

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
DECEMBER 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.
- 3) Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):

Request to amend the 2022 Table of Organization and Salary Schedule to increase the salary of Civil Service Assistant from \$39,973 to \$43,045 to reflect the correct years of service the individual in the position has with the County.
- 4) Requests/Items to be Discussed by the Director of Information Technology (Michael Colvin, Director):

Request to extend the existing contract for three years with Windstream Enterprise in order to be eligible to receive a credit of \$6,746.08.
- 5) Request/Items to be Discussed by the Self Insurance Administrator (Amy Clute, Self-Insurance Administrator):
 - A) Request to authorize renewal of 2022 Property & Casualty Insurance.
 - B) Request to authorize the Self-Insurance Administrator to serve as the Treasurer of the New York State Association of Self-Insured Counties from January 1, 2022 to December 31, 2023.
 - C) Request to authorize the Self-Insurance Administrator to serve as President of the Empire State Safety Association from January 1, 2022 to December 31, 2023.
 - D) Request to authorize a contract with Bill Lindloff of Pro CUTS for Chainsaw Safety Training for a term commencing January 1, 2022 and terminating December 31, 2022.
- 6) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):
 - A) Request for a new contract with RELX d/b/a LexisNexis for a term commencing January 1, 2022 and terminating December 31, 2024.
 - B) Litigation update - Executive Session.
- 7) Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):
 - A) Resolution Tracking Report.
 - B) Request to fill the vacant position of 2nd Deputy Clerk due to creation effective January 1, 2022.
- 8) Referrals from the Economic Growth & Development Committee (Chaired by Supervisor Hogan):

Employment & Training Administration (Liza Ochsendorf, Director, Employment & Training Administration) -

 - A) Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Employment & Training Counselor II, #1, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.
 - B) Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Employment & Training Counselor II, #2, *Grade 12, Base Annual Salary \$41,003*, and delete the position of Employment & Training Counselor, effective December 20, 2021.
- 9) Referrals from the Governmental Operations & Advocacy Committee (Chaired by Supervisor Beaty):

County Clerk (Pam Vogel, County Clerk) -

Request to amend the Table of Organization & Salary Schedule to create and fill the new position of Legal Recording Clerk #2, *Grade 7, Base Annual Salary \$35,491*, and delete the position of Recording Clerk #2, *Grade 7, Base Annual Salary \$42,477*, effective December 20, 2021.

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

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

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Meal Site Cook # Cedars, *Grade 2, Base Annual Salary \$21,736 (30hr/week)*, and delete the position of Meal Site Manager #5, *Grade 2, Base Annual Salary \$18,113 (25 hours/week)*, effective December 20, 2021. *Note: The request is contingent upon approval by the Health Services Committee.*
- B) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Services Assistant - Office for the Aging #3, *Grade 7, Base Annual Salary \$33,600*, effective December 20, 2021. *Note: The request is contingent upon approval by the Health Services Committee.*

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

- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Public Health Educator #2, *Grade 14, Base Annual Salary \$44,384*, effective January 1, 2022. *Note: The request is contingent upon approval by the Health Services Committee.*
- D) Request to amend the Table of Organization and Salary Schedule to create the new position of Registered Professional Nurse #TBA, *Grade 19, Base Annual Salary \$51,502*, effective January 1, 2022. *Note: The request is contingent upon approval by the Health Services Committee.*

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

Sheriff (James LaFarr, Sheriff) -

- A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Patrol Officer #6, *Annual Salary \$44,735*, and delete the position of Civil Law Enforcement Officer #2, *Annual Salary \$68,929*, effective December 20, 2021.
- B) Request to amend the Table of Organization and to change the title of School Resource Officer to Special Patrol Officer effective December 20, 2021.
- C) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Undersheriff from \$35,000 to \$114,514, effective January 1, 2022. *Note: This request did not go before Committee for approval.*

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

- A) On behalf of Public Health - Request to amend Resolution Nos. 156 of 2020 and 490 of 2020 which created the Public Health Assistant Per Diem and Public Health Assistant Disease Control Per Diem positions to remove the verbiage (*Up to Ten (10) Per Diem Positions*) to allow the Health Services Department to hire additional Public Health Assistants to meet the workload needs while retaining trained existing Public Health Assistants on staff.
- B) Request to amend the Table of Organization and Salary Schedule for 2022 to increase the salaries of the County Attorney from \$124,709 to \$148,783 and to create and fill the position of Special Assistant to the County Attorney, *Annual Salary \$51,268*, effective January 1, 2022.
- C) Discussion concerning payout of time off earned by certain positions within the Public Health Department in 2020 and 2021 as a result of not being able to take time off due to the pandemic. (At their November 30th meeting the ARPA Committee endorsed making these payments which may be eligible for reimbursement under).

- 13) Request to amend the Table of Organization and Salary Schedule for 2022 to de-fund the positions of Majority Leader, Minority Leader and Chair of the Board.

IV. Pending Items:

- 1) County Treasurer requested to remove the Payroll Supervisor and Payroll Technician from the CSEA Union, and increase salaries for both positions; Committee tabled request pending further discussion. (06.06.19) 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) 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) Update: Mr. Colvin is working with the Human Resources Director to determine whether to utilize the \$17,000 allocation to move forward with purchasing new Novatime clocks or rent them. (11.02.21)
- 3) Additional work to be done to present for consideration a formalized policy for the Employee of the Month Program at a future Committee meeting. (11.02.21)

Higher Education - None.

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

- Countryside Adult Home* - Institutional Aide #3 - Part-Time, Grade 3, Base Annual Salary \$26,682.38, due to termination.
- County Clerk* - Legal Recording Clerk, Grade 7, Base Annual Salary \$35,491, extending prior authorization.
- DPW* - MEO (M) #2, Grade 9, Base Annual Salary \$38,521.
- Health Services* - Registered Professional Nurse #22, Grade 19, Base Annual Salary \$51,502, extending prior authorization.
- Registered Professional Nurse #32, Grade 19, Base Annual Salary \$51,502, extending prior authorization.
- Registered Professional Nurse #37, Grade 19, Base Annual Salary \$51,502, extending prior authorization.
- Senior Account Clerk #1, Grade 7, Base Annual Salary \$36,414, extending prior authorization.
- WIC Assistant, Grade 5, Base Annual Salary \$33,076, extending prior authorization.
- PT Infant Feeding Advocate no to exceed 20 hrs/week, Grade 3, Base Annual Salary \$15,186, extending prior authorization.
- Medical Records Coder PT 24-26 hrs/wk, Grade 10, Base Annual Salary \$24,471, extending prior authorization.
- Registered Professional Nurse #40, Grade 19, Base Annual Salary \$51,502, extending prior authorization.
- Registered Professional Nurse #TBA Grade 19, Base Annual Salary \$51,502, due to creation.
- PH Program Manager, Grade 21, Base Annual Salary \$55,070, due to promotion.
- PH Health Educator #1, Grade 14, Base Annual Salary \$44,384, due to creation.
- PH Health Educator #2, Grade 14, Base Annual Salary \$44,384, due to creation.
- Per Diem EI Service Coord. #2, Grade 18, Base Annual Salary \$12,594, due to creation.
- Therapy Program Adm. - PH, Annual Salary \$65,566, due to creation.
- Sheriff* - Patrol Officer #8, Annual Salary \$44,735.
- Patrol Officer #10, Annual Salary \$44,735.
- Patrol Officer #15, Annual Salary \$44,735.
- Patrol Officer #18, Annual Salary \$44,735.
- Patrol Officer #4, Annual Salary \$44,735.
- Investigator #6, Annual Salary \$83,503, due to retirement.
- Patrol Officer #TBD, Annual Salary \$44,735, due to promotion.
- Social Services* - Caseworker #TBD, Grade 16, Base Annual Salary \$47,023, due to promotion.
- Caseworker #TBD, Grade 16, Base Annual Salary \$47,023, due to promotion.
- Caseworker #20, Grade 16, Base Annual Salary \$47,023, due to resignation.
- Social Welfare Examiner #12, Grade 8, Base Annual Salary \$36,957, due to promotion.
- Senior Caseworker #9, Grade 18, Base Annual Salary \$50,384, due to creation.
- Senior Caseworker #10, Grade 18, Base Annual Salary \$50,384, due to creation.
- Legal Clerk III #1, Grade 10, Base Annual Salary \$40,784, due to creation.
- Senior Clerk #1, Grade 4, Base Annual Salary \$31,789, due to creation.

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 #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	Mealsite Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				\$ -
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)	Naday	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				

2021 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cncte./ 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	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
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	\$ 77,519.00	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	EI Service Coordinator (2651)	N/A	N	N/A	\$ 46,492.00	5/24/2021	Bellizzi-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)	Menegan	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 #3 (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 Specialist (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)

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
6/3/2021	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)	Rothemel	RS	\$ 48,101.00	\$ 47,523.00	6/1/2021	Mandy	\$ 47,523.00	\$ -	\$ (578.00)
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	10/26/2021	Johnson	\$ 31,594.00	\$ 2,261.00	\$ -
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	\$ 28,982.00	\$ 27,438.00	8/17/2021	Santiago	\$ 28,982.00	\$ 1,544.00	\$ -
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	11/2/2021	Flores	\$ 30,983.00	\$ 1,650.00	\$ 36.00
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	Countyside	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	11/8/2021	Gheen	\$ 64,537.00	\$ 12,192.00	\$ -
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)	Sejfreid	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	11/15/2021	Kubricky	\$ 45,831.00		
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	\$ 28,982.00	\$ 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	Countyside	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	\$ -	\$ -

2021 - NOTICE OF INTENT TO FILL TRACKING

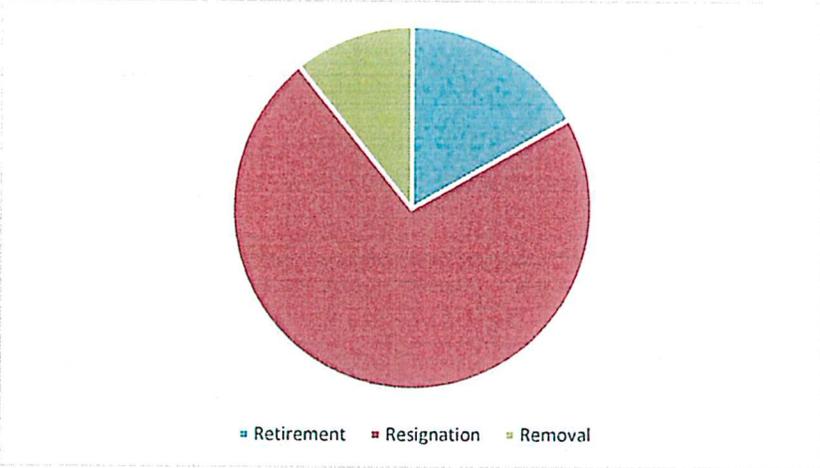
Personnel Cmte/ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	District Attorney	7th Assistant District Attorney (2421)	Smith	PR	\$ 66,563.00	\$ 66,563.00	9/20/2021	Vondrak	\$ 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				
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)
9/30/2021	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	10/25/2021	Burnett	\$ 18,113.00	\$ -	\$ (698.00)
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	\$ -
9/30/2021	Civil Service	Civil Service Assistant (2568)	Jernigan	RS	\$ 40,972.00	\$ 38,809.00	vacant				
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Social Services	HEAP Examiner #5 - temp (2693)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Sheriff	Investigative Sergeant #1 (2694)	N/A	N	N/A	\$ 82,495.00	vacant				
11/2/2021	Sheriff	Investigative Sergeant #2 (2695)	N/A	N	N/A	\$ 82,495.00	11/22/2021	Bruno	\$ 82,495.00	\$ -	\$ -
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	vacant				
11/2/2021	Public Works	MEO (M) #14 (1261)	Morehouse	PR	\$ 47,535.00	\$ 38,251.00	vacant				
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	vacant				
11/2/2021	Social Services	Caseworker #29 (1671)	Chapman	O	\$ 53,457.00	\$ 45,831.00	vacant				
11/2/2021	Social Services	Caseworker #37 (2558)		O	N/A	\$ 45,831.00	11/8/2021	Vilord	\$ 45,831.00	\$ -	\$ -
11/2/2021	County Attorney	County Attorney (1127)	Kissane	RS	\$ 121,077.00	\$ 144,449.00	11/8/2021	Elmen	\$ 144,449.00	\$ -	\$ 23,372.00
11/2/2021	County Attorney	Secretary to the County Attorney (1130)	Turcotte	O	\$ 47,608.00	\$ 49,774.00	11/15/2021	Slemmer	\$ 49,774.00	\$ -	\$ 2,166.00
11/2/2021	County Attorney	Special Assistant to the County Attorney (2691)	N/A	N	N/A	\$ 49,774.00	11/15/2021	Turcotte	\$ 49,774.00	\$ -	\$ -
								Totals	\$ 192,074.97	\$ (287,272.03)	

Warren County Department of Human Resources



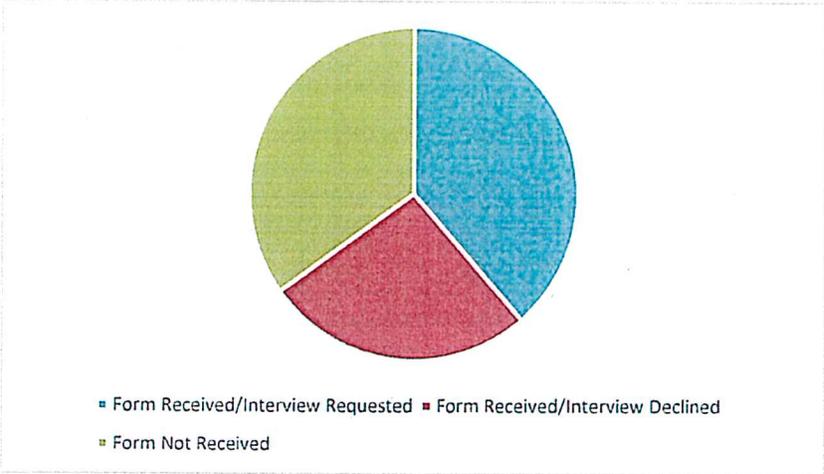
Separations through November 30, 2021

Retirement	14
Resignation	60
Removal	9
Total	83



Exit Interviews through November 30, 2021

Form Received/Interview Requested	32
Form Received/Interview Declined	22
Form Not Received	29



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: Civil Service

DATE: 11/29/21

- (a) Purpose of Request: Request to Amend 2022 compensation schedule increasing the salary for the position of Civil Service Assistant from \$39,973 to \$43,045
- (b) Details: The 2022 budget includes the entry level salary for the Civil Service Assistant position. Our new employee has been with the County since 2017. The proposed salary recognizes his County service and experience.
- (c) Previous Resolution Number: 2022 Budget Resolution
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.1430.110

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Information Technology

DATE: December 2, 2021

- (a) Purpose of Contract Change: **Extend existing contract for three years, no change in other contract terms. Will extend current contract expiration date by about 2 months and we will receive a credit of \$6,746.08**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **280 of 2020**
- (c) Name of Contractor: **Windstream Enterprise**
- (d) Address of Contractor: **225 West 34th St, New York, NY 10122**
- (e) Contractor's Contact Person and Telephone Number: **Tami Scallock**
- (f) Commencement Date of Extension: **Upon Execution**
- (g) Termination Date of Extension: **three years from execution**
- (h) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.1681 423 Telephone**

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Self-Insurance

DATE: 12/2/2021

- (a) Purpose of Request:
Renewal 2022 Property & Casualty Insurance

- (b) Details:
attached

- (c) Previous Resolution Number:
R438 of 2020

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

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

*** as listed in budget and LOGOS**

The Personnel Committee has reviewed the County's insurance coverage for 2022 as presented by Arthur J Gallagher Risk Management Services Inc., Insurance Broker and the Committee has recommended the policies and the carriers as follows:

- (1) Zurich - Property, Boiler & Machinery, Inland Marine, General Liability, Employee Benefits Liability, Auto Liability, Law Enforcement Liability, Public Officials Liability, Employment Practices Liability, Excess Liability (Umbrella), OCP, General Liability(IDA), and Excess Liability (Umbrella)(IDA);
- (2) Allied World - Healthcare General, Health Care Professional Liability;
- (3) Ascot – Pollution;
- (4) Old Republic Insurance Company - Airport Liability;
- (5) Great American Insurance Company - Difference in Conditions;
- (6) Assurant/American Bankers - NFIP flood insurance (premium is paid directly to Assurant/American Bankers)
- (7) Midwest Employers Casualty - Excess Workers' Compensation;
- (8) AIG - Cyber;
- (9) Travelers – Crime/Employee Dishonesty, Crime/Employee Dishonesty(LDC)

at a total premium and service fee issued to Arthur J Gallagher (except as noted above) for the above in an amount not to exceed \$1,065,000.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Self-Insurance

DATE: 12/2/21

- (a) Purpose of Request: **Authorizing Administrator of Self-Insurance Department to Serve as Treasurer of the New York State Association of Self-Insured Counties.**
- (b) Details: **Term 1/1/22-12/31/23**
- (c) Previous Resolution Number: **R558 of 2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Self-Insurance

DATE: 12/2/21.

- (a) Purpose of Request: **Authorizing Administrator of Self-Insurance Department to Serve as President of the Empire State Safety Association.**
- (b) Details: **Term 1/1/22-12/31/23**
- (c) Previous Resolution Number: **R397-2019**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **N/A**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3**Request for New Contract**DEPARTMENT NAME: **Self-Insurance**DATE: **12/2/21**

- (a) Is this a Result of a Bid or Request for Proposal? **Written Quote**
- (b) Purpose of Contract: **Chainsaw Safety Training**
- (c) Name of Contractor: **Bill Lindloff of Pro CUTS**
- (d) Address of Contractor: **1387 Tibury Hill, Endicott, NY 13760**
- (e) Contractor's Contact Person and Telephone Number: **Bill Lindloff**
- (f) Has or will the Contract be provided, if so, please attach: **to be drafted by County Attorney**
- (g) Commencement Date of Contract: **1/1/2022**
- (h) Termination Date of Contract: **12/31/2022**
- (i) Payment Provisions: i) **lump sum amount \$900 per day for up to six (6) days of training plus travel from Binghamton and hotel.**
 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. **payments will be made after training is completed.**
- (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: S1710 437 Consultanting Fees**

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

*as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3**Request for New Contract**

DEPARTMENT NAME:

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: Subscription for a law library research system
- (c) Name of Contractor: RELX d/b/a LexisNexis
- (d) Address of Contractor: PO Box 9584, New York, NY 10087
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: January 1, 2022
- (h) Termination Date of Contract: December 31, 2024
- (i) Payment Provisions: i) lump sum amount \$187 per month for 2022
\$192 per month for 2023
\$198 per month for 2024
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.
- (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.1420 426 County Attorney, Subscriptions

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

*as listed in budget and LOGOS

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
PR18	PROCLAMATION - SEPTEMBER 11 TH DAY OF SERVICE AND REMEMBRANCE	
PR19	PROCLAMATION - DOMESTIC VIOLENCE AWARENESS MONTH	
PR20	PROCLAMATION - PREPAREDNESS MONTH	
PR21	PROCLAMATION - SUICIDE PREVENTION MONTH	
PR22	PROCLAMATION - SPECIAL OLYMPICS SUPPORT AND AWARENESS DAY	
353	FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS	
354	FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2021 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY	
355	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR STATE AID TO PROSECUTION GRANT FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE	
365	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CRIMES AGAINST REVENUE PROSECUTION (CARP) GRANT FUNDING (CR18445143) FOR THE DISTRICT ATTORNEY'S OFFICE	
357	CRIMINAL JUSTICE (<i>DISTRICT ATTORNEY</i>) - AMENDING RESOLUTION NO. 556 OF 2003, AUTHORIZING WARREN COUNTY DISTRICT ATTORNEY TO RETAIN THE SERVICES OF A PRIMARY AND BACK-UP TRANSCRIBER AT AGREED UPON RATES FOR APPEARANCE AND PER PAGE COST TO BE NEGOTIATED ANNUALLY, TO AUTHORIZE THE WARREN COUNTY DISTRICT ATTORNEY TO RETAIN THE SERVICES OF TRANSCRIBERS AT AGREED UPON RATES FOR APPEARANCES AND PER PAGE COST	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
358	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE UPSTATE FAMILY DEFENSE (CHILD WELFARE) QUALITY IMPROVEMENT & CASELOAD REDUCTION GRANT TO DEVELOP INNOVATIVE PROGRAMS AND PRACTICES TO REDUCE CASELOADS AND IMPROVE THE QUALITY OF MANDATED LEGAL REPRESENTATION PROVIDED TO PARENTS IN CHILD WELFARE PROCEEDINGS FOR THE PUBLIC DEFENDER'S OFFICE	
359	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING THE WARREN COUNTY PUBLIC DEFENDER TO ENROLL IN A PROGRAM WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES TO DISTRIBUTE FEDERAL FUNDING TO NEW YORK STATE COUNTIES TO SUPPORT ENHANCED QUALITY IMPROVEMENT MEASURES FOR REPRESENTING INDIGENT PARENTS INVOLVED IN CHILD PROTECTIVE/CHILD WELFARE PROCEEDINGS	
360	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING MODIFICATION OF THE AGREEMENT (C800052 - DISTRIBUTION #8) WITH THE NEW YORK STATE OFFICE OF INDIGENT LEGAL SERVICES FOR THE PUBLIC DEFENDER'S OFFICE	CONTRACT EXECUTED
361	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AMENDING RESOLUTION NO. 204 OF 2021, AUTHORIZING A LEASE AGREEMENT WITH 333 GLEN STREET ASSOCIATES, LLC FOR USE OF SPACE AT 333 GLEN STREET FOR THE PUBLIC DEFENDER'S OFFICE, TO INCLUDE JANITORIAL SERVICES	CONTRACT EXECUTED
362	CRIMINAL JUSTICE (PUBLIC DEFENDER) - AUTHORIZING AGREEMENT WITH A PROVIDER TO BE DETERMINED FOR INTERNET SERVICES AT 333 GLEN STREET FOR THE PUBLIC DEFENDER'S OFFICE	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
 SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
363	ECONOMIC GROWTH & DEVELOPMENT (<i>EMPLOYMENT & TRAINING ADMINISTRATION</i>) - AUTHORIZING AGREEMENT WITH WASHINGTON-SARATOGA-WARREN-HAMILTON-ESSEX BOARD OF COOPERATIVE EDUCATIONAL SERVICES (BOCES) FOR YOUTH EDUCATIONAL PROGRAM SERVICES FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT YOUTH EMPLOYMENT PROGRAM AND TO PREPARE YOUTH FOR THE TEST ASSESSING SECONDARY COMPLETION (TASC) HIGH SCHOOL EQUIVALENCY ASSESSMENT	CONTRACT EXECUTED
364	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - AMENDING AGREEMENT WITH THE TOWN OF HORICON, TOWN OF CHESTER AND TOWN OF SCHROON FOR ADMINISTRATION OF PROJECTS AND ACTIVITIES IDENTIFIED IN THE 2018 LOCAL WATERFRONT REVITALIZATION PLAN FUNDING AWARD TO WARREN COUNTY FROM THE NEW YORK STATE DEPARTMENT OF STATE (C1001354), TO INCLUDE REPAYMENT OF BREAKDOWN THAT REFLECTS PROPORTIONS USED IN OTHER SOIL & WATER CONSERVATION DISTRICT FOR ADMINISTRATION OF PROJECTS SINCE 2013	
365	ECONOMIC GROWTH & DEVELOPMENT (<i>PLANNING & COMMUNITY DEVELOPMENT</i>) - DESIGNATING THE COUNTY PLANNER AS THE CERTIFYING OFFICIAL FOR THE PURPOSE OF COMPLETING THE ENVIRONMENTAL REVIEW RECORD FOR GRANT AWARD 1197PF6-20	
366	GOVERNMENTAL OPERATIONS & ADVOCACY - AUTHORIZING THE CHAIR OF THE BOARD OF SUPERVISORS TO SEND A LETTER TO THE GOVERNOR AND STATE LEGISLATURE ENCOURAGING THEM TO PROVIDE FUNDING TO THE DISTRICT ATTORNEY'S OFFICE TO ASSIST WITH ADDITIONAL COSTS INCURRED IN RELATION TO THE NEW YORK STATE DISCOVERY REFORM	
367	HEALTH SERVICES (<i>HEALTH SERVICES</i>) - AUTHORIZING AGREEMENT WITH QUADRANT BIOSCIENCES, INC. TO PROVIDE LABORATORY SERVICES TO FACILITATE COVID TESTING TO SUPPORT SCHOOLS AND HELP TO MAINTAIN IN PERSON INSTRUCTION	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
368	HEALTH SERVICES (HEALTH SERVICES) - AUTHORIZING SUBMISSION OF AN APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH FOR THE IMMUNIZATION ACTION PLAN COVID VACCINE RESPONSE GRANT PROGRAM	
369	HEALTH SERVICES (HEALTH SERVICES) - ACCEPTING DONATION FROM AN ANONYMOUS SOURCE IN MEMORY OF A PATIENT	
370	HEALTH SERVICES (OFFICE FOR THE AGING) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY OFFICE FOR THE AGING AND WARREN COUNTY HEALTH SERVICES TO PROVIDE VACCINATIONS TO HOMEBOUND PEOPLE IN WARREN COUNTY	CONTRACT EXECUTED
371	HEALTH SERVICES (OFFICE FOR THE AGING) - AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN WARREN COUNTY OFFICE FOR THE AGING AND HAMILTON COUNTY DEPARTMENT OF PUBLIC HEALTH TO PROVIDE VACCINATIONS TO HOMEBOUND PEOPLE IN HAMILTON COUNTY	CONTRACT EXECUTED
372	HEALTH SERVICES (OFFICE FOR THE AGING) - AUTHORIZING AGREEMENT WITH PURFOODS, LLC D/B/A MOM'S MEALS TO PROVIDE HOME DELIVERED REFRIGERATED MEALS TO CLIENTS IN WARREN AND HAMILTON COUNTIES FOR THE OFFICE FOR THE AGING <i>RESOLUTION REVISED AFTER MAILING</i>	WAITING FOR CHAIR SIGNATURE
373	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING AGREEMENT WITH GROUNDED ON GLEN STREET TO PROVIDE MONTHLY "STRESS MANAGEMENT FOR FIRST RESPONDER" CLASSES FOR FIRST RESPONDERS WORKING IN WARREN COUNTY FOR THE OFFICE OF EMERGENCY SERVICES	WAITING FOR INSURANCE
374	PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING AGREEMENT WITH EMERGENCY VEHICLE UPFITTERS TO PROVIDE VEHICLE EQUIPMENT INSTALLATION SERVICES FOR THE OFFICE OF EMERGENCY SERVICES	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
375	PUBLIC SAFETY (<i>OFFICE OF EMERGENCY SERVICES</i>) - AUTHORIZING AGREEMENT WITH CAPITAL DIGITRONICS, INC. TO PROVIDE COMMUNICATIONS EQUIPMENT REPAIR AND MAINTENANCE SERVICES FOR THE OFFICE OF EMERGENCY SERVICES	CONTRACT EXECUTED
376	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE BOLTON CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE BOLTON CENTRAL SCHOOL	CONTRACT EXECUTED
377	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT	CONTRACT EXECUTED
378	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE JOHNSBURG CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE JOHNSBURG CENTRAL SCHOOL DISTRICT	WAITING FOR SCHOOL TO SIGN
379	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE LAKE GEORGE CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE LAKE GEORGE CENTRAL SCHOOL DISTRICT	CONTRACT EXECUTED
380	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE NORTH WARREN CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE NORTH WARREN CENTRAL SCHOOL	CONTRACT EXECUTED
381	PUBLIC SAFETY (<i>SHERIFF</i>) - AUTHORIZING AN AGREEMENT WITH THE QUEENSBURY UNION FREE SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE QUEENSBURY SCHOOL DISTRICT	WAITING FOR SCHOOL TO SIGN

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
382	PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH PRIMECARE MEDICAL OF NEW YORK, INC. TO PROVIDE MEDICAL, BEHAVIORAL HEALTH, DENTAL AND ANCILLARY SERVICES TO INMATES CONFINED IN THE WARREN COUNTY JAIL	
383	PUBLIC SAFETY (SHERIFF) - RATIFYING THE ACTIONS OF THE WARREN COUNTY SHERIFF IN EXECUTING A GRANT APPLICATION TO THE NEW YORK STATE GOVERNOR'S TRAFFIC SAFETY COMMITTEE FOR CHILD PASSENGER SAFETY PROGRAM FUNDING AND AUTHORIZING A GRANT AGREEMENT FOR SAME	GRANT EXECUTED
384	PUBLIC SAFETY (SHERIFF) - APPOINTING MEMBER OF TRAFFIC SAFETY BOARD	
385	PUBLIC WORKS (DPW) - RESCINDING RESOLUTION NOS. 488 OF 2008, 603 OF 2008 AND 704 OF 2008, WHICH AUTHORIZED THE CHAIR OF THE BOARD OF SUPERVISORS TO APPROVE JUST COMPENSATION AMOUNTS FOR RIGHT-OF-WAY ACQUISITIONS RELATIVE TO PUBLIC WORKS PROJECTS AND AUTHORIZING ACQUISITION OF PROPERTY AND PAYMENT OF JUST COMPENSATION TO INDIVIDUAL PROPERTY OWNERS FOR LAND NECESSARY TO BRIDGE AND ROAD PROJECTS	
386	PUBLIC WORKS (DPW) - AUTHORIZING THE SUPERINTENDENT OF PUBLIC WORKS TO APPROVE JUST COMPENSATION AMOUNTS FOR RIGHT-OF-WAY ACQUISITIONS RELATIVE TO PUBLIC WORKS PROJECTS AND AUTHORIZING ACQUISITION OF PROPERTY AND PAYMENT OF JUST COMPENSATION TO INDIVIDUAL PROPERTY OWNERS FOR LAND NECESSARY TO BRIDGE AND ROAD PROJECTS	
387	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AGREEMENT WITH SOUTH WARREN SNOWMOBILE CLUB TO PROVIDE SNOWMOBILE TRAIL MAINTENANCE AND EQUIPMENT FOR 2021	CONTRACT EXECUTED

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
388	PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - AUTHORIZING AN AGREEMENT WITH THURMAN CONNECTION SNOWMOBILE CLUB TO ALLOW SNOWMOBILES TO USE COUNTY RAILROAD RIGHT-OF-WAY PROPERTY FROM MP68.30 (TOWN OF STONY CREEK) TO MP95.00 (TOWN OF JOHNSBURG)	CONTRACT EXECUTED
389	TOURISM & OCCUPANCY TAX COORDINATION - AWARDED BID AND AUTHORIZING AGREEMENT WITH WALSWORTH PUBLISHING COMPANY, INC. FOR PRINTING OF THE 2022 WARREN COUNTY TRAVEL GUIDE (WC 45-21) FOR THE TOURISM DEPARTMENT	RESCINDED
390	TOURISM & OCCUPANCY TAX COORDINATION - AUTHORIZING AGREEMENT WITH GRANICUS TO LOCATE ALL SHORT-TERM RENTALS IN WARREN COUNTY	WAITING FOR COMPANY TO SIGN
391	TOURISM & OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 229 OF 2021, AUTHORIZING AGREEMENTS WITH CERTAIN APPLICANTS FOR THE DISBURSEMENT OF 2021 OCCUPANCY TAX REVENUES, TO AUTHORIZE A MULTI-YEAR AGREEMENT AND FUNDING TO THE SPECIAL OLYMPICS NY FALL GAMES	CONTRACT EXECUTED
392	TOURISM & OCCUPANCY TAX COORDINATION - ADOPTING THE MUNICIPAL SUPPLEMENTAL FUNDING EVALUATION STRATEGY, GRADING CRITERIA AND SCORING SHEET AND APPLICATION FOR WARREN COUNTY OCCUPANCY TAX GRANT FUNDING	
393	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2021	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
394	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION - REINTRODUCING THE RESOLUTION WHICH FAILED AT THE AUGUST 20, 2021 BOARD MEETING, 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.	
395	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HEALTH SERVICES) - AMENDING RESOLUTION NO. 321 OF 1998, AMENDING RESOLUTION NO. 119 OF 1994 - INCREASING COMPENSATION FOR "ON-CALL" SERVICES AS PROVIDED BY AUTHORIZED PERSONNEL OF THE WARREN COUNTY HEALTH SERVICES DEPARTMENT, TO INCREASE COMPENSATION FOR "ON-CALL" SERVICES	
396	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - AUTHORIZING CONTINUATION OF A MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES	CONTRACT EXECUTED
397	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - AUTHORIZING CONTINUATION OF HEALTH, DENTAL, VISION AND VOLUNTARY LIFE, ACCIDENT AND CRITICAL ILLNESS INSURANCE FOR COUNTY OFFICERS, EMPLOYEES AND RETIREES	CONTRACT EXECUTED
398	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (HUMAN RESOURCES) - ADOPTING REVISED OUT-OF-UNIT EMPLOYEE BENEFITS POLICY FOR WARREN COUNTY	
399	PERSONNEL, ADMINISTRATION & HIGHER EDUCATION (TREASURER) - AUTHORIZING ALEISHA VANALEN, PRINCIPAL ACCOUNT CLERK, TO ENROLL IN A JOB-RELATED COURSE	
400	FINANCE - APPROVING THE LAKE CHAMPLAIN-LAKE GEORGE REGIONAL PLANNING BOARD 2022 BUDGET	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
401	FINANCE (AIRPORT) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE AIRPORT RESERVE TO THE AIRPORT BUDGET TO COVER THE COST OF AIRPORT YELLOW PAVEMENT MARKINGS, REFLECTIVE MEDIA, BLACK PAVEMENT MARKINGS AND MARKING REMOVAL; AMENDING 2021 WARREN COUNTY BUDGET	
402	FINANCE (ASSIGNED COUNSEL) - AUTHORIZING AGREEMENT WITH LEGAL AID SOCIETY OF NORTHEASTERN NEW YORK, INC. TO PROVIDE PARALEGAL/CASE MANAGEMENT SUPPORT SERVICES FOR INDIGENT PERSONS FOR THE ASSIGNED COUNSEL OFFICE (OILS CONTRACT #C110052)	
403	FINANCE (BUILDINGS & GROUNDS) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE REHAB COUNTY BUILDINGS RESERVE TO THE BUILDINGS BUDGET TO COVER THE COST OF THE GENERATOR SWAP OUT FOR THE HUMAN SERVICES BUILDING; AMENDING WARREN COUNTY BUDGET FOR 2021	
404	FINANCE (DPW) - ESTABLISHING 2021 ROAD FUND PROJECT AND AMENDING WARREN COUNTY BUDGET FOR 2021	
405	FINANCE (PARKS, RECREATION & RAILROAD) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COUNTY RAILROAD REPAIRS RESERVE TO THE RAILROAD BUDGET TO COVER THE COST OF SIGNAL SHUTDOWN; AMENDING 2021 WARREN COUNTY BUDGET	
406	FINANCE (REAL PROPERTY TAX SERVICES) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE ENVIRONMENTAL TESTING RESERVE FUND TO THE REAL PROPERTY TAX SERVICES BUDGET TO PAY ATLANTIC TESTING LABORATORIES FOR A DESIGN PLAN FOR THE ASBESTOS AND LEAD ABATEMENT OF THE MOSHER'S GARAGE FOR TOWN OF JOHNSBURG TAX MAP PARCEL NO. 133.8-1-27; AMENDING 2021 WARREN COUNTY BUDGET	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
407	FINANCE (TOURISM & OCCUPANCY TAX COORDINATION) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	
408	FINANCE (TOURISM & OCCUPANCY TAX COORDINATION) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE OCCUPANCY TAX RESERVE TO THE TOURISM BUDGET; AMENDING 2021 WARREN COUNTY BUDGET	
409	FINANCE (TREASURER) - BOND RESOLUTION DATED SEPTEMBER 17, 2021 - A RESOLUTION AUTHORIZING THE CAPITAL IMPROVEMENTS AT COUNTRYSIDE ADULT HOME AND AUTHORIZING THE ISSUANCE OF UP TO \$1,000,000 SERIAL BONDS OF THE COUNTY OF WARREN TO PAY THE COSTS OF CERTAIN CAPITAL IMPROVEMENTS AND AUTHORIZING THE COUNTY TREASURER TO MAKE TEMPORARY ADVANCES OF LEGALLY AVAILABLE FUNDS	
410	FINANCE (TREASURER) - BOND RESOLUTION DATED SEPTEMBER 17, 2021 - A RESOLUTION AUTHORIZING THE RECONSTRUCTION OF A RETAINING WALL ON LAKE GEORGE AND AUTHORIZING THE ISSUANCE OF UP TO \$700,000 SERIAL BONDS OF THE COUNTY OF WARREN TO PAY THE COSTS OF SAID RECONSTRUCTION AND AUTHORIZING THE COUNTY TREASURER TO MAKE TEMPORARY ADVANCES OF LEGALLY AVAILABLE FUNDS	
411	FINANCE (TREASURER) - BOND RESOLUTION DATED SEPTEMBER 17, 2021 - A RESOLUTION AUTHORIZING CERTAIN PAVING PROJECTS THROUGHOUT THE COUNTY AND AUTHORIZING THE ISSUANCE OF UP TO \$6,200,000 SERIAL BONDS OF THE COUNTY OF WARREN TO PAY THE COSTS OF SAID PAVING PROJECTS AND AUTHORIZING THE COUNTY TREASURER TO MAKE TEMPORARY ADVANCES OF LEGALLY AVAILABLE FUNDS	
412	FINANCE (TREASURER) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS AND FROM THE ROAD MACHINERY FUND UNAPPROPRIATED SURPLUS TO COVER THE COSTS OF THE CIVIL SERVICE EMPLOYEES ASSOCIATION, INC. (CSEA) SETTLEMENT; AMENDING 2021 WARREN COUNTY BUDGET	

RESOLUTION TRACKING REPORT
SEPTEMBER 17, 2021 BOARD MEETING

<u>RES. NO.</u>	<u>DESCRIPTION</u>	<u>STATUS</u>
413	FINANCE - SUPPORTING THE ADIRONDACK COMMUNITY COLLEGE CAPITAL IMPROVEMENT PLAN FOR 2022-23	
	<i>RESOLUTION NOS. 353-413 WERE DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AND POSTED TO THE WARREN COUNTY WEBSITE ON MONDAY SEPTEMBER 13, 2021</i>	

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: CLERK OF THE BOARD Payroll Dept. No: 3.00
 Title of Position: SECOND DEPUTY CLERK OF THE BOARD Base Salary of Position: \$53,598 Grade: _____
 Filling at Step # (If Known): _____ Not to exceed 32 hours per week
 Budget code and title: A.1040 110 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other - Created in 2022 Budget
 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 *Unclassified*
 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 11/30/21*
 Human Resources Director has approved this form when initialed. *[Signature] 11/30/21*

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

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: Employment & Training Payroll Dept. No: 40
Title of Position: Employment & Training Counselor II, #1 Base Salary of Position: \$40,003.00 Grade: 12
Filling at Step # (If Known):
Budget code and title: 305 110 (Salaries) Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked] create
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 100% [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 11/16/21
Human Resources Director has approved this form when initialed. [Signature] 11/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

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

DEPARTMENT NAME: Employment & Training

DATE: 11/22/2021

- (a) Title of Requested Position: **Employment & Training Counselor II, #1**
- (b) Annual Base Salary (and Grade if Applicable): **\$41,003.00 Grade 12**
- (c) Effective Date for New Position: *** December 20, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Employment & Training Counselor
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
305 110 \$41,003.00
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) ~~Is~~ **No** this a mandated position? If so, please explain:
- (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: Employment & Training Payroll Dept. No: 40
Title of Position: Employment & Training Counselor II, #2 Base Salary of Position: \$40,003.00 Grade: 12
Filling at Step # (If Known):
Budget code and title: 310 110 (Salaries) Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 100% [] 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. [Signature] 11/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

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

DEPARTMENT NAME: Employment & Training

DATE: 11/22/2021

- (a) Title of Requested Position: **Employment & Training Counselor II, #2**
- (b) Annual Base Salary (and Grade if Applicable): **\$41,003.00 Grade 12**
- (c) Effective Date for New Position: * **December 20, 2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Employment & Training Counselor
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
310 110 \$41,003.00
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 11/15/2021

- (a) Title of Requested Position: Legal Recording Clerk # 2
- (b) Annual Base Salary (and Grade if Applicable): Grade 7, \$ 35491 (2021)
- (c) Effective Date for New Position:* 12/20/21
*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):
Recording Clerk # 2 Grade 7 entry (2022 salary would have been \$ 42477)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A. 1410 110 Full -time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
All services and dtuies performed by County Clerk's Office are part of statutory mandate to provide such services.
- (h) Is there expected revenue from this position? If so, please explain:
The County Clerk's Office is a revenue generating office: Legal Recording Clerks process all transactions submitted to the County Clerk for recording or filing and collect and calculate all required fees and taxes; generate all receipts for daily reconciliation. Fees are set by NYS Law and US Dept of State. Failure to fill all necessary positions has a negative impact on legal and fiscal mandates imposed on the Office of the County Clerk.

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 Clerk Payroll Dept. No: 15
Title of Position: Legal Recording Clerk # 2 (fka Recording Clk # 2) Base Salary of Position: \$ 35491 Grade: 7
Filling at Step # (If Known): presumed entry level.
Budget code and title: A.1410 110 Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy: 12/20/21
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other 100 %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 11/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 12/15/2021

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: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Meal Site Cook # (Cedars) Base Salary of Position: \$21,736 (30hr/week) Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 11/22/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State ⁹⁰ _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging

DATE: 11/12/2021

- (a) Title of Requested Position: **Meal Site Cook # , Cedars**
- (b) Annual Base Salary (and Grade if Applicable): **\$21,736(30 hours/week) Grade 2**
- (c) Effective Date for New Position:* **12/17/2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Meal Site Manager #5, Grade 2, \$18,113(25 hours/week)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME:** Warren/Hamilton Counties Office for the Aging**DATE:** 11/12/2021

- (a) Title of Requested Position: **Services Assistant - Office for the Aging #3**
- (b) Annual Base Salary (and Grade if Applicable): **\$33,600; Grade 7**
- (c) Effective Date for New Position:* **12/17/2021**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A6772.110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Services Assistant-Office for the Aging #3 Base Salary of Position: \$33,600 Grade: 7
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Warren - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 11/22/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State ⁹⁰ _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Health Services**DATE:** November/December 2021

- (a) Title of Requested Position: **Public Health Educator #2**
- (b) Annual Base Salary (and Grade if Applicable): **\$44,384**
- (c) Effective Date for New Position: * **1/1/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.4018.0040.110 Health Education Full Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Discussed with County Administrator
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
Initially funding will go through applicable COVID grants and ARPA funding

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME:** Health Services**DATE:** November/December 2021

- (a) Title of Requested Position: **Registered Professional Nurse # TBA**
- (b) Annual Base Salary (and Grade if Applicable): **\$51,502**
- (c) Effective Date for New Position: * **1/1/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
None
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.4018.0030.110 Disease Full Time Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Discussed with County Administrator
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
Initially funding will go through applicable COVID grants and ARPA funding

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #6 Base Salary of Position: \$44,735 (1st year) 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 - Creation
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

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

DEPARTMENT NAME: Sheriff

DATE: November 22, 2021

- (a) Title of Requested Position: Patrol Officer #6
 - (b) Annual Base Salary (and Grade of Applicable): \$44,735
 - (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):

Civil Law Enforcement Officer #2 (\$68,929)

- (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?: Yes
(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. 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: County Administrator

DATE: 12/02/2021

- (a) Purpose of Request: **Amend resolutions creating positions of Public Health Assistant and Public Health Assistant Disease Control to remove verbiage (Up to Ten (10) Per Diem Positions)**
- (b) Details: **By removing the position count limitations on the Public Health Assistant positions, it will allow the Health Services Department to hire additional Public Health Assistants to meet workload needs while retaining trained existing Public Health Assistants on staff.**
- (c) Previous Resolution Number: **156/2020, 490/2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position***

DEPARTMENT NAME: Sheriff

DATE: December 2, 2021

- (a) **Employee Name, Title and Employee No.:** Terry Comeau, Undersheriff #8182
- (b) **Current Annual Base Salary (and Grade if Applicable):** \$114,514
- (c) **Former Annual Base Salary (and Grade if Applicable):** \$35,000
- (d) **Effective Date for Salary Change:*** January 1, 2022
*Please do not backdate request unless the purpose is to correct an error.
- (e) **If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:**
A.3110 110 General Sheriff's Law Enforcement Salaries - Regular
**Following budget transfer of \$79,514 from 2022 contingency fund*
- (f) **Justification of Request:** Salary is consistent with grade and eligible increment for Undersheriff in the County non-union pay scale

Warren County Board of Supervisors

RESOLUTION NO. OF 2021

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2022

RESOLVED, that the Table of Organization and the Warren County Salary and Compensation Plan for 2022 are hereby amended as follows:

LEGISLATIVE BOARD

<u>Decreasing Salary from:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Board Majority Leader	January 1, 2022	\$6,000

<u>Decreasing Salary to:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Board Majority Leader	January 1, 2022	\$0

<u>Decreasing Salary from:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Board Minority Leader	January 1, 2022	\$6,000

<u>Decreasing Salary to:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Board Minority Leader	January 1, 2022	\$0

<u>Decreasing Salary from:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Chair of the Board	January 1, 2022	\$20,000

<u>Decreasing Salary to:</u> <u>A.1010 130</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
<u>TITLE:</u> Chair of the Board	January 1, 2022	\$0

Ginelle Jones \$ 55.86 hourly rate

		Hours		DAYS
Vacation	2020	140	\$ 7,820.40	
Floating Holiday	2020	14	\$ 782.04	
Personal	2020	21	\$ 1,173.06	
DILO	2020	42	\$ 2,346.12	
DILO (EXP)	2020	14	\$ 782.04	
		231	\$ 12,903.66	33
Vacation	2021	140	\$ 7,820.40	
Floating Holiday	2021	7	\$ 391.02	
Personal	2021	21	\$ 1,173.06	
Vacation Carryover	2021	28	\$ 1,564.08	
DILO	2021	42	\$ 2,346.12	
		238	\$ 13,294.68	34
TOTAL			\$ 26,198.34	

Pat Belden \$ 39.91 hourly rate

Vacation	2020	120	\$ 4,789.20	
Floating Holiday	2020	16	\$ 638.56	
Personal	2020	24	\$ 957.84	
DILO	2020	48	\$ 1,915.68	
DILO (EXP)	2020	8	\$ 319.28	
DILO (Used in 2021)	2020	-40	\$ (1,596.40)	
		176	\$ 7,024.16	22
Vacation	2021	200	\$ 7,982.00	
Floating Holiday	2021	8	\$ 319.28	
Floating Holiday (Not Used)	2021	8	\$ 319.28	1st FH of 2021 NOT used
Personal	2021	24	\$ 957.84	
Vacation Carryover	2021	32	\$ 1,277.12	
DILO	2021	32	\$ 1,277.12	
		304	\$ 12,132.64	38
TOTAL			\$ 19,156.80	60
	2020		\$ 19,927.82	
	2021		\$ 25,427.32	
			\$ 45,355.14	

Valerie Whisenant \$ 41.11 hourly rate

Vacation	2021	107		
Carryover to 2022		-35		
Remaining		72	\$ 2,959.92	9

\$ 48,315.06

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # -3 Part- Time Base Salary of Position: \$23,682.38 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salarics-PT A6030 130 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [checked] Termination [] Promotion [] Other
Employee No./Last Name: Scmon 13440 Date of Vacancy: 10/18/2021
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] % [checked] State 50 [] % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 10/27/21

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/09/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION Extension

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 Clerk Payroll Dept. No: 15
Title of Position: Legal Recording Clerk (EXTENSION) Base Salary of Position: \$36417 35491 Grade: 7
Filling at Step # (If Known): entry
Budget code and title: A.1410 110 Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: # 11984 / Baker Date of Vacancy: 7/5/2021
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [] No
Source of reimbursement: [] Federal [] State [] Other 100% Clerk revenue supports staffing

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. [Signature] 11/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/16/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/16/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Governmental Operations & Advocacy

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

Ranking Committee Member Signature [Signature] Date 12/15/2021

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: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (M) #2 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: #11258/ Hcnkcl Date of Vacancy: 11/06/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 11/17/21

Human Resources Director has approved this form when initialed. 11/17/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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 [Signature] Date 12-15-21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 34

Title of Position: Registered Professional Nurse #22 Base Salary of Position: \$51,502 Grade: 19

Filling at Step # (If Known):

Budget code and title: A.4010, Health Services Full time Salaries Union [X] Non-Union []

This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other

Employee No./Last Name: 13404 / Gutowski Date of Vacancy: 6/3/2021

Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No

Source of reimbursement: [] Federal % [] State % [X] Other Insurance % Variable based on case load

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

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

[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

[X] The committee has no objection to the filling of the vacancy.

[] The committee objects to the filling of the vacancy.

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

[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature P. McDewitt (v. Chair) Date 12/9/21

Approved by [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
 Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$51,502 Grade: 9
 Filling at Step # (If Known): _____
 Budget code and title: A.4010.110 Health Services Full Time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: 13144 / Westcott Date of Vacancy: 3/24/2020
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other Insurance % Variable on Case load

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Registered Professional Nurse # 37 Base Salary of Position: \$ 51,502 Grade: 19
Filling at Step # (If Known):
Budget code and title: A4010.110 Health Services Full time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13315 / Brownlette Date of Vacancy: 3/17/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other Insurance % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]
Human Resources Director has approved this form when initiated. [Signature] 10/14/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$ 36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A4610-110 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8844 / De Cesaric Date of Vacancy: 1/22/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. [Signature] 1/21/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature: Date:

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature: Date:

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature: Date:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 312.01
Title of Position: WIC Assistant Base Salary of Position: \$33,076 Grade: 5
Filling at Step # (If Known):
Budget code and title: A.4013.01A WIC Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 10754 / Steckwell Date of Vacancy: 2/26/2020
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State WIC Grant: 100% [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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 initiated. 10/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 31.01
 Title of Position: PT Infant Feeding Advocate Base Salary of Position: \$ 15,186 Grade: 3
 Filling at Step # (If Known): not to exceed 20 hrs/wk
 Budget code and title: A4013 wic Part time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13262 / Lamworthy Date of Vacancy: 12/6/2019
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State 100 % Other _____ %
wic Grant

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. 1/10/21
 Human Resources Director has approved this form when initialed. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Medical Records Coder PT Base Salary of Position: \$24,471 Grade: 10
Filling at Step # (If Known): 24-26 hrs/wk
Budget code and title: A.4010.150 Health Services Part time salaries Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other X
Employee No./Last Name: Vacant - New position 2020 Bud. Date of Vacancy: 1/1/2020
Is this position mandated? Yes No X Is the position reimbursable? Yes X No
Source of reimbursement: Federal % State % Other % Helps pursue revenue

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: _____
 Title of Position: Registered Professional Nurse #40 Base Salary of Position: \$ 51,503 Grade: 19
 Filling at Step # (If Known): _____
 Budget code and title: A40130030.110 Disease Full time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: vacant / Transferred 11/2022 Date of Vacancy: 11/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State 36 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Personnel Officer Initials
 Human Resources Director has approved this form when initialed. 11/11/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: PH Program Manager Base Salary of Position: \$69,170 Grade: 21
Filling at Step # (If Known):
Budget code and title: A 4018.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 11/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State 36% [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: PH Health Educator #1 Base Salary of Position: \$ 44,384 Grade: 14
Filling at Step # (If Known):
Budget code and title: A. 4015.0040.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 36 % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 10/11/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: PH Health Educator # 2 Base Salary of Position: \$ 44,384 Grade: 14
Budget code and title: A 4018 - 0040.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Create 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State 36% [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. [Signature] 1/1/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: _____
 Title of Position: Per Diem E1 Service Coord. Base Salary of Position: \$ 12,594 Grade: 1B
 Filling at Step # (If Known): # 2
 Budget code and title: A. 4054.0060.130 E1 Part time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Created 2022 Budget Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State 49 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: Therapy Program Adm - PTH Base Salary of Position: \$65,566 Grade:
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services FT Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 11/17/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #8 Base Salary of Position: \$44,735 (1st year) 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 - Creation
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Patrol Officer #10 Base Salary of Position: \$44,735 (1st year) 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 - Creation
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #15 Base Salary of Position: \$44,735 (1st year) 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 - Creation
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #18 Base Salary of Position: \$44,735 (1st year) 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 - Creation
 Employee No./Last Name: _____ Date of Vacancy: _____
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #4 Base Salary of Position: \$44,735 (1st Yr) 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: #12882 Date of Vacancy: December 2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
Title of Position: Investigator #6 Base Salary of Position: \$83,503 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: 7532/David Date of Vacancy: January 2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.00
 Title of Position: Patrol Officer #TBD Base Salary of Position: \$44,735 (1st Yr) Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.3110 110 Sheriff's Law Enforcement Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: TBD Date of Vacancy: January 2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #TBD Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: 1/3/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] 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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #TBD Base Salary of Position: \$47,023 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: TBD Date of Vacancy: 1/3/22
 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. _____

Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Caseworker #20 Base Salary of Position: ~~\$45,831~~ Grade: 16
 Filling at Step # (If Known): _____ \$47,023(?)
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Tennant/13293 Date of Vacancy: 11/16/21
 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. _____
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee _____

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
 Title of Position: Social Welfare Examiner #12 Base Salary of Position: \$36,957 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other _____
 Employee No./Last Name: Darcy/12998 Date of Vacancy: 6/29/21
 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. _____
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Senior Caseworker #9 Base Salary of Position: \$50,384 Grade: 18
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked] Creation
Employee No./Last Name: Date of Vacancy: 1/1/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] 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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Senior Caseworker #10 Base Salary of Position: \$50,384 Grade: 18
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
 Employee No./Last Name: _____ Date of Vacancy: 1/1/22
 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. _____
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
Title of Position: Legal Clerk III #1 Base Salary of Position: \$40,784 Grade: 10
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked] Creation
Employee No./Last Name: Date of Vacancy: 1/1/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] 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.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature Date

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.02
 Title of Position: Senior Clerk #1 Base Salary of Position: \$31,789 Grade: 4
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
 Employee No./Last Name: _____ Date of Vacancy: 1/1/22
 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. _____
 Human Resources Director has approved this form when initialed. _____

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature _____ Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature _____ Date _____



WARREN COUNTY – INSURANCE PROGRAM STRUCTURE

1/1/22 – 1/1/23

\$157,241,160 Blanket Limit <i>(\$1,000,000 Earth Movement & Flood Sublimit)</i> Zurich	\$11,000,000/Occ. \$13,000,000/Agg.	\$11,000,000/Occ. \$12,000,000/Agg.	\$11,000,000/ Accident					
	\$10,000,000/Occ. \$10,000,000/Agg. Zurich	\$10,000,000/Occ. \$10,000,000/Agg. Zurich	\$10,000,000/ Accident Zurich				Statutory Limit <i>(\$2,000,000 Limit for Employer's Liability)</i> Midwest	
	\$1,000,000/Occ. \$3,000,000/Agg. Zurich	\$1,000,000/Occ. \$2,000,000/Agg. Zurich	\$1,000,000/ Accident Zurich	\$1,000,000/Occ. \$3,000,000/Agg. Allied World	\$2,000,000/Loss Travelers		\$1,000,000/Occ. \$1,000,000/Agg. AIG	
		\$50,000 Deductible		\$5,000 Deductible	\$20,000 Deductible	\$2,000,000 Self- Insured Retention <i>\$2,000,000 Aggregate Stop Loss</i>	\$50,000 Deductible	
¹ \$10,000 Deductible	Property, Boiler & Machinery, Inland Marine	General Liability, ² Employee Benefits Liability	Law Enforcement Liability, Public Officials Liability, Employment Practices Liability	³ Auto Liability	Healthcare General Liability and Professional Liability	Crime/Employee Dishonesty	Workers' Compensation, Employer's Liability	Cyber

PLEASE NOTE

- The following policies are not included above: DIC, OCP (People NY & NYS), LDC, NFIP Flood, Airport Liability, GL & Umbrella for Washington County IDA, Pollution Liability
- ¹General Deductible. Wind/Hail and Flood Deductibles are \$50,000
- ²EBL Deductible is \$500
- ³Auto Physical Damage (Comp/Collision) Limits and Deductibles are per schedule

Services Provided by Gallagher to Warren County

Day-to-day Services

- Secure competitive insurance coverage for all lines of business
- Consult with Warren County to formulate marketing strategy that focuses on delivering a cost-effective risk management strategy and structure based upon current market conditions
- Work with Warren County to produce comprehensive underwriting data for insurance carrier negotiations
- Formally present coverage submission to insurance carriers and negotiate on behalf of Warren County
- Summarize marketing results and provide Warren County with program recommendations
- Provide consultation to Warren County on exposures, existing coverage, potential program changes, etc.
- Continually administer Warren County's insurance program as needed (i.e. invoicing, policy issuance, endorsements, auto ID cards, certificates of insurance, etc.)

Value Added Services

- Claims advocacy – if/when claim or coverage dispute occurs, Gallagher claims advocate steps in to advocate on behalf of Warren County
- Risk control
- Building walkthroughs
- Developed "Claims Connect Report" – helped us determine claim frequency and severity, average annual claim count, broke down claims by line of coverage, etc.
- Met with County Attorney's several times to review and strengthen insurance contract and risk-transfer guidance
- Helped Warren County report claims to prior insurance carriers by tracking down old policies through contacts at various carrier-partners



WARREN COUNTY – INSURANCE PROGRAM STRUCTURE

1/1/22 – 1/1/23

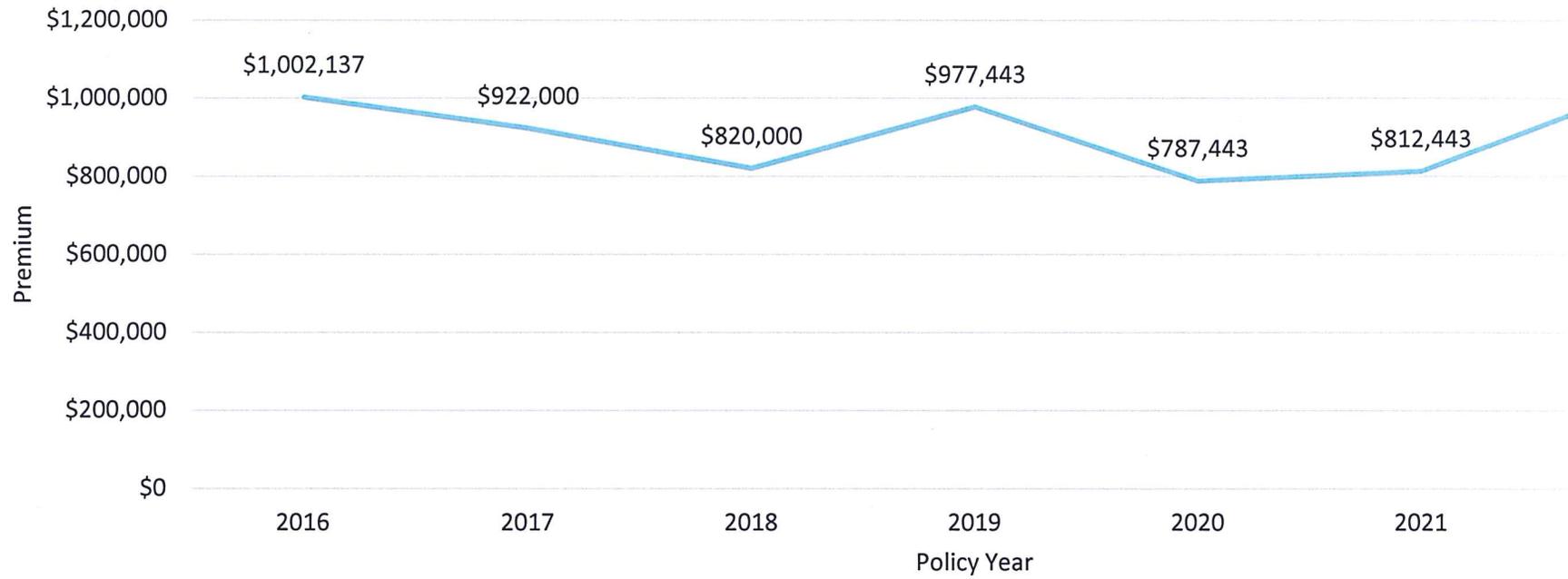
\$159,562,115 Blanket Limit (\$1,000,000 Earth Movement & Flood Sublimit) Zurich	\$11,000,000/Occ. \$11,000,000/Agg. \$10,000,000/Occ. \$10,000,000/Agg. TBD			\$1,000,000/Occ. \$3,000,000/Agg. Allied World	\$2,000,000/Loss Travelers	Statutory Limit (\$2,000,000 Limit for Employer's Liability) Midwest	\$1,000,000/Occ. \$1,000,000/Agg. AIG
	\$1,000,000/Occ. \$3,000,000/Agg. Zurich	\$1,000,000/Occ. \$2,000,000/Agg. Zurich	\$1,000,000/ Accident Zurich				
¹ \$10,000 Deductible	¹ \$10,000 Deductible	\$50,000 Deductible	\$5,000 Deductible	\$20,000 Deductible	\$2,000,000 Self- Insured Retention \$2,000,000 Aggregate Stop Loss	\$50,000 Deductible	
Property, Boiler & Machinery, Inland Marine	General Liability, ² Employee Benefits Liability	Law Enforcement Liability, Public Officials Liability, Employment Practices Liability	³ Auto Liability	Healthcare General Liability and Professional Liability	Crime/Employee Dishonesty	Workers' Compensation, Employer's Liability	Cyber

PLEASE NOTE

- The following policies are not included above: DIC, OCP (People NY & NYS), LDC, NFIP Flood, Airport Liability, GL & Umbrella for Washington County IDA, Pollution Liability
- ¹General Deductible. Wind/Hail and Flood Deductibles are \$50,000
- ²EBL Deductible is \$500
- ³Auto Physical Damage (Comp/Collision) Limits and Deductibles are per schedule

Warren County - Total Insurance Premium Spend

Policy Years: 2016 - 2022



RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: PH Health Educator #1 Base Salary of Position: \$ 44,384 Grade: 14
Filling at Step # (If Known):
Budget code and title: A. 4015.0040.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 36 % [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDewitt (v. chair) Date 12/9/21
Approved by [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Medical Records Coder PT Base Salary of Position: \$24,471 Grade: 10
Filling at Step # (If Known): 24-26 hrs/wk
Budget code and title: A.4010.130 Health Services Part-time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Vacant - New position 2020 Bud. Date of Vacancy: 1/1/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [] Other [] % Helps pursue revenue

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature P. McDevitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

Candidate's qualifications must be approved by Personnel Officer prior to hiring. Dec 11/10/21

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

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

Ranking Committee Member Signature P. McDevitt (V. Chair) Date 12/9/21

Approved by [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: PH Program Manager Base Salary of Position: \$ 69,170 Grade: 21
Filling at Step # (If Known): 55,070
Budget code and title: A 4018.110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1 | 1 | 2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [X] State 36 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. Maderwith (V. Chair) Date 12/9/21
Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDewitt (v. chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 34
Title of Position: Registered Professional Nurse #22 Base Salary of Position: \$ 51,502 Grade: 19
Filling at Step # (If Known):
Budget code and title: A. 4010 Health Services Full time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13404 / Gutowski Date of Vacancy: 6/3/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [] State % [X] Other Insurance % Variable based on case load

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDevitt (v. Chair) Date 12/9/21
Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Registered Professional Nurse #32 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13144 / Westcott Date of Vacancy: 3/24/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes ___ No
Source of reimbursement: [] Federal ___ % [] State ___ % [X] Other Insurance % Variable on Case load

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/10/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDewitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Registered Professional Nurse #137 Base Salary of Position: \$51,502 Grade: 19
Filling at Step # (If Known):
Budget code and title: A4010.110 Health Services Full time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13315 / Brouillette Date of Vacancy: 3/19/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [] State % [X] Other Insurance % Variable based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDewitt (w. Chair) Date 12/9/21
Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No:
Title of Position: Registered Professional Nurse #40 Base Salary of Position: \$51,503 Grade: 19
Filling at Step # (If Known):
Budget code and title: A40180030.110 Disease Fulltime Salaries Union X Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other X
Employee No./Last Name: Vacant / Transferred 11/1/2022 Date of Vacancy: 11/1/2022
Is this position mandated? Yes X No Is the position reimbursable? X Yes No
Source of reimbursement: Federal % X State 36 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) X Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 11/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

X The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

X The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
X The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDevitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

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

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [x] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 12/1/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 12/1/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 12/2/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature P. McDermott (v. Chair) Date 12/9/21
Approved by Lemaitre [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$ 36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A4010-110 Union [X] Non-Union []
This position is vacated due to: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8844 / DeCesare Date of Vacancy: 1/22/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDevitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: _____
Title of Position: Therapy Program Adm - Ptl Base Salary of Position: \$ 65,566 Grade: _____
Filling at Step # (If Known): _____
Budget code and title: A.4010.110 Health Services FT Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Created 2022 Budget Date of Vacancy: 1/1/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____ % State _____ % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POW 11/17/21
Human Resources Director has approved this form when initialed. 11/17/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature P. McDevitt (v. chair) Date 12/9/21

Approved by [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.01
Title of Position: WIC Assistant Base Salary of Position: \$33,076 Grade: 5
Budget code and title: A.4013.110 WIC Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 10754 / Stockwell Date of Vacancy: 2/26/2020
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State WIC Grant % [] Other [] %
100%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature P. McDermott (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Services Assistant-Office for the Aging #3 Base Salary of Position: \$33,600 Grade: 7
Budget code and title: A6772.110 Warren - Salaries FT Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Date of Vacancy: 11/22/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State 90% [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature Date 11/16/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date 11/16/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee:
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 12/9/21

Approved by [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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Cook #1 (Cedars) Base Salary of Position: \$21,736 (30hr/week) Grade: 2
Filling at Step # (If Known):
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy: 11/22/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State 90% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [X] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 11/16/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/16/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/16/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature P. McDewitt (V. Chair) Date 12/9/21

Approved by email [Signature]

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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 #20 Base Salary of Position: \$45,831 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: Tennant/13293 Date of Vacancy: 11/16/21
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/16/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Bennet P. Ousally Date 12/09/21

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 #TBD (1 of 2) Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: 1/3/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 11/18/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/09/21

Attachment # 1

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 #TBD (2 & 2) Base Salary of Position: \$47,023 Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [checked] Promotion [] Other
Employee No./Last Name: TBD Date of Vacancy: 1/3/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. 11/19/21
Human Resources Director has approved this form when initialed. 11/18/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/09/21

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: 40.02
Title of Position: Legal Clerk III #1 Base Salary of Position: \$40,784 Grade: 10
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other creation
Employee No./Last Name: _____ Date of Vacancy: 1/1/22
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. Pat 11/10/21
Human Resources Director has approved this form when initialed. 11/19/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee 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. Dussolh Date 12/09/21

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: 40.02
Title of Position: Senior Clerk #1 Base Salary of Position: \$31,789 Grade: 4
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X] Creation
Employee No./Last Name: Date of Vacancy: 1/1/22
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50% [X] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [X] 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. 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Bennett R. Duscally Date 12/09/21

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: Senior Caseworker #9 Base Salary of Position: \$50,384 Grade: 18
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked] Creation
Employee No./Last Name: Date of Vacancy: 1/1/22
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/19/21

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/22/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/09/21

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: Senior Caseworker #10 Base Salary of Position: \$50,384 Grade: 18
Filling at Step # (If Known): _____
Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: 1/1/22
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.

Human Resources Director has approved this form when initiated. 11/19/21 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature]

Date 11/19/21

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 [Signature]

Date 11/22/21

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 12/09/21

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: 40.02
Title of Position: Social Welfare Examiner #12 Base Salary of Position: \$36,957 Grade: 8
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [X] Promotion [] Other
Employee No./Last Name: Darcy/12998 Date of Vacancy: 6/29/21
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [X] Federal 50 % [X] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] 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. [Signature] 11/10/21

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 11/10/21

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 11/15/21

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 12/09/21

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide # -3 Part- Time Base Salary of Position: \$23,682.38 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [X] Termination [] Promotion [] Other
Employee No./Last Name: Semon 13440 Date of Vacancy: 10/18/2021
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [X] State 50 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 10/27/21

BUDGET OFFICER COMPLETES THIS SECTION

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Bennett P. Dussallz Date 12/09/21