purpose of Request: To delete the position of County Fire Coordinator - Temp, annual salary \$45.6093/hr effective March 22, 2021.

- (b) Details: Request needed to amend the OES table of organization to delete this temporary position

- (c) Previous Resolution Number: Position created by Resolution 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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:****DATE:**

- (a) Title of Requested Position:
 - (b) Annual **Base** Salary (and Grade if Applicable):
 - (c) Effective Date for New Position:*
- *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:
 - (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
 - (g) Is this a mandated position? If so, please explain:
 - (h) Is there expected revenue from this position? If so, please explain:

TOURISM DEVELOPMENT & EVENTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is responsible for planning, developing and coordinating a regional tourism event strategy with a goal toward expanded promotional opportunities and enhancement of the tourism economies of Warren County. Duties include the development and coordination of a goal supporting event and public relations strategy as well as evaluation/analysis of occupancy tax guidelines for maximum utilization of taxpayer dollars within the County. The position requires the employee to work extensively and cooperatively with the County Administrator's office and multiple other departments, municipalities, partners and stakeholders regarding a broad variety of County government related matters. The work is performed under the general direction of the Director of Tourism with wide latitude allowed for the exercise of independent judgment in carrying out the requirements of the position. Supervision is not generally a requirement of the position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Director of Tourism generally in creating and promoting programs, services and public events designed to promote the tourism economies of Warren County;

Plans, develops and coordinates a regional tourism event strategy in cooperation with colleagues in the Warren County Tourism Department, County Administrator's office, local municipalities, tourism officials, other partners and stakeholders;

Creates, implements and coordinates a regional tourism events public relations strategy in cooperation with colleagues in the Warren County Tourism Department, County Administrator's office, local municipalities, tourism officials, other partners and stakeholders;

Develops and manages work plans for specific event projects to ensure successful execution of requirements and protocols;

Reviews/evaluates occupancy tax funding applications and offers guidance/ recommendations to Director and Occupancy Tax Coordination Committee regarding value/validity of current/future occupancy tax grant requests;

Collects, tabulates and conducts complex analysis of data on occupancy tax grant applications necessary to develop credible and reliable economic impact reports for presentation to Director and Occupancy Tax Committee;

Develops and maintains communications channels with local municipalities and businesses, in general, and specific to event coordination;

Develops and maintains strong working relationships with colleagues, local municipal officials, partners and stakeholders specific to event coordination;

Acts as liaison and/or works in conjunction with the County Administrator's office and other Warren County Departments as necessary to ensure that all public health, safety and other compliance protocols and requirements are met by event managers;

Prepares and presents periodic reports and updates to the Director and Tourism and Occupancy Tax Committee;

Represents the Department at various meetings, conferences and other tourism promotion and community events.

FULL PERFORMANCE KNOWLEDGE,SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and techniques of marketing, advertising, promotion and public relations as relates to the tourism industry;

Thorough knowledge of event planning and program management;

Good knowledge of government organization and operations;

Good knowledge of current methods of collecting, analyzing and interpreting statistical data;

Good knowledge of current research techniques involved in the analysis of forecasting trends as relates to revenue and other fiscal projections of occupancy tax related matters;

Ability to communicate effectively in writing, verbally and using multiple media sources;

Ability to effectively plan, oversee and/or coordinate tourism events and promotions;

Ability to develop complex work plans to accomplish multifaceted project goals;

Ability to establish and maintain good working relationships with colleagues, government staff, public officials, businesses, organizations and other partners and stakeholders;

Ability to prepare concise, well-constructed reports relating to occupancy tax related events including financial reports and analyses;

Ability to deal with tight deadlines and competing requests;

Ability to exercise discretion and sound judgment;

Ability to effectively use computer applications or other automated systems such as spreadsheets, word processing, graphics and other database software in performing work assignments;

Initiative, resourcefulness, tact and good judgment.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree or higher in travel/tourism, marketing, hospitality, public relations or related field and four (4) years of experience in a position dealing with public relations, publicity, tourism promotion, hotel management, restaurant management or related field.

WC: _____
 JC: Competitive

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: Tourism Payroll Dept. No: A.53.03
Title of Position: Tourism Development and Events Base Salary of Position: \$61,855 Grade: 14 Non Bargaining
Filling at Step # (If Known): TOURISM DEVELOPMENT and EVENTS COORDINATOR
Budget code and title: .110 Salaries - Regular - Tourism Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other - creation
Employee No./Last Name: N/A Date of Vacancy: April 1, 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.
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 3/2/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 3/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee L B M Jk TOURISM & OCCUPANCY TAX
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 L B M Jk Date 3/12/21

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-Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Building Maintenance Worker #2 Base Salary of Position: \$33,600 Grade: 7
Budget code and title: A.1620 General.Buildings Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: #6230 Woodard, G. Date of Vacancy: 02/15/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] 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. [checked] 2/12/21
Human Resources Director has approved this form when initialed. [checked] 2/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/18/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E Thomas Date 2/23/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 2/23/21

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-Health & Human Services Payroll Dept. No: 19.13
Title of Position: Building Maintenance Worker #6 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.1624 General. Health & Human Services Building Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: #13191 Ruland Date of Vacancy: 02/15/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 2/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/18/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 2/23/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 2/23/21

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: DPW, Buildings & Grounds Payroll Dept. No: 19.10
Title of Position: Cleaner #12 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 DPW/General Buildings Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [x] Termination [] Promotion [] Other
Employee No./Last Name: 13402/Rawson Date of Vacancy: 02/03/2021
Is this position mandated? [] Yes [x] No Is the position reimbursable? [] Yes [x] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [x] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 2/18/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 2/23/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[x] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 2/23/21

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Food Service Helper-Full Time #3 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known): FT
Budget code and title: Salaries-RT A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8261 / Morrison Date of Vacancy: 2/29/2021
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.
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 2/9/21

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 2/11/21

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 Date 2/22/21

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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
 Title of Position: Institutional Aide #2 Part-time Base Salary of Position: 28,026 Grade: 3
 Filling at Step # (If Known): _____ (32 hrs/wk)
 Budget code and title: Salaries-PT A6030 130 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13440 / semon Date of Vacancy: 02/10/2021
 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. Jan 2/12/21
 Human Resources Director has approved this form when initialed. AP 2/12/21

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 2/12/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E Thomas Date 2/10/21

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 2/22/21

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 Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #5 Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 County Road.Maintenance of Roads Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: #12757/Perrone Date of Vacancy: 02/15/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [checked] Non-Competitive [] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature] 2/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/12/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 2/18/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature Verbally approved by R. Conner [Signature] Date 2/24/21

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 Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #26 Base Salary of Position: \$36,214 Grade: 9
Budget code and title: D.5110 County Roads.Maintenance of Roads Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #12760 Tyrell, G. Date of Vacancy: 02/15/2021
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.
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 2/12/21

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 2/18/21

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 2/24/21

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: Fire Prevention & Building Code Enforcement Payroll Dept. No: A.3620
Title of Position: Fire Prevention & Building Code Enforcement Officer #6 Base Salary of Position: \$45,455.00 Grade: 17
Filling at Step # (If Known): Entry Level
Budget code and title: A.3620 Fire Prevention & Building Code Enforcement Officer Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13285 Bollinger Date of Vacancy: 11/18/2020
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 2/1/21
Human Resources Director has approved this form when initialed. [Signature] 2/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 2/9/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 2/23/21

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Manager #5 (Warrensburg) Base Salary of Position: \$27,438(25hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 8396/Ranous Date of Vacancy: 06/17/2020
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 75 % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RW 2/8/21
Human Resources Director has approved this form when initialed. [Signature] 2/8/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/9/21

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

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

Ranking Committee Member Signature Elva A. Fraser Date 2/22/21

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: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Fiscal Coordinator Base Salary of Position: \$42,141.00 Grade: 15
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Warren County - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 07/11/2020
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State 75 % 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. POW 2/8/21
 Human Resources Director has approved this form when initialed. AS 2/8/21

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 2/9/21

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 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

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

Ranking Committee Member Signature [Signature] Date 2/22/21

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: Planning and Community Development Payroll Dept. No: _____
Title of Position: Assistant County Planner Base Salary of Position: \$61,855 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.8021 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Belden/12964 Date of Vacancy: _____
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 30+% 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. PAJ 2/23/21
Human Resources Director has approved this form when initiated. AT 2/23/21

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 2/23/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 3/2/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Economic Growth + Development
 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 A. Hogen approved by Venice Date 3/4/21
[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: Sheriff Payroll Dept. No: 30.09
Title of Position: Communications Officer #6 Base Salary of Position: \$41,740 Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12911/Moycr Date of Vacancy: 06/01/2020
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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee: Public Safety

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. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigator #9 Base Salary of Position: \$77,519 72,561 Grade: (5th step)
Filling at Step # (If Known):
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 9040/Maday Date of Vacancy: 01/29/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 2/9/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 3/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety

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

Ranking Committee Member Signature [Signature] Date 2/22/21

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: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #TBD Base Salary of Position: \$48,121 42,373 Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: TBD Date of Vacancy: Pending NOIF Approval
 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 2/1/21
 Human Resources Director has approved this form when initialed. NS 2/1/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 2/9/21

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 2/11/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 2/22/21

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: Treasurer Payroll Dept. No: 11.00
Title of Position: Account Clerk (Part-time) #1 Base Salary of Position: \$13,933 Grade: 4
Filling at Step # (If Known): Entry
Budget code and title: A.1325 130 County Treasurer, Salaries-Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: #13296 Callanan Date of Vacancy: 10/11/20
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. DW 1/26/21
Human Resources Director has approved this form when initialed. 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 Frank E. Thomas Date 1/29/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 1/29/21