

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 2, 2021

Committee Members: *Braymer, Geraghty, Driscoll, Conover and Magowan - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- 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 Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Update on terminations and exit interviews.
 - C) Request to revise County Policy regarding interns to allow for paid interns.
 - D) Request to revise County Policy regarding tuition reimbursement to allow for 100% reimbursement.
- 3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

Request to authorize a new contract with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Patrol and Patrol Officer candidate physical exam services.
- 4) **Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):**
 - A) Request to authorize a new contract with Spectrum Enterprise for Point-to-Point connection for the Department of Public Works Administration Building and the office of Employment and Training Administration.
 - B) Request to appropriate funds in the amount of \$4,091.81 from the Budget Code A.895.00, *Computer Reserve Fund*, to various departmental budgets for the purchase of computers and related software.
- 5) **Requests/Items to be Discussed by the County Attorney (Robert Terwilliger, Acting County Attorney):**

Litigation update - Executive Session.
- 6) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**
 - A) Resolution Tracking Report.
 - B) Request for a transfer of funds in the amount of \$50,000 from a funding source to be determined by the Finance Committee to cover the cost of autopsy/medical examiner fees for the remainder of 2021.
 - C) Discussion regarding reimbursement of Coroner's job-related out-of-pocket expenses.
- 7) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #4, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the position of Temporary HEAP Examiner #5, *Grade 6, Base Annual Salary \$33,614*, effective November 22, 2021.
- 8) **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 Investigative Sergeant #1, *Annual Salary \$84,503*, and delete the position of Investigative Sergeant, effective November 22, 2021.
 - B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Investigative Sergeant #2, *Annual Salary \$84,503*, and delete the position of Investigator #3, effective November 22, 2021.

Continued

9) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**

- A) Request to appoint Larry Elmen as County Attorney effective November 8, 2021 at an annual salary of \$144,449.
- B) Request to amend the Table of Organization and Salary Schedule for the County Attorney's Office as outlined in the resolution request form included in the agenda.
- C) Request to fill the position of County Attorney, *Annual Salary \$144,449*, due to resignation.
- D) Request to fill the position of Secretary to the County Attorney, *Annual Salary \$49,774*.
- E) Request to fill the vacant position of Special Assistant to the County Attorney, *Annual Salary \$49,774*.
- F) Request to authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to meet with the incoming County Attorney to negotiate, and then to authorize, additional vacation allowances, notwithstanding the amounts authorized in the Warren County out-of-Unit Employee Benefits Policy.
- G) 2022 Employee of the Month Program.

IV. **Pending Items:**

Personnel & Administration -

- 1. County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions. Update: Committee revisited request and asked County Treasurer to make this request to the CSEA negotiating team to consider re-presenting to the CSEA for their approval. (06.29.21)
- 2. Committee considered County Treasurer's suggestion for awarding additional vacation days to employees who worked on-site when County Buildings were closed due to the Coronavirus Pandemic; it was the consensus of the Committee for the County Administrator to work on a plan to award additional compensatory vacation days and present same at a future Committee meeting. (07.29.21)
- 3) The Committee requested that Mike Colvin, *Director, Information Technology*, prepare a synopsis of the alternative time keeping options for the County going forward to report on at a future Committee meeting. (09.30.21)
- 4) Mr. Colvin to return to Committee with an update regarding how the used Novatime clocks were operating and whether it was necessary to move forward with the purchase of five new ones. (09.30.21)

Higher Education - None.

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

- DPW***
- MEO (L) #26, *Grade 7, Base Annual Salary \$35,491*, due to retirement.
 - MEO (M) #14, *Grade 9, Base Annual Salary \$38,251*, due to promotion.

- Social Services***
- Caseworker #9, *Grade 16, Base Annual Salary \$45,831*.
 - Caseworker #29, *Grade 16, Base Annual Salary \$45,831*.
 - Caseworker #37, *Grade 16, Base Annual Salary \$45,831*.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2021 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2021	Countryside	Case Manager- Part Time (2630)	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	1/1/2021	Arbuco	\$ 43,390.00	\$ -	\$ -
1/1/2021	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	1/1/2021	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 (2646)	N/A	N	N/A	\$ 16,815.60	3/1/2021	Durkin	\$ 16,815.60	\$ -	\$ -
3/1/2021	Countryside	Senior Account Clerk (2647)	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 (2648)	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	5/10/2021	Inglee	\$ 36,214.00	\$ -	\$ (9,289.00)
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	6/7/2021	Daly	\$ 46,615.00	\$ 8,982.00	\$ -
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 (1552)	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 (2649)	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	7/19/2021	Gordon	\$ 35,491.00	\$ 1,891.00	\$ 724.00
3/4/2021	Buildings & Grounds	Cleaner #12 (2470)	Rawson	O	\$ 28,016.00	\$ 27,438.00	5/3/2021	Tabano	\$ 27,438.00	\$ -	\$ (578.00)
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	Fiscal Coordinator (1924, 2649)	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	7/6/2021	Reid	\$ 41,740.00	\$ -	\$ (11,094.00)
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 (2221)	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	5/28/2021	Chambers	\$ 46,222.00	\$ -	\$ -
5/1/2021	Public Works	Solid Waste/Recycling Compliance Coordinator (2650)	N/A	N	N/A	\$ 43,605.00	7/27/2021	Szabo	\$ 43,605.00	\$ -	
4/1/2021	Health Services	RPN #31 (1597)	Bogardus	RS	\$ 48,104.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
4/1/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
4/1/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				

2021 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
4/1/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
4/1/2021	Public Works	MEO (L) #6 (1259)	Bent	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Blydenburgh	\$ 33,600.00	\$ -	\$ (579.00)
4/1/2021	Public Works	MEO (L) #13 (1263)	Kennedy	PR	\$ 34,179.00	\$ 33,600.00	4/26/2021	Morehouse	\$ 42,036.00	\$ 8,436.00	\$ 7,857.00
4/1/2021	Public Works	MEO (L) #27 (2256)	Mitchell	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Hart	\$ 33,600.00	\$ -	\$ -
4/1/2021	Public Works	MEO (M) #12 (1228)	Morehouse	RS	\$ 42,335.00	\$ 36,214.00	4/12/2021	Rounds	\$ 36,793.00	\$ 579.00	\$ (5,542.00)
4/1/2021	Public Works	Construction Specialist I (2626)	N/A	N	N/A	\$ 65,566.00	vacant				
4/1/2021	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	5/3/2021	Monroe	\$ 73,670.00	\$ -	\$ -
4/1/2021	Emergency Services	Emergency Services Coordinator (1524)	Drexel	RS	\$ 60,274.00	\$ 48,995.00	5/28/2021	Rivers	\$ 48,995.00	\$ -	\$ (11,279.00)
4/1/2021	Office for the Aging	Aging Services Assistant- PT (2634)	N/A	N	N/A	\$ 14,667.00	3/1/2021	Cabana	\$ 14,667.00	\$ -	\$ -
4/1/2021	Sheriff	Investigative Sergeant (2597)	Lail	PR	\$ 78,519.00	\$ 78,519.00	3/29/2021	David	\$ 78,519.00	\$ -	\$ -
4/1/2021	Sheriff	Investigator #5 (1341)	David	PR	\$ 77,519.00	\$ 77,519.00	3/29/2021	Pound	\$ 77,519.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Lieutenant #1 (1342)	Stockdale	RT	\$ 101,802.00	\$ 101,802.00	3/29/2021	Lail	\$ 101,802.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Officer #42 (1407)	Ordway	PR	\$ 71,319.00	\$ 42,373.00	7/12/2021	Whitehouse	\$ 42,373.00	\$ -	\$ (28,946.00)
4/1/2021	Sheriff	Patrol Officer #37 (1348)	Pound	PR	\$ 71,319.00	\$ 42,373.00	7/12/2021	Squires	\$ 42,373.00	\$ -	\$ (28,946.00)
4/1/2021	Sheriff	Patrol Officer #65 (2619)	Baker II	O	\$ 48,121.00	\$ 42,373.00	7/12/2021	LaFarr	\$ 42,373.00	\$ -	\$ (5,748.00)
4/1/2021	Sheriff	Patrol Sergeant #4 (1366)	Webster	RT	\$ 78,519.00	\$ 78,519.00	3/29/2021	Ordway	\$ 78,519.00	\$ -	\$ -
4/1/2021	Sheriff	Patrol Sergeant #11 (1373)	Riley	RT	\$ 78,519.00	\$ 78,519.00	vacant				
4/1/2021	Social Services	Caseworker #15 (1665)	Cahill	RS	\$ 50,609.00	\$ 43,390.00	5/3/2021	Vachon	\$ 43,390.00	\$ -	\$ (7,219.00)
4/1/2021	Social Services	Social Welfare Examiner #21 (1729)	Palermo	PR	\$ 36,179.00	\$ 34,988.00	6/21/2021	Luzzi	\$ 36,802.00	\$ 1,814.00	\$ 623.00
5/24/2021	Health Services	El Service Coordinator (2651)	N/A	N	N/A	\$ 46,492.00	5/24/2021	Bellizi-Sharron	\$ 49,554.00	\$ 3,062.00	\$ -
5/24/2021	Sheriff	Patrol Officer- Part Time (2014)	N/A	N	N/A	\$20.3716/hour	vacant				
4/29/2021	Buildings & Grounds	Custodian (2620)	Cleveland	PR	\$ 31,824.00	\$ 31,824.00	5/10/2021	Hoss	\$ 31,824.00	\$ -	\$ -
4/29/2021	Buildings & Grounds	Cleaner #2 (2446)	Farmer	RS	\$ 28,984.00	\$ 27,438.00	6/7/2021	Barton	\$ 28,984.00	\$ 1,546.00	\$ -
4/29/2021	Countryside	Senior Aide #1 (2394)	Hall	RT	\$ 44,036.00	\$ 33,600.00	6/1/2021	Graves	\$ 43,536.00	\$ 9,936.00	\$ (500.00)
4/29/2021	Countryside	Institutional Aide #8 (1866)	Graves	RT	\$ 37,210.00	\$ 28,026.00	6/2/2021	Rosson	\$ 28,026.00	\$ -	\$ (9,184.00)
4/29/2021	Office for the Aging	Food Service Helper #2 (1939)	Skinner	RS	\$ 35,037.00	\$ 28,026.00	vacant				
4/29/2021	Public Works	HEO #11 (1230)	Perrone	RS	\$ 43,974.00	\$ 37,633.00	6/2/2021	Moffitt	\$ 39,541.00	\$ 1,908.00	\$ (4,433.00)
4/29/2021	Public Works	MEO (L) #2 (1239)	Menegon	RS	\$ 33,600.00	\$ 33,600.00	5/10/2021	Allen	\$ 33,600.00	\$ -	\$ -
4/29/2021	Public Works	MEO (L) #16 (1260)	Rounds	PR	\$ 34,179.00	\$ 33,600.00	7/26/2021	Huntley	\$ 35,491.00	\$ 1,891.00	\$ 1,312.00
5/22/2021	Sheriff	Patrol Officer #22 (1408)	Benson	RT	\$ 71,319.00	\$ 42,373.00	7/12/2021	Keehr	\$ 42,373.00	\$ -	\$ (28,946.00)
4/29/2021	Social Services	Caseworker #5 (1673)	Murray	RS	\$ 43,968.00	\$ 43,390.00	5/24/2021	Taylor	\$ 43,390.00	\$ -	\$ (578.00)
6/3/2021	District Attorney	Crime Victim Specilaist (2652)	Johr	RS	\$ 58,617.00	\$ 40,954.00	6/21/2021	Choppa	\$ 41,533.00	\$ 579.00	\$ (17,084.00)
6/3/2021	Office for the Aging	Services Assistant - OFA #1 (2653)	N/A	N	N/A	\$ 33,600.00	6/21/2021	McCarthy	\$ 35,365.00	\$ 1,765.00	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA #2 (2654)	N/A	N	N/A	\$ 33,600.00	7/14/2012	Coulter	\$ 33,600.00	\$ -	\$ -
6/3/2021	Office for the Aging	Services Assistant - OFA PT (2655)	N/A	N	N/A	\$ 16,800.00	6/21/2021	Cabana	\$ 16,800.00	\$ -	\$ -
6/3/2021	Countryside	Case Manager (2656)	N/A	N	N/A	\$ 44,384.00	7/5/2021	Darcy	\$ 46,182.00	\$ 1,798.00	\$ -
6/3/2021	District Attorney	6th Assistant District Attorney (1063)	Geburu		\$ 68,603.00	\$ 66,563.00	6/21/2021	Jones	\$ 66,563.00	\$ -	\$ (2,040.00)
6/3/2021	District Attorney	7th Assistant District Attorney (2421)	Jones		\$ 66,563.00	\$ 66,563.00	6/21/2021	Smith	\$ 66,563.00	\$ -	\$ -
6/3/2021	District Attorney	8th Assistant District Attorney (2589)	Smith		\$ 66,563.00	\$ 66,563.00	8/23/2021	Vondrak	\$ 66,563.00	\$ -	\$ -
6/3/2021	District Attorney	Legal Clerk #1 (2579)	Fox	RS	\$ 32,176.00	\$ 30,520.00	6/3/2021	Caviano	\$ 30,520.00	\$ -	\$ (1,656.00)
6/3/2021	District Attorney	Legal Clerk #2 (2580)	Choppa	PR	\$ 31,099.00	\$ 30,520.00	6/23/2021	DeFalco	\$ 30,520.00	\$ -	\$ (579.00)
6/3/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				
6/3/2021	Human Resources	HR Specialist (2468)	Howe	RS	\$ 49,774.00	\$ 46,222.00	7/19/2021	Baker	\$ 46,222.00	\$ -	\$ (3,552.00)
6/3/2021	Office for the Aging	Food Service Manager (1929)	Peters-Dashnaw	RS	\$ 26,623.00	\$ 29,333.00	6/7/2021	Medick	\$ 26,172.00	\$ (3,161.00)	\$ (451.00)
6/3/2021	Parks, Rec & Railroad	Building Maintenance Mechanic (2430)	Morehouse	RS	\$ 51,734.00	\$ 42,141.00	5/31/2021	Converse	\$ 49,172.00	\$ 7,031.00	\$ (2,562.00)
6/3/2021	Public Defender	Coordinating Assistant Public Defender (2588)	NA	N	N/A	\$ 94,475.00	vacant				
6/3/2021	Sheriff	Communications Officer #5 (1428)	Stortini	RS	\$ 50,060.00	\$ 41,740.00	7/7/2021	Grierson	\$ 41,740.00	\$ -	\$ (8,320.00)
6/3/2021	Social Services	Caseworker #13 (1679)	Raymond	RS	\$ 50,609.00	\$ 43,390.00	6/28/2021	Flower	\$ 43,390.00	\$ -	\$ (7,219.00)
6/3/2021	Social Services	Caseworker #34 (2407)	Clynes	RM	\$ 43,390.00	\$ 47,023.00	7/6/2021	Baker	\$ 53,457.00	\$ 6,434.00	\$ 10,067.00
6/3/2021	Treasurer	Accounting Technician #2 (2532)	Rothermel	RS	\$ 48,101.00	\$ 47,523.00	6/1/2021	Mandy	\$ 47,523.00	\$ -	\$ (578.00)

2021 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
6/29/2021	Public Defender	Coordinating Assistant Public Defender - PT (2657)	N/A	N	N/A		vacant				
6/29/2021	Public Defender	Assistant Public Defender - PT (2658)	N/A	N	N/A	\$ 44,454.00	7/19/2021	Ferguson	\$ 44,454.00	\$ -	\$ -
6/29/2021	Social Services	Caseworker - PT Temp (2659)	N/A	N	N/A	\$ 43,390.00	vacant				
6/29/2021	Social Services	Intake Clerk #8 (2660)	N/A	N	N/A	\$ 29,333.00	vacant				
6/29/2021	Social Services	Intake Clerk #9 (2661)	N/A	N	N/A	\$ 29,333.00	vacant				
6/29/2021	Buildings & Grounds	Cleaner #8 (2144)	Bessen	RS	\$ 28,984.00	\$ 27,438.00	8/17/2021	Santiago	\$ 28,982.00	\$ 1,544.00	\$ (2.00)
6/29/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
6/29/2021	Office for the Aging	Mealsite Cook #4 (35 hours/week) (1938)	Meddick	PR	\$ 24,513.00	\$ 27,438.00	8/16/2021	Seitz	\$ 25,359.00	\$ (2,079.00)	\$ 846.00
6/29/2021	Parks, Rec & Railroad	Building Maintenance Worker #8 (1184)	Converse	PR	\$ 39,324.00	\$ 36,414.00	7/19/2021	Tyrell	\$ 36,414.00	\$ -	\$ (2,910.00)
6/29/2021	Public Works	MEO (M) #23 (2193)	Moffitt	PR	\$ 38,072.00	\$ 36,214.00	7/5/2021	Barlow	\$ 40,214.00	\$ 4,000.00	\$ 2,142.00
6/29/2021	Public Works	MEO (M) #14 (1261)	Daly	PR	\$ 45,003.00	\$ 39,246.00	7/1/2021	Morehouse	\$ 47,535.00	\$ 8,289.00	\$ 2,532.00
6/29/2021	Social Services	Social Welfare Examiner #9 (1634)	Pechette	RT	\$ 44,111.00	\$ 34,988.00	8/2/2021	Moore	\$ 38,214.59	\$ 3,226.59	\$ (5,896.41)
6/29/2021	Social Services	Intake Clerk (1754)	Luzzi	PR	\$ 30,947.00	\$ 29,333.00	vacant				
7/29/2021	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 66,563.00	vacant				
7/29/2021	County Attorney	Legal Assistant #2 (1129)	Carbery	RS	\$ 45,000.00	\$ 49,091.00	6/14/2021	Morgan	\$ 49,091.00	\$ -	\$ 4,091.00
7/29/2021	Countryside	Cook #5 (2600)	Wood	RS	\$ 29,333.00	\$ 30,983.00	9/8/2021	Pagan	\$ 30,983.00	\$ -	\$ 1,650.00
7/29/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	vacant				
7/29/2021	Office of Emergency Services	County Fire Coordinator- Part Time (2644)	Ogden	RM	\$ 11,500.00	\$ 11,500.00	vacant				
7/29/2021	Probation	Probation Assistant (1313)	Iatauro	RT	\$ 44,902.00	\$ 35,491.00	vacant				
7/29/2021	Probation	Senior Probation Officer #4 (2387)	Murray	RT	\$ 64,537.00	\$ 52,345.00	vacant				
7/29/2021	Probation	Probation Officer Trainee	N/A	N	N/A	\$ 45,831.00	vacant				
7/29/2021	Public Defender	7th Assistant Public Defender (2419)	Fredette	RS	\$ 63,393.00	\$ 63,393.00	9/27/2021	Wodicka	\$ 63,393.00	\$ -	\$ -
7/29/2021	Public Works	Automotive Parts Shop Specialist (2246)	Congel	RS	\$ 48,035.00	\$ 38,251.00	9/20/2021	Monroe	\$ 38,251.00	\$ -	\$ (9,784.00)
7/29/2021	Public Works	MEO (L) #5 (1264)	Lamb	RS	\$ 36,102.00	\$ 35,491.00	8/23/2021	Bentley	\$ 35,491.00	\$ -	\$ (611.00)
7/29/2021	Public Works	MEO (L) #12 (1248)	Barlow	PR	\$ 35,365.00	\$ 35,491.00	8/23/2021	Augusta	\$ 35,491.00	\$ -	\$ 126.00
7/29/2021	Public Works	MEO (L) #13 (1263)	Morehouse	PR	\$ 42,036.00	\$ 35,491.00	8/23/2021	Cameron	\$ 35,491.00	\$ -	\$ (6,545.00)
7/29/2021	Public Works	Highway Construction Supervisor #4 (2393)	Ross	RT	\$ 47,959.00	\$ 41,003.00	8/16/2021	Daly	\$ 50,658.00	\$ 9,655.00	\$ 2,699.00
7/29/2021	Sheriff	Communications Officer #19 (2185)	Oswald	RS	\$ 52,834.00	\$ 41,740.00	7/8/2021	Viele	\$ 41,740.00	\$ -	\$ (11,094.00)
7/29/2021	Social Services	Senior Caseworker #3 (1681)	Flewelling	RS	\$ 54,186.00	\$ 49,108.00	8/2/2021	McKinney	\$ 52,343.00	\$ 3,235.00	\$ (1,843.00)
7/29/2021	Social Services	Caseworker #14 (1655)	McKinney	PR	\$ 48,891.00	\$ 45,831.00	8/29/2021	Vice	\$ 45,831.00	\$ -	\$ (3,060.00)
7/29/2021	Social Services	Caseworker #6 (1652)	Seigfreid	RS	\$ 48,891.00	\$ 45,831.00	8/9/2021	Achouatte	\$ 45,831.00	\$ -	\$ (3,060.00)
7/29/2021	Social Services	Staff Development Coordinator (	N/A	N	N/A	\$ 45,831.00	7/30/2021	Millis	\$ 56,137.00	\$ 10,306.00	\$ -
7/29/2021	Social Services	Caseworker #26 (1705)	Millis	PR	\$ 56,137.00	\$ 45,831.00	8/30/2021	Hall	\$ 45,831.00	\$ -	\$ (10,306.00)
7/29/2021	Treasurer	Senior Account Clerk #4 (1086)	Callanan	RS	\$ 33,600.00	\$ 33,600.00	8/16/2021	Mundell	\$ 45,402.00	\$ 11,802.00	\$ 11,802.00
9/1/2021	Public Defender	Legal Clerk #1 (2664)	N/A	N	N/A	\$ 32,237.00	vacant				
9/1/2021	Social Services	Caseworker #40 (2665)	N/A	N	N/A	\$ 45,831.00	vacant				
9/1/2021	Buildings & Grounds	Cleaner #6 (2143)	Lawrence	RS	\$ 29,593.00	\$ 28,892.00	9/7/2021	Klemple	\$ 28,982.00	\$ 90.00	\$ (611.00)
9/1/2021	Buildings & Grounds	Cleaner #12 (2470)	Clear	RS	\$ 28,892.00	\$ 28,892.00	8/30/2021	Tabano	28982	\$ 90.00	\$ 90.00
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	vacant				
9/1/2021	County Clerk	Recording Clerk #1 (1112)	Mundell	RS	\$ 45,402.00	\$ 35,491.00	10/18/2021	Bowen	\$ 35,491.00	\$ -	\$ (9,911.00)
9/1/2021	Countryside	Institutional Aide #3 - PT (2217)	Hanna		\$ 24,171.00	\$ 29,603.00	9/7/2021	Semon	\$ 23,682.38	\$ (5,920.62)	\$ (488.62)
9/1/2021	District Attorney	Legal Clerk #6 (2663)	N/A	N	N/A	\$ 32,237.00	9/7/2021	Christensen	\$ 32,237.00	\$ -	
9/1/2021	District Attorney	2nd Assistant District Attorney (1056)	Nealon	RS	\$ 85,394.00	\$ 85,394.00	9/20/2021	Smith	\$ 85,394.00	\$ -	\$ -
9/1/2021	District Attorney	3rd Assistant District Attorney (1059)	Smith	PR	\$ 85,394.00	\$ 85,394.00	9/20/2021	McCarty	\$ 85,394.00	\$ -	\$ -
9/1/2021	District Attorney	4th Assistant District Attorney (1060)	McCarty	PR	\$ 75,570.00	\$ 74,089.00	9/20/2021	Goldstein	\$ 74,089.00	\$ -	\$ (1,481.00)
9/1/2021	District Attorney	5th Assistant District Attorney (1062)	Goldstein	PR	\$ 74,089.00	\$ 69,891.00	9/20/2021	Jones	\$ 69,891.00	\$ -	\$ (4,198.00)
9/1/2021	District Attorney	6th Assistant District Attorney (1063)	Jones	PR	\$ 66,563.00	\$ 66,563.00	9/20/2021	Smith	\$ 66,563.00	\$ -	\$ -
9/1/2021	District Attorney	7th Assistant District Attorney (2421)	Smith	PR	\$ 66,563.00	\$ 66,563.00	9/20/2021	Vondrak	\$ 66,563.00	\$ -	\$ -
9/1/2021	District Attorney	8th Assistant District Attorney (2589)	Vondrak	PR	\$ 66,563.00	\$ 66,563.00	10/12/2021	Cosentino	\$ 66,563.00	\$ -	\$ -
9/1/2021	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 66,563.00	vacant				

2021 - NOTICE OF INTENT TO FILL TRACKING

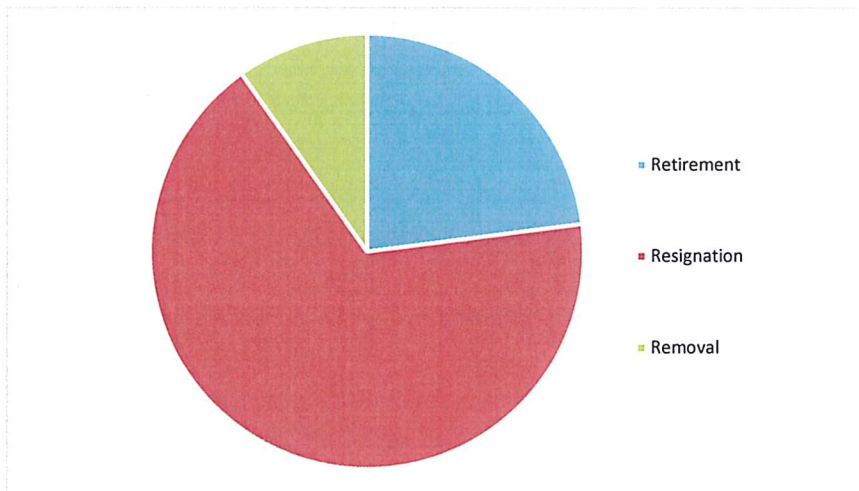
Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	Office for the Aging	Meal Site Cook #2 (1950)	Seitz	O	\$ 18,113.00	\$ 18,113.00	vacant				
9/1/2021	Office for the Aging	Meal Site Manager #1 (1928)	Hughes	RT	\$ 22,112.00	\$ 21,736.00	10/4/2021	Barrett	\$ 21,736.00	\$ -	\$ (376.00)
9/1/2021	Office for the Aging	Meal Site Manager #3 (1937)	Lewis	RT	\$ 26,653.00	\$ 14,491.00	vacant				
9/1/2021	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,113.00	\$ 18,113.00	vacant				
9/1/2021	Health Services	Public Health Nurse #35 (2250)	Swan	RS	\$ 54,286.00	\$ 53,675.00	vacant				
9/1/2021	Health Services	Public Health Nurse #8 (1546)	McAvey	RS	\$ 63,947.00	\$ 53,675.00	vacant				
9/1/2021	Public Works	HEO #14 (2186)	Daly	PR	\$ 49,238.00	\$ 39,751.00	9/27/2021	Morehouse	\$ 49,238.00	\$ 9,487.00	\$ -
9/1/2021	Public Works	MEO (L) #33 (2563)	VanGuilder	RS	\$ 36,723.00	\$ 35,491.00	9/8/2021	Binder	\$ 35,491.00	\$ -	\$ (1,232.00)
9/1/2021	Sheriff	STOP-DWI Coordinator (1522)	N/A	N	N/A	20.3716/hr	8/31/2021	Kelley	20.3716/hr		
9/1/2021	Sheriff	Patrol Sergeant #11 (1373)	Riley	RT	\$ 78,519.00	\$ 78,519.00	9/20/2021	Seeley	\$ 82,495.00	\$ 3,976.00	\$ 3,976.00
9/1/2021	Social Services	Caseworker #19 (1669)	Jones	RS	\$ 45,831.00	\$ 45,831.00	10/7/2021	Achouette	\$ 45,831.00	\$ -	\$ -
9/1/2021	Social Services	Caseworker #23 (1672)	Williams	RS	\$ 45,831.00	\$ 45,831.00	9/13/2021	Williams	\$ 46,442.00	\$ 611.00	\$ 611.00
9/1/2021	Social Services	Caseworker #31 (1677)	Ackerman	RS	\$ 47,243.00	\$ 45,831.00	9/28/2021	Hall	\$ 45,831.00	\$ -	\$ (1,412.00)
9/1/2021	Social Services	Caseworker #40 (2665)	N/A	N	N/A		vacant				
9/30/2021	Buildings & Grounds	Cleaner #2 (2446)	Barton	RS	\$ 28,982.00	\$ 28,982.00	10/12/2021	Root	\$ 28,982.00	\$ -	\$ -
9/30/2021	Countryside	Institutional Aide PT #18 (2629)	Semon	PR	\$ 29,603.00	\$ 29,603.00	vacant				
9/30/2021	District Attorney	Legal Clerk #5 (2585)	Cogdill	RS	\$ 32,848.00	\$ 32,237.00	vacant				
9/30/2021	Office for the Aging	Meal Site Cook #7 (1953)	Clark	RS	\$ 18,811.00	\$ 18,113.00	vacant				
9/30/2021	Public Health	Senior Account Clerk #2 (2399)	Baker	RS	\$ 44,902.00	\$ 35,491.00	vacant				
9/30/2021	Sheriff	Patrol Officer #TBD		PR		\$ 44,735.00	vacant				
9/30/2021	Social Services	Caseworker #35 (2408)	Williams	RS	\$ 46,442.00	\$ 45,831.00	10/4/2021	Davis	\$ 46,442.00	\$ 611.00	\$ -
								TOTALS	\$ 175,971.97	\$ (312,150.03)	

Warren County Department of Human Resources



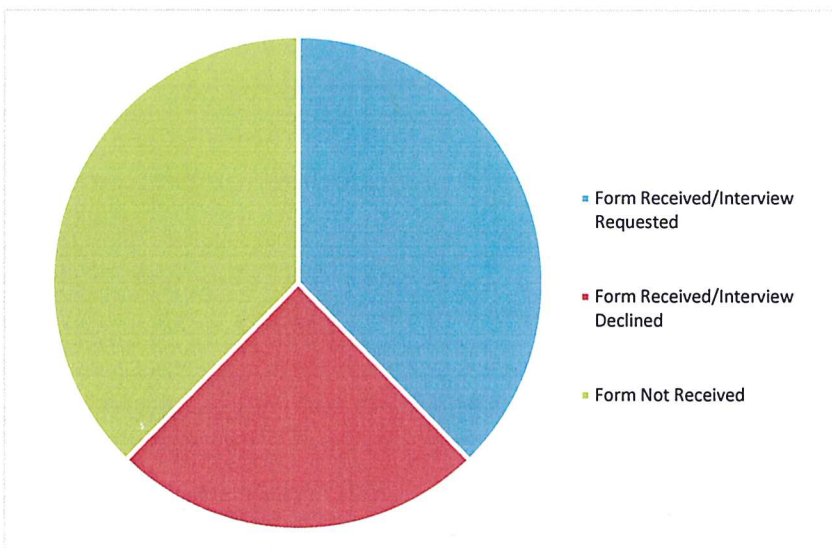
Separations through September 30, 2021

Retirement	14
Resignation	54
Removal	8
Total	76



Exit Interviews through September 30, 2021

Form Received/Interview Requested	30
Form Received/Interview Declined	19
Form Not Received	27



* updated to remove all employees from the Sheriff's department

Warren County Intern Policy

- (A) With prior County Administrator approval, any department within the County of Warren may establish a student intern position for students from ~~BOCES SUNY Adirondack, or other four and two year state owned and private colleges or universities,~~ **Warren County high schools, state agencies or any other public or private educational institutions,** which also includes allowances for the New York State Education Department's Career & Technical Education Career Exploration Internship Program which is a school-business partnership initiative providing high school students, age 14 and above with internship opportunities;
- (B) ~~Only~~ **Paid and** unpaid intern positions are authorized, **subject to appropriation;**
- (C) **Before a Department of the County may accept the services of an intern, the Department Head shall request and receive approval from the County Administrator and the Chair of the Board of Supervisors;**
- (D) In determining whether to approve a student intern position, the County Administrator **and the Chair of the Board of Supervisors** shall consider, among other things, the impact of the intern upon the ~~work-load~~ **workload** and functioning of the department and the effect on the County overall;
- (E) Student intern positions will only be established after an agreement and appropriate waivers have been executed by the affected student and/or college and/or university **and/or school** with said agreements to be in a form and covering the types of indemnities and insurance and waivers that are typically required when student intern positions are presently established in Warren County for colleges and/or universities **and/or schools;**
- (F) **Internship career path program utilizing multiple departments to be coordinated with the Chair of Higher Education and County Administrator are permissible;**

- (G) Warren County will ensure that there is a clear and accessible system to enable interns to claim out of pocket expenses that are pre-authorized by the County Department for which they intern. Reimbursement forms and instructions for claiming eligible expenses will be provided by the department as applicable;
- (H) All Agreements shall be executed by the Chairman of the Board of Supervisors and said agreements and waivers shall be in a form approved by the County Attorney

Recommended Change in Verbiage to Out Of Unit Policy (R398/2021)

G. Training programs.

County employees shall be allowed to take job related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employee for 50% of the cost for tuition and fees incidental to taking the course.

H. ~~G.~~ Job-related course benefit. Reimbursement to Employees for training, certification and credit-bearing course work.

~~1.~~ County employees who are not represented by a union or collective bargaining agreement, with the exception of elected officials, shall be allowed to take ~~job-related~~ **employment related training, certification (including non-credit bearing certification programs) and credit-bearing courses (collectively referred to as "course work")** that benefit Warren County ~~with the prior approval of the~~ **pursuant to the application and approval procedures adopted by the** County Board of Supervisors. Upon satisfactory completion of the course ~~work~~ with a "C" grade or better, the County shall reimburse the employee for ~~50%~~ **100%** of the cost for tuition, ~~books~~ and fees incidental- ~~related~~ **to taking the course work, subject to lifetime limits of \$10,000 for Full time employees, \$5,000 for Part time employees, \$2,500 for Less than Part Time employees and \$1,000 for Per Diem employees.** If an employee does not work for at least ~~18~~ **3** consecutive months after completing a ~~the~~ **course work** for which the County has reimbursed the employee ~~for 50% of the cost of tuition and fees,~~ the employee will refund the County the total amount paid by the County to the employee.

~~2.~~ Non-bargaining employees of the Sheriff's Office shall be allowed to take job-related courses with the prior approval of the County Board of Supervisors. Upon satisfactory completion of the course with a "C" grade or better, the County shall reimburse the employees for 50% of the cost of tuition and fees incidental to taking the course. If an employee does not work for at least 18 consecutive months after completing a course for which the County has reimbursed the employee for 50% of the cost of tuition and fees, the employee will refund the County the total amount paid by the County to the employee. ~~I.~~ Employee indemnification.

Warren County Board of Supervisors

RESOLUTION NO. ____ OF 2021

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

ESTABLISHING THE PROCEDURE FOR REIMBURSEMENT OF COSTS ASSOCIATED WITH EMPLOYMENT RELATED EDUCATIONAL/PROFESSIONAL TRAINING, CERTIFICATION (INCLUDING NON-CREDIT BEARING CERTIFICATIONS) AND CREDIT-BEARING COURSE WORK, THAT PROVIDES BENEFIT TO WARREN COUNTY.

WHEREAS, the Warren County Board of Supervisors desires to formally adopt a procedure for reimbursement of costs associated with Employment Related Educational/Professional Training, Certification (including non-credit bearing certification programs) and Credit-bearing course work (collectively referred to as “course work”) that provides benefit to Warren County, now therefore, be it

RESOLVED, that the Employment Related Educational/Professional course work reimbursement procedure is created to include the following terms and conditions:

- (1) Employees apply for reimbursement after successful completion of course work, with proof of payment and successful completion with “C” grade or better;
- (2) Reimbursement is net of financial assistance received by and reported by the individual (excluding loans) and subject to approval by County Auditor;
- (3) Applications shall be submitted to Department Head, Human Resources Director, Personnel Chair and County Administrator who will forward for inclusion on Personnel Agenda upon determination that the course work is employment related and benefits Warren County;
- (4) The Personnel Chair plus at least one of the following: Department Head, Human Resource Director or County Administrator must sign off for the request to be considered approved for reimbursement. Failure to meet this criteria will be communicated back to the employee who shall have the right to appeal the decision to the Personnel Committee;

*RESOLUTION No. ____ OF 2021**PAGE 2 OF 2*

(5) As needed, the Personnel Committee will forward a resolution to the Finance Committee for identification and appropriation of funding for all of the outstanding requests that have been approved pursuant to this procedure in accordance with County policies; and

(6) This procedure applies to course work that is completed after 1/1/2020.

Education Reimbursement Tracking									
Resolution			Employee				Course		
Number	Year	Board Meeting	Name	Status	Term Date	Title	Amount	Start Date	
77	2017	02/17/17	Missita	Jessica	A		Policing and Society	\$ 286.53	01/01/17 - 05/01/17
78	2017	02/17/17	Tlokinska-Scroggins	Maja	T	12/15/18	Fundamentals of Intermediate Accounting	\$ 378.18	01/01/17 - 05/01/17
331	2017	08/18/17	Stark	Monica	A		Intermediate Accounting and Cost Accounting -SUNY Plattsburgh	\$ 305.60	08/01/17 - 12/01/17
465	2017	11/17/17	Stark	Monica	A		Seminar in Professionalism (BUS388) and Precalculus (MAT102)	\$ 1,250.00	12/15/17 - 01/19/18
43	2018	02/16/18	Stark	Monica	A		Intermediate Accounting II, Accounting, Principles of Government and Non-Profit Finance	\$ 400.00	01/29/18 - 05/18/18
90	2018	02/19/18	Howe	Leah	A		Advanced Concepts of Nursing Practice Liberty University	\$ 695.00	03/26/18 - 05/18/18
221	2018	05/15/18	Stark	Monica	A		MAT 221 - Calculus for the Life, Management & Social Sciences I	\$ 500.00	07/16/18 - 08/25/18
521	2018	12/21/18	Stark	Monica	A		Auditing (ACC 402)	\$ 500.00	01/28/19 - 05/17/19
521	2018	12/21/18	Stark	Monica	A		Money and Banking (FIN 390)	\$ 500.00	01/07/19 - 01/25/19
80	2019	02/15/19	Monroe	Laura	A		NUR 305 Information Management and Patient Care Technologies	\$ 568.50	01/07/19 - 05/03/19
81	2019	02/15/19	Shah	Jignasha	A		Biology 270 (Anatomy & Physiology I with Laboratory works)	\$ 504.90	01/22/19 - 05/17/19
82	2019	02/15/19	Wright	Carrie	A		Intro to Public Admin	\$ 499.50	01/01/19 - 01/31/19
167	2019	04/19/19	Monroe	Laura	A		IDS 400 Diversity	\$ 463.00	03/04/19 - 04/22/19
237	2019	05/17/19	Shah	Jignasha	A		Anatomy and Physiology II	\$ 477.50	05/20/19 - 08/16/19
238	2019	05/17/19	Shah	Jignasha	A		EPI Principles of Public Health	\$ 750.00	05/28/19 - 08/20/19
239	2019	05/17/19	Monroe	Laura	A		Ethical and Legal Considerations	\$ 480.00	5/6/2019 - 06/30/19
357	2019	08/16/19	Shah	Jignasha	A		Basic Principles of Statistical Inference	\$ 846.70	08/26/19 - 12/09/19
358	2019	08/16/19	Monroe	Laura	A		NUR 440 Research and Evidenced Based Practice	\$ 513.48	07/01/19 - 08/19/19
359	2019	08/16/19	Stark	Monica	A		Advanced Accounting and Intro to Mathematical Modeling in Business	\$ 700.00	08/26/19 - 12/31/19
595	2019	12/20/19	Shah	Jignasha	A		HEPI 501 - Principles & Methods of Epidemiology at SUNY Albany School of Public Health	\$ 825.00	01/22/20 - 05/13/20
399	2021	09/17/21	VanAlen	Aleisha	A		Bus 102 Principals or Management and Mathematical Functions #108	\$ 705.50	09/08/21-12/23/21

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Civil Service

DATE: 10/26/21

- (a) Is this a Result of a Bid or Request for Proposal?
No
- (b) Purpose of Contract:
2022 Medical provider services for Police/Patrol Officer candidate medical exams
- (c) Name of Contractor:
Standard Medical Testing Services, a division of Mountain Medical Services
- (d) Address of Contractor: 597 Bay Road
Queensbury, New York 12804
- (e) Contractor's Contact Person and Telephone Number:
Merrie Lynn Towle, BSN 518-744-6560
- (f) Has or will the Contract be provided, if so, please attach:
See attached
- (g) Commencement Date of Contract:
January 1, 2022
- (h) Termination Date of Contract:
December 31, 2022
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
Per contract services schedule per candidate exam
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: OR Capital Project OR Capital Reserve Project Number, Title, and Amount:
A.1430.435

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

*as listed in budget and LOGOS



Contractual Agreement

This agreement is made between Standard Medical Testing Services, a division of Mountain Medical Services, located at 597 Bay Road, Queensbury, NY 12804 and with Warren County Civil Service having an address at 1340 State Route 9, Lake George, NY 12846.

This agreement shall be in effect from January 1, 2022 - Dec 31, 2022.

The responsibilities and obligations and liabilities shall survive the term of this agreement.

This agreement may be cancelled by either party after thirty days of written notification.

Both parties to this agreement are independent contractors, and nothing contained herein shall be construed to place the parties in the relationship of partners, joint venture, principal-agent or employer-employee, and neither party shall have the power to obligate or bind the other whatsoever beyond the terms of this agreement.

Standard Medical Testing Services, a division of Mountain Medical Services, will be compensated for its services as follows:

Audiogram	\$25.00
Chest X Ray, 1 View	\$85.00
X Ray Interpretation	\$25.00
Ekg	\$55.00
Physical Exam Complete, includes urine dip & Vision	\$100.00
PPD	\$35.00
Urine Drug Screens, 10 Panel	\$45.00

Observed Urine Collection	\$25.00
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In addition, should there be after hours, post accident testing/reasonable suspicion, there shall be a flat rate fee of \$120.00 per hour with a minimum two hour charge. Also there will be a mileage charge of 56.5 cents per mile applied.

Shy Bladder wait time is \$40.00 per hour after 5 pm closing time.

The fee for split specimen re-testing of positive specimens (including shipping, lab fees and chain of custody) shall be \$250.00.

The review of all Positive drug screens will be \$100.00, regardless of final outcome. This includes the MRO time for contacting physicians, donors and specialists whom the employee is being treated by.

Payment of invoices is expected within 30 days of receipt of invoice payable to Mountain Medical Services, PO BOX 13395, Belfast Maine, 04915. A late fee/interest fee of 1.5% monthly will be applied to outstanding invoices over 30 days old. We accept payment online at www.quickpayportal.com. Code is on Invoice.

Standard Medical Testing Services, a division of Mountain Medical Services attests that it will keep all information obtained from Warren County Civil Service for the purpose of testing confidential unless otherwise required to disclose said information by applicable law, regulation, or subsequent agreement.

The provisions of the Agreement shall be construed, interpreted and governed by the substantive laws of the state of New York, including all matters of construction, validity and performance.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed as of the day and year executed below:

Standard Medical Testing Services
Merrie Lynn Towle, BSN

Mountain Medical Services
Dr. Michael P. M. Pond, MD

Warren County Civil Service

Name: Merrie Lynn Towle, BSN
Title: Director of Occupational Medicine
Date: January 1, 2022

Name: _____
Title: _____
Date: _____

Please execute this agreement, retain the original, and forward a duplicate to Standard Medical Testing Services at 597 Bay Road, Queensbury, NY 12804

Standard Medical Testing Services
A division of Mountain Medical
Merrie Lynn Towle, BSN
597 Bay Road
Queensbury, NY 12804
518-744-6560
fax: 518-409-8441
www.standardmedicalsolutions.com
standardmedicalsolutions@gmail.com

Mountain Medical Services
Michael Pond, MD/MRO
1927 Saranac Avenue
Lake Placid, NY 12945
518-523-7575
FAX: 518-523-7577
www.mountainmedical.net

354 Broadway, Saranac Lake, NY 12983
2 Hospital Drive, Massena, NY 13662
3372 St. Rte. 11, Suite H, Malone, NY 12953

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE: November 2, 2021

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **Point-to-Point connection for DPW Admin Building and Employment and Training**
- (c) Name of Contractor: **Spectrum Enterprise**
- (d) Address of Contractor: **12405 Powerscourt Drive, St. Louis, MO 63131**
- (e) Contractor's Contact Person and Telephone Number: **Amanda Ginder, 518-640-8572**
- (f) Has or will the Contract be provided, if so, please attach: **Yes**
- (g) Commencement Date of Contract: **Upon Execution**
- (h) Termination Date of Contract: **Upon notice of either party**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **\$255/month plus taxes for DPW Admin connectin, \$255/month for E&T connection, \$510/month plus taxes for County connection**
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **monthly**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount: 1680 428, 1490 428**

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

*as listed in budget and LOGOS



SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information

Spectrum Enterprise 12405 Powerscourt Drive St. Louis, MO 63131	Contact: Amanda Ginder Telephone: 518-640-8572 Email: amanda.ginder@charter.com
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Customer Information

Customer Name WARREN COUNTY MUNICIPAL CENTER		Order # 12604411
Address 1340 STATE ROUTE 9 LAKE GEORGE NY 12845		
Telephone (518) 761-6407		Email: colvinm@warrencountyny.gov
Contact Name MichaelColvin	Telephone (518) 761-6407	Email: colvinm@warrencountyny.gov
Billing Address 1340 STATE ROUTE 9 LAKE GEORGE NY 12845		
Billing Contact Name Michael Colvin	Telephone (518) 761-6407	Email: colvinm@warrencountyny.gov

NEW AND REVISED SERVICES AT 1340 State Route 9 , Lake George NY 12845

Service Description	Contract Term	Quantity	Sales Price	Monthly Recurring Charges
EPL Intrastate 20 Mbps	60 Months	1	\$ 510.00	\$ 510.00
Ethernet EPL HUB		1	\$ 0.00	\$ 0.00
TOTAL*				\$510.00



1. **TOTAL FEES.** Total Monthly Recurring Charges and Total One-Time Charges are due in accordance with the monthly invoice.
2. **TAXES.** Prices for Services do not include taxes, surcharges, or other fees.
3. **NO UNTRUE STATEMENTS.** Customer represents and warrants to Spectrum that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Spectrum contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.
4. **SPECIAL TERMS.**

The Parties have caused their duly authorized representatives to execute this Service Order.

CUSTOMER SIGNATURE

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____



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SERVICE ORDER

THIS SERVICE ORDER ("Service Order"), is executed and effective upon the date of the signature set forth in the signature block below ("Effective Date") and is by and between Charter Communications Operating, LLC on behalf of those operating subsidiaries providing the Service(s) hereunder ("Spectrum") and Customer (as shown below) and is governed by and subject to the Spectrum Enterprise Commercial Terms of Service posted to the Spectrum Enterprise website, <https://enterprise.spectrum.com/> (or successor url) or, if applicable, an existing services agreement mutually executed by the parties (each, as appropriate, a "Service Agreement"). Except as specifically modified herein, all other terms and conditions of the Service Agreement shall remain unamended and in full force and effect.

Spectrum Enterprise Contact Information

Spectrum Enterprise
12405 Powerscourt Drive
St. Louis, MO 63131

Contact: Amanda Ginder
Telephone: 518-640-8572
Email: amanda.ginder@charter.com

Customer Information

Customer Name
WARREN COUNTY MUNICIPAL CENTER

Order #
12604411

Address
1340 STATE ROUTE 9 LAKE GEORGE NY 12845

Telephone
(518) 761-6407

Email:
colvinm@warrencountyny.gov

Contact Name
Michael Colvin

Telephone
(518) 761-6407

Email:
colvinm@warrencountyny.gov

Billing Address
1340 STATE ROUTE 9 LAKE GEORGE NY 12845

Billing Contact Name
Michael Colvin

Telephone
(518) 761-6407

Email:
colvinm@warrencountyny.gov

NEW AND REVISED SERVICES AT 1340 State Route 9 , Lake George NY 12845

Service Description	Contract Term	Quantity	Sales Price	Monthly Recurring Charges
EPL Intrastate 20 Mbps	60 Months	1	\$ 510.00	\$ 510.00
Ethernet EPL HUB		1	\$ 0.00	\$ 0.00
TOTAL*				\$510.00



1. **TOTAL FEES.** Total Monthly Recurring Charges and Total One-Time Charges are due in accordance with the monthly invoice.
2. **TAXES.** Prices for Services do not include taxes, surcharges, or other fees.
3. **NO UNTRUE STATEMENTS.** Customer represents and warrants to Spectrum that neither this Service Order, nor any other information, including without limitation, any schedules or drawings furnished to Spectrum contains any untrue or incorrect statement of material fact or omits or fails to state a material fact.
4. **SPECIAL TERMS.**

The Parties have caused their duly authorized representatives to execute this Service Order.

CUSTOMER SIGNATURE

Signature: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____



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RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Information Technology

DATE: November 2, 2021

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

(b) Details:

Information Technology	A.1680 220.1	\$1,368.07
Sheriff	A.3110 220.1	\$2,723.74

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

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

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

* as listed in budget and LOGOS

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR15	PROCLAMATION - PRETRIAL, PROBATION AND PAROLE SUPERVISION WEEK	
PR16	PROCLAMATION - WOMEN'S EQUALITY DAY	
PR17	PROCLAMATION - APPRECIATION TO SAM PARKER FOR ASSISTANCE WITH VACCINATION EFFORTS	
299	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	
300	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	
301	COUNTY FACILITIES (AIRPORT) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE FEDERAL AVIATION ADMINISTRATION/AIRPORT IMPROVEMENT PROGRAM FOR THE REIMBURSEMENT OF ELIGIBLE AIRPORT COSTS UNDER THE 2021 AMERICAN RESCUE PLAN ACT FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	APPLICATION EXECUTED
302	COUNTY FACILITIES (AIRPORT) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION FOR MULTI-MODEL FUNDS TO BE USED FOR TRANSPORTATION RELATED PROJECTS AT THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT	
303	COUNTY FACILITIES (AIRPORT) - AUTHORIZING DEDICATION OF THE DRIVEWAY AT THE MAIN ENTRANCE TO THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT AS "LOU TESSIER WAY"	
304	COUNTY FACILITIES (BUILDINGS & GROUNDS) - RESOLUTION AUTHORIZING CORNELL COOPERATIVE EXTENSION TO USE THE COUNTY OWNED TRAINING FACILITY FOR FAIR ACTIVITIES	

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
305	CRIMINAL JUSTICE (PROBATION) - AUTHORIZING AGREEMENTS WITH VARIOUS AGENCIES/INDIVIDUALS FOR A RE-ENTRY AMBASSADOR IN ASSOCIATION WITH THE Y-RECONNECTS GRANT	CONTRACTS WITH AMBASSADORS
306	CRIMINAL JUSTICE (PROBATION) - AUTHORIZING AGREEMENT WITH BIG BROTHERS AND BIG SISTERS OF THE SOUTHERN ADIRONDACKS TO PROVIDE CONSULTATION AND PARTICIPATION IN THE TRAININGS IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT	WAITING FOR INSURANCE
307	CRIMINAL JUSTICE (PROBATION) - AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION FOR PARENT PROGRAMMING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT	CONTRACT WITH COMPANY
308	CRIMINAL JUSTICE (PROBATION) - AUTHORIZING AGREEMENT WITH MEDIATION MATTERS FOR RESTORATIVE PRACTICES TRAINING IN ASSOCIATION WITH THE Y-RECONNECTS GRANT FOR THE PROBATION DEPARTMENT	CONTRACT WITH CHAIRWOMAN
309	CRIMINAL JUSTICE (PROBATION) - AUTHORIZING AGREEMENT WITH PROGRESSIVE PARENTING TO PROVIDE SUPPORT, EDUCATION, ADVOCACY AND MENTORING TO FAMILIES IN THE COMMUNITY FOR THE PROBATION DEPARTMENT	WAITING FOR INSURANCE
310	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR FUNDING FOR THE THIRD COUNSEL AT FIRST APPEARANCE GRANT FOR THE PUBLIC DEFENDER	WAITING FOR PAPERWORK FROM NYS
311	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE THIRD UPSTATE QUALITY IMPROVEMENT AND CASELOAD REDUCTION GRANT (C3RD652) FOR THE PUBLIC DEFENDER'S OFFICE	WAITING FOR PAPERWORK FROM NYS

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
312	ECONOMIC GROWTH & DEVELOPMENT - RATIFYING THE ACTIONS OF THE CHAIR OF THE BOARD IN SIGNING A LETTER SUPPORTING A NATIONAL TELECOMMUNICATIONS AND INFORMATION ADMINISTRATION (NTIA) BROADBAND APPLICATION	
313	ECONOMIC GROWTH & DEVELOPMENT - AMENDING RESOLUTION NO. 448 OF 2020, "AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE EXTENSION ASSOCIATION OF WARREN COUNTY FOR YOUTH CAMPING PROGRAM AT SKYE FARM CAMP", TO REMOVE LANGUAGE SPECIFYING THAT THE CAMPING PROGRAM IS LIMITED TO SKYE FARM CAMP	CONTRACT EXECUTED
314	ECONOMIC GROWTH & DEVELOPMENT (<i>EMPLOYMENT & TRAINING ADMINISTRATION</i>) - APPROVING WORKFORCE DEVELOPMENT BOARD (WDB) BUDGET FOR PROGRAM YEAR 2021-2022; AUTHORIZING MEMORANDUM OF UNDERSTANDING RELATING TO COST ALLOCATION PLAN WITH THE WDB AND OTHER AGENCIES	
315	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AUTHORIZING CONTINUATION OF AGREEMENT WITH LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD FOR THE COUNTY TO PROVIDE GIS AND MAPPING SERVICES NECESSARY TO COMPLETE ALL TASKS IN THE QUANTIFYING PHOSPHORUS REDUCTIONS FOR PROPOSED PROJECTS IN NY REDUCTION PLAN	CONTRACT EXECUTED
316	ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (<i>REAL PROPERTY TAX SERVICES</i>) - AUTHORIZING SEPARATE ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 AND AUTHORIZING THE TOWN OF QUEENSBURY TO PURSUE A STUDY, AT NO COST TO THE COUNTY, REGARDING THE VIABILITY OF USING THIS PARCEL AS A PARKING LOT FOR THE WARREN COUNTY BIKEWAY	
317	ETHICS FINANCIAL DISCLOSURE FORM REVIEW - ENACTING LOCAL LAW NO. 6 OF 2021, ENTITLED "A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, 'A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW'"	FILED WITH NYS DOS

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
318	GOVERNMENTAL OPERATIONS & ADVOCACY (BOARD OF ELECTIONS) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE EARLY VOTING EXPANSION GRANT PROGRAM	APPLICATION EXECUTED
319	GOVERNMENTAL OPERATIONS & ADVOCACY (BOARD OF ELECTIONS) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE BOARD OF ELECTIONS FOR THE TECHNOLOGY INNOVATION AND ELECTION RESOURCE (TIER) GRANT PROGRAM	APPLICATION EXECUTED
320	GOVERNMENTAL OPERATIONS & ADVOCACY (BOARD OF ELECTIONS) - RESOLUTION REQUESTING WARREN COUNTY BE EXEMPT FROM NEW YORK STATE SENATE BILL S.4306B AND NEW YORK STATE ASSEMBLY BILL A.5424 RELATED TO REQUIREMENTS FOR EARLY VOTING POLLING LOCATION IN THE LARGEST CITY IN THE COUNTY	
321	HEALTH SERVICES (HEALTH SERVICES) - AUTHORIZING CONTINUATION AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH AND HEALTH RESEARCH INSTITUTE FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS PLAN FUNDING	WAITING FOR PAPERWORK FROM HRI
322	HEALTH SERVICES (HEALTH SERVICES) - AUTHORIZING RENEWAL OF THE GRANT AGREEMENT WITH THE NEW YORK STATE DEPARTMENT OF HEALTH, BUREAU OF COMMUNITY ENVIRONMENTAL HEALTH AND FOOD PROTECTION FOR THE CHILDHOOD LEAD POISONING PREVENTION PROGRAM	WAITING FOR PAPERWORK FROM NYS
323	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - ACCEPTING DONATION OF A COMPROD ANTENNA FROM PAUL W. BURLETT TO BE USED WITH THE GORE MOUNTAIN AMATEUR RADIO REPEATER AND AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO SEND A LETTER OF APPRECIATION FOR SAID DONATION	

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
324	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 132 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP	OATHS OF OFFICE SENT; RESOLUTION FILED WITH THE COUNTY CLERK
325	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AMENDING RESOLUTION NO. 133 OF 2021, APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES, TO ADJUST MEMBERSHIP	OATHS OF OFFICE SENT; RESOLUTION FILED WITH THE COUNTY CLERK
326	PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR STATEWIDE POLICE TRAFFIC SERVICES PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME	
327	PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF HOMELAND SECURITY AND EMERGENCY SERVICES FOR PUBLIC SAFETY ANSWERING POINTS OPERATIONS PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME	
328	PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE STOP-DWI FOUNDATION FOR HIGH VISIBILITY ENGAGEMENT CAMPAIGNS FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME ON BEHALF OF THE WARREN COUNTY SHERIFF'S OFFICE	APPLICATION EXECUTED
329	PUBLIC SAFETY (<i>SHERIFF'S OFFICE</i>) - AUTHORIZING AGREEMENTS AND MEMORANDUMS OF UNDERSTANDING WITH VARIOUS AGENCIES/ DEPARTMENTS CONCERNING STOP-DWI PROGRAM - TRAFFIC SAFETY	CONTRACTS EXECUTED

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
330	PUBLIC WORKS (DPW) - AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE CORRESPONDENCE APPROVING JUST COMPENSATION AMOUNTS AND AUTHORIZING NEGOTIATIONS WITH PROPERTY OWNERS FOR LAND ACQUISITIONS RELATED TO CR 19 OLMSTEDVILLE ROAD RECONSTRUCTION PROJECT	CORRESPONDENCE EXECUTED
331	PUBLIC WORKS (DPW) - AWARDING BID AND AUTHORIZING AGREEMENT WITH CARVER CONSTRUCTION, INC. FOR CALL STREET (CR 32) CULVERT REPLACEMENT AT BENNIE BROOK, TOWN OF LAKE LUZERNE, WARREN COUNTY (WC 35-21)	CONTRACT EXECUTED
332	TOURISM & OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 229 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AWARD FUNDING TO NY SKI EDUCATIONAL FOUNDATION	CONTRACT EXECUTED
333	TOURISM & OCCUPANCY TAX COORDINATION - ADOPTING THE EVALUATION STRATEGY, GRADING CRITERIA AND SCORING SHEET FOR WARREN COUNTY OCCUPANCY TAX GRANT FUNDING	
334	TOURISM & OCCUPANCY TAX COORDINATION - ADOPTING THE OCCUPANCY TAX GRANT APPLICATION FOR CONVENTIONS, TRADE SHOWS AND EVENTS	
335	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	
336	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (CLERK OF THE BOARD) - AMENDING RESOLUTION NO. 216 OF 2020; APPROVING STANDARD WORK DAY AND TIME REPORTING RESOLUTION FOR ALL ELECTED AND APPOINTED OFFICIALS FOR RETIREMENT PURPOSES	

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
337	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING AGREEMENT WITH JAEGER & FLYNN ASSOCIATES, INC. TO ADMINISTER FLEXIBLE SPENDING ACCOUNTS OFFERED TO WARREN COUNTY EMPLOYEES	CONTRACT EXECUTED
338	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE A MEMORANDUM OF AGREEMENT BETWEEN THE COUNTY OF WARREN AND THE WARREN COUNTY POLICE BENEVOLENT ASSOCIATION ("PBA"), AND AUTHORIZING A NEW COLLECTIVE BARGAINING AGREEMENT BETWEEN WARREN COUNTY AND WARREN COUNTY POLICE BENEVOLENT ASSOCIATION FOR A TERM COMMENCING JANUARY 1, 2020 THROUGH DECEMBER 31, 2022	CONTRACT EXECUTED
339	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>HUMAN RESOURCES</i>) - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO EXECUTE A MEMORANDUM OF AGREEMENT WITH THE WARREN COUNTY SHERIFF'S EMPLOYEES' ALLIANCE	CONTRACT EXECUTED
340	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH AMERICAN WORKERS' COMPENSATION PRESCRIPTIONS, LLC DBA AWPRx FOR PHARMACY NETWORK VENDOR FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM (WC 34-21) FOR THE SELF-INSURANCE DEPARTMENT	CONTRACT EXECUTED
341	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH ONE CALL MEDICAL, INC. D/B/A ONE CALL FOR DIAGNOSTIC TESTING NETWORK VENDOR FOR SELF-INSURED WORKERS' COMPENSATION PROGRAM (WC 33-21) FOR THE SELF-INSURANCE DEPARTMENT	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
342	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (<i>SELF-INSURANCE</i>) - AUTHORIZING AGREEMENT WITH CARISK INTELLIGENT CLEARINGHOUSE, LLC FOR THE PURPOSE OF BECOMING THE SUBMISSION PARTNER TO SATISFY THE NEW WORKERS' COMPENSATION BOARD CMS-1500 INITIATIVE	CONTRACT EXECUTED
343	FINANCE (<i>AIRPORT</i>) - AMENDING RESOLUTION NO. 166 OF 2020, AMENDING AGREEMENT WITH HI-LITE AIRFIELD SERVICES TO PROVIDE AIRFIELD PAVEMENT MARKING PAINTING FOR THE WARREN COUNTY (FLOYD BENNETT MEMORIAL) AIRPORT, TO CORRECT THE LANGUAGE RELATING TO THE COST	CONTRACT EXECUTED
344	FINANCE (<i>DPW</i>) - INCREASING CAPITAL PROJECT NO. H385, CR 32 OVER BENNIE BROOK CULVERT REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2021	
345	FINANCE (<i>TREASURER</i>) - AMENDING RESOLUTION NO. 194 OF 2021, AUTHORIZING TRANSFER OF TOWN OF JOHNSBURG TAX MAP PARCEL NO. 30.-2-68 TO THE TOWN OF JOHNSBURG FOR HIGHWAY PURPOSES, TO REMOVE LANGUAGE RELATING TO FEES TO BE PAID BY THE TOWN OF JOHNSBURG AND REPLACE IT WITH LANGUAGE INDICATING THE PROPERTY TRANSFER WILL BE MADE AS A GIFT TO THE TOWN, AS WELL AS TO AUTHORIZE THE COUNTY TREASURER TO DELETE OUTSTANDING TAXES ON THE PARCEL	TRANSFER EXECUTED
346	FINANCE (<i>VETERANS' SERVICES</i>) - ADOPTING REVISED CREDIT CARD POLICY FOR WARREN COUNTY	
347	EXECUTIVE COMMITTEE (<i>COUNTY ATTORNEY</i>) - MAKING SUPPLEMENTAL APPROPRIATIONS	
348	EXECUTIVE COMMITTEE (<i>REAL PROPERTY TAX SERVICES</i>) - MAKING SUPPLEMENTAL APPROPRIATIONS	

RESOLUTION TRACKING REPORT
AUGUST 20, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
349	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - AUTHORIZING PAYMENT OF BACK WAGES, LESS TAXES AND OTHER LAWFUL DEDUCTIONS, TO A WARREN COUNTY EMPLOYEE	
350	EXECUTIVE COMMITTEE (REAL PROPERTY TAX SERVICES) - AUTHORIZING AGREEMENT WITH AUCTIONS INTERNATIONAL, INC. FOR PROFESSIONAL AUCTIONEER/BROKER TO CONDUCT ON-LINE PUBLIC AUCTION FOR TOWN OF QUEENSBURY TAX MAP PARCEL NO. 302.8-1-2 (275 BAY ROAD)	CONTRACT EXECUTED
351	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE AIRPORT BUDGET; AMENDING 2021 WARREN COUNTY BUDGET; AND AUTHORIZING PAYMENT TO FOREST ENTERPRISES MANAGEMENT, INC. RESOLUTION FAILED	RESOLUTION FAILED
352	EXECUTIVE COMMITTEE (COUNTY ATTORNEY) - ACCEPTING SETTLEMENT WITH REGARD TO OPIOID LITIGATION	SETTLEMENT EXECUTED

RESOLUTION NOS. 299 - 352 WERE DISTRIBUTED TO THE BOARD OF SUPERVISORS ON MONDAY, AUGUST 16, 2021 WHICH MET THE DISTRIBUTION DEADLINE SPECIFIED IN THE RULES OF THE BOARD

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds*****TO:** AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS**DEPARTMENT NAME:** Clerk of the Board**SIGNED:****DATE:** November 2, 2021

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
TBD		A.1185 435	Medical Examiner, Medical Fees	\$50,000.00

Please state reason for transfers requested:

2021 budget has been fully expended - additional monies are required for the remainder of 2021. Total expense is unknown and cannot be estimated.

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:**Please file original request with Clerk of the Board and retain copy for your records.**

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 10/18/21**

- (a) Title of Requested Position: **Temporary HEAP Social Welfare Examiner**
- (b) Annual Base Salary (and Grade if Applicable): **33,614**
- (c) Effective Date for New Position:* **11/22/21**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.06
 Title of Position: Temporary HEAP Examiner #4 Base Salary of Position: \$33,614 Grade: 6
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 Union ☒ Non-Union ☐
 This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other Creation 1 of 2
 Employee No./Last Name: _____ Date of Vacancy: 11/22/21
 Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
 Source of reimbursement: ☐ Federal _____ % ☒ State 100 % ☐ Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☒ Other TEMP
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Don 10/12/21
 Human Resources Director has approved this form when initialed. AD 10/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/12/21

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 10/14/21

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 Benn F. Dussall Date 10/18/21

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 10/18/21**

- (a) Title of Requested Position: **Temporary HEAP Social Welfare Examiner**
- (b) Annual Base Salary (and Grade if Applicable): **33,614**
- (c) Effective Date for New Position:* **11/22/21**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.06
 Title of Position: Temporary HEAP Examiner #5 Base Salary of Position: \$33,614 Grade: 6
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 Union ☒ Non-Union ☐
 This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other Creation 2 of 2
 Employee No./Last Name: _____ Date of Vacancy: 11/22/21
 Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☒ Yes ☐ No
 Source of reimbursement: ☐ Federal _____ % ☒ State 100 % ☐ Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☒ Other TEMP
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 10/12/21
 Human Resources Director has approved this form when initialed. AP 10/12/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/12/21

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 [Signature] Date 10/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature [Signature] Date 10/18/21



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

MICHAEL P. HEIN
Commissioner

BARBARA C. GUINN
Executive Deputy Commissioner

General Information System (GIS) Message

Section 1

Transmittal:	21 TA/DC065 Upstate and New York City
Date:	September 23, 2021
To:	Subscribers
Suggested Distribution:	Commissioners, HEAP Coordinators, TA Directors, SNAP Directors, Staff Development Coordinators
From:	Alison Maura, Director of Temporary Assistance and HEAP, Employment and Income Support Programs
Subject:	UPDATED 2020-2021/2021-2022 Home Energy Assistance Program (HEAP) Regular Arrears Supplement (RAS)
Effective Date:	September 22, 2021
Contact Information:	HEAP Bureau (518) 473-0332 or NYSHEAP@otda.ny.gov
Attachments:	Attachment 1 – Regular Arrears Supplement (RAS) Worksheet Attachment 2 – RAS Outreach Letter Template Attachment 3 – Revised 2020-2021 HEAP Manually Denied Applicant Report Attachment 4 – Revised 2021-2022 HEAP Manually Denied Applicant Report Tracking Tool

Section 2

The purpose of this GIS is to provide social services districts (districts) with updated information about the Home Energy Assistance Program (HEAP) Regular Arrears Supplement (RAS) benefit.

This directive eliminates the requirement that domestic electricity accounts be heat-related as previous stated in 21TA/DC065, released September 22, 2021.

RAS is a onetime benefit funded with the HEAP appropriation received under the *American Rescue Plan Act of 2021* (Public Law 117-2). This benefit will be available from September 22, 2021 through September 30, 2022 or until funding is exhausted, whichever occurs first.

RAS benefits are a Regular HEAP supplement available to assist HEAP eligible households who have electricity and/or gas account arrears as documented by their utility vendor. Only one RAS benefit per current electricity and/or gas account is permitted, and total RAS benefits must not exceed \$10,000 per applicant household.

Application and Eligibility Criteria:

All applicants must meet the requirements to receive a Regular HEAP benefit as outlined in 20-LCM-11, the HEAP Manual and the forthcoming 2021-2022 Local Commissioner Memorandum (LCM), and must

have past-due utility arrears and be in active collections, or otherwise facing disconnection or termination of service on their current gas and/or electricity utility account(s) at the time of application for RAS.

The application for RAS is the HEAP Application (LDSS-3421), which is to be used in conjunction with the RAS Worksheet (Attachment 1). The RAS Worksheet is for district use only and must be completed by the certifier. The RAS Worksheet is not available for ordering and must be reproduced locally. A completed copy must be retained in the case file.

Households who received a Regular benefit in any amount through the application or Autopay processes, currently have an open HEAP, TA or SNAP case, and have not moved since receiving their Regular benefit do not need to complete a new HEAP Application and may apply using only the RAS Worksheet. These applicants may apply by phone or in person.

Applicants who did not receive a Regular benefit, have moved since receiving their benefit, or whose TA or SNAP case has closed since receiving their Regular benefit must apply using both the HEAP Application (LDSS-3421) and RAS Worksheet. Districts must write "RAS" on page one of the HEAP Application (LDSS-3421) upon receipt. An interview for these applicants is required. The requirement for in-person interviews is currently waived due to COVID-19. Applicants who apply using both forms may complete the RAS Worksheet by phone or in person, and the HEAP Application (LDSS-3421) may be submitted by mail or in person. Applications for RAS benefits may not be submitted online via myBenefits.

The applicant must be the customer of record for the electricity and/or gas account(s), or must document that they pay the utility vendor(s) directly for the bill(s). This must be verified and documented on the RAS Worksheet. Domestic electricity utility accounts may qualify for a RAS benefit.

There is no resource test for the RAS benefit.

District Initiated Benefits:

A district specific spreadsheet will be sent to HEAP Coordinators under a separate cover indicating recipients of HEAP Regular benefits during the 2020-2021 program year who have been identified by their utility company as having electricity and/or gas arrears. Districts are instructed to assess these recipient households for RAS benefits by verifying the household's current electricity and/or gas account status.

Districts must complete the RAS Worksheet on behalf of the recipient household for which a RAS benefit is issued. Client interviews are not required for recipient households on this list whose eligibility for RAS can be determined using the utility web tool or collateral contact with the electricity and/or gas utility vendor.

If the district is unable to certify the eligibility for RAS for any households on this list (i.e. the electricity and/or gas account is not active, the address has changed since receipt of their most recent HEAP benefit) districts must mail the household a letter to contact the district. A RAS outreach letter template for district use can be found in Attachment 2. This template may be edited as necessary and placed on district letterhead for local reproduction. No district action is required for recipient households on this list whose current arrears are \$0.

Benefits authorized to recipient households contained on the district specific spreadsheet must be authorized as 2020-2021 payment in accordance with WMS-CNS Coordinator Guidance WMS Implications for the 2021-2022 HEAP Program Year, dated August 3, 2021.

RAS Benefit Amount:

The amount of the RAS benefit must equal the current electricity and/or gas amount owed by the household, but must not exceed \$10,000 per household.

All electric and/or gas arrears must be verified on the date of application processing using a utility webtool and/or collateral contact with the vendor and must be documented on the RAS Worksheet.

Only one RAS benefit per current electricity and/or gas account is permitted. This benefit may not be accessed more than once for each current electric and/or gas account. Arrears that have already been paid by the applicant or any other party do not qualify for payment under RAS.

RAS payments must be guaranteed as Regular benefits to the electricity and/or gas utility company using the vendor's utility website or by sending the HEAP Guarantee of Payment Letter (LDSS-5000).

Systems Implications:

HEAP RAS payments are authorized by districts through the Welfare Management System (WMS) or myWorkspace using payment type J9 "HEAP Additional Benefit". These payments must be issued on a Case Type 60 (HEAP only) or an appropriate TA or SNAP case type. Payments on closed cases are not permitted. Benefits greater than \$9999 must be split into two separate payments to accommodate the length of the payment amount field.

An ABEL budget must be stored. Special Claiming Code H – "HEAP Prevention" is required for all RAS payments. This payment type does not require the payment amount to match the benefit amount on the stored ABEL budget. The first and second occurrences may be used on screen 6 in WMS, or in the Vendor Information section under the Payment/Budget Tab of myWorkspace, when issuing benefits to more than one utility vendor. The first occurrence must be used for all primary heat account payments, and the second occurrence must be used for all domestic electric utility payments.

Processing Timeframes and Client Notification:

The application date is the date that the HEAP Application (LDSS-3421) is received by the district or the date that the RAS Worksheet is completed by the district, if a HEAP Application (LDSS-3421) is not required.

The district must determine an applicant's eligibility for RAS benefits within 30 business days from the date of application. Applications for RAS benefits may be pended for missing or additional documentation for up to 10 business days if necessary. If the applicant fails to provide the requested documentation by the due date, the application must be denied, and the applicant must be provided with a timely notice of eligibility decision.

A supervisory review must be completed for all approved and denied applications for RAS benefits. Districts with an approved HEAP specific Case Supervisory Review (CSR) plan on file with OTDA may review a targeted sample of applications.

Applicants must be provided an appropriate notice of the eligibility decision no later than 30 business days from the RAS application date. A copy of all notices must be retained in the case record.

Manual notices must be used for the approval and denial of RAS when CNS is not available. All manual RAS denials that are denied using WMS denial code Y99 must be reported on the HEAP Denied Applicant Report under RAS. A revised 2020-2021 HEAP Manually Denied Applicant Report may be found in Attachment 3, and a revised 2021-2022 HEAP Manually Denied Applicant Report Tracking Tool may be found in Attachment 4.

Additional Guidance to Districts and Vendors:

Districts must continue to submit their HEAP Pending Case Report in eReports on a weekly basis, as outlined in 20-LCM-11. Applications for RAS benefits must be reported under Regular HEAP, item 2 "Number of regular supplemental benefit applications received but not yet processed on WMS."

The HEAP Bureau has scheduled two Webex meetings to provide technical assistance to districts with the implementation of RAS. Representatives from OTDA's HEAP Bureau will be available for questions

related to the program administration. Information regarding the Webex meetings will be forthcoming under separate cover.

Additional guidance will also be provided to participating electric and gas utility vendors. Districts will be invited under separate cover to attend these meetings.

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

DEPARTMENT NAME: Sheriff

DATE: October 18, 2021

- (a) **Title of Requested Position:** Investigative Sergeant #1
- (b) **Annual Base Salary (and Grade of Applicable):** \$84,503
- (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):**

Investigative Sergeant

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

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (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:** 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: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigative Sergeant #1 Base Salary of Position: \$84,503 \$82,495 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☒ Promotion ☐ Other
Employee No./Last Name: 9116/Lail Date of Vacancy: March 29, 2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☒ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☐ Other _____

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Ray 10/19/21

Human Resources Director has approved this form when initialed. 10/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thornd Date 10/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety

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

Ranking Committee Member Signature [Signature] Date 1/2/2021

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

DEPARTMENT NAME: Sheriff

DATE: October 18, 2021

- (a) **Title of Requested Position:** Investigative Sergeant #2
- (b) **Annual Base Salary (and Grade of Applicable):** \$84,503
- (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):**

Investigator #3

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

A.3110 110 General Sheriff's Law Enforcement - Salaries - Regular

- (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:** 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: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigative Sergeant #2 Base Salary of Position: \$84,503 \$82,495 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: N/A (Reclassification) Date of Vacancy: October 2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☒ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☐ Other _____

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Done 10/19/21

Human Resources Director has approved this form when initialed. 10/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 10/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety

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

Ranking Committee Member Signature [Signature] Date 11/2/21

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

APPOINTING LARRY ELMEN AS WARREN COUNTY ATTORNEY

RESOLVED, that by a majority vote, the Warren County Board of Supervisors hereby authorizes the filling of the position of Warren County Attorney, and be it further

RESOLVED, that Larry Elmen, Attorney at Law, and a resident of Warren County, be and hereby is, appointed as County Attorney effective November 8, 2021 and continuing for the term of office to which the majority of the members of the current Board of Supervisors were elected, which shall expire December 31, 2021, at an annual salary of \$144,449.

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2021 are hereby amended as follows:

COUNTY ATTORNEY

Increasing Salary from:

A.1420 110

TITLE:

County Attorney

EFFECTIVE DATE

November 8, 2021

BASE ANNUAL SALARY

\$121,077

Increasing Salary to:

A.1420 110

TITLE:

County Attorney

EFFECTIVE DATE

November 8, 2021

BASE ANNUAL SALARY

\$144,449

Increasing Salary from:

A.1420 110

TITLE:

Secretary to the County Attorney

EFFECTIVE DATE

November 15, 2021

BASE ANNUAL SALARY

\$47,608

Increasing Salary to:

A.1420 110

TITLE:

Secretary to the County Attorney

EFFECTIVE DATE

November 15, 2021

BASE ANNUAL SALARY

\$49,774

Creating Position of:

A.1420 110

TITLE:

Special Assistant to the County Attorney

Temporary position - 12 months

EFFECTIVE DATE

November 15, 2021

BASE ANNUAL SALARY

\$49,774

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: County Attorney Payroll Dept. No: 16.00
Title of Position: County Attorney Base Salary of Position: 144,449 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1420 110 Salaries/Regular Union ☐ Non-Union ☒
This position is vacated due to: ☐ Retirement ☒ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 12903 - Mary Kissane Date of Vacancy: 05/01/2021
Is this position mandated? ☒ Yes ☐ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☒ Other EXEMPT
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. Rev 10/26/21
Human Resources Director has approved this form when initialed. 10/27/21

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 10/27/21

BUDGET OFFICER COMPLETES THIS SECTION

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

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration & Higher Education
☒ 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 Claudia Braymer Date 11/2/2021

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Attorney Payroll Dept. No: 16.00
Title of Position: Secretary to County Attorney Base Salary of Position: 49,774 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1420 110 Salaries/Regular Union ☐ Non-Union ☒
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: 13263 - Amy Turcotte Date of Vacancy: 11/14/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☒ Other EXEMPT
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 10/26/21
Human Resources Director has approved this form when initialed. 10/27/21

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 10/27/21

BUDGET OFFICER COMPLETES THIS SECTION

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

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration & Higher Education
☒ 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 Claudia Baymer Date 11/2/2021

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: County Attorney Payroll Dept. No: 16.00
Title of Position: Special Assistant to the County Attorney Base Salary of Position: 49,774 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.1420 130 Salaries/Part Time Union ☐ Non-Union ☒
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
Employee No./Last Name: _____ Date of Vacancy: _____
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☐ Non-Competitive ☒ Other TEMP
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 10/24/21
Human Resources Director has approved this form when initialed. 10/27/21

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 10/27/21

BUDGET OFFICER COMPLETES THIS SECTION

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

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel, Administration & Higher Education
☒ 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 Claudia Braymer Date 11/2/2021

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

AUTHORIZING THE CHAIR OF THE PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AND THE COUNTY ADMINISTRATOR TO NEGOTIATE AND AWARD VACATION LEAVE ALLOWANCES FOR THE INCOMING COUNTY ATTORNEY AND SECRETARY TO THE COUNTY ATTORNEY

WHEREAS, the Warren County out-of-Unit Employee Benefits Policy makes certain determinations as to the amount of vacation leave time granted to out-of-Unit employees, and

WHEREAS, for the purposes of recruitment of the incoming County Attorney and Secretary to the County Attorney, it may be advantageous to negotiate and authorize additional vacation allowances notwithstanding the amounts authorized in the Warren County out-of-Unit Employee Benefits Policy, and

WHEREAS, the Personnel, Administration & Higher Education Committee has recommended allowing the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to meet with the incoming County Attorney to negotiate, and then to authorize, additional vacation allowances, notwithstanding the amounts authorized in the Warren County out-of-Unit Employee Benefits Policy, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors does hereby authorize the Chair of the Personnel, Administration & Higher Education Committee and the County Administrator to meet with the incoming County Attorney to negotiate, and then to authorize, such additional vacation allowances notwithstanding the amounts authorized in the Warren County out-of-Unit Employee Benefits Policy.

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) #26 Base Salary of Position: \$35,491 Grade: 7
Filling at Step # (If Known): _____
Budget code and title: D.5110 MEO (L) #26 Union ☒ Non-Union ☐
This position is vacated due to: ☒ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☐ Other
Employee No./Last Name: 5804/HAYES Date of Vacancy: 09/30/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☒ Non-Competitive ☐ Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 10/11/21
Human Resources Director has approved this form when initialed. _____

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 10/12/21

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 10/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature Verbally approved by Date 10/20/21

R. Conner [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #14 Base Salary of Position: \$38,251 Grade: 9
Filling at Step # (If Known): _____
Budget code and title: D.5110 County Roads.Maintenance of Roads Union ☒ Non-Union ☐
This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☒ Promotion ☐ Other
Employee No./Last Name: #11265/ Morehouse Date of Vacancy: 09/27/2021
Is this position mandated? ☐ Yes ☒ No Is the position reimbursable? ☐ Yes ☒ No
Source of reimbursement: ☐ Federal _____% ☐ State _____% ☐ Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

☐ Competitive-active eligible list ☐ Competitive-no list (*hiring would be provisional*) ☒ Non-Competitive ☐ Other _____

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

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

Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/12/21

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 10/14/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

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

Ranking Committee Member Signature Verbally approved by R. Conner Date 10/20/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #9 Base Salary of Position: 45,831 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 Union ☒ Non-Union ☐
 This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
 Employee No./Last Name: 13273/Vice Date of Vacancy: 08/29/21
 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. PO 10/15/21

Human Resources Director has approved this form when initialed. 10/15/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/6/21

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 _____

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 Bennett P. Dussally Date 10/18/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #29 Base Salary of Position: 45,831 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 Union ☒ Non-Union ☐
 This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
 Employee No./Last Name: 9791/Chapman Date of Vacancy: 08/29/21
 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. 10/5/21
 Human Resources Director has approved this form when initialed. 10/5/21

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 10/6/21

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 10/14/21

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. Dussall Date 10/18/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #37 Base Salary of Position: 45,831 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: Salaries-Regular A6010 110 Union ☒ Non-Union ☐
 This position is vacated due to: ☐ Retirement ☐ Resignation ☐ Termination ☐ Promotion ☒ Other
 Employee No./Last Name: _____ Date of Vacancy: 10/29/21
 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. 10/10/21
 Human Resources Director has approved this form when initialed. 10/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 10/8/21

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 10/14/21

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 Bennett P. Dussault Date 10/18/21