

FINANCE COMMITTEE

AGENDA

MAY 5, 2022

Committee Members: Leggett, Thomas, Bruno, Merlino, Runyon, Diamond and Driscoll
Chair of the Board shall serve 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 Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Action Agenda
 - 1) **Request for transfers of funds as attached for Committee approval.**
 - 2) **Requests/Items to be Discussed by the County Administrator (Ryan Moore, County Administrator):**
 - A) Journal Report of transfers approved by the County Administrator staff for March 2022.
On behalf of the Employment & Training Administration
 - B) Request to amend the Warren County Budget in the amount of \$112,500 to include ARPA (*American Rescue Plan Act*) funding to cover the cost of the contract with Southern Adirondack Childcare Network.
On behalf of the Department of Public Works
 - C) Request to increase Capital Project No. H390, *County Bridge & Culvert Projects*, in various Towns in the amount of \$2,000.
 - 3) **Requests/Items to be Discussed by the County Treasurer (Mike Swan, County Treasurer):**
 - A) Discussion regarding County financial information.
 - B) Request to amend the County Investment Policy to increase the amount authorized to place in overnight investments with any one institution from \$1 million to \$25 million.
 - 4) **Referrals from the County Facilities Committee (Chaired by Supervisor Bruno):**
 - Airport (Robin Mapp, Airport Manager) -*
 - A) Request to authorize closure of Capital Project H389, *Airport Snow Removal Equipment Building*, and return funds remaining in the amount of \$127.57 to Budget Code A.9950.910, *Transfers to Capital Projects.*
 - Buildings & Grounds (Scott Rogers, Director of Facilities) -*
 - B) Request to authorize closure of Capital Project H263, *Design & Construction of the Human Services Building*, and return funds remaining in the amount of \$11,030.56 to Budget Code V.5031.
 - 5) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
 - Sheriff (Jim LaFarr, Sheriff) -*
 - A) Request to write off unpaid claim from September 2018 with the New York Governor's Traffic Safety Committee Child Passenger Safety Committee in the amount of \$750 in accordance with Resolution No. 240 of 2019 due to the claim being submitted after the deadline and the payment was rejected.
 - B) Request to amend the Warren County Budget in the amount of \$81,943 to establish revenue and expense codes for New York State Sheriff's Association COVID-19 Detection and Mitigation grant.
 - 6) **Referral from the Health Services Committee (Chaired by Supervisor Fraiser):**
 - Mental Health (Rob York, Director, Office of Community Services) -*
 - A) Request to amend the Warren County Budget in the amount of \$138,750 to allow pass through of 100% State funding from New York State Office of Mental Health for operation and further development of the Adirondack Veterans' Peer-to-Peer program.
 - Public Health (Ginelle Jones, Director, Public Health/Patient Services):*
 - B) Request to authorize an adjustment for 2009-2016 Preschool program related to ATVLs/Evaluations on preschool children in the amount of \$57,368.85.
 - C) Request to amend the Warren County Budget in the amount of \$211,843 to reflect the total additional allocation for the ELC Schools Grant Contract (Contract 6823-01).

Continued

- 7) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Chris Hanchett, Commissioner of Social Services) -
Request to amend the Warren County Budget in the amount of \$20,000 to increase both revenue and expense accounts to reflect receipt of a gift from the Children's Committee of Warren County.
- 8) **Referral from the Occupancy Tax Coordination Committee (Chaired by Supervisor Dickinson):**
Request to appropriate \$474,000 from the Occupancy Tax Reserve, A.881.00, to Budget Code A.6417.0002 469, *Other Payments/Contributions*, to pay the final distribution of 2021 Occupancy Tax collections to the towns, Village of Lake George and the City of Glens Falls. *Note: It is Administratively recommended action resulting from the Finance Committee to go before the Board at their May 5th meeting.*
- 9) **Referrals from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent) -
- A) Request to increase Capital Project No. H381, *South Johnsburg Road (CR 57) over Mill Creek bridge replacement*, in the Town of Johnsburg in the amount of \$831,393.
 - B) Request to increase Capital Project No. H396, *East River Drive (CR 16) & Call Street (CR 32) Pavement Rehabilitation*, in the Town of Lake Luzerne in the amount of \$460,818.
 - C) Request to authorize closure of Capital Project No. H351, *CR 44 Bridge over Hudson River Bridge Painting Project*, in the Town of Lake Luzerne and return remaining funds in the amount of \$2.70 to Budget Code D.9950 910.
 - D) Request to increase Capital Project No. H401, *Sagamore Road Retaining Wall*, in the Town of Bolton in the amount of \$17,500.
 - E) Request to establish Capital Project No. H415, *2022 Bonded Road Projects*, in the amount of \$6,200,000.
 - F) Request to amend the Warren County Budget in the amount of \$6,200,000 to amend and reduce various 2022 County Road Budgets funded with \$6,200,000 in Serial Bond funds.
 - G) Request to appropriate funds in the amount of \$10,000 from the Environmental Testing Reserve (A.893.00) to the Department of Public Works Budget to fund the Asbestos Project Monitoring fees regarding the abatement of Town of Johnsburg Tax Map Parcel No. 133.8-1-27, completed by Atlantic Testing Laboratories.
 - H) Request to appropriate funds in the amount of \$22,100 from the Environmental Testing Reserve (A.893.00) to the Department of Public Works Budget to fund unknown or unforeseen conditions that may arise during construction regarding Town of Johnsburg Tax Map Parcel No. 133.8-1-27.
- 10) Finance Committee action is required on the following Personnel Agenda item(s), *contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 3B, 3C and 4.*
- 3) **Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**
Public Defender (Marcy Flores, Public Defender) -
- B) Request to amend the Table of Organization and Salary Schedule to fill the position of Public Defender at an annual salary of \$128,450 effective May 9, 2022.
 - C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022.
- 4) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), *Grade 8, Base Annual Salary \$37,918*, effective May 23, 2022.

IV. **Pending Items:**

No items this month.

V. Privilege of the Floor/Public Comment

VI. Motion to adjourn

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: Public Works

SIGNED:

DATE: 4/26/2022

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1355 470	Real Property Tax Service Agency, Contract	A.1490 470	DPW-Admin, Contracts	\$77,900.00

Please state reason for transfers requested:

To move the funding to cover the contract authorized by R129/2022 from the Real Property Department to DPW

CONTINGENT FUND TRANSFER REQUESTS

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

Please state reason for transfer request:

Please file original request with Clerk of the Board and retain copy for your records.

WARREN COUNTY
Journal Report - March 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Brd. of Election - Board of Elections					
3/7/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 375.00	
3/7/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 375.00
3/23/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 13,000.00	
3/23/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 13,000.00
3/28/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 500.00	
3/28/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 500.00
3/30/2022	A.1450 260	Other Equipment	BUDGET TRANSFERS OUT OF OBJECT CODE FROM A.1450 439	\$ 421.00	
3/30/2022	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS OUT OF OBJECT CODE TO A.1450 260		\$ 421.00
Building & Fire - Building & Fire Code					
3/3/2022	A.3620 220	Office Equipment	Budget Transfer out of Object Code from A.3620 410	\$ 53.00	
3/3/2022	A.3620 410	Supplies	Budget Transfer out of Object Code to A.3620 220		\$ 53.00
Clk of Legislati - Clerk of the Legislative Board					
3/8/2022	A.1010 410	Supplies	Budget Transfer within Object Code to A.1010 440		\$ 1,140.00
3/8/2022	A.1010 440	Legal/Transcript Fees	Budget Transfer from Object Code A.1010 410	\$ 1,140.00	
County Attorney - County Attorney					
3/24/2022	A.1420 220	Office Equipment	Transfer outside Object Code from A.1420 410	\$ 55.99	
3/24/2022	A.1420 410	Supplies	Transfer outside Object Code to A.1420 220		\$ 55.99
Dist. Attorney_Dist. Attorney - District Attorney,District Attorney					
3/7/2022	A.1165 220	Office Equipment	Budget Transfer outside of object code from A.1165 410 Supplies	\$ 283.68	
3/7/2022	A.1165 410	Supplies	Budget Transfer outside of object code to A.1165 220 OfficeEquip		\$ 283.68
DPW_DPW Admin - DPW,DPW Administration					

WARREN COUNTY
Journal Report - March 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/2/2022	A.7113 416	Oil & Gas-Heating	Transfer Within Budget Code from A.7113 418	\$ 450.00	
3/2/2022	A.7113 418	Ins-General Liability	Transfer Within Budget Code to A.7113 416		\$ 450.00
3/3/2022	A.1620 260	Other Equipment	Out of Code Transfer from A.1620 410	\$ 208.00	
3/3/2022	A.1620 410	Supplies	Out of Code Transfer to A.1620 260		\$ 208.00
3/7/2022	A.1490 220	Office Equipment	Out of Code Budget Transfer from A.1490 410	\$ 143.00	
3/7/2022	A.1490 410	Supplies	Out of Code Budget Transfer to A.1490 220		\$ 143.00
3/18/2022	A.1620 439	Misc Fees & Expenses	Transfer Within Budget Code from A.1620 470	\$ 271.00	
3/18/2022	A.1620 470	Contract	Transfer Within Budget Code to A.1620 439		\$ 271.00
3/29/2022	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 444		\$ 215.00
3/29/2022	A.1628 444	Travel/Education/Conference	Transfer Within Budget Code from A.1628 410	\$ 215.00	
3/29/2022	DM.5130 416	Oil & Gas-Heating	Transfer Within Budget Code from DM.5130 441	\$ 5,500.00	
3/29/2022	DM.5130 441	Auto-Supplies & Repair	Transfer Within Budget Code to DM.5130 416		\$ 5,500.00
3/30/2022	A.7111 410	Supplies	Transfer Within Budget Code to A.7111 413		\$ 727.00
3/30/2022	A.7111 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code from A.7111 410	\$ 727.00	
Mental Health - Mental Health					
3/18/2022	A.4310 410	Supplies	transfer of funds from A.4310 410 to A.4310 411		\$ 1.00
3/18/2022	A.4310 411	Rent-Building/Property	transfer of funds from A.4310 410 to A.4310 411	\$ 1.00	
OFA - Office for the Aging					
3/9/2022	A.6771 220	Office Equipment	Within object code transfer from A.6771.260	\$ 477.36	
3/9/2022	A.6771 260	Other Equipment	Within object code transfer to A.6771.220		\$ 477.36
3/9/2022	A.6772 220	Office Equipment	Within object code transfer from A.6772.260	\$ 238.68	
3/9/2022	A.6772 260	Other Equipment	Within object code transfer to A.6772.220		\$ 238.68
3/10/2022	A.6771 220	Office Equipment	Within object code transfer from A.6771.260	\$ 135.00	
3/10/2022	A.6771 260	Other Equipment	Within object code transfer to A.6771.220		\$ 135.00
3/24/2022	A.6771 220	Office Equipment	Within object code transfer from A.6771.260	\$ 500.00	

WARREN COUNTY
Journal Report - March 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/24/2022	A.6771 260	Other Equipment	Within object code transfer to A.6771.220		\$ 500.00
3/24/2022	A.6772 220	Office Equipment	Within object code transfer from A.6772.260	\$ 750.00	
3/24/2022	A.6772 260	Other Equipment	Within object code transfer to A.6772.220		\$ 750.00
3/30/2022	A.6771 210	Furniture/Furnishings	Within object code transfer from A.6771.260	\$ 531.00	
3/30/2022	A.6771 260	Other Equipment	Within object code transfer to A.6771.210		\$ 531.00
3/30/2022	A.6772 210	Furniture/Furnishings	Within object code transfer from A.6772.260	\$ 531.00	
3/30/2022	A.6772 260	Other Equipment	Within object code transfer to A.6772.210		\$ 531.00
Office of EMS - Office of Emergency Services					
3/7/2022	A.3410 410	Supplies	Budget transfer within object code to A.3410 426		\$ 25.90
3/7/2022	A.3410 426	Subscriptions	Budget transfer within object code from A.3410 410	\$ 25.90	
3/30/2022	A.4022 423	Telephone	Budget transfer within object code to A.4022 424		\$ 10.00
3/30/2022	A.4022 424	Postage	Budget transfer within object code from A.4022 423	\$ 10.00	
Planning_Planning - Planning,Planning					
3/1/2022	A.8022 423	Telephone	budget transfer within object code to A.8022 444		\$ 100.00
3/1/2022	A.8022 444	Travel/Education/Conference	budget transfer within object code from A.8022 423	\$ 100.00	
3/10/2022	A.8021 427	Memberships & Dues	budget transfer within object code from A.8021 444	\$ 75.00	
3/10/2022	A.8021 444	Travel/Education/Conference	budget transfer within object code to A.8021 427		\$ 75.00
Residential Hall - Countryside Adult Home					
3/3/2022	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code to A.6030 210 from A.6030 410	\$ 9,550.00	
3/3/2022	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 210		\$ 9,550.00
3/3/2022	A.6030 210	Furniture/Furnishings	Budget Transfer out of object code to A.6030 210 from A.6030 410	\$ 1,450.00	
3/3/2022	A.6030 410	Supplies	Budget Transfer out of object code from A.6030 410 to A.6030 210		\$ 1,450.00
3/3/2022	A.6030 410	Supplies	Budget Transfer within object code from A 6030 410 to A.6030 439		\$ 7,000.00
3/3/2022	A.6030 439	Misc Fees & Expenses	Budget Transfer within object code to A.6030 439 from A.6030 410	\$ 7,000.00	

WARREN COUNTY
Journal Report - March 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/14/2022	A.6030 410	Supplies	Budget Transfer within object code from A 6030 410 to A.6030 453		\$ 7,000.00
3/14/2022	A.6030 453	Uniforms & Clothing	Budget Transfer within object code to A.6030 453 from A.6030 410	\$ 7,000.00	
3/28/2022	A.6030 410	Supplies	Budget Transfer within object code from A.6030 410 to A.6030 451		\$ 1,000.00
3/28/2022	A.6030 451	Medical Supply Expense	Budget Transfer within object code to A.6030 451 from A.6030 410	\$ 1,000.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement					
3/18/2022	A.3110 230	Automotive Equipment	Budget Transfer out of object code from A.3110 441	\$ 1,000.00	
3/18/2022	A.3110 441	Auto-Supplies & Repair	Budget Transfer out of object code to A.3110 230		\$ 1,000.00
Social Services - Social Services					
3/1/2022	A.6010 220	Office Equipment	Budget Transfer Out of Object Code to A.6010 220 from A.6010 410	\$ 500.00	
3/1/2022	A.6010 410	Supplies	Budget Transfer Out of Object Code from A.6010 410 to A.6010 220		\$ 500.00
3/3/2022	A.6010 220	Office Equipment	Budget Transfer Out of Object Code to A.6010 220 from A.6010 410	\$ 1,000.00	
3/3/2022	A.6010 410	Supplies	Budget Transfer Out of Object Code from A.6010 410 to A.6010 220		\$ 1,000.00
3/9/2022	A.6010 260	Other Equipment	Budget Transfer Out of Object Code to A.6010 260 from A.6010 410	\$ 500.00	
3/9/2022	A.6010 410	Supplies	Budget Transfer Out of Object Code from A.6010 410 to A.6010 260		\$ 500.00
3/14/2022	A.6010 410	Supplies	Budget Transfer Within Object Code from A.6010 410 to A.6010 435		\$ 500.00
3/14/2022	A.6010 435	Medical Fees	Budget Transfer Within Object Code to A.6010 435 from A.6010 410	\$ 500.00	
3/17/2022	A.6101 470	Contract	Out of Budget Code Transfer from A.6142 470	\$ 500.00	
3/17/2022	A.6142 470	Contract	Out of Budget Code Transfer to A.6101 470		\$ 500.00
Treasurer Disb - Treasurer Departmental Activity					
3/17/2022	A.1325 444	Travel/Education/Conference	Budget transfer from A.1325 444 to A.1325 444.01		\$ 1,477.18
3/17/2022	A.1325 444.01	Job Related Courses	Budget transfer from A.1325 444 to A.1325 444.01	\$ 1,477.18	
Veterans Service - Veterans Service					
3/18/2022	A.6510.0125 410	Supplies	Funds transfer from Advertising	\$ 1,866.00	

WARREN COUNTY
Journal Report - March 2022

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
3/18/2022	A.6510.0125 436	Advertising Fees	Funds transfer to Supplies		\$ 1,866.00
Weights & Meas - Weights & Measures					
3/16/2022	A.6610 418	Ins-General Liability	BUDGET TRANSFER WHITHIN OBJEC TO A.6610 424		\$ 46.00
3/16/2022	A.6610 424	Postage	BUDGET TRANSFER WHITHIN OBJECT CODE FROM A.6610 418	\$ 46.00	

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Employment and Training Administration

DATE: May 5, 2022

- (a) Purpose of Amendment: Amend budget to include the ARPA deferred revenue A691.00 for Southern Adirondack Child Care Network.

- (b) Appropriation Code, Object Code, Full Title and Amount:
Total amount \$112,500.00. 40.6293.4999 470

- (c) Revenue Code (with title), and Amount: 40.6293.4999 \$112,500.00

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 5/6/2022

- (a) Exact Title and Number of Project*: H390 County Bridge & Culvert Projects, Various Towns
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$2,000.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
\$ 2,000.00 (transfer from D.9950 910 Transfers - Capital Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund right of way acquisitions for the Stony Creek Road (CR 2) over Number Nine Brook culvert replacement project to be paid from H390.9550 280

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: Treasurer

DATE: 4/27/2022

- (a) Purpose of Request: **Amend Investment Policy**
- (b) Details: **Increase the amount authorized to place in overnight investments with any one institution from \$1 million to \$25 million**
- (c) Previous Resolution Number: **Resolution #508 of 1989**
- (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: DPW - Facilities

DATE: 4/26/22

(a) Purpose of Request: To authorize closure of capitol project H389 - Airport Snow Removal Equipment Building and return remaining funds to the fund source.

(b) Details: Project is complete. Estimated Remaining Funds: \$127.57
Fund Source: A 9950.910 Transfers to Capital Projects

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: DPW - Facilities

DATE: 4/26/22

- (a) Purpose of Request: To authorize closure of capitol project H263 - Design & Construction of the Human Services Building and return remaining funds to the fund source.

- (b) Details: Project is complete. Estimated Remaining Funds: \$11,030.56
Fund Source: V.5031

- (c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**Miscellaneous**

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

DEPARTMENT NAME: Sheriff

DATE: April 25, 2022

- (a) **Purpose of Request:** Approval to write off debt in accordance with Resolution No. 240 of 2019.

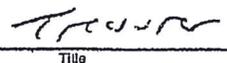
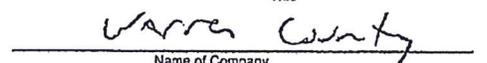
- (b) **Details:** Warren County has an unpaid claim from September 2018 with the New York State Governor's Traffic Safety Committee (GTSC) Child Passenger Safety Committee in the amount of \$750.00. The claim for reimbursement was submitted under the previous Administration after the deadline and payment was rejected. Approval is necessary to write off the unpaid debt in accordance with Resolution No. 240 of 2019.

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

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

N/A

* as listed in budget and LOGOS

AC3253-S (Effective 1/12)											
State of New York			CLAIM FOR PAYMENT								
Vendor Information											
Vendor Name WARREN COUNTY OF					Vendor Identification Number 1000002438						
Address 1340 STATE ROUTE 9					City LAKE GEORGE		State NY		Zip Code 12845		
Reference					Invoice Number CPS-2018-00336						
Purchase Order No. and Date	Description of Materials/Service				Quantity	Unit	Price		Amount		
07/01/2018 - 09/30/2018	Grant #: CPS-2018-Warren Co SO -00199-(057) Grant Name: Child Passenger Safety Program CPS-PMT-2018-Warren Co SO -00336 Child Safety Seats Other Related Expenses								\$0.00 \$750.00		
Vendor Certification I certify that the above bill is just, true and correct; that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.							Total	\$750.00			
 Vendor's Signature in Ink					 Title		Discount %				
10/31/18 Date			 Name of Company							Net	\$750.00
NYS Agency Information											
Vendor Identification Number 1000002438			Vendor Location ID			Vendor Address Sequence					
Voucher ID	Business Unit Name Governors Traffic Safety			Bus. Unit DMV02	Interest Eligible (Y/N)	Contract ID SA00000938					
Payment Date (MM) (DD) (YY)			Liability Date (MM) (DD) (YY)			Merch/Inv. Rec'd Date (MM) (DD) (YY)					
Withholding Class	Withholding Amount	Handling Code	Payee Amount		Agency Internal Use						
Invoice Number CPS-2018-00336					Invoice Date						
PeopleSoft Format Charge Lines (If Applicable)											
Business Unit	Department		Program		Fund		Account				
DMV02	3700393		39054		25319		60301				
Budget Reference	Project ID		Activity		Class		Operating Unit				
	MULTI23NHTS-B										
Product	Chartfield 1 - Accumulator		Chartfield 2 - Agency Use		Chartfield 3		Amount				
Legacy Format Charge Lines (If Applicable)											
Expenditures							Liquidation				
Dept	Cost Center	Var	Yr	Object	Accum		Amount	Orig Agency	PO/Contract	Line	F/P
					Dept.	Statewide					
Liability Date		From Date		TC	Subledger			Optional			

Warren County Board of Supervisors

RESOLUTION No. 240 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS SOKOL, SIMPSON, MERLINO, DICKINSON, STROUGH, BEATY, FRASIER, MCDEVITT, GERAGHTY, BRAYMER AND HYDE

APPROVING THE WARREN COUNTY BAD DEBT POLICY

WHEREAS, the County does not have a formal policy on the collection or write off of debts owed to the County, and

WHEREAS, the lack of a policy has required certain inefficient formal action by the Board of Supervisors, and

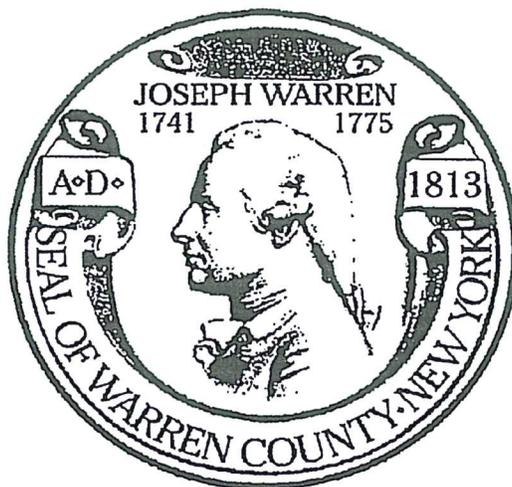
WHEREAS, the County Administrator has developed a formal policy that dictates the process for debt collection and write-offs of bad debt, and

WHEREAS, said policy mandates quarterly reports prepared for the Finance Committee by the County Treasurer detailing all debts written off during the year, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby approves the Warren County Bad Debt Policy as attached hereto to be effective May 17, 2019.

RESOLUTION No. 240 OF 2019

PAGE 2 OF 4



WARREN COUNTY
BAD DEBT POLICY

Adopted by Resolution # 240 of 2019

*RESOLUTION No. 240 OF 2019**PAGE 3 OF 4***WARREN COUNTY BAD DEBT POLICY****BACKGROUND AND PURPOSE:**

In the course of managing its financial resources, Warren County must ensure that the most effective revenue collection procedures are in place and that income generated is properly accounted for in our financial records.

Revenue due to the County but not yet received is recorded on a modified accrual basis in accordance with Generally Accepted Accounting Principles (GAAP).

Customers and other entities do not always pay the County promptly for services they have used or other debts they may owe. If despite the County's best efforts to collect outstanding income that revenue is deemed to be irrecoverable, it is referred to as a bad debt. With the approval of the Board of Supervisors, bad debt may be written off and the County's financial records appropriately modified. Treating income as a bad debt should be the final stage of the County's debt collection process.

This policy is intended to adhere to the principles above and guide County officials in collecting and/or writing off debt

DEFINITIONS:

"Debtor" – a person or entity that owes money to the County.

"Bad debt" – an outstanding sum of money owed to the County which has not been paid despite repeated efforts to collect the debt. Bad debts are those sums of money that have either been deemed irrecoverable or that are not uneconomically prudent to further pursue.

"Write-off" – a procedure used in accounting in which a debt is determined to be uncollectable and is therefore considered to be a loss.

POLICY:

In the first instance, Warren County will utilize all ordinary and appropriate methods to collect revenue owed to the County, including entering into payment plans where legally permissible and prudent.

A First Notice letter will be sent to the debtor by the County Treasurer's Office when the debt is outstanding for **30 or more days**. The Treasurer's Office will copy the department to which the debt is owed. A follow-up phone call will be placed by the appropriate departmental staff member to the debtor to attempt to work out payment arrangements.

A Final Notice letter will be sent to the debtor by the County Treasurer's Office when the debt is outstanding for **60 or more days**. The Treasurer's Office will copy the department to which the debt is owed. Another follow-up phone call will be placed by the appropriate departmental staff member to the debtor to attempt to work out payment arrangements.

*RESOLUTION NO. 240 OF 2019**PAGE 4 OF 4*

A letter from the County Attorney will be sent to the debtor when the debt is outstanding for **70 or more days**. The account will also be referred to the appropriate County Attorney staff member for follow-up.

If a debt is outstanding for **90 or more days**:

·**If under \$500**, the debt may be declared bad debt upon the approval of the County Treasurer, the County Attorney and the County Administrator.

·**If greater than \$499 and less than \$5,000**, the debt may be declared bad debt upon the approval of the Finance Committee. The criteria used by the Finance Committee in making that determination may include, but is not limited to, whether it is economical to utilize a collection agency or pursue litigation against the debtor.

If \$5,000 or higher, the debt will be referred to a collection agency or litigation will be pursued unless the County Treasurer and County Attorney deem such measures to be imprudent. The debt may be declared bad debt upon approval of the Board of Supervisors.

From time to time, Federal and State Aid claims are paid late. The Treasurer's Office will review these outstanding claims annually with the relevant departments. Departmental staff are then responsible for following up with the appropriate Federal or State agency. If the department and the Treasurer's Office determine that the revenue is irrecoverable, the debt may be written off only upon approval of the Board of Supervisors, regardless of the dollar amount of the debt.

All debts declared bad debts in accordance with this policy shall be written off by the appropriate County staff.

County staff may reinstate debts and attempt to collect them, utilizing the process outlined above, if new information becomes available.

A quarterly report will be prepared for the Finance Committee by the County Treasurer detailing all debts written off during the year by agreement of the County Treasurer, the County Attorney and the County Administrator.

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Sheriff

DATE: April 25, 2022

(a) **Purpose of Amendment:** Amend County budget establish revenue and expense codes for a New York State Sheriffs' Association COVID-19 Detection and Mitigation grant.

(b)	Appropriation Code, Object Code, Full Title and Amount:	
	A.3150.4091 410 Sheriff's Correction Division	\$81,943.00
	Detection & Mitigation of COVID 19 - Supplies	

(c)	Revenue Code (with title), and amount:	
	A.3150.4091 Sheriff's Correction Division	\$81,943.00
	Detection & Mitigation of COVID 19	

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Mental Health/Office of Community Services

DATE: 4/25/22

- (a) Purpose of Amendment: To amend the 2022 Warren County budget in the amount of \$138,750 (100% State Aid) to establish a contract with Adirondack Community College/SUNY Adirondack for the operation of the ADK Veteran's Peer-to-Peer program.
- (b) Appropriation Code, Object Code, Full Title and Amount: A. 4310.0125 470 - Mental Health Admin., Peer to Peer Support Services, Contract, \$138,750.
- (c) Revenue Code (with title), and Amount: A. 4310.0125 3711 - Mental Health Admin., Peer to Peer Support Services, \$138,750.

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: Health Services

DATE: April 18, 2022

- (a) Purpose of Request:
To adjust prior year preschool old receivables from 2009-2016 related to AVLs/Evaluations on preschool children in the amount of \$57,368.85
- (b) Details:
Treasurer's office has requested this adjustment.
- (c) Previous Resolution Number:
N/A
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
Revenue: A4054.3277 Physically Handicapped Children- Education of Handicapped Child
Receivable: A.4010 State and Federal Other

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 7

Request to Amend County Budget*

***If this is the result of a grant award, also complete and submit**

Form No. 5 or 6

DEPARTMENT NAME: Warren County Health Services

DATE: April 18, 2022

- (a) **Purpose of Amendment:** To amend the 2022 budget to reflect the total additional allocation for the ELC Schools Grant Contract (**Contract 6823-01**)
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- | | |
|--|-----------|
| A.4194.110 Public Health-ELC Schools Grant - Full time Salaries | \$ 10,157 |
| A.4194.435 Public Health-ELC Schools Grant –Medical Supplies Exp | \$ 98,000 |
| A.4194.436 Public Health-ELC Schools Grant –Advertising Exp | \$100,000 |
| A.4194.442 Public Health-ELC Schools Grant –Auto-Gasoline Exp | \$ 1,080 |
| A.4194.810 Public Health-ELC Schools Grant –Retirement Exp | \$ 1,829 |
| A.4194.830 Public Health-ELC Schools Grant –Social Security Exp | \$ 630 |
| A.4194.831 Public Health-ELC Schools Grant –Medicare Expense | \$ 147 |

Revenue Code (with title), and Amount:

A.4193 4410 Public Health-ELC Schools Grant \$211,843.00

***Note:** We were notified this grant will be extended now from end date 7/2022 to end date 7/2023. Met with State (via zoom) on 3/28/22 to discuss grant. Therefore, total grant will now be \$925,692 with restricted funds of \$804,320 therefore total \$1,730,012. We will be adding salaries/fringe related to our Health Educators to do outreach for schools and they have requested we do advertising aimed at COVID testing students and staff K-12 while also emphasizing vaccinations.

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Social Services

DATE: 4/8/2022

- (a) Purpose of Amendment: **To increase both revenue & expense accounts due to a gift from the Children's Committee of Warren County. This will allow DSS to create another part-time Community Services Assistant working with our Foster Care children & families. This will cover all costs associated with this position.**
- (b) Appropriation Code, Object Code, Full Title and Amount:
- | | |
|--------------------------------------|-----------------|
| TE 6010 110 - Salaries | \$18,250 |
| TE 6010 830 - Social Security | \$1,200 |
| TE 6010 831 - Medicare | \$550 |
- (c) Revenue Code (with title), and Amount: **\$20,000**
TE 6010 2401 Interest & Earnings

Montero, Julie (DFA)

From: Breen, Tammy (DFA)
Sent: Thursday, March 17, 2022 2:13 PM
To: Hanchett, Christian (DFA); Montero, Julie (DFA); Taylor, Maureen (DFA)
Subject: Children's Committee

Good afternoon,

One of the ideas to utilize Children's Committee Funds was to add another part-time CSA to work on Tues/Thurs. Our current CSA can only work Mon, Wed, Fri. We put in the request with the Children's Committee and they have approved the \$20,000 request! This will be a huge help to the FC Unit.

I believe the next steps would be to go to Committee in April to accept the money and create another part-time position. Let me know if I'm missing anything.

Thanks.

Tammy Breen
Warren Co. DSS
Supervisor of Children's Services
518-761-6287
tammy.breen@dfa.state.ny.us

This email and its contents are confidential. If you are not the intended recipient, please do not disclose or use the information within this email or its attachments. If you have received this email in error, please delete it immediately. Thank you.

🖨️ *please do not print this e-mail unless necessary*

\$20,000 Rec'd
4/11/22

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Occupancy Tax Coordination Committee

DATE: 4/25/22

- (a) Purpose of Amendment: **to appropriate \$474,000 from the Occupancy Tax Reserve to pay the final distribution of 2021 Occupancy Tax collections to the towns, Village of Lake George, and City of Glens Falls. (2022 budget based upon \$5,000,000; collections for 2021 were 6,895,986.61)**

- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6417.0002 469, Other Payments/Contributions - \$474,000**

- (c) Revenue Code (with title), and Amount: **881.00 Reserve, Occupancy Tax - \$474,000**

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 4/26/22

(a) Exact Title and Number of Project*: South Johnsbury Road (CR 57) over Mill Creek bridge replacement project in the Town of Johnsbury (H381.9550 280)

(b) Is this a Capital Project? Yes

(c) Is this a Capital Reserve Project? No

(d) Amount of Increase (if applicable): \$831,393.00

(e) Amount of Decrease (if applicable): NA

(f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$ 668,041.00 (80% Federal Share)

\$ 125,258.00 (15% State "Marchiselli" Share)

\$ 38,094.00 (5% Local Match Share - Transfer from D.9950 910)

(g) Changes in Funding (if Amendment):

(h) Purpose of Increase or Decrease or Amendment: To fund project construction phase

RESOLUTION REQUEST FORM NO. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 4/26/22

- (a) Exact Title and Number of Project*: East River Drive (CR16) & Call Street (CR32) Pavement Rehabilitation project in the Town of Lake Luzerne (H396.9550 280)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$460,818.00
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):
 - \$ 368,654.00 (80 % Federal Share)
 - \$ 69,122.00 (15% State "Marchiselli" Share)
 - \$ 23,042.00 (5% Local Match Share - Transfer from D.9950 910)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund additional construction services

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: DPW

DATE: 4/26/22

- (a) Purpose of Request: To authorize closure of capitol project H351 - CR 44 Bridge over Hudson River Bridge Painting project in the Town of Lake Luzerne and return remaining funds to the fund source:

- (b) Details: Project is complete. Estimated Remaining Funds: \$2.70
Fund Source: D.9950 910

- (c) Previous Resolution Number: 380 of 2018

- (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. 9***Request to Increase or Decrease or Amend Existing Capital Project or
Capital Reserve Project****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 4/26/22

- (a) Exact Title and Number of Project*: Sagamore Road Retaining Wall Project in the Town of Bolton (H401.9550 280)
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$17,500.00
- (e) Amount of Decrease (if applicable): NA
- (f) Source of Funding (if Increase) (including name & title of codes, etc.):

\$ 17,500.00 (Transfer from D.9950 910 - Transfers - Capital Projects)

- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: To fund additional design and right of way acquisition services

RESOLUTION REQUEST FORM NO. 8

Request to Establish Capital Project or Capital Reserve Project*

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: DPW

DATE: 4/26/22

(a) Exact Title and Number of Project (**must be obtained from Treasurer's Office**): 2022 Bonded Road Projects H415.9550 280

(b) Is this a Capital Project? yes

(c) Is this a Capital Reserve Project? no

(d) Amount of Project: \$6,200,000.00

(e) Source of Funding (including name & title of codes, etc.):

\$6,200,000.00 H415.9550 5710 Serial Bonds

(f) Purpose of Establishment: To fund various Road Projects.

RESOLUTION REQUEST FORM NO. 7***Request to Amend County Budget****

**If this is the result of a grant award, also complete and submit Form No. 5 or 6*

DEPARTMENT NAME: Department of Public Works

DATE: April 26, 2022

- (a) Purpose of Amendment: To Amend and reduce various 2022 County Road Budgets funded with \$6,200,000.00 in Serial Bond funds.
- (b) Appropriation Code, Object Code, Full Title and Amount:
D.5110.8267 280 CR 77 Main Street (\$977,500.00) – Johnsburg
D.5110.8328 280 CR 29 Peaceful Valley Road (\$145,000.00) – Johnsburg
D.5110.8329 280 2021 Crack Seal (\$83,000.50)
D.5110.8330 280 2021 Guide Rail Improvement (\$283,301.81)
D.5110.8333 280 CR 35 Diamond Point Road (\$32,048.20) – Lake George
D.5110.8336 280 CR 49 Coolidge Hill Road (\$63,000.00) – Bolton
D.5112.8343 280 CR 22 Harrisburg Road (\$4,216,149.49) – Stony Creek
D.5112.8348 280 CR 6 Fort George Road (\$300,00.00) – Lake George
D.5112.8349 280 CR 69 West Brook Road (\$100,000.00) – Lake George
- (c) Revenue Code (with title), and Amount: D.5010 5710 County Roads, Serial Bonds (\$6,200,000.00)

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: DPW

DATE: 4/26/22

- (a) Purpose of Request: Appropriate funds from A893.00 Reserve, Environmental Testing Fund to A.1490 470.1 Department of Public Works Admin, Contracts-Reserve.

- (b) Details: To Appropriate \$10,000.00 from A893.00 Reserve, Environmental Testing Fund amending A.1490 470.1 Department of Public Works Admin, Contract - Reserve, to pay for the Asbestos Project Monitoring fees regarding the abatement of Johnsbury parcel 133.8-1-27, 3485 State Route 8 completed by Atlantic Testing Laboratories.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A893.00 Reserve, Environmental Testing Fund \$10,000.00

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: DPW

DATE: 4/26/22

- (a) Purpose of Request: Appropriate funds from A893.00 Reserve, Environmental Testing Fund to A.1490 470.1 Department of Public Works Admin, Contracts-Reserve.

- (b) Details: To Appropriate \$22,100.00 from A893.00 Reserve, Environmental Testing Fund amending A.1490 470.1 Department of Public Works Admin, Contract - Reserve, to pay for unknow or unforeseen conditions that may arise during Construction regarding the Johnsborg parcel 133.8-1-27, 3485 State Route 8.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A893.00 Reserve, Environmental Testing Fund \$22,100.00.

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

* as listed in budget and LOGOS

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
MAY 5, 2022

Committee Members: Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon- 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/Higher Education Information:

- A) SUNY Adirondack representatives to provide an update on the College.
- B) Request to appoint Edward Fitzgerald to the SUNY Adirondack Board of Trustees for a term commencing July 1, 2022.

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) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Public Defender (Marcy Flores, Public Defender) -**

- A) Request to appoint a Public Defender effective May 9, 2022 at an annual salary of \$128,450.
- B) Request to amend the Table of Organization and Salary Schedule to fill the position of Public Defender at an annual salary of \$128,450 effective May 9, 2022.
- C) Request to amend the Table of Organization and Salary Schedule to decrease the salary of the 9th Assistant Public Defender from \$74,089 to \$71,988 effective May 23, 2022. *Please note this request did not go before the Criminal Justice & Public Safety Committee for approval.*

4) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):

Department of Social Services (Christian Hanchett, Commissioner, Department of Social Services) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Community Services Worker (Part-Time), Grade 8, Base Annual Salary \$37,918, effective May 23, 2022.

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

Request to further amend Resolution No. 374 of 2017 to reflect updated rates for forensic medical services.

6) Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):

Personnel Update: Tax Coordinator's last day of employment is May 6, 2022. County Attorney is reviewing job description and position requirements prior to requesting permission to fill opening.

IV. Pending Items:

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) The County Attorney would draft an opinion regarding the Employee of the Month Program to present to the full Board that would include options for the Board to consider with regard to this topic. (03.31.22)
- 2) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22)
- 3) The draft changes outlined by the County Attorney to the Warren County Travel, Education and Vehicle Use Policy (*last adopted by Resolution No. 49 of 2021*) to authorize Department Heads to approve free training opportunities would be discussed in more detail at the next Committee meeting. (03.31.22)
- 4) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)

CIVIL SERVICE:

No items this month.

HUMAN RESOURCES:

No items this month.

CLERK OF THE BOARD:

No items this month.

COUNTY ATTORNEY:

No items this month.

MAY 5, 2022

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

- Bldgs & Grounds* - Cleaner #11, *Grade 2, Base Annual Salary \$29,735*, due to retirement.
- DPW* - MEO (L) #16, *Grade 7, Base Annual Salary \$36,414*, due to promotion.
- Park, Recreation & Railroad* - Up Yonda - Environmental Education Administrator, *Annual Salary \$55,051*, due to resignation.
- Public Defender* - 9th Assistant Public Defender, *Annual Salary \$71,988*, due to promotion.
- Social Services* - Sr. Account Clerk #4, *Grade 7, Base Annual Salary \$36,414*, due to a lateral transfer.
- Sr. Account Clerk #7, *Grade 7, Base Annual Salary \$36,414*, due to resignation.
- Medicaid Clerk #1, *Grade 5, Base Annual Salary \$33,076*, due to resignation
- Intake Clerk, *Grade 4, Base Annual Salary \$31,789*, due to termination.
- Caseworker #27, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #39, *Grade 16, Base Annual Salary \$47,023*, due to resignation.
- Caseworker #37, *Grade 16, Base Annual Salary \$47,023*, due to termination.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

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

DEPARTMENT NAME: PUBLIC DEFENDER

DATE: MAY 5, 2022

- (a) Employee Name, Title and Employee No.:
9th Assistant Public Defender
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$71,988
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$74,089
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
May 23, 2022
- (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:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
A.1171 4202 110
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
Reducing salary to base level for filling

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: SOCIAL SERVICES

DATE: 4/18/22

- (a) Title of Requested Position: Community Services Worker-Part-Time - Grade 8
- (b) Annual Base Salary (and Grade if Applicable): \$37,918
- (c) Effective Date for New Position:* 5/23/22
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 130
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary BEFORE bringing the request to committees.)
yes
- (g) Is this a mandated position? If so, please explain:
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
 Title of Position: Community Services Worker (Part-Time) Base Salary of Position: \$37,918 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: A6010 130 - Salaries - Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: (Create PT pos) Date of Vacancy: 5/23/22
 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. ROJ 4/13/22
 Human Resources Director has approved this form when initialed. no 4/13/22

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 [Signature] Date 4/13/22

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 4/14/22

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 Edna A. Trasei Date 4/25/22
V. Chair

COMMUNITY SERVICES WORKER

GENERAL STATEMENT OF DUTIES: Under supervision, assists staff members and clients by performing supportive services related to the process of establishing eligibility for social services programs and the delivery of social services. Does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves non-professional functions in a social services agency in support of staff in implementing programs and delivery of services to clients.

EXAMPLES OF WORK: (illustrative Only)

Retrieves files, processes mail, files correspondence, memoranda, reports and other materials; Collects money and accounts for monies received;

Operates photocopier, computer and other office equipment;

Provides typical clerical support services for higher level staff;

By telephone or in person, assists individuals in making informed decisions about applying for assistance or services by inquiring of and providing information to individuals or groups concerning services offered by public and private agencies;

Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages;

Acts as interpreter, if bilingual, to help clients and workers facilitate the intake process;

Schedules appointments and provides client with appropriate application materials;

May make home visits to gather routine information related to program participation

May enter client data such as demographic information, codes, determination etc.;

May, under supervision and guidance, provide mentorship to newly appointed or assigned staff;

Assists clients in areas of common concerns such as housing, employment, school attendance, recreation, money management, day care, transportation and escort;

Assists in communication between agency, client and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff;

Assists individuals in recognizing conditions contributing to social problems and in making recommendations toward correcting these conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of departmental client assistance programs and eligibility criteria; good knowledge of interviewing practices and procedures; ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public; ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency; ability to understand and follow instructions; knowledge of community resources and organizations; ability to read and write English and prepare brief accurate reports; tact; emotional maturity; judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and two years experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency. Possession of a valid New York State Drivers license is required at time of appointment.

WC Adopted: December 27, 2004

JC: Competitive

2022 Format Update