

HUMAN SERVICES COMMITTEE MEETING
VETERANS' SERVICES ~ PEER-TO-PEER AGENDA
May 23, 2022

COMMITTEE MEMBERS: Supervisors DRISCOLL, Frasier, Seeber, Magowan, McDevitt, Hogan and Bruno – 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. Approval of minutes of prior Committee Meeting
- III. Action Agenda/New Business Items:
 1. Request: (2) Resolution Request Form No 12 – Notice of Intent to Fill Vacant Position
Rationale: Backfill one Reg P/T Van Driver position and add another per-diem
 2. Request:
Rationale:
 3. Request:
Rationale:
- IV. Discussion Items:
 1. Introduce Jeffrey Cooke, Veterans Benefits Counselor
 2. Department updates
- V. Referrals/Pending Items: None
- VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)
- VII. Motion to adjourn

Attachments:

(2) Resolution Request Form No 12 – Notice of Intent to Fill Vacant Position
Biography for Jeffrey Cooke
Department updates

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: Veterans' Services Payroll Dept. No: 55.00
Title of Position: Van Driver #1 (Reg P/T) Base Salary of Position: 14.2957/hr. Grade: 02
Filling at Step # (If Known): _____
Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13617/Cooke, J. Date of Vacancy: 4/25/2022
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State _____% Other _____%

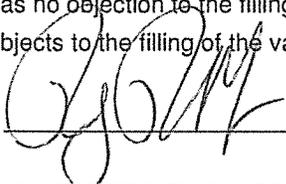
CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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. Parish/22
Human Resources Director has approved this form when initialed. as 5/9/22

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



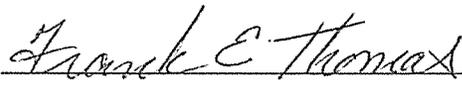
Date

5/10/22

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



Date

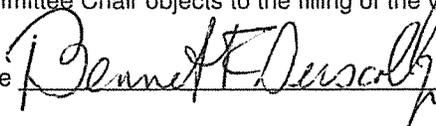
5/10/22

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



Date

5/23/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

AUTHORITY FOR POLICY AND PROCEDURE

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

WHAT FORM TO USE

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

HOW TO USE THIS FORM

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

OBJECTIONS

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

NO OBJECTIONS

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

PAPERWORK

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.

RESOLUTION REQUEST FORM NO. 12

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NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Veterans' Services Payroll Dept. No: 55.00
Title of Position: Van Driver #5 Per-diem Base Salary of Position: 14.2957/hr. Grade: 02
Filling at Step # (If Known):
Budget code and title: A.6510 130 Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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Amended, Warren County Civil Service, October 24, 2008

VAN DRIVER

DISTINGUISHING FEATURES OF THE CLASS: Acts as a general messenger and/or chauffeur. This is responsible work involving the safe transportation of veterans or Department of Social Services clients to various activities and appointments as assigned. Carelessness in this responsibility may result in serious consequences to both the employee and passengers. Work is performed under general supervision and may include minor record keeping and routine manual work. Does related work as required

TYPICAL WORK ACTIVITIES: (Illustrative only)

Transports clients, veterans, etc. to and from hospitals, offices or other locations as assigned using a van, minibus and/or station wagon;
May take specimens to the laboratory and pick up needed medications;
Performs minor maintenance to the assigned transportation vehicles as necessary, i.e., checks oil, washer fluid, etc.
Delivers vehicle to Department of Public Works garage for maintenance and/or repair;
Keeps mileage and expense logs;
May keep other records as necessary;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the operation of automotive equipment; good knowledge of the geography of the area; working knowledge of the state and local motor vehicle rules and regulations; working knowledge of simple repair and maintenance procedures of automotive equipment; ability to maintain simple records; ability to understand and follow oral and written instructions; dependability; ability to deal with the elderly and/or infirm with tact and courtesy; responsibility; willingness to perform routine manual tasks; willingness to work under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of experience in the operation of a motor vehicle.

SPECIAL REQUIREMENT: Possession of the appropriate a New York State Driver's license at time of appointment.



BIOGRAPHY



UNITED STATES AIR FORCE

FIRST SERGEANT JEFFREY A. COOKE

Master Jeffrey A. Cooke advised and assisted the Squadron Commander in managing squadron activities, maintaining discipline and standards, and exercised general supervision of assigned enlisted personnel. Promoted welfare, morale and health and provided guidance to all assigned enlisted personnel on matters of leadership, mentorship, military courtesy, personal appearance and self discipline of enlisted personnel.

Sergeant Cooke was born Oct. 6, 1975, in Glens Falls, New York. He graduated from Ticonderoga High School in Ticonderoga, New York in 1993 and entered active duty with the Air Force September 6, 1995. His background includes various duties in Munitions Systems and he completed two special duty assignments in Weapons Safety. He has deployed in support of Operations SOUTHERN WATCH, NORTHERN WATCH, IRAQI FREEDOM, and ENDURING FREEDOM.



EDUCATION

- 1999 Airman Leadership School, Eglin AFB, Fla.
- 2001 Air Combat Ammunition Planning & Production Course, Beale AFB, Calif.
- 2002 Munitions Craftsman Course, Sheppard AFB, Tex.
- 2002 Weapons Safety Management Course, Lackland AFB, Tex.
- 2004 Associates Degree in Munitions Systems Technology, Community College of the Air Force
- 2008 Bachelors Degree in Education, Training, and Development, Southern Illinois University
- 2009 USAF NCO Academy, Tyndall AFB, Fla.
- 2010 USAF Senior NCO Academy Correspondence Course
- 2011 Advanced Munitions Accountability Course, Sheppard AFB, Tex.
- 2012 USAF First Sergeant Academy, Maxwell-Gunter Annex AFB, Ala.
- 2012 Professional Managers Certification, Community College of the Air Force
- 2013 Associates Degree in Human Resource Management, Community College of the Air Force
- 2013 Senior Enlisted Joint Professional Military Education Course, Joint Forces Staff College, Norfolk, Va.
- 2016 Masters Degree in Social Science Education, Webster University

ASSIGNMENTS

1. Sep 1995, Basic Trainee, Basic Military Training, Lackland AFB, Tex.
2. Jan 1996, Technical School Trainee, Munitions Systems Apprentice Course, Sheppard AFB, Tex.
3. Feb 1996 - Jul 1997, Munitions Support, 896th Munitions Squadron, Nellis AFB, Nev.
4. Aug 1997 - Jun 2000, Missile Maintenance, 33d Equipment Maintenance Squadron, Eglin AFB, Fla.
(Apr 1998 - Aug 1998, Missile Maintenance, 363d Air Expeditionary Wing, Prince Sultan AB, Kingdom of Saudi Arabia)
(Sept 1999 - Dec 1999, Munitions Storage, Al Udeid AB, Qatar)
5. Jul 2000 - Jun 2001, Munitions Controller, 8th Maintenance Squadron, Kunsan AB, Republic of Korea
6. Jul 2001 - Mar 2004, Missile Maintenance, 1st Equipment Maintenance Squadron, Langley AFB, Va.
(Jan 2003 - May 2003, Missile Maintenance, 39th Air Base Wing, Incirlik AB, Turkey)

7. Apr 2004 - Jul 2007, Weapons Safety Manager, 1st Fighter Wing, Langley AFB, Va.
(Jan 2007 - May 2007, Weapons Safety Manager, 506th Air Expeditionary Group, Kirkuk AB, Iraq)
8. Aug 2007 - Jul 2008, Weapons Safety Superintendent, 7th Air Force, Osan AB, Republic of Korea
9. Sep 2008 - Feb 2012, Accountability NCOIC, 23d Equipment Maintenance Squadron, Moody AFB, Ga.
(Sep 2010 - Mar 2011, Maintenance NCOIC, 451st Expeditionary Maintenance Squadron, Kandahar Airfield, Afghanistan)
10. Mar 2012 - Mar 2013, First Sergeant, 38th Rescue Squadron, Moody AFB, Ga.
11. Mar 2013 - May 2014, First Sergeant, 23d Aircraft Maintenance Squadron, Moody AFB, Ga.
(Mar 2013 - Oct 2013, First Sergeant, 455th Expeditionary Aircraft Maintenance Squadron, Bagram Airfield, Afghanistan)
12. May 2014 – January 2016, First Sergeant, 23d Civil Engineer Squadron, Moody AFB, Ga.

MAJOR AWARDS AND DECORATIONS

Meritorious Service Medal with Three Oak Leaf Cluster
 Air Force Commendation Medal with Three Oak Leaf Clusters
 Air Force Achievement Medal with Two Oak Leaf Clusters
 Meritorious Unit Award with Five Oak Leaf Clusters
 AF Outstanding Unit Award with Three Oak Leaf Clusters
 AF Good Conduct Medal with Five Oak Leaf Clusters
 National Defense Service Medal with Bronze Star
 Armed Forces Expeditionary Medal
 Afghanistan Campaign Medal with Two Bronze Stars
 Iraq Campaign Medal with Bronze Star
 Global War on Terrorism Expeditionary Medal
 Global War on Terrorism Service Medal
 Korean Defense Service Medal
 Military Outstanding Volunteer Service Medal
 Nuclear Deterrence Operations Service Medal
 AF Overseas Ribbon Short with Two Oak Leaf Clusters
 Air Force Expeditionary Service Ribbon with Gold Border and One Oak Leaf Cluster
 AF Longevity Service with Three Oak Leaf Clusters
 Air Force Special Duty Ribbon
 USAF NCO PME Graduate Ribbon with Oak Leaf Cluster
 Small Arms Expert Marksmanship Ribbon (Rifle)
 AF Training Ribbon
 NATO Medal

OTHER ACHIEVEMENTS

1997 Outstanding Performer, Air Force Material Command Inspector General Nuclear Surety Inspection
 1998 Senior Airman Below-the-Zone
 2000 Leadership Award, Airman Leadership School
 2002 Lieutenant General Leo Marquez Award, 1st Fighter Wing
 2004 Foreign Object Damage Prevention Award, 1st Fighter Wing
 2005 Individual Safety Award, 1st Fighter Wing
 2005 Team Excellence Award, 1st Mission Support Squadron
 2005 Air Combat Command Explosive Safety Award
 2006 Air Combat Command Explosive Safety Award
 2010 Air Combat Command Outstanding Munitions Supervisor of the Year
 2011 451st Expeditionary Wing Weapons Safety Award
 2012 First Sergeant of the Year, 347th Rescue Group
 2013 Awarded Council of College and Military Educators Scholarship for Academic Excellence

EFFECTIVE DATE OF PROMOTION

Master Sergeant - 1 March 2011
 First Sergeant - 1 March 2012

**Warren County
Veterans' Services
May 23, 2022**

Claims:

YEAR	#CLAIMS	CURRENT AMT	NEW AMOUNT	DIFFERENCE	RETRO
2019	148	36,697.66	93,816.00	57,118.34	640,870.49
Last report February 2022	Same	36,978.93	94,057.12	57,078.19	646,719.17
2020	96	29,757.04	76,324.83	46,567.79	540,439.47
Last reported February 2022	98	29,757.04	81,301.37	51,544.33	606,542.44
2021	52	52,560.48	69,229.22	16,668.74	281,452.14
Last reported February 2022	99	68,616.42	111,316.17	42,669.75	403,968.40
2022	43	10,294.19	15,072.97	4,778.78	31,517.79

TRANSPORTATION:

This service is picking back up and returning to a normal schedule of Monday – Friday transportation services to and from the Stratton VA Medical Center in Albany NY. Partially due to passengers being vaccinated and also the current fuel prices.

Veterans' Services Van Drivers- Mike Donohue & Gary Gifford (Reg P/T), and Mike Therio (per-diem)

3-year passenger count:

2020 – 151 Passengers; 2021 – 176 Passengers; 2022 – 116 Passengers