

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

APRIL 29, 2021

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

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Action Agenda

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

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

Resolution Tracking Report.

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

A) Litigation update.

B) Update regarding the County Attorney position.

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) Request to amend the Table of Organization and Salary Schedule to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour.

D) Request to authorize a resolution to address the issue of benefits for retired employees who return to County employment in a benefits eligible position to allow them to enroll as an active employee while paying the contribution percentage they are eligible for as a retiree.

5) **Referrals from the Health Services Committee (Chaired by Supervisor Frasier):**

Public Health (Ginelle Jones, Director of Public Health/Patient Services) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Early Intervention Service Coordinator, *Grade 18, Base Annual Salary \$46,492*, and delete the positions of Early Intervention Service Coordinator #2, *Base Annual Salary \$28,585 (20 hrs/wk)*, and the Early Intervention Service Coordinator PT #3, *Base Annual Salary \$29,577 (24 hrs/wk)*, effective May 24, 2021.

Office for the Aging (Dee Park, Director, Office for the Aging) -

B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Meal Site Manager #10, *Grade 2, Base Annual Salary \$26,027 (35 hours/week)*, and delete the position of Food Service Manager, *Grade 4, Base Annual Salary \$27,827 (35 hours/week)*, effective retroactive to May 1, 2021.

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

Sheriff (James LaFarr, Sheriff) -

A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer - Part-Time, *\$20.3716/hour*, effective May 24, 2021.

B) Public Safety Committee requests review and revision of Warren County Ethics Policy, particularly to address the nepotism section which seems to be overly restrictive.

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

Tourism (Joanne Conley, Director of Tourism) -

Request to amend the Table of Organization and Salary Schedule to set the salary of the Tourism Development & Events Coordinator at \$63,711 effective retroactive to April 26, 2021.

CONTINUED

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

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

9) **Updates/revisions to Warren County Ethics and Disclosure Law**

10) **Resolution designating the Clerk of the Board to serve as the Board's parliamentarian.**

IV. **Pending Items:**

Personnel - None.

Higher Education - None.

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

Buildings and - Custodian, *Grade 6, Base Annual Salary \$31,824*, due to promotion.

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

Countryside - Senior Aide #1, *Grade 7, Base Annual Salary \$33,600*, due to retirement.

Adult Home - Institutional Aide #8, *Grade 3, Base Annual Salary \$28,026*, due to retirement.

Office for the Aging - Food Service Helper #2, *Grade 2, Base Annual Salary \$27,438 (30hr/week)*, due to resignation.

Public Works - HEO #11, *Grade 10, Base Annual Salary \$37,633*, due to resignation.

- MEO (L) #2, *Grade 7, Base Annual Salary \$33,600*, due to resignation.

- MEO (L) 16, *Grade 7, Base Annual Salary \$33,600*, due to promotion.

Sheriff - Patrol Officer #TBD, *Annual Salary \$42,373*, due to retirement.

Social Services - Caseworker #5, *Grade 16, Base Annual Salary \$43,390*, due to resignation. (*Emergency Fill*)

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

VII. **Motion to adjourn**

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR01	PROCLAMATION - CHILD ABUSE PREVENTION MONTH	FILED
PR02	PROCLAMATION - AUTISM AWARENESS MONTH	FILED
PR03	PROCLAMATION - NATIONAL COUNTY GOVERNMENT MONTH	FILED
PR04	PROCLAMATION - WOMEN'S HISTORY MONTH	FILED
70	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	PROCESSED BY CO. TREASURER
71	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	PROCESSED BY CO. TREASURER
72	COUNTY FACILITIES (<i>AIRPORT</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT OF ELIGIBLE AIRPORT COSTS UNDER THE CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATION ACT, 2021 FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	
73	COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH BPI MECHANICAL SERVICE FOR HVAC REPAIRS, REHABILITATION AND INSTALLATION (WC 9-21)	CONTRACT EXECUTED
74	COUNTY FACILITIES (<i>BUILDINGS & GROUNDS</i>) - AWARDING BID AND AUTHORIZING AGREEMENT WITH WINCHIP OVERHEAD DOOR COMPANY, INC. FOR OVERHEAD DOOR REPAIR, REPLACEMENT, INSTALLATION AND PREVENTATIVE MAINTENANCE (WC 16-21)	CONTRACT EXECUTED
75	CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>) - AMENDING AND EXTENDING AGREEMENT WITH A SUPERVISING ATTORNEY FOR THE ASSIGNED COUNSEL OFFICE, TO REMOVE THE NOT TO EXCEED AMOUNT, ADD LANGUAGE REGARDING CELL PHONE COSTS AND EXTEND THE TERMS	CONTRACT GOT AMENDED AGAIN IN APRIL

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
76	CRIMINAL JUSTICE (<i>ASSIGNED COUNSEL</i>) - AUTHORIZING AGREEMENT WITH WEST PUBLISHING CORPORATION AND SUBSCRIBER TO PROVIDE LEGAL RESEARCH SERVICES TO ASSIGNED COUNSEL PANEL MEMBERS ON THE MAJOR FELONY AND THE HOMICIDE AND PREDATORY SEXUAL ASSAULT PANEL	CONTRACT EXECUTED
77	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CRIMINAL JUSTICE DISCOVERY REFORM GRANT FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE	GRANT APPLICATION EXECUTED
78	CRIMINAL JUSTICE (<i>PROBATION</i>) - AUTHORIZING THE CONTINUATION OF MEMORANDUM OF UNDERSTANDING BETWEEN THE WARREN COUNTY PROBATION DEPARTMENT AND THE WARREN COUNTY EMPLOYMENT & TRAINING ADMINISTRATION FOR THE RAISE THE AGE EMPLOYMENT AND TRAINING PROGRAM	CONTRACT SENT TO DEPARTMENT HEAD
79	CRIMINAL JUSTICE (<i>PUBLIC DEFENDER</i>) - AUTHORIZING EXTENSION OF AGREEMENT (C800052 - DISTRIBUTION #8) WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE PUBLIC DEFENDER'S OFFICE	WAITING FOR AGREEMENT FROM NEW YORK STATE
80	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING</i>) - ACCEPTING AND EXPRESSING APPRECIATION TO MANNIX MARKETING, INC. FOR THE GIFT OF PRINTING OF TOWN SELL SHEETS FOR THE PLANNING DEPARTMENT	
81	JOINT ECONOMIC GROWTH & DEVELOPMENT AND GOVERNMENTAL OPERATIONS & ADVOCACY - WARREN COUNTY BOARD OF SUPERVISORS RESOLUTION ON BRIDGING DIVISIONS AND WORKING TOGETHER	FILED
82	GOVERNMENTAL OPERATIONS & ADVOCACY (<i>BOARD OF ELECTIONS</i>) - DECLARING OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES SURPLUS; AUTHORIZING DISPOSITION OF OLD ADA VOTING BOOTHS AND TWENTY-FIVE (25) BMD DOMINION VOTING MACHINES TO OTHER NEW YORK STATE COUNTIES OR TO SCRAP SAME	

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
83	HEALTH SERVICES (<i>OFFICE FOR THE AGING</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE FOR THE AGING FOR MEDICARE IMPROVEMENTS FOR PATIENTS AND PROVIDERS ACT	
84	HEALTH SERVICES (<i>OFFICE OF COMMUNITY SERVICES</i>) - AUTHORIZING INTERMUNICIPAL AGREEMENT WITH SARATOGA COUNTY FOR SHARED MENTAL HEATH HOME-BASED CRISIS AND MOBIL CRISIS SERVICES PROVIDED BY PARSONS CHILD AND FAMILY CENTER/NORTHERN RIVERS FAMILY FOR CHILDREN, YOUTH AND FAMILIES	CONTRACT SENT TO SARATOGA
85	HEALTH SERVICES (<i>PUBLIC HEALTH</i>) - AUTHORIZING AGREEMENT WITH HIGH PEAKS HOSPICE & PALLIATIVE CARE, INC. TO PROVIDE HOSPICE CARE TO PATIENTS REFERRED BY WARREN COUNTY	CONTRACT EXECUTED
86	HUMAN SERVICES (<i>COUNTRYSIDE ADULT HOME</i>) - AUTHORIZING AGREEMENT WITH JENNIFER LINEHAN, REGISTERED DIETICIAN, FOR DIETARY CONSULTANT SERVICES AT COUNTRYSIDE ADULT HOME	CONTRACT EXECUTED
87	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AGREEMENT WITH MCI COMMUNICATIONS SERVICES, LLC D/B/A VERIZON BUSINESS SERVICES TO INSTALL AND PROVIDE ETHERNET E-LINE FIBER OPTIC COMMUNICATIONS SERVICE AT THE WARREN COUNTY SHERIFF'S OFFICE AND THE HAGUE RADIO TOWER SITE TO IMPROVE RADIO COMMUNICATIONS	RESOLUTION BEING RESCINDED
88	PUBLIC WORKS (<i>DPW</i>) - AWARDED BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE 13TH LAKE ROAD CULVERT REPLACEMENT PROJECT (WC 6-21)	WAITING FOR DOT APPROVAL
89	PUBLIC WORKS (<i>DPW</i>) - AWARDED BID AND AUTHORIZING AGREEMENT WITH ATLANTIC PAVEMENT MARKINGS, INC. FOR APPLICATION OF PAVEMENT MARKINGS (WC 7-21)	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
90	PUBLIC WORKS (DPW) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH MOST RESPONSIBLE BIDDER FOR PERIODIC PROFESSIONAL MULTIDISCIPLINE ENGINEERING SERVICES IN CONNECTION WITH THE WARREN COUNTY DEPARTMENT OF PUBLIC WORKS (WC 22-21)	ATTORNEY REVIEW
91	PUBLIC WORKS (DPW) - AMENDING AGREEMENT WITH CHA CONSULTING, INC. FOR CONSULTANT SERVICES IN CONNECTION WITH CAPITAL PROJECT H375 13TH LAKE ROAD CULVERT REPLACEMENT, TO INCLUDE SUPPLEMENTAL AGREEMENT NO. 1 FOR THE DEPARTMENT OF PUBLIC WORKS	CONTRACT EXECUTED
92	PUBLIC WORKS (DPW) - AUTHORIZING CONTINUATION OF THE FUEL FARM LEASE AGREEMENTS WITH THE TOWNS OF BOLTON, HAGUE, HORICON, JOHNSBURG AND LAKE LUZERNE	ALL CONTRACTS EXECUTED
93	TOURISM & OCCUPANCY TAX COORDINATION - EXTENDING AGREEMENT WITH THE ADIRONDACK REGIONAL TOURISM COUNCIL, INC. FOR REGIONAL MARKETING SERVICES	
94	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	PROCESSED BY HR AND PAYROLL
95	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HIGHER EDUCATION) - RESOLUTION URGING THE GOVERNOR AND LEGISLATURE TO INCREASE SUPPORT FOR COMMUNITY COLLEGES	DISTRIBUTED AS DIRECTED
96	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - APPROVING THE REMOTE WORK AGREEMENT	FILED AND POSTED
97	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (SELF INSURANCE) - ADOPTING THE WARREN COUNTY PUBLIC EMPLOYER HEALTH EMERGENCY PLAN	FILED AND POSTED
98	FINANCE (COUNTY ADMINISTRATOR) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE VEHICLE RESERVE TO DEPARTMENTAL BUDGETS TO PURCHASE VEHICLES; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
99	FINANCE (DPW) - AUTHORIZING THE IMPLEMENTATION, AND FUNDING IN THE FIRST INSTANCE 100% OF THE FEDERAL-AID AND STATE "MARCHISELLI" PROGRAM-AID ELIGIBLE COSTS, OF A TRANSPORTATION FEDERAL-AID PROJECT, AND APPROPRIATING FUNDS THEREFORE FOR THE DEPARTMENT OF PUBLIC WORKS	
100	FINANCE (DPW) - INCREASING CAPITAL PROJECT NO. H322, PALISADES ROAD OVER BRANT LAKE INLET BRIDGE (CR 26); AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	PROCESSED BY CO. TREASURER
101	FINANCE (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR CONSTRUCTION SERVICES FOR THE PALISADES ROAD OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT (WC 5-21)	
102	FINANCE (DPW) - AUTHORIZING SUPPLEMENTAL AGREEMENT NO. 3 WITH FOIT-ALBERT ASSOCIATES TO PROVIDE ADDITIONAL RIGHT-OF-WAY AND CONSTRUCTION INSPECTION SERVICES FOR THE PALISADES ROAD (CR 26) OVER BRANT LAKE INLET BRIDGE REPLACEMENT PROJECT	NEGOTIATING TERMS WITH COMPANY
103	FINANCE (PARKS, RECREATION & RAILROAD) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUES TO THE UP YONDA FARM BUDGET FOR THE PURPOSE OF UTILIZING THE JUNIOR PEARSALL GRANT AND THE CHARLES R. WOOD FOUNDATION GRANT; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
104	FINANCE (PLANNING) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM DEFERRED REVENUE-TOWN POSTER SALES TO THE PLANNING AND COMMUNITY DEVELOPMENT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	PROCESSED BY CO. TREASURER
105	FINANCE (TREASURER) - CANCELLING OR CORRECTING OF ASSESSMENTS AND REFUNDS AND CHARGEBACKS OF TAXES FOR PILOT PAVEMENTS MADE IN 2021	
<i>RESOLUTION NOS. 70-105 DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MARCH 15, 2021</i>		
106	PUBLIC SAFETY (SHERIFF) - ADOPTING THE WARREN COUNTY POLICE REFORM AND REINVENTION PLAN	FILED AND SUBMITTED TO NYS

RESOLUTION TRACKING REPORT
MARCH 19, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
107	PUBLIC WORKS (<i>PARKS, RECREATION & RAILROAD</i>)- ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH GLAMPADK, LLC FOR USE OF THE WARREN COUNTY FAIRGROUNDS (WC 1-21)	

RESOLUTION NOS. 106-107 WERE PRODUCED PURSUANT TO ACTION TAKEN AT COMMITTEE MEETINGS HELD ON MARCH 15TH AND WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MARCH 16, 2021

2021 - INTENT TO FILL VACANT POSITIONS

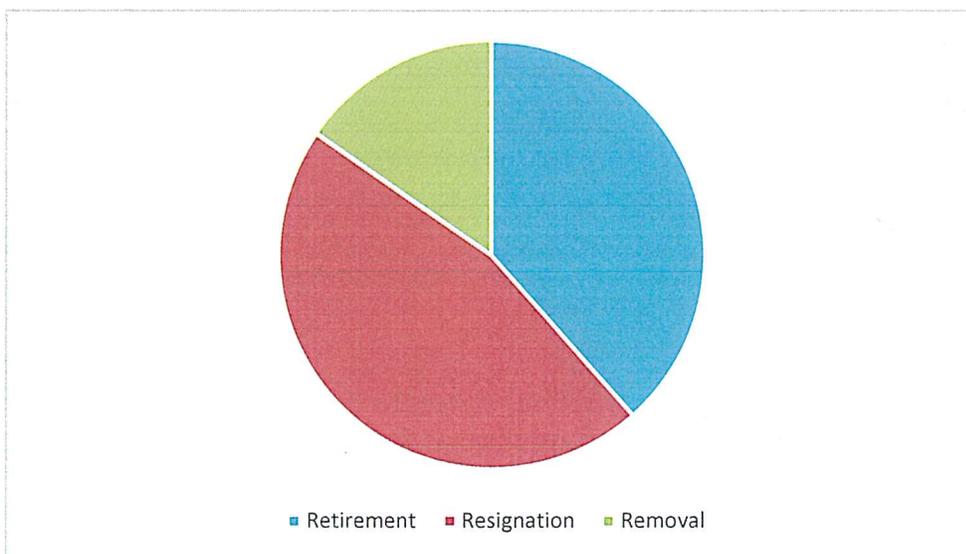
Personnel Cmt./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2021	Countryside	Case Manager- Part Time	N/A	N	N/A	\$ 25,596.00	vacant				-
1/1/2021	Countryside	Institutional Aide #18 Part Time (2629)	N/A	N	N/A	\$ 14,013.00	vacant				-
1/1/2021	Health Services	Public Health Assistant #1 - PT (2627)	N/A	N	N/A	\$ 22,580.00	1/1/2021	Stack	\$ 22,580.00	\$ -	\$ -
1/1/2021	Health Services	Senior Account Clerk #3 (2637)	N/A	N	N/A	\$ 33,600.00	1/1/2021	Gillis	\$ 42,036.00	\$ 8,436.00	\$ -
1/1/2021	Social Services	Caseworker #38 (2615)	N/A	N	N/A	\$ 43,390.00	1/11/2021	Arbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/11/2021	Putnick	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #27 (1658)	Pratt	PR	\$ 46,286.00	\$ 43,390.00	4/19/2021	Coulman	\$ 53,147.00	\$ 9,757.00	\$ 6,861.00
1/1/2021	Social Services	Case Supervisor B #1 (1641)	Mulcahy	RT	\$ 62,152.00	\$ 49,557.00	1/18/2021	Terry	\$ 60,152.00	\$ 10,595.00	\$ (2,000.00)
1/1/2021	Social Services	Senior Caseworker #7 (2268)	Terry	PR	\$ 56,671.00	\$ 46,492.00	2/15/2021	Pratt	\$ 49,554.00	\$ 3,062.00	\$ (7,117.00)
1/1/2021	Social Services	Case Manager (2569)	N/A	N	N/A	\$ 38,818.00	1/1/2021	Palermo	\$ 42,249.00	\$ 3,431.00	\$ -
1/29/2021	Public Works	Director of Facilities	N/A	N	N/A	\$ 73,670.00	4/12/2021	Rogers	\$ 73,670.00	\$ -	\$ -
1/29/2021	Public Works	Superintendent of Bldgs. & Grounds- PT Temp (2643)	N/A	N	N/A	\$39.87/hour	2/1/2021	Morehouse	\$39.87/hour	\$ -	\$ -
1/29/2021	Health Services	Temporary Per Diem Senior Account Clerk (2642)	N/A	N	N/A	\$20.93/ hour	1/26/2021	DeCesare	\$20.93/hour	\$ -	\$ -
3/1/2021	Countryside	Part- Time Leisure Time Activities Aide	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Senior Account Clerk	N/A	N	N/A	\$ 33,600.00	3/1/2021	Tennant	\$ 35,974.00	\$ 2,374.00	\$ -
2/4/2021	Emergency Services	County Fire Coordinator- Part Time (2644)	N/A	N	N/A	\$ 11,500.00	2/4/2021	Ogden	\$ 11,500.00	\$ -	\$ -
2/22/2021	Public Works	Engineer I #4	N/A	N	N/A	\$ 58,384.00	3/29/2021	Stuart	\$ 58,384.00	\$ -	\$ -
1/29/2021	Airport	Airport Manager (1182)	DeGraw	RS	\$ 83,722.00	\$ 78,090.00	4/26/2021	Mapp	\$ 78,090.00	\$ -	\$ (5,632.00)
1/29/2021	Buildings & Grounds	Maintenance Mechanic (2469)	Maston	RT	\$ 46,503.00	\$ 36,214.00	2/15/2021	Ruland	\$ 37,427.00	\$ 1,213.00	\$ (9,076.00)
1/29/2021	Buildings & Grounds	Maintenance Mechanic #1 (2194)	Ashline	RT	\$ 45,503.00	\$ 36,214.00	vacant				
1/29/2021	Public Works	HEO #6 (1241)	Harrington	PR	\$ 43,974.00	\$ 37,633.00	2/15/2021	Tyrell	\$ 40,223.00	\$ 2,590.00	\$ (3,751.00)
1/29/2021	Public Works	HEO #11 (1230)	Frasier	RT	\$ 48,615.00	\$ 37,633.00	2/15/2021	Perrone	\$ 43,974.00	\$ 6,341.00	\$ (4,641.00)
1/29/2021	Public Works	HEO #14 (2186)	Ross	PR	\$ 46,615.00	\$ 37,633.00	vacant				
1/29/2021	Social Services	Resource Clerk #3 (1636)	Johnson	O	\$ 29,333.00	\$ 29,333.00	4/26/2021	Warner	\$ 29,333.00	\$ -	\$ -
1/29/2021	Health Services	RPN #6	Saville	RS	\$ 60,152.00	\$ 47,523.00	4/12/2021	Rotolo	\$ 55,376.00	\$ 7,853.00	\$ (4,776.00)
1/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
4/1/2021	Tourism	Tourism Development & Events Coordinator	N/A	N	N/A	\$ 61,855.00	4/26/2021	Hanifin	\$ 61,855.00	\$ -	\$ -
3/4/2021	Buildings & Grounds	Building Maint. Worker #2 (2142)	Woodard	PR	\$ 34,767.00	\$ 33,600.00	3/29/2021	Cleveland	\$ 33,600.00	\$ -	\$ (1,167.00)
3/4/2021	Buildings & Grounds	Building Maint. Worker #6 (2138)	Ruland	PR	\$ 34,767.00	\$ 33,600.00	vacant				
3/4/2021	Buildings & Grounds	Cleaner #12 (2470)	Rawson	O	\$ 28,016.00	\$ 27,438.00	vacant				
3/4/2021	Countryside	Food Service Helper #3 (1873)	Morrison	RT	\$ 37,037.00	\$ 27,438.00	3/29/2021	Potash	\$ 27,438.00	\$ -	\$ (9,599.00)
3/4/2021	Countryside	Institutional Aide PT #2 (1894)	Semon	RS	\$ 22,421.00	\$ 22,421.00	3/16/2021	Porter	\$ 22,421.00	\$ -	\$ -
3/4/2021	Public Works	MEO (M) #5 (1246)	Perrone	PR	\$ 42,335.00	\$ 36,214.00	3/15/2021	Bent	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
3/4/2021	Public Works	MEO (M) #26 (2420)	Tyrell	PR	\$ 38,727.00	\$ 36,214.00	3/15/2021	Kennedy, Jr.	\$ 36,793.00	\$ 579.00	\$ (1,934.00)
3/4/2021	Fire Prev. & Bldg. Codes	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	Bollinger	RS	\$ 46,031.00	\$ 45,455.00	3/15/2021	Farr	\$ 45,455.00	\$ -	\$ (576.00)
3/4/2021	Office for the Aging	Mealsite Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				
3/4/2021	Office for the Aging	Fiscal Coordinator (1924)	Ross	RT	\$ 58,120.00	\$ 42,141.00	3/15/2021	Haines	\$ 42,141.00	\$ -	\$ (15,979.00)
3/4/2021	Planning	Assistant County Planner (2521)	Belden	RS	\$ 65,303.00	\$ 61,855.00	4/12/2021	Gaddy	\$ 61,855.00	\$ -	\$ (3,448.00)
3/4/2021	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 41,740.00	vacant				
3/4/2021	Sheriff	Investigator #9 (1368)	Maday	RT	\$ 77,519.00	\$ 72,561.00	3/1/2021	Morse	\$ 72,561.00	\$ -	\$ (4,958.00)
3/4/2021	Sheriff	Patrol Officer #3 (1377)	Morse	PR	\$ 66,361.00	\$ 42,373.00	3/1/2021	Baker II	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)
3/4/2021	Treasurer	Account Clerk (part-time) #1	Callanan	PR	\$ 13,933.00	\$ 13,933.00	2/22/2021	Kelly	\$ 13,933.00	\$ -	\$ -
4/1/2021	Civil Service	Civil Service Specialist (2567)	Casey	RS	\$ 46,222.00	\$ 46,222.00	vacant				

Warren County Department of Human Resources



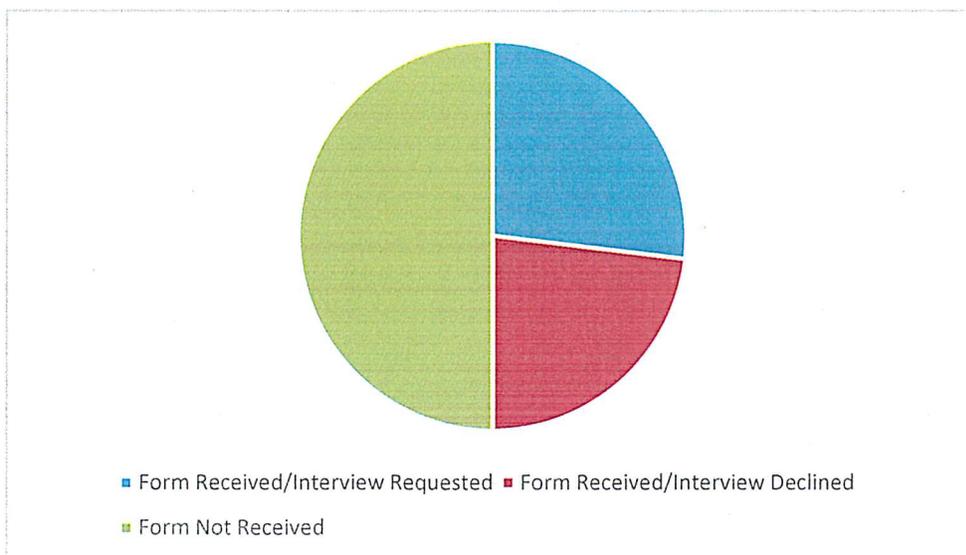
Separations through March 31, 2021

Retirement	10
Resignation	12
Removal	4
Total	26



Exit Interviews through March 31, 2021

Form Received/Interview Requested	7
Form Received/Interview Declined	6
Form Not Received	13



RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Planning

DATE: 4/21/2021

- (a) Purpose of Request: **To amend the Table of Organization to correct the hourly pay rate of the Associate Planner - Per Diem from \$30.1587/hour to \$35.4653/hour**
- (b) Details: **The Associate Planner- Per Diem position title was changed with the incorrect hourly pay rate reflected on the resolution.**
- (c) Previous Resolution Number: **140 of 2021**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.8021**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Human Resources

DATE: April 29, 2021

- (a) Purpose of Request:
To address the issue of benefits for retired employees who return to county employment in a benefits eligible position.
- (b) Details:
To allow a person who has retired from Warren County service and is enrolled in County benefits as a retiree to be enrolled in county benefits as an active employee, while paying the contribution percentage they are eligible for as a retiree.
- (c) Previous Resolution Number:
n/a
- (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

DRAFT

RESOLUTION NO. ____ OF 2021**Resolution introduced by Supervisors Braymer, Geraghty, Driscoll, Conover and Magowan
AUTHORIZING THE COUNTY TO ALLOW A BENEFITS ELIGIBLE ACTIVE EMPLOYEE
TO PAY HEALTH INSURANCE PREMIUMS AT THE RETIRED EMPLOYEE RATE**

WHEREAS, individuals who have retired from employment with Warren County and are receiving health insurance benefits, may pay a different premium than active benefits eligible employees, and

WHEREAS, there has arisen a situation where a retired Warren County employee obtains new, active employment with Warren County in a benefits eligible position, and that employee would have to pay the higher health insurance premium of an active employee, and

WHEREAS, the County has determined that it would be beneficial to County employees to permit a formerly retired Warren County employee who subsequently obtains employment with Warren County to continue to pay for employee health insurance at the premium rate of a retired employee, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes a previously retired Warren County employee receiving County retiree benefits, and who subsequently obtains employment with Warren County in a benefits eligible position, to pay his or her employee share of health insurance premiums at the rate for a retiree, and be it further

RESOLVED, that the Warren County Human Resources Department and the Warren County Treasurer are authorized to perform any calculations and management functions necessary to carry out the purposes of this Resolution.

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Health Services

DATE: April 19, 2021

- (a) Title of Requested Position: **Early Intervention Service Coordinator**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 18, \$46,492, Full Time Status**
- (c) Effective Date for New Position: * **5/24/2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
*** See Below**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.40540060.110 Early Intervention Full Time Salaries \$46,492
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Early Intervention is an entitlement program.
- (h) Is there expected revenue from this position? If so, please explain:
Yes, Health Services can bill for service coordination, therefore generating revenue to offset expenses. NYS reimburses at 49%.
- *Request to create new position and delete the following positions from the 2021 Salary Schedule.**
- Early Intervention Service Coordinator #2 (\$28,585)- 20 hrs/wk, Incumbant Retiring 4/2021.**
- Early Intervention Service Coordinator PT #3 (\$29,577) -24 hrs/wk, Incumbant to be Reassigned to newly created full time position 5/24/2021**

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 37.03
Title of Position: Early Intervention Service Coordinator Base Salary of Position: \$46,492 Grade: 18
Filling at Step # (If Known): (Full Time Status)
Budget code and title: A.40540060.110 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Newly Created Position 5/2021 Date of Vacancy: 5/24/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 49% % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [checked] Other REASSIGNMENT
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. JH/JF

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 4/12/21

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 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Anna G. Francis Date 4/19/21

Amended, Warren County Personnel, 4/24/2013

EARLY INTERVENTION SERVICE COORDINATOR

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

TYPICAL WORK ACTIVITIES:

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

cont.

Early Intervention Service Coordinator, Page 2

- Maintains essential and timely case records and reports in accordance with client confidentiality requirements;
- Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;
- Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;
- Helps the family accept responsibility for the child's care;
- Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;
- Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems;
- Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;
- Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;
- Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;
- Consults with other service providing professionals regarding individual case problems as needed;
- Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;
- Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary;
- Enters and submits timely and accurate child specific documentation through the NYSEIS (New York State Early Intervention System).

cont.

Early Intervention Services Coordinator, Page 3

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

MINIMUM QUALIFICATIONS:

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

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

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

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 4/13/2021

- (a) Title of Requested Position: Meal Site Manager #10, Cedars
- (b) Annual Base Salary (and Grade if Applicable): \$26,027(35 hours/week) Grade 2
- (c) Effective Date for New Position:* 5/1/2021
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Food Service Manager, Grade 4, \$27,827(35 hours/week)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.02
Title of Position: Mcal Site Manager #10 Base Salary of Position: \$26,027(35hr/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 [] Resignation [] Termination [] Promotion [] Other [x] Creation
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [x] No Is the position reimbursable? [x] Yes [] No
Source of reimbursement: [] Federal [] % [x] State 75 % [x] Other 25 % Warren County

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 4/16/21

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 4/16/21

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 4/19/21

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 Edna A. Frazier Date 4/19/21

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

GENERAL STATEMENT OF DUTIES: Supervises and participates in the serving of food at a meal site for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

EXAMPLES OF WORK; (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;

Supervises the collection of and accounting for cash receipts;

Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;

Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;

Plans and conducts recreational programs for the elderly in conjunction with meals programs;

Provides information and referral services to elderly participants in the nutrition program;

Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;

Receives, inspects, stores, and distributes supplies; maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

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

DEPARTMENT NAME: Sheriff

DATE: April 19, 2021

- (a) **Title of Requested Position:** Patrol Officer - Part Time
- (b) **Annual Base Salary (and Grade of Applicable):** N/A (\$20.3716/hour)
- (c) **Effective Date for New Position:***
*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (d) **List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request (Include annual salary and grade if applicable):**

N/A

- (e) **Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:**

A.3110 130 General Sheriff's Law Enforcement - Salaries - Part Time

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** No
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** Yes

Fees will be assessed and paid to the County for each civil fingerprint submission.

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 - Part Time Base Salary of Position: \$20,3716/hr Grade:
Filling at Step # (If Known):
Budget code and title: A.3110 130 Sheriff's Law Enforcement Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position (Civil Fingerprints) Date of Vacancy: N/A
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. 4/22/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date 5/10/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 5/13/21

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 Date 5/20/21

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Tourism Department****DATE: 04.21.2021**

- (a) Employee Name, Title and Employee No.: **Kristen Hanifin, Tourism Dev/Event Coord**
- (b) Current Annual **Base** Salary (and Grade if Applicable): **\$63,711/Gr14/Step 1/NonBargain**
- (c) Former Annual **Base** Salary (and Grade if Applicable): **\$61,855/Gr14/Entry/NonBargain**
- (d) Effective Date for Salary Change:* **April 26, 2021/Start date**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
.110 Salaries - Regular - Tourism
- (f) Justification of Request:
Notice of Vacancy written as \$61,855, or commensurate with experience as approved by the Board of Supervisors. Motion subsequent to Executive Session to increase by one salary step, as per Management Confidential scale.

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: Treasurer

DATE: June 3, 2019

- (a) Purpose of Request: To remove the Payroll Supervisor and Payroll Technician positions from the CSEA union.
- (b) Details: These positions should not be in the union due to the confidential nature of the positions and their involvement in implementing labor relations policies and their regular access to confidential information concerning the collective bargaining process.
- (c) Previous Resolution Number: N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1325 110 - County Treasurer - Salaries - Regular.

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

(a) Employee Name, Title and Employee No.: Payroll Supervisor,

(b) Current Annual Base Salary (and Grade if Applicable): \$62,000, Out of Bargaining Unit

(c) Former Annual Base Salary (and Grade if Applicable): Base (Entry) - \$46,492, Grade 18. Actual salary is \$56,671.

(d) Effective Date for Salary Change:* June 24, 2019
*Please do not backdate request unless the purpose is to correct an error.

(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular \$2,665
A.1325 830 - County Treasurer, Social Security - \$165
A.1325 831 - County Treasurer, Medicare Contribution - \$39
A.1325 810 - County Treasurer, Retirement - \$418

The increase will be covered by the 2019 budget.

(f) Justification of Request: This position is responsible for overseeing the processing of a \$40 million payroll and reviewing the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Treasurer

DATE: June 3, 2019

- (a) Employee Name, Title and Employee No.: Payroll
Technician
- (b) Current Annual Base Salary (and Grade if Applicable): \$48,500, Out of Bargaining Unit
- (c) Former Annual Base Salary (and Grade if Applicable): **Base (Entry) - \$37,633, Grade 10. Actual salary is \$39,541.**
- (d) Effective Date for Salary Change:* **June 24, 2019**
*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:
A.1325 110 - County Treasurer, Salaries - Regular - \$4,480
A.1325 830 - County Treasurer, Social Security - \$278
A.1325 831 - County Treasurer, Medicare Contribution - \$65
A.1325 810 - County Treasurer, Retirement - \$703
- The increase will be covered by the 2019 budget.
- (f) Justification of Request: This position provides administrative support to the Payroll Supervisor for a \$40 million payroll, serves as back up to the Payroll Supervisor in her absence and reviews the work of the Human Resources department for accuracy. The salary should be adjusted to reflect the level of responsibility required of this position and in line with salaries of other County departments and the area employment market.

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS

**INTRODUCING PROPOSED LOCAL LAW NO. ___ OF 2021, ENTITLED
“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014,
WARREN COUNTY ETHICS AND DISCLOSURE LAW”**

WHEREAS, by Resolution No. 550 of 2014 the Warren County Board of Supervisors enacted Local Law No. 6 of 2014 entitled “Warren County Ethics and Disclosure Law”, and

WHEREAS, certain updates and amendments to the Warren County Ethic and Disclosure Law have been presented to and reviewed by the Personnel, Administration & Higher Education Committee and the Committee does recommend the adoption of said updates and amendments, now, therefore, be it

RESOLVED, that proposed Local Law No. ___ of 2021 entitled “A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law”, attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisor shall hold a public hearing at the Supervisors’ Rooms in the Warren County Municipal Center on the ___ day of _____, 2021 at 10:00 a.m. in the matter of the adoption of said proposed Local Law No. ___ of 2021, and be it further

RESOLVED, that the Clerk of the Board of Supervisors be, and hereby is, authorized and directed to give notice of such public hearing in the manner provided by law.

RESOLUTION No. OF 2021

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SCHEDULE "A"

COUNTY OF WARREN

LOCAL LAW NO. ___ OF 2021

A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014,
WARREN COUNTY ETHICS AND DISCLOSURE LAW

BE IT ENACTED, by the Board of Supervisors of the County of Warren, New York as follows:

SECTION 1. Title. This Local Law shall be entitled "Warren County Ethics and Disclosure Law."

SECTION 2. Purpose. Officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) "Board" means Warren County Board of Supervisors.
- (b) "Code" means this Code of Ethics.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) "Municipal officer or employee" means a paid or unpaid officer or employee of Warren County, including, but not limited to, the members of any municipal board and includes elected officials and officers or employees who hold policy making positions.
- (e) "Relative" means a spouse, minor child or dependent.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede the Warren County Code of Ethics dated 2014. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

SECTION 5. Prohibition on use of municipal position for personal or private gain. No municipal officer or employee shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.

SECTION 6. Disclosure of interest in legislation and other matters.

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or

RESOLUTION NO. OF 2021

PAGE 3 OF 14

employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.

- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person's position.

SECTION 7. Annual Disclosure.

1) Officers and employees required to file. The officers and employees of Warren County as set forth below and more particularly but not necessarily exhaustively set forth on a representative list of such officers and employees annexed and incorporated herein as Appendix "A", shall be required to sign and file an annual disclosure statement. The form annual disclosure statement is annexed hereto and incorporated herein as Appendix "B". The Board of Ethics as established under Section 18 hereof shall enforce such filing requirements, and shall have the authority to review the annual disclosure statements and shall do so within sixty (60) days of the filing due date and as needed to determine questions that may arise under this law. All officers and employees shall comply with General Municipal Law Article 18 and any amendments or revisions relative to the filing of financial statements.

- (a) Elected officials; and
- (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
- (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and

RESOLUTION NO. OF 2021

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- (d) Officers and employees having discretionary authority with respect to:
 - (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and

2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
 - (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

SECTION 9. Prohibition inapplicable; disclosure, recusal and abstention not required.

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;

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- (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
- (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

- (a) No Warren County officer or employee may acquire the following investments:
 - (1) investments that can be reasonably expected to require more than sporadic (i.e. three to four (3-4) times per year) recusal and abstention under section 8 of this code;
 - (2) investments that would otherwise impair the person's independence of judgment in the exercise or performance of his or her official powers and duties.
- (b) This section does not prohibit a Warren County officer or employee from acquiring any other investments or the following assets:
 - (1) real property located within Warren County and used as his or her personal residence;
 - (2) less than five percent (5%) of the stock of a publicly traded corporation; or
 - (3) bonds or notes issued by a municipality and acquired more than one year after the date on which the bonds or notes were originally issued.

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:
 - (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant,

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owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

- (a) No Warren County officer or employee may ask for, pursue or accept a private post-government employment opportunity with any person or organization that has a matter requiring the exercise of discretion pending before the Warren County officer or employee, either individually or as a member of a board, while the matter is pending or within the thirty (30) days following final disposition of the matter.
- (b) No Warren County officer or employee, for the two-year period after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any matter involving the exercise of discretion before the Warren County office, board, department or comparable organizational unit for which he or she serves.
- (c) No Warren County officer or employee, at any time after serving as a Warren County officer or employee, may represent or render services to a private person or organization in connection with any particular transaction in which he or she personally and substantially participated while serving as a Warren County officer or employee.

SECTION 13. Personal representations and claims permitted. This Code shall not be construed as prohibiting a Warren County officer or employee from:

- (a) representing himself or herself, or his or her spouse or minor children before Warren County; or
- (b) asserting a claim against Warren County on his or her own behalf, or on behalf of his or her spouse or minor children.

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computer ethics training course. This

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training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

- (a) No Warren County officer or employee may have an interest in a contract that is prohibited by section 801 of the General Municipal Law.
- (b) Every Warren County officer and employee shall disclose interests in contracts with Warren County at the time and in the manner required by section 803 of the General Municipal Law.

SECTION 16. Nepotism. Except as otherwise required by law:

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee. (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except: .
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken pursuant to Civil Service rules; or
 - (2) If Civil Service rules do not apply, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

- (a) No Warren County officer or employee shall directly or indirectly to compel or induce a subordinate Warren County officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Warren County officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank, status or compensation of any Warren County officer or employee, or an applicant for a position as a Warren County officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

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SECTION 18. Confidential Information. No Warren County officer or employee who requires confidential information in the course of exercising or performing his or her official powers or duties may disclose or use such information unless the disclosure or use is required by law or in the course of exercising or performing his or her official powers and duties.

SECTION 19. Gifts.

- (a) No Warren County officer or employee shall solicit, accept or receive a gift in violation of section 805-a(1)(a) of the General Municipal Law as interpreted in this section.
- (b) No Warren County officer or employee may directly or indirectly solicit any gift.
- (c) No Warren County officer or employee may accept or receive any gift, or multiple gifts from the same donor, having an annual aggregate value of seventy-five dollars (\$75) or more when:
 - (1) the gift reasonably appears to be intended to influence the officer or employee in the exercise or performance of his or her official powers or duties;
 - (2) the gift could reasonably be expected to influence the officer or employee in the exercise or performance of his or her official powers or duties; or
 - (3) the gift is intended as a reward for any official action on the part of the officer or employee.
- (d) For purposes of this section, a “gift” includes anything of value, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form. The value of a gift is the gift’s fair market value, determined by the retail cost of the item or a comparable item. The fair market value of a ticket entitling the holder to food, refreshments, entertainment, or any other benefit is the face value of the ticket, or the actual cost to the donor, whichever is greater. Determination of whether multiple gifts from a single donor exceed seventy-five dollars (\$75) must be made by adding together the value of all gifts received from the donor by an officer or employee during the twelve-month period preceding the receipt of the most recent gift.
- (e)
 - (1) A gift to a Warren County officer or employee is presumed to be intended to influence the exercise or performance of his or her official powers or duties when the gift is from a private person or organization that seeks Warren County action involving the exercise of discretion by or with the participation of the officer or employee.
 - (2) A gift to a Warren County officer or employee is presumed to be intended as a reward for official action when the gift is from a private person or organization that has obtained Warren County action involving the exercise of discretion by or with the participation of the officer or employee during the preceding twelve months.
- (f) This section does not prohibit any other gift, including:
 - (1) gifts made to Warren County;
 - (2) gifts from a person with a family or personal relationship with the officer or employee when the circumstances make it clear that the personal relationship, rather than the recipient's status as a Warren County officer or employee, is the primary motivating factor for the gift;
 - (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;

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- (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
- (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of three (3) members, one shall be an officer or employee of Warren County, one shall be an elected or appointed officer or employee of a local Municipality located within Warren County, and one shall be a member of the public who is not a County officer or employee, nor an officer, employee, elected or appointed member of a local Municipality. The members of such Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for each category who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics.
- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality's legal counsel.
- (d) The board of ethics may establish such rules and policies that may be necessary for the proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.
- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall be maintained in the County Attorney's Office.
- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effective date of this Local Law, and they shall comply with the Local Law immediately upon appointment.

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SECTION 21. Posting and distribution.

- (a) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, and a copy of any amendment to this Local Law, to be posted publicly and conspicuously in each building under Warren County's control. The code must be posted within ten (10) days following the date on which the Local Law takes effect. An amendment to the Local Law must be posted within ten (10) days following the date on which the amendment takes effect.
- (b) The Warren County Administrator or his or her designee must promptly cause a copy of this Local Law, including any amendments to the Local Law, to be distributed, electronically or in hard copy, to every person who is or becomes an officer and employee of Warren County, who must acknowledge receipt to their supervisor within ten (10) days. In addition, the outside interest form (Appendix C) must be returned, if applicable, to the County Attorney's Office.
- (c) A copy of this Local Law shall be provided to all new officers and employees within ten (10) days of employment or assuming office, as the case may be.
- (d) Every Warren County officer or employee who receives a copy of this Local Law or an amendment to the Local Law must acknowledge such receipt in writing. Such acknowledgments must be filed with the Clerk of the Warren County Board of Supervisors who must maintain such acknowledgments as a public record.
- (e) The failure to post this Local Law or an amendment to the Local Law does not affect either the applicability or enforceability of the Local Law or the amendment. The failure of a Warren County officer or employee to receive a copy of this Local Law of ethics or an amendment to the Local Law, or to acknowledge receipt thereof in writing, does not affect either the applicability or enforceability of the Local Law or amendment to the Local Law.

SECTION 22. Enforcement. Any Warren County officer or employee who violates this Local Law may be censured, fined, suspended or removed from office or employment in the manner provided by law. Any County officer or employee who is being disciplined for violation of this Local Law must be referred by the officer's or employee's supervisor to the Board of Ethics for an opinion that will be added to the person's personnel file.

SECTION 23. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

SECTION 24. Effective date. This Local Law shall take effect immediately upon filing with the Secretary of State.

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APPENDIX "A"

The following Warren County officers and employees shall file a financial disclosure statement as provided by the Warren County Code of Ethics:

Supervisor, Warren County Board of Supervisors
Clerk of the Warren County Board of Supervisors
Deputy Clerk of the Warren County Board of Supervisors
District Attorney
Assistant District Attorney
Public Defender
Assistant Public Defender
Warren County Administrator
Assistant to the Warren County Administrator
County Auditor
County Treasurer
Deputy County Treasurer
Budget Officer
Purchasing Agent
Deputy Purchasing Agent
Director of Real Property Tax Services
Deputy Director of Real Property Tax Services
County Clerk
Deputy County Clerk
County Attorney
Assistant County Attorney
Director, County Human Resources
Personnel Officer
Commissioners of Elections
Deputy Commissioners of Elections
Superintendent of Public Works
Deputy Superintendent Public Works
Deputy Superintendent Public Works/Operations
Airport Manager
Director of Probation
Sheriff
Undersheriff
Lieutenant, Sheriff's Office
Director of Public Health/Patient Services, Health Services
Assistant Director Public Health
Assistant Director Patient Services
Director, Community Mental Health Services
Assistant Director of Mental Health
Commissioner of Social Services
Deputy Commissioner of Social Services
Social Services Attorney

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Appendix "A" con't

Assistant Social Services Attorney
Director of Nursing
Administrator, Westmount Health Facility
Director Countryside Adult Home
Director of Employment and Training
Director of Tourism
Director of Weights & Measures
Director, Office for the Aging
County Historian
Warren County Planner
Associate Warren County Planner
Administrator, Fire Prevention and Building Code Enforcement
Administrator, Self-Insurance
Deputy Insurance Administrator
Director, Veterans' Services Agency
Director of Information Technology
Director, Office of Emergency Services
Fire Coordinator
Executive Director Lake Champlain/Lake George Regional Planning Board
Members of the Board of Ethics

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APPENDIX "B"

ANNUAL STATEMENT OF FINANCIAL DISCLOSURE
COUNTY OF WARREN FORM F-100
FOR 20_____

1. Name and Address

Last Name Middle Initial First Name

Title

Department or Agency

Address

Telephone and Email

2. Does any relative currently work for Warren County? If so, please provide the name(s) of the relative, the name of the County department, the relative's title and the date of hire.

3. Do you or any relative have a contract with Warren County, or have ownership in a company that does business with Warren County? If so, provide the name of the relative (you and/or relative), the name of the contract and/or business, the name of the County department involved, and the term (duration) of the contract, if any.

The requirements of law relating to the reporting of financial interests are in the public interest and no adverse inference or unethical or illegal conduct or behavior will be drawn merely from compliance with these requirements.

Signature of Reporting Person

Date

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APPENDIX "C"

WARREN COUNTY

Outside Interest Form

This form is to be filled out if you or any relative is currently or plans to be in the future, an employee, board member, consultant, owner, contractor or even a passive investor of an entity that: (I) engages in any business or maintains any relationship with The County (The County); (ii) provides to, or receives from The County any client referrals, or (iii) competes with The County. The completed form must be submitted to the County Attorney.

Name: _____

Job Title: _____

If not an employee, describe the nature of your relationship with The County:

Describe the nature of your outside activities in any entity that engages in any business or maintains any relationship with The County.

Describe the nature of your outside activities in any entity that provides to, or receives from, The County any client referrals.

Describe the nature of your outside activities in any entity that competes with The County.

Date completed and signature

Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2021

Resolution introduced by Supervisors Braymer, Geraghty, Driscoll, Conover and Magowan

DESIGNATING THE CLERK OF THE WARREN COUNTY BOARD OF SUPERVISORS TO SERVE AS THE BOARD'S PARLIAMENTARIAN

WHEREAS, the Rules of the Board, adopted by Resolution No. 6 of 2021 and amended by Resolution No. 69 of 2021, are silent on who shall serve as the Board's Parliamentarian, and

WHEREAS, at the April 7, 2021 Board Workshop Meeting the guest speaker, who was a parliamentarian expert, indicated it is standard practice for the Clerk of the Board to serve as Parliamentarian and provide guidance which the Chair may take into consideration before making a final ruling, and

WHEREAS, there is a desire to formally designate by resolution a Parliamentarian of the Board, now, therefore, be it

RESOLVED, that the Clerk of the Board of Supervisors, be, and hereby is, designated to serve as the Board's Parliamentarian and provide advice to the Chair before a ruling is made, and be it further

RESOLVED, that this designation shall be effective immediately and will continue unless repealed or overridden by a future resolution.

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: A.1624
Title of Position: Custodian Base Salary of Position: \$31,824 Grade: 6
Filling at Step # (If Known):
Budget code and title: A.1624 Custodian Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: #13468 Cleveland Date of Vacancy: 03/29/2021
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.
Human Resources Director has approved this form when initialed. 4/12/21

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 4/12/21

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 4/13/21

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 4/20/21

CUSTODIAN

GENERAL STATEMENT OF DUTIES: Performs routine cleaning and semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves cleaning and maintenance of a school building or an assigned section thereof. In addition to routine cleaning activities, the work includes semi-skilled repair and maintenance tasks. General Supervision is received from a designated senior man or a higher-level custodial employee. Immediate supervision may be exercised over the work of cleaning personnel.

EXAMPLES OF WORK: (Illustrative Only)

Sweeps, mops and waxes floors, washes walls, windows and blackboards, cleans erasers, dusts and performs other cleaning duties;

Cleans and mops lavatories and locker rooms;

Removes snow from walks and driveways;

Replaces light bulbs, towels, soap and other supplies;

Empties waste baskets and disposes of rubbish;

Makes minor repairs to furniture, electrical fixtures, windows and window shades, locks, faucets, and other equipment;

Receives, moves and stores incoming school supplies;

Polishes and refinishes furniture;

Turns off lights and locks doors;

Performs a variety of errands and related custodial tasks.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of building cleaning practices, supplies, and equipment, and ability to use them economically and efficiently; some knowledge of the operation and maintenance of steam boiler equipment; ability to make semi-skilled plumbing, electrical, carpentry, and mechanical repairs; ability to understand and follow simple oral and written directions; thoroughness; dependability; good moral character; physical condition suitable to the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of full-time, paid experience in building cleaning and minor maintenance activities, or an equivalent combination of experience and training.

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 #2 Base Salary of Position: \$27,438 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1620 DPW/General Buildings Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13103/FARMER Date of Vacancy: 04/24/2021
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 initiated. 4/12/21

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 4/12/21

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 4/13/21

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 4/20/21

Amended, Warren County Personnel, January 9, 2013

CLEANER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work requiring efficient performance of simple cleaning tasks and may include moving tables and chairs, etc. for cleaning and/or meeting set ups under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Dust chairs, tables, desks, shelves and other furniture;
Wash windows, walls, woodwork, water closets, tubs and bowls;
Sweep, mop, wash and wax floors;
Gather and dispose of refuse;
Clean and polish furniture and fixtures;
May manually shovel snow and spread salt to keep entrances clean;
May set up and take down tables, chairs, microphones and related items as necessary;
Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Some knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to get along well with others; ability to read and write; thoroughness; cleanliness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None is required but some experience in building cleaning work is desirable.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Senior Aide # 1 - Full Time Base Salary of Position: 33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: Salaries-FT A6030 110 Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Judith Hall-7276 Date of Vacancy: 05/29/2021
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 50 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] 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. JH/JF 4/7/21

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 4/12/21

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 4/12/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Verbally approved by B. Driscoll (initials) Date 4/19/2021

SENIOR AIDE

DISTINGUISHING FEATURES OF THE CLASS: This work involves resident liaison and recordkeeping responsibilities as well as supervising the activities of Institutional Aides or other Department personnel engaged in the routine care of residents at the Countryside Adult Home. An incumbent also performs other indirect, non-nursing services not required to be performed by a Licensed Practical or Registered Professional Nurse, as necessary to meet resident care needs. The work is performed under supervision of the Director. Supervision is exercised over the work of subordinate Institutional Aides. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and coordinates all activities of Institutional Aides, including ensuring resident needs are being met in accordance with residents' care plans;

Trains staff on work methods and procedures;

Acts as liaison between residents, families, facility staff and service providers regarding resident well being, status changes, needs, concerns and special requests;

Assists residents in making arrangements to receive services, examinations and reports, including health and mental health services, dental services, medications and in providing contacts, information and referral as necessary;

Sets up, maintains and updates resident logs and personal care records;

Accurately records physician visit orders, recommendations and medication changes;

Updates residents' medication administration records and orders resident medications as necessary;

Tracks insurance reimbursement requirements and obtains necessary approvals for medications, medical equipment and other devices;

Updates residents' charts with results of lab tests and records;

Updates resident charts by documenting contacts with residents, families or service providers;

Notifies family members of any changes in condition, medication changes, appointments, results of tests, x-rays, etc., and addressing any concerns;

Monitors records of completion of residents' required monthly blood pressure and weight measurements;

Fills in for absent resident care staff and performs their duties as necessary to ensure residents' needs are being met ;

Prepares reports and audits as requested by the physician and Director to ensure compliance with DOH regulations;

Communicates frequently with Director regarding residents' needs, personnel issues and facility safety issues;

Assumes leadership role in the Director's absence, contacting Commissioner of Social Services or her designee ("Commissioners") as required under existing circumstances and implementing Commissioners' directives in assuring that residents needs are met, that the facility operates smoothly and that emergencies are timely reported/addressed;

Attends in-service training programs;

May function as a member of the Quality Assurance and/or Fire and Safety Committees;

Performs other duties as assigned by the Director.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of proper methods, techniques and procedures relative to non-professional care of sick and infirm facility residents; good knowledge of the procedures and practices used in providing personal care to residents; Good knowledge of medical emergency, building evacuation and infection control procedures; good knowledge of CPR and first aide techniques; ability to plan and supervise the work of others; ability to train and prioritize work assignments for other staff; ability to keep records and make reports; ability to assist residents in personal care tasks; ability to follow oral and written directions; ability to get along well with others and to secure the cooperation of residents; ability to maintain confidentiality; ability to read and comprehend information contained in resident records; ability to work independently; ability to operate a motor vehicle to transport residents

MINIMUM QUALIFICATIONS:

High school diploma or high school equivalency diploma and three years of experience in a paid position providing personal care to the elderly or disabled in an aging or health related facility or organization.

Special Requirements:

- 1) At time of appointment and continuing throughout appointment; 1) possession of a valid New York State Driver's License and a driving record acceptable to the County's insurance and,
- 2) At the time of appointment, appropriate clearances in accordance with DOH requirements, including background and health checks.

Warren County Civil Service
Adopted 10/23/15
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: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
 Title of Position: Institutional Aide # 8- Full Time Base Salary of Position: 28,026 Grade: 3
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-FT A6030 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Tracy Graves-7448 Date of Vacancy: 06/30/2021
 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. PCN 4/11/21
 Human Resources Director has approved this form when initialed. JK/JF 4/7/21

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 4/12/21

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 4/12/21

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 Verbally approved by B. Driscoll (all) Date 4/19/2021

Amended, Warren County Personnel, June 4, 1998

INSTITUTIONAL AIDE

GENERAL STATEMENT OF DUTIES: Performs routine duties relating to the care of county home residents and institution quarters; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving the care of county home residents and their quarters in accordance with the established routine and requiring the ability to administer simple medication to residents. Employees in this class perform a variety of simple repetitive tasks, some of which involve unpleasant conditions, and must exhibit patience and tact in dealing with the aged, many of whom are unable to care for themselves. A number of the duties correspond to those of Hospital Aide but, in addition, much of the work involves ordinary building cleaning duties. Although an Institutional Aide is expected to display some initiative and judgment in his work, unusual conditions or problems are immediately brought to the attention of a higher ranking employee.

TYPICAL WORK ACTIVITIES: (Illustrative only)
Bathes, massages, feeds and dresses residents;
Administers simple medication and treatment upon specific instructions from superiors;
Takes temperatures, pulses and respirations;
Cleans resident's wards and other sections of the institution as assigned;
Makes resident's beds;
Reports cases of illness to proper authority;
Sends soiled clothing to laundry and checks it upon return;
Mops and dusts wall and floor surfaces, windows, entrance-ways and hallways;
Helps the blind and infirm to move about the institution;
Completes simple reports of ward activities;
Continually observes wardroom conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals; some knowledge of cleaning methods, materials, and equipment; ability to get along well with others; ability to understand and carry out simple oral and written instructions; patience, kindly attitude toward others; physical condition commensurate with the demands of the position.

ACCEPTABLE EXPERIENCE AND TRAINING:

None is required, but some experience in caring for the elderly is desirable.

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: Food Service Helper #2 (Cedars) Base Salary of Position: \$27,438(30hr/week) Grade: 2
Budget code and title: A6772.130 Nutrition Program Warren - Salaries PT Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 10498/Skinner Date of Vacancy: 04/19/2021
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) [] 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] 4/19/21

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 4/19/21

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 4/20/21

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 E. Frasier approved verbally Date 4/30/21

Adopted, Warren County Civil Service

FOOD SERVICE HELPER

GENERAL STATEMENT OF DUTIES: Assists in the preparation and service of food and in the cleaning of kitchen equipment; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is routine manual work performed under immediate supervision in connection with the preparation and service of food. On occasion Food Service Helpers may perform cooking duties involving lesser degrees of skill than regularly required of employees in the classification of Cook.

EXAMPLES OF WORK: (Illustrative only)

Sets tables and clears them after meals;
Fills sugar bowls and salt and pepper shakers;
Polishes silverware, tables and chairs;
Prepares trays for and serves patients;
Cleans dining rooms and dish and linen closets;
Cleans, washes and otherwise prepares vegetables and fruit for cooking;
Assists in the preparation of salads and desserts;
Helps cooks in any phase of their duties;
Washes dishes, pots and pans by hand or machine;
Sweeps, mops and cleans kitchen;
May act as cashier.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Working knowledge of the proper methods of serving food and of the care of tableware, glassware, silver, and kitchen appliances; ability to follow oral and written directions; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: None is required but some experience as a helper in a restaurant or hotel dining room or in general domestic work is desirable.

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: HEO #11 Base Salary of Position: \$37,633 Grade: 10
Filling at Step # (If Known):
Budget code and title: D.5110 DPW.Maintenance Roads Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #12757 Nicholas Perrone Date of Vacancy: 04/17/2021
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) [X] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

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 4/12/21

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 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- [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 Verbally approved by Date 4/20/2021

R. Conner [Signature]

Amended, Warren County Civil Service, May 9, 2011

HEAVY EQUIPMENT OPERATOR

GENERAL STATEMENT OF DUTIES: Operates one or more types of specialized heavy automotive equipment and performs a variety of manual tasks in connection with such operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of specialized heavy automotive equipment used in highway maintenance or construction projects. Greater skill is required than in the operation of other types of equipment and there is greater responsibility for the safety of others. Additional responsibility is involved for making minor repairs to equipment and for ordinary servicing. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. The work is performed under general supervision.

EXAMPLES OF WORK: (Illustrative only)

Operates a bulldozer, power grader, paver, crusher, hydro-crane, power shovel and other types of heavy equipment in the construction and maintenance of highways;

Operates heavy snow plow in the clearing of roads;

Operates heavy equipment in connection with cutting banks, cutting and filling ditches, removing stumps, stripping gravel pits and related highway department tasks;

Performs minor maintenance and repair work on assigned equipment;

Loads and unloads vehicles;

Responds after normal working hours to emergency situations and during snow and ice events;

Services a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of the operation of and maintenance of heavy automotive equipment; ability to service and make minor repairs and adjustments to equipment; ability to understand and carry out simple oral and written instructions; mechanical aptitude; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of specialized or heavy motor equipment or two years of experience in the operation of any type of automotive equipment; or equivalent combination of experience and training.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A license with air brake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #2 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #2 Union [x] Non-Union []
This position is vacated due to: [] Retirement [x] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13449/P.Menegan Date of Vacancy: 04/13/2021
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) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 4/12/21

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 4/12/21

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 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 Verbally approved by Date 4/20/2021

R. Conner [Signature]

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #16 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #16 Union [x] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [x] Promotion [] Other
Employee No./Last Name: 13432/R.ROUNDS Date of Vacancy: 04/12/2021
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) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 4/13/21

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 4/13/21

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 4/13/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 Verbally approved by Date 4/20/2021
R. Conner

Amended, Warren County Civil Service, June 3, 2013

MOTOR EQUIPMENT OPERATOR (LIGHT)

GENERAL STATEMENT OF DUTIES: Operates one or more types of light automotive equipment and performs a variety of manual tasks in connection with such operation; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for the safe and efficient operation of light motor equipment along with the performance of ordinary manual labor. The work is usually performed under close supervision.

EXAMPLES OF WORK: (Illustrative only)
Operates single axle truck in connection with hauling material for road maintenance or construction;
Operates a light truck to transport workmen, tools and other equipment;
Operates a tractor mower cutting grass and brush from road sides and other public areas;
Operates small snow plow or related snow removal equipment
Loads and unloads trucks;
Performs a variety of laboring tasks;
May be required to clean and oil the equipment;
On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the operation of tractors, mowers, automobiles, single axle trucks and other light automotive equipment; ability to understand and carry out simple oral and written instructions; industry; dependability; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:
Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #TBD Base Salary of Position: \$42,373 (1st Yr) Grade:
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: TBD Date of Vacancy: May 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.
Human Resources Director has approved this form when initialed. 4/22/21

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 5/10/21

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 5/13/21

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 5/20/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #5 Base Salary of Position: \$43,390 (2019) Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 10827/J Murray Date of Vacancy: 04/12/21
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 4/5/21
 Human Resources Director has approved this form when initialed. JH/JE 4/5/2021

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 4/5/21

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 4/7/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennet F. Duvall Date 04/16/2021