

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
JUNE 30, 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 representatives to provide an update on the College.

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

- A) Reimbursement of Employment Related Course Work (information item) - A request for Laura Monroe, *Public Health Nurse* who is working toward obtaining her Bachelor's Degree, was approved by the Department Head, County Administrator and the Chair of the Personnel, Administration & Higher Education Committee and funding was available within the departmental budget to cover the cost.
- B) Request for an executive session pursuant to Public Officers Law Section 105(f): the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation

3) Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):

- A) Review of report on tracking of vacancies filled.
- B) Discussion regarding recommendation of the Health Insurance Working Group for Health Insurance Broker.

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

- A) Request for an appropriation of funds in the amount of \$50,000 from the General Fund Unappropriated Surplus to cover the cost of the \$50,000 insurance deductible for the matter of Questor French v. Derek Williams.
- B) Review of the proposed draft Local Law concerning amending Warren County Ethics and Disclosure Law (*two options provided - Option A and Option B*). **Note: If approved by the Personnel, Administration & Higher Education Committee this will go before the Board at their June 30th Board Meeting.**
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of 3rd Assistant County Attorney, *Annual Salary \$65,295*, and delete the position of Tax Coordinator, *Annual Salary \$47,417*, and effective June 18, 2022.
- D) Review of the draft Warren County Travel, Education and Vehicle Use Policy.

5) Referrals from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):
Public Defender (Gregory Canale, Public Defender) -

- A) 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 retroactive to June 20, 2022.
- B) Request to amend the Table of Organization and decrease the salary of the 6th Assistant Public Defender from \$70,806 to \$65,295 and fill the vacant position effective July 18, 2022.
- C) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Clerk III, *Grade 10, Base Annual Salary \$40,784*, and delete the positions of Legal Clerk #3, *Grade 5, Base Annual Salary \$34,193*, and Investigator, *Annual Salary \$23,988 (p/t)*, effective July 18, 2022.
- D) Request to amend the Table of Organization and Salary Schedule and decrease the salary of the Confidential Secretary position from \$50,607 to \$46,894 (32 hours per week) and fill the vacant position effective July 18, 2022.

6) Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):
Planning & Community Development (Wayne LaMothe, County Planner) -

- Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Assistant County Planner 2, *Annual Salary \$63,711*, effective July 5, 2022.
- Note: If approved by the Personnel, Administration & Higher Education and Finance Committees this will go before the Board at their June 30th Board Meeting.**

7) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):
Countryside Adult Home (Amy McByrne, Director, Countryside Adult Home) -

- A) Request to amend the Table of Organization and Salary Schedule to increase the hours of Institutional Aide #3 from 32 hours to full-time effective July 18, 2022.
- B) Request to amend the Table of Organization and Salary Schedule to change the position of Part-Time Food Service Helper Temp to a permanent part-time position effective July 18, 2022.

Continued

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA

JUNE 30, 2022

8) Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):

County Clerk (Pamela Vogel, County Clerk) -

Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Legal Recording Clerk, Grade 7, Base Annual Salary \$36,414, and delete the position of Recording Clerk #1, effective July 18, 2022. **Note: This request is contingent upon the approval of the Legislative, Rules & Governmental Operations Committee.**

9) Request from the Clerk of the Board:

Request to amend Resolution No. 31 of 2022, *Appointing Member to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, as amended by Resolution No. 112 of 2022, to replace Michael Bittel with Juan Gonzalez (*Washington County Representative*), as requested by the Chair of the Warren-Washington County IDA, contingent upon adoption of a similar resolution by the Washington County Board of Supervisors.

IV. Pending Items:

SUNY ADIRONDACK:

No items this month.

PERSONNEL:

- 1) Warren County Workplace Violence Policy to be reviewed for additional updates. (03.03.22) Update: County Attorney was asked to provide updates in redlined form for review. (06.02.22)
- 2) The Committee tabled the discussion on 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 until the next meeting to allow the County Attorney to incorporate the changes suggested by the Supervisors into the policy and to provide a draft for the Committee to review. (05.05.22)
- 3) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
- 4) Committee requested that the Human Resources and Civil Service Departments draft an outline of a process for seeking out hiring candidates for Department Head level positions for the Committee to review. (06.02.22)

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.

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

Countryside Adult - Institutional Aide #18, Grade 3, Base Annual Salary \$30,373.

Home

- DPW**
- MEO (L) #28, Grade 7, Base Annual Salary \$36,414, due to resignation.
 - MEO (L) #13, Grade 7, Base Annual Salary \$36,414, due to resignation.

- Health Services**
- Registered Professional Nurse #6, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #10, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #11, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #12, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #22, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #32, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #37, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #40, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Registered Professional Nurse #42, Grade 19, Base Annual Salary \$51,502, updating authorization.
 - Public Health Nurse #8, Grade 21, Base Annual Salary \$55,070, updating authorization.
 - Public Health Nurse #35, Grade 21, Base Annual Salary \$55,070, updating authorization.
 - Senior Account Clerk #1, Grade 7, Base Annual Salary \$36,414, updating authorization.
 - Senior Account Clerk #2, Grade 7, Base Annual Salary \$36,414, updating authorization.
 - Infant Feeding Advocate (part-time not to exceed 20 hrs/week, Grade 3, Base Annual Salary \$15,186 (Prorated), updating authorization.

Parks, Recreation & Railroad - Director of Parks, Recreation & Railroad, Annual Salary \$71,585, due to retirement.

Social Services - Intake Clerk #8, Grade 4, Base Annual Salary \$31,789, due to promotion.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
9/1/2021	Buildings & Grounds	Building Maintenance Worker #2 (2142)	Cleveland	RS	\$ 35,491.00	\$ 35,491.00	1/31/2022	Spring	\$ 36,414.00	\$ 923.00	\$ 923.00
9/30/2021	Sheriff	Patrol Officer #11 (1380)	Seeley	PR	\$ 75,295.00	\$ 44,735.00	1/24/2022	Rose	\$ 45,854.00	\$ 1,119.00	\$ (29,441.00)
11/2/2021	Public Works	MEO (L) #26 (1225)	Hayes	RT	\$ 44,901.00	\$ 35,491.00	2/7/2022	Riffle	\$ 36,414.00	\$ 923.00	\$ (8,487.00)
11/2/2021	Social Services	HEAP Examiner #4 - temp (2429)	N/A	N	N/A	\$ 33,614.00	1/10/2022	Allen	\$ 34,448.00	\$ 834.00	\$ -
11/2/2021	Social Services	HEAP Examiner #5 - temp (2693)	N/A	N	N/A	\$ 33,614.00	vacant				
11/2/2021	Social Services	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Countryside	Institutional Aide PT #3 (2217)	Semon	RM	\$ 23,682.00	\$ 23,682.00	2/8/2022	Hill	\$ 24,298.00	\$ 616.00	\$ 616.00
12/2/2021	County Clerk	Legal Recording Clerk (1119)	Baker	RS	\$ 41,537.00	\$ 35,491.00	1/4/2022	Slater	\$ 36,414.00	\$ 923.00	\$ (5,123.00)
12/2/2021	DPW	MEO (M) #2 (1233)	Henkel	RS	\$ 44,717.00	\$ 38,521.00	3/28/2022	Huntley	\$ 39,246.00	\$ 725.00	\$ (5,471.00)
12/2/2021	Health Services	RPN #22 (2549)	Gutowski	RS	\$ 55,376.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	RPN #37 (1543)	Brouillette	RS	\$ 48,101.00	\$ 47,523.00	vacant				
12/2/2021	Health Services	Senior Account Clerk #1 (1538)	DeCesare	RT	\$ 43,536.00	\$ 33,600.00	vacant				
12/2/2021	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	4/4/2022	Reiter	\$ 33,076.00	\$ 2,556.00	\$ 1,977.00
12/2/2021	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
12/2/2021	Health Services	Medical Records Coder PT (2598)	New	N	N/A	\$ 24,471.00	vacant				
12/2/2021	Health Services	RPN #40 (2624)	N/A	N	N/A	\$ 47,523.00	vacant				
12/2/2021	Sheriff	Investigator #6 (1385)	David	RT	\$ 83,503.00	\$ 83,503.00	1/31/2022	Schroeck	\$ 78,138.00	\$ (5,365.00)	\$ (5,365.00)
12/2/2021	Sheriff	Patrol Officer #TBD		PR		\$ 44,736.00	vacant				
12/2/2021	Social Services	Caseworker #21 (1668)	Watkins	PR	\$ 58,097.00	\$ 47,023.00	3/28/2022	Norton	\$ 48,472.00	\$ 1,449.00	\$ (9,625.00)
12/2/2021	Social Services	Caseworker #4 (1650)	Parker	PR	\$ 57,597.00	\$ 47,023.00	2/22/2022	Hargraves	\$ 58,597.00	\$ 11,574.00	\$ 1,000.00
12/2/2021	Social Services	Caseworker #20 (1649)	Tennant	RS	\$ 47,244.00	\$ 45,831.00	1/3/2022	Dolly	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
12/2/2021	Social Services	Social Welfare Examiner #12 (1751)	Darcy	PR	\$ 37,436.00	\$ 36,957.00	5/7/2022	Santiago	\$ 37,918.00	\$ 961.00	\$ 482.00
12/20/2021	Office for the Aging	Services Assistant - OFA #3 (2700)	N/A	N	N/A	\$ 33,600.00	4/4/2022	Belden	\$ 36,414.00	\$ 2,814.00	\$ -
12/20/2021	Office for the Aging	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$ 22,301.00	\$ 4,188.00	\$ -
1/1/2022	Health Services	RPN #42 (2701)	N/A	N	N/A	\$ 51,502.00	vacant			\$ -	\$ -
1/1/2022	Health Services	Public Health Program Manager (2678)	N/A	N	N/A	\$ 55,070.00	1/1/2022	Durkee	\$ 67,170.00	\$ 12,100.00	\$ -
1/1/2022	Health Services	Public Health Educator #1 (2681)	N/A	N	N/A	\$ 44,384.00	1/13/2022	Cohen	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	Public Health Educator #2 (1586)	N/A	N	N/A	\$ 44,384.00	1/18/2022	Crawford	\$ 44,384.00	\$ -	\$ -
1/1/2022	Health Services	EI Service Coordinator - PD (2556)	N/A	N	N/A	\$ 12,594.00	vacant				
1/1/2022	Health Services	Therapy Program Administrator (2677)	N/A	N	N/A	\$ 65,566.00	vacant				
1/1/2022	Sheriff	Patrol Officer #66 (2673)	N/A	N	N/A	\$ 44,736.00	1/24/2022	McPhail	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #67 (2674)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ordway	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #68 (2675)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Ortiz	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Sheriff	Patrol Officer #69 (2676)	N/A	N	N/A	\$ 44,736.00	1/24/2022	Crispell	\$ 45,854.00	\$ 1,118.00	\$ -
1/1/2022	Social Services	Senior Caseworker #9 (2685)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Watkins	\$ 61,916.00	\$ 11,532.00	\$ -
1/1/2022	Social Services	Senior Caseworker #10 (2686)	N/A	N	N/A	\$ 50,384.00	1/3/2022	Parker	\$ 61,416.00	\$ 11,032.00	\$ -
1/1/2022	Social Services	Legal Clerk III (2687)	N/A	N	N/A	\$ 40,784.00	1/7/2022	Quagliana	\$ 42,852.00	\$ 2,068.00	\$ -
1/1/2022	Social Services	Senior Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihan	\$ 38,282.00	\$ 6,493.00	\$ -
1/29/2022	Sheriff	Patrol Officer # 70 (2702)	N/A	N	N/A	\$ 44,736.00	3/28/2022	Raggi	\$ 60,078.00	\$ 15,342.00	\$ -
2/3/2022	Buildings & Grounds	Cleaner #12 (2470)	Tabano	RS	\$ 29,735.00	\$ 29,735.00	2/7/2022	Augusta	\$ 29,735.00	\$ -	\$ -
2/3/2022	Countryside	Cook/Manager (2265)	Olden	RT	\$ 43,764.00	\$ 33,076.00	2/15/2022	Quarters	\$ 42,264.00	\$ 9,188.00	\$ (1,500.00)
2/3/2022	County Clerk	Senior MV Examiner # 3 (2710)	N/A	N	N/A	\$ 40,784.00	2/28/2022	Conway	\$ 50,519.00	\$ 9,735.00	\$ -
2/3/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,262.00	\$ 37,918.00	vacant				
2/3/2022	Information Technology	Cybersecurity and Network Analyst (2672)	N/A	N	N/A	\$ 67,533.00	1/3/2022	Boutin	\$ 67,533.00	\$ -	\$ -
2/3/2022	Mail Room	Messenger # 2 (2711)	N/A	N	N/A	\$ 34,488.00	2/22/2022	Wildey	\$ 34,488.00	\$ -	\$ -
2/3/2022	Probation	Senior Account Clerk (1307)	Clarke	PR	\$ 37,355.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (M) #9 (1238)	Monroe	RT	\$ 49,771.00	\$ 39,246.00	vacant				
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	vacant				

2022 - 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
			Cameron	RS	\$ 35,491.00	\$ 36,414.00	vacant				
2/3/2022	Public Works	MEO (L) #13 (1263)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
2/3/2022	Public Works	MEO (L) #27 (2256)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	\$ -	\$ -
2/3/2022	Sheriff	Patrol Sergeant # 12 (2708)	Howse	PR	\$ 77,178.00	\$ 45,854.00	3/14/2022	Wright	\$ 60,078.00	\$ 14,224.00	\$ (17,100.00)
2/3/2022	Sheriff	Patrol Officer #62 (1326)	Crispell	RS	\$ 47,299.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ -	\$ (5,476.00)
2/3/2022	Sheriff	Communications Officer #20 (2544)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Sheriff	Senior Communications Officer (2245)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Intake Clerk #4 (1736)	Gonnelly	RT	\$ 48,263.00	\$ 37,918.00	vacant				
2/3/2022	Social Services	Social Welfare Examiner #17 (1722)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/23/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Caseworker #15 (1665)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Intake Clerk #8 (2660)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	\$ -	\$ (2,395.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Rheel	O	\$ 47,763.00	\$ 37,918.00	2/14/2022	Licari	\$ 40,570.00	\$ 2,652.00	\$ (7,193.00)
2/3/2022	Social Services	Social Welfare Examiner #38 (2082)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	4/18/2022	Boutin	\$ 31,789.00	\$ -	\$ (1,749.00)
2/3/2022	Social Services	Secretary (2270)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Missita	PR	\$ 44,348.00	\$ 37,918.00	5/9/2022	Funnye	\$ 40,570.00	\$ 2,652.00	\$ (3,778.00)
2/3/2022	Social Services	Support Investigator #4 (1746)	Cameron	RT	\$ 44,611.00	\$ 37,918.00	2/7/2022	Johnson	\$ 38,545.00	\$ 627.00	\$ (6,066.00)
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	Service	RS	\$ 17,456.00	\$14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Van Driver #2 (2190)	Johnson	RS	\$ 18,985.00	\$14,868.00	1/3/2022	Cooke	\$ 14,868.00	\$ -	\$ (4,117.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	N/A	N	N/A	\$ 39,246.00	4/25/2022	Cooke	\$ 39,246.00	\$ -	\$ -
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A						
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	vacant				
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	vacant				
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00		vacant				
3/3/2022	Tourism	Communications Asst. - Tourism (2417)	O'Brien	PR	\$ 39,533.00	\$ 39,246.00	4/13/2022	Ellis	\$ 39,246.00	\$ -	\$ (287.00)
3/31/2022	Civil Service	Civil Service Assistant (2568)	Graham	PR	\$ 43,044.00	\$ 39,973.00	5/7/2022	Plumley	\$ 39,973.00	\$ -	\$ (3,071.00)
3/31/2022	Civil Service	Civil Service Specialist (2567)	Chambers	RS	\$ 49,036.00	\$ 49,036.00	4/11/2022	Graham	\$ 49,036.00	\$ -	\$ -
3/31/2022	District Attorney	Legal Clerk II #3 (2669)	Christensen	PR	\$ 37,918.00	\$ 37,918.00	4/11/2022	Davis	\$ 37,918.00	\$ -	\$ -
3/31/2022	Planning	Senior Planner (2414)	Belden	RS	\$ 45,878.00	\$ 50,384.00	vacant				
3/31/2022	Public Defender	Public Defender (1072)	Flores	RT	\$136,273.00	\$114,096.00	5/9/2022	Canale	\$ 128,450.00	\$ 14,354.00	\$ (7,823.00)
3/31/2022	Public Defender	Coordinating Attorney(Public Defender) (2588)	N/A	N	N/A	\$ 81,618.00	4/18/2022	Dipresso	\$ 81,618.00	\$ -	\$ -
3/31/2022	Public Defender	Coordinating Asst. PD - PT (2657)	N/A	N	N/A	\$ 34,280.00	5/16/2022	Flores	\$ 34,280.00	\$ -	\$ -
3/31/2022	Public Defender	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	vacant				
3/31/2022	Public Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	vacant				
3/31/2022	Social Services	Caseworker #24 (1666)	Pugh	RT	\$ 54,846.00	\$ 47,023.00	4/25/2022	Huestis	\$ 47,023.00	\$ -	\$ (7,823.00)
3/31/2022	Tourism	Principal Account Clerk - PD (2714)	N/A	N	\$ 51,519.00	\$ 51,519.00	4/4/2022	Grant	\$ 51,519.00	\$ -	\$ -
5/5/2022	Social Services	Community Services Worker-LTPT (20 hours) (2718)	N/A	N	N/A	\$ 37,918.00	vacant				
5/5/2022	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	vacant				
5/5/2022	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	vacant				
5/5/2022	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	vacant				
5/5/2022	Public Defender	9th Assistant Public Defender (2608)	DiPresso	PR	\$ 74,089.00	\$ 71,988.00	6/20/2022	Duhaney	\$ 71,988.00	\$ -	\$ (2,101.00)
5/5/2022	Social Services	Sr. Account Clerk #4 (1686)	Stoller	O	\$ 42,617.00	\$ 36,414.00	6/20/2022	Dashnaw	\$ 36,414.00	\$ -	\$ (6,203.00)
5/5/2022	Social Services	Sr. Account Clerk #7 (1693)	Williams	RS	\$ 38,326.00	\$ 36,414.00	vacant				
5/5/2022	Social Services	Medicaid Clerk #1 (1707)	Hanchett	O	\$ 38,764.00	\$ 33,076.00	5/9/2022	Parker	\$ 41,764.00	\$ 8,688.00	\$ 3,000.00
5/5/2022	Social Services	Intake Clerk (1754)	Flores	RM	\$ 31,789.00	\$ 31,789.00	5/9/2022	Vitolo	\$ 31,789.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #27 (1658)	Coulman	RS	\$ 57,597.00	\$ 47,023.00	5/16/2022	Queiroz	\$ 47,023.00	\$ -	\$ (10,574.00)
5/5/2022	Social Services	Caseworker #39 (2616)	Putnick	RS	\$ 47,023.00	\$ 47,023.00	6/20/2022	Cozzens	\$ 47,023.00	\$ -	\$ -
5/5/2022	Social Services	Caseworker #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	5/23/2022	Nassivera	\$ 47,023.00	\$ -	\$ -

2022 - 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
6/2/2022	Probation	Administrative Secretary (2717)	Rodriguez	RS	\$ 56,910.00	\$ 44,913.00	vacant				
6/2/2022	Employment & Training	Job Coach-Temporary (2719)	N/A	N	N/A	\$ 34,488.00	vacant				
6/2/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/2/2022	Social Services	Case Manager/Foster Care Home-Finder (2720)	N/A	N	N/A	\$ 44,384.00	vacant				
6/2/2022	DPW	Cleaner # 8 (2144)	Santiago	RS	\$ 29,735.00	\$ 29,735.00	vacant				
6/2/2022	Countryside	Cook #2 (1889)	Steves	RM	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Cook # 5 (2600)	Pagan	RS	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Food Service Helper # 3 (1873)	Potash	RS	\$ 30,362.00	\$ 29,735.00	5/24/2022	Norton	\$ 29,735.00	\$ -	\$ (627.00)
6/2/2022	District Attorney	9th Assistant District Attorney (2662)	N/A	N	N/A	\$ 68,560.00	vacant				
6/2/2022	District Attorney	Legal Clerk III # 1 (2670)	Christensen	O	\$ 40,784.00	\$ 40,784.00	3/14/2022	Christensen	\$ 40,784.00	\$ -	\$ -
6/2/2022	Public Works	Highway Construction Supervisor # 2 (2391)	Harrington	RT	\$ 51,975.00	\$ 42,069.00	6/20/2022	Converse	\$ 49,138.00	\$ 7,069.00	\$ (2,837.00)
6/2/2022	DPW	MEO (M) #22 (2192)	Ashline	RS	\$ 48,771.00	\$ 39,246.00	vacant				
6/2/2022	DPW	MEO (L) #26 (1225)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant				
6/2/2022	Employment & Training	Office Specialist-PT (2613)	N/A	N	N/A	\$ 36,414.00	vacant				
6/2/2022	Office for the Aging	Meal Site Manager #2 (Warrensburg) 30 hr (1935)	Hill	RS	\$ 26,185.00	\$ 22,301.00	vacant				
6/2/2022	Probation	Probation Assistant (1313)	Clarke	O	\$ 38,326.00	\$ 36,414.00	vacant				
6/2/2022	Public Defender	Coordinating Assistant Public Defender (2588)	DiPresso	RS	\$ 81,618.00	\$ 81,618.00	vacant				
6/2/2022	Public Defender	Legal Clerk (2577)	Plumley	RS	\$ 34,282.00	\$ 33,076.00	vacant				
6/2/2022	Social Services	Intake Clerk # 7 (2406)	Monahan	RS	\$ 32,416.00	\$ 31,789.00	6/20/2022	Hamelin	\$ 31,789.00	\$ -	\$ (627.00)
6/2/2022	Social Services	Intake Clerk # 1 (1723)	Parker	O	\$ 40,308.00	\$ 31,789.00	vacant				
6/2/2022	Social Services	Caseworker # 23 (1672)	Williams	RS	\$ 48,472.00	\$ 47,023.00	vacant				
6/2/2022	Veterans' Services	Van Driver # 1 (Reg P/T) (2189)	Cooke	O	14.2958/hr	14.295/Hr	vacant				
6/2/2022	Veterans' Services	Van Driver # 5 Per-Diem (2518)	Cooke	O	14.2958/hr	14.295/hr	vacant				
										\$ 178,401.00	\$ (154,246.00)

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: County Attorney

DATE: 6/30/22

- (a) Purpose of Request: Appropriation of funds to pay the \$50,000 insurance deductible in the matter of Questor French v. Derek Williams
- (b) Details: Resolution No. 87 of 2022 authorized the County Attorney to negotiate and Chairman to issue payment up to the amount of the County's insurance deductible to settle all claims in the matter of Questor French v. Derek Williams
- (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

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SCHEDULE "A"

COUNTY OF WARREN
LOCAL LAW NO. 6 OF 2021**"A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, 'A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW'"**

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

SECTION 1. Title. This Local Law shall be entitled "A Local Law Amending and Updating Local Law No. 5 of 2021, 'A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law.'"

SECTION 2. Purpose. To update the Financial Disclosure Form included as "Appendix B" in the Warren County Ethics and Disclosure Law intended to ensure that officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) "Board" means Warren County Board of Supervisors.
- (b) "Code" means this Code of Ethics.
- (c) "Interest" means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) "Municipality" means a county, city, town, village, school district, consolidated health district, county vocational education and extension board, public library, board of cooperative educational services, urban renewal agency, a joint water works system established pursuant to chapter six hundred fifty-four of the laws of nineteen hundred twenty-seven, or a town or county improvement district, district corporation, or other district or a joint service established for the purpose of carrying on, performing or financing one or more improvements or services intended to benefit the health, welfare, safety or convenience of the inhabitants of such governmental units or to benefit the real property within such units, an industrial development agency but shall have no application to a city having a population of one million or more or to a county, school district, or other public agency or facility therein.
- (~~de~~) "Municipal officer or employee" means an officer or employee of a municipality, whether paid or unpaid, including members of any administrative board, commission or other agency thereof and in the case of a county, shall be deemed to also include any officer or employee paid from county funds. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or

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~~civil defense volunteer, except a fire chief or assistant fire chief, a paid or unpaid officer or employee of Warren County, including, but not limited to, the members of any municipal board and includes elected officials and officers or employees who hold policy making positions.~~

- (e) “Relative” means a spouse, child or step-child, or dependent.
- (f) “Spouse” means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede ~~all the~~ Warren County Code of Ethics, dated 2014 ~~and 2021~~. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

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

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

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person’s position.

SECTION 7. Annual Disclosure.

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

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- (a) Elected officials; and
- (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
- (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and
- (d) Officers and employees having discretionary authority with respect to:
 - (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
 - (2) if the power or duty that is vested in a municipal officer individually, then the power or duty

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shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

- (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

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

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

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

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:
 - (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;

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- (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

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

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

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

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.

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- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computerized ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

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

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

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.
- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may immediately or directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

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

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

SECTION 19. Gifts.

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

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

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

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

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

*RESOLUTION No. ___ OF 2022**PAGE 11 OF 18***APPENDIX "A"**

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

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

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Appendix "A" con't

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

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APPENDIX "B"

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

1. Name and Address

Last Name Middle Initial First Name

Title

Department or Agency

County Address

County Telephone

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

3. Financial Interests.

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, and your relative, if any, for businesses that are involved with the County or any municipality within Warren County.

Table with 4 columns: Name, Position, Organization, Local Agency & Nature of Involvement. Includes four rows of blank lines for data entry.

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- b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse, and your relative if the outside employment is involved with the County or any municipality within Warren County.

Name	Position	Organization (Name / Address)	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position, if such agreement is with a person or business involved with the County or any municipality within Warren County.

- d. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral, and other investments, for you, or your relative, if such investment is with a business or other entity involved with the County or any municipality within Warren County. List the location of all real estate within the county, or within five (5) miles thereof, in which you or your relative, if any, have an interest, regardless of its value.

Name	Name / Address of Business or Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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e. Other Income. Identify the source and nature of any other income in excess of \$1,000/year from any source not described above, for you and your relative, if any, provided that such income is from a source that is involved with the County or any municipality within Warren County.

Name	Name / Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Interest in Contracts

Describe any interest that you or your relative have in any contract involving the County or municipality within Warren County.

Name	Contract Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Debts.

Describe all debts you or your relative owe to the County or any municipality within Warren County in excess of \$5,000 (eg. outstanding occupancy tax payments or tax liens) as of the date of filing of this statement.

Name of Debtor	Name of Creditor
_____	_____
_____	_____
_____	_____
_____	_____

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6. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures of any matter that relates to your official duties. The term "reimbursement" includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Source	Description and Amount
_____	_____
_____	_____
_____	_____
_____	_____

7. Gifts and Honorariums.

Has anyone attempted to influence you by giving you gifts aggregating in excess of \$75, received during the last year by you or your relative, excluding gifts from a relative? The term "gifts" includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

If yes, indicate:

Source	Description of Gift
_____	_____
_____	_____
_____	_____
_____	_____

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

Signature of Reporting Individual

Date

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The filer shall provide the Board of Ethics with additional information if requested to do so by the Board of Ethics.

The reporting requirement of this statement is required by New York State Law and the law of Warren County. Improper use of any of the information contained in this statement by any third person or entity in violation of privacy or other rights, or to harass or annoy the filer of this statement is separately punishable under the law.

This statement is subject to public disclosure under the New York State Freedom of Information Law (FOIL), but any information in this statement that is deemed exempt from disclosure by New York State law or the laws of Warren County shall be redacted. A FOIL request for information contained in this document will be denied if the information will be used to harass or annoy the filer.

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APPENDIX "C"

WARREN COUNTY

Outside Interest Form

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

Name: _____

Job Title: _____

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

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

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

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

Date completed and signature

Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

Resolution introduced by Supervisors Thomas, Conover, Beaty, Frasier, Wild, Braymer and Runyon

INTRODUCING PROPOSED LOCAL LAW NO. 2 OF 2022, ENTITLED “A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2021, ‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW’”

RESOLVED, that proposed Local Law No. 2 of 2022 entitled “A Local Law Amending and Updating Local Law No. 6 of 2021, ‘A Local Law Amending and Updating Local Law No. 5 of 2021, A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law,’” attached hereto and made a part hereof, be, and the same hereby is, introduced before the Warren County Board of Supervisors, and in order to give interested members of the public the opportunity to be heard thereon, the Board of Supervisors shall hold a public hearing in the Supervisors’ Rooms in the Warren County Municipal Center on the 15th day of July, 2022, at 10:00 a.m., on the matter of the adoption of said proposed Local Law No. 2 of 2022, and be it further

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

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**COUNTY OF WARREN
PROPOSED LOCAL LAW NO. 2 OF 2022**

“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2021, ‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW”

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

SECTION 1. Title. This Local Law shall be entitled “A Local Law Amending and Updating Local Law No. 5 of 2021, ‘A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law.”

SECTION 2. Purpose. To update the Financial Disclosure Form included as “Appendix B” in the Warren County Ethics and Disclosure Law intended to ensure that officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) “Board” means Warren County Board of Supervisors.
- (b) “Code” means this Code of Ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) “Municipality” means a county, city, town, village, school district, consolidated health district, county vocational education and extension board, public library, board of cooperative educational services, urban renewal agency, a joint water works system established pursuant to chapter six hundred fifty-four of the laws of nineteen hundred twenty-seven, or a town or county improvement district, district corporation, or other district or a joint service established for the purpose of carrying on, performing or financing one or more improvements or services intended to benefit the health, welfare, safety or convenience of the inhabitants of such governmental units or to benefit the real property within such units, an industrial development agency but shall have no application to a city having a population of one million or more or to a county, school district, or other public agency or facility therein.
- (e) “Municipal officer or employee” means an officer or employee of a municipality, whether paid or unpaid, including members of any administrative board, commission or other agency thereof

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and in the case of a county, shall be deemed to also include any officer or employee paid from county funds. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a fire chief or assistant fire chief.

- (f) “Relative” means a spouse, child or step-child, or dependent.
- (g) “Spouse” means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede all Warren County Code of Ethics, dated 2014 and 2021. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

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

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

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person’s position.

SECTION 7. Annual Disclosure.

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

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employees shall comply with General Municipal Law Article 18 and any amendments or revisions relative to the filing of financial statements.

- (a) Elected officials; and
 - (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
 - (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and
 - (d) Officers and employees having discretionary authority with respect to:
 - (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or

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performing a power or duty:

- (1) if the power or duty is vested in a municipal officer as a member of a board, then the power or duty shall be exercised or performed by the other members of the board; or
- (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
- (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

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

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

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

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business,

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commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:

- (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

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

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

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

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.

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- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computerized ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

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

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

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.
- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may immediately or directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

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

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

SECTION 19. Gifts.

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

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- status as a Warren County officer or employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of three (3) members, a majority of whom shall not be officers or employees of Warren County or a Municipality wholly or partially located in Warren County. One of the three members shall be an elected or appointed officer or employee of Warren County or a Municipality located in Warren County and two shall be members of the public who are not elected or appointed officers or employees of Warren County or a Municipality located in Warren County. The members of the Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for each member who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority and shall receive no salary or compensation for their services as members of the Board of Ethics.
- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality's legal counsel.
- (d) The board of ethics may establish such rules and policies that may be necessary for the proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.
- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall be maintained in the County Attorney's Office.

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- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effective date of this Local Law, and they shall comply with the Local Law immediately upon appointment.

SECTION 21. Posting and distribution.

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

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

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

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

*RESOLUTION No. ____ OF 2022**PAGE 11 OF 19***APPENDIX "A"**

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

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

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Appendix "A" con't

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

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APPENDIX "B"

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

1. Name and Address

Last Name	Middle Initial	First Name
-----------	----------------	------------

Title

Department or Agency

County Address

County Telephone

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

3. Financial Interests.

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, and your relative, if any, for businesses that are involved with the County or any municipality within Warren County.

Name	Position	Organization	Local Agency & Nature of Involvement

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b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse, and your relative if the outside employment is involved with the County or any municipality within Warren County.

Name	Position	Organization (Name / Address)	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position, if such agreement is with a person or business involved with the County or any municipality within Warren County.

d. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral, and other investments, for you, or your relative, if such investment is with a business or other entity involved with the County or any municipality within Warren County. List the location of all real estate within the county, or within five (5) miles thereof, in which you or your relative, if any, have an interest, regardless of its value.

Name	Name / Address of Business or Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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- e. Other Income. Identify the source and nature of any other income in excess of \$1,000/year from any source not described above, for you and your relative, if any, provided that such income is from a source that is involved with the County or any municipality within Warren County.

Name	Name / Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Interest in Contracts

Describe any interest that you or your relative have in any contract involving the County or municipality within Warren County.

Name	Contract Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Debts.

Describe all debts you or your relative owe to the County or any municipality within Warren County in excess of \$5,000 (eg. outstanding occupancy tax payments or tax liens) as of the date of filing of this statement.

Name of Debtor	Name of Creditor
_____	_____
_____	_____

_____	_____
_____	_____

6. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures of any matter that relates to your official duties. The term “reimbursement” includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Source	Description and Amount
_____	_____
_____	_____
_____	_____
_____	_____

7. Gifts and Honorariums.

Has anyone attempted to influence you by giving you gifts aggregating in excess of \$75, received during the last year by you or your relative, excluding gifts from a relative? The term “gifts” includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

If yes, indicate:

Source	Description of Gift
_____	_____
_____	_____
_____	_____
_____	_____

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

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these requirements.

Signature of Reporting Individual

Date

The filer shall provide the Board of Ethics with additional information if requested to do so by the Board of Ethics.

The reporting requirement of this statement is required by New York State Law and the law of Warren County. Improper use of any of the information contained in this statement by any third person or entity in violation of privacy or other rights, or to harass or annoy the filer of this statement is separately punishable under the law.

This statement is subject to public disclosure under the New York State Freedom of Information Law (FOIL), but any information in this statement that is deemed exempt from disclosure by New York State law or the laws of Warren County shall be redacted. A FOIL request for information contained in this document will be denied if the information will be used to harass or annoy the filer.

APPENDIX "C"

WARREN COUNTY

Outside Interest Form

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

Name: _____

Job Title: _____

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

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

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

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

Date completed and signature

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Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

“A”
COUNTY OF WARREN
LOCAL LAW NO. 6 OF 2021

“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, ‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW’”

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

SECTION 1. Title. This Local Law shall be entitled “A Local Law Amending and Updating Local Law No. 5 of 2021, *‘A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law.’*”

SECTION 2. Purpose. To update the Financial Disclosure Form included as “Appendix B” in the Warren County Ethics and Disclosure Law intended to ensure that officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) “Board” means Warren County Board of Supervisors.
- (b) “Code” means this Code of Ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) “Municipality” means a county, city, town, village, school district, consolidated health district, county vocational education and extension board, public library, board of cooperative educational services, urban renewal agency, a joint water works system established pursuant to chapter six hundred fifty-four of the laws of nineteen hundred twenty-seven, or a town or county improvement district, district corporation, or other district or a joint service established for the purpose of carrying on, performing or financing one or more improvements or services intended to benefit the health, welfare, safety or convenience of the inhabitants of such governmental units or to benefit the real property within such units, an industrial development agency but shall have no application to a city having a population of one million or more or to a county, school district, or other public agency or facility therein.
- (~~e~~) “Municipal officer or employee” means an officer or employee of a municipality, whether paid or unpaid, including members of any administrative board, commission or other agency thereof and in the case of a county, shall be deemed to also include any officer or employee paid from county funds. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a fire chief or assistant fire

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~~chief, a paid or unpaid officer or employee of Warren County, including, but not limited to, the members of any municipal board and includes elected officials and officers or employees who hold policy making positions.~~

- (e) "Relative" means a spouse, child or step-child, or dependent.
- (f) "Spouse" means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede ~~all the~~ Warren County Code of Ethics, dated 2014 and 2021. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

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

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

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person's supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person's position.

SECTION 7. Annual Disclosure.

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

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- (a) Elected officials; and
 - (b) The heads of any agency, department, division, council, board, commission, authority or bureau of Warren County and their deputies and other persons authorized to act on their behalf who make policy decisions; and
 - (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
 - (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and
 - (d) Officers and employees having discretionary authority with respect to:
 - (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

- (a) No County officer or employee may directly or indirectly participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
- (b) In the event that this section prohibits a municipal officer or employee from exercising or performing a power or duty:
 - (1) if the power or duty is vested in a municipal officer as a member of a board, then the

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- power or duty shall be exercised or performed by the other members of the board; or
- (2) if the power or duty that is vested in a municipal officer individually, then the power or duty shall be exercised or performed by his or her deputy or, if the officer does not have a deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.
 - (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

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

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

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

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:

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- (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information gained by reason of serving as a municipal officer or employee;
 - (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

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

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

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

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:

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- (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or
 - (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computerized ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

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

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

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.
- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may immediately or directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

- (a) No Warren County officer or employee shall directly or indirectly to compel or induce a subordinate Warren County officer or employee to make, or promise to make, any political

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contribution, whether by gift of money, service or other thing of value.

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

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

SECTION 19. Gifts.

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

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- recipient's status as a Warren County officer or employee, is the primary motivating factor for the gift;
- (3) gifts given on special occasions, such as marriage, illness, or retirement, which are modest, reasonable and customary;
 - (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of ~~three (3)~~ five (5) members, a majority of whom shall not be officers or employees of Warren County or a Municipality wholly or partially located in Warren County. One of the five members ~~one~~ shall be ~~an~~ an appointed officer or ~~employee~~ employee of Warren County, one of the five members shall be an elected officer for a Municipality located in Warren County ~~of Warren County, one shall be an elected or appointed officer or employee of a local Municipality located within Warren County, and one the remaining three members shall be a~~ members of the public who ~~are~~ is not a County elected or appointed officers or employees of Warren County or a Municipality located in Warren County, ~~nor an officer, employee, elected or appointed member of a local Municipality.~~ The members of ~~such the~~ Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for ~~each member~~ each category who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority; and shall receive no salary or compensation for their services as members of the Board of Ethics. ~~The Board of Ethics shall be a "public body" as defined by Public Officers Law § 102(2) and comply with the requirements of the Open Meetings Law Article 7, Public Officers Law.~~
- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality's legal counsel.
- (d) The board of ethics may establish such rules and policies that may be necessary for the

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proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.

- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall be maintained in the County Attorney's Office.
- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effective date of this Local Law, and they shall comply with the Local Law immediately upon appointment.

SECTION 21. Posting and distribution.

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

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

SECTION 23. Severability. In the event that any provision of this Local Law shall be determined by a Court of Law to be illegal and/or unenforceable, the Local Law, to the extent the Courts

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have determined practical shall continue in full force and effect as if the said illegal or unenforceable provision were not contained a part thereof.

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

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

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

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Appendix "A" con't

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

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APPENDIX "B"

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

1. Name and Address

 Last Name Middle Initial First Name

 Title

 Department or Agency

 County Address

 County Telephone

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

3. Financial Interests.

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, and your relative, if any, for businesses that are involved with the County or any municipality within Warren County.

Name	Position	Organization	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse, and your relative if the outside employment is involved with the County or any municipality within Warren County.

Name	Position	Organization (Name / Address)	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position, if such agreement is with a person or business involved with the County or any municipality within Warren County.

d. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral, and other investments, for you, or your relative, if such investment is with a business or other entity involved with the County or any municipality within Warren County. List the location of all real estate within the county, or within five (5) miles thereof, in which you or your relative, if any, have an interest, regardless of its value.

Name	Name / Address of Business or Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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- e. Other Income. Identify the source and nature of any other income in excess of \$1,000/year from any source not described above, for you and your relative, if any, provided that such income is from a source that is involved with the County or any municipality within Warren County.

Name	Name / Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Interest in Contracts

Describe any interest that you or your relative have in any contract involving the County or municipality within Warren County.

Name	Contract Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Debts.

Describe all debts you or your relative owe to the County or any municipality within Warren County in excess of \$5,000 (eg. outstanding occupancy tax payments or tax liens) as of the date of filing of this statement.

Name of Debtor	Name of Creditor
_____	_____
_____	_____

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_____	_____
_____	_____

6. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures of any matter that relates to your official duties. The term “reimbursement” includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Source	Description and Amount
_____	_____
_____	_____
_____	_____
_____	_____

7. Gifts and Honorariums.

Has anyone attempted to influence you by giving you gifts aggregating in excess of \$75, received during the last year by you or your relative, excluding gifts from a relative? The term “gifts” includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

If yes, indicate:

Source	Description of Gift
_____	_____
_____	_____
_____	_____
_____	_____

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

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Signature of Reporting Individual

Date

The filer shall provide the Board of Ethics with additional information if requested to do so by the Board of Ethics.

The reporting requirement of this statement is required by New York State Law and the law of Warren County. Improper use of any of the information contained in this statement by any third person or entity in violation of privacy or other rights, or to harass or annoy the filer of this statement is separately punishable under the law.

This statement is subject to public disclosure under the New York State Freedom of Information Law (FOIL), but any information in this statement that is deemed exempt from disclosure by New York State law or the laws of Warren County shall be redacted. A FOIL request for information contained in this document will be denied if the information will be used to harass or annoy the filer.

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APPENDIX "C"

WARREN COUNTY

Outside Interest Form

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

Name: _____

Job Title: _____

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

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

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

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

Date completed and signature

Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

“A”
COUNTY OF WARREN
LOCAL LAW NO. 6 OF 2021

“A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 5 OF 2021, ‘A LOCAL LAW AMENDING AND UPDATING LOCAL LAW NO. 6 OF 2014, WARREN COUNTY ETHICS AND DISCLOSURE LAW’”

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

SECTION 1. Title. This Local Law shall be entitled “A Local Law Amending and Updating Local Law No. 5 of 2021, *‘A Local Law Amending and Updating Local Law No. 6 of 2014, Warren County Ethics and Disclosure Law.’*”

SECTION 2. Purpose. To update the Financial Disclosure Form included as “Appendix B” in the Warren County Ethics and Disclosure Law intended to ensure that officers and employees of Warren County hold their positions to serve and benefit the public, and not for obtaining unwarranted personal or private gain in the exercise and performance of their official powers and duties. The Board of Supervisors recognizes that, in furtherance of this fundamental principle, there is a need for clear and reasonable standards of ethical conduct. This code of ethics establishes those standards.

SECTION 3. Definitions.

- (a) “Board” means Warren County Board of Supervisors.
- (b) “Code” means this Code of Ethics.
- (c) “Interest” means a direct or indirect financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers. A municipal officer or employee is deemed to have an interest in any private organization when he or she, his or her spouse, or a member of his or her household, is an owner, partner, member, director, officer, employee, or directly, collectively directly or indirectly owns or controls more than fifty percent (50%) of the organization.
- (d) “Municipality” means a county, city, town, village, school district, consolidated health district, county vocational education and extension board, public library, board of cooperative educational services, urban renewal agency, a joint water works system established pursuant to chapter six hundred fifty-four of the laws of nineteen hundred twenty-seven, or a town or county improvement district, district corporation, or other district or a joint service established for the purpose of carrying on, performing or financing one or more improvements or services intended to benefit the health, welfare, safety or convenience of the inhabitants of such governmental units or to benefit the real property within such units, an industrial development agency but shall have no application to a city having a population of one million or more or to a county, school district, or other public agency or facility therein.
- (e) “Municipal officer or employee” means an officer or employee of a municipality, whether paid or unpaid, including members of any administrative board, commission or other agency thereof and in the case of a county, shall be deemed to also include any officer or employee paid from county funds. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a fire chief or assistant fire chief.

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- (e) “Relative” means a spouse, child or step-child, or dependent.
- (f) “Spouse” means a husband or wife of the municipal officer or employee unless living separate and apart in contemplation of divorce or formal separation.

SECTION 4. Applicability. This code of ethics applies to the officers and employees of Warren County, and shall replace and supersede all Warren County Code of Ethics, dated 2014 and 2021. The provisions of this code of ethics shall apply in addition to all applicable State and local laws relating to conflicts of interest and ethics including, but not limited to, Article 18 of the General Municipal Law and all rules, regulations, policies and procedures of Warren County.

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

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

- (a) Whenever a matter requiring the exercise of discretion comes before a municipal officer or employee, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the County officer or employee shall refrain from the exercise of discretion in the matter.
- (b) The County officer or employee shall also disclose in writing the nature of the interest. The disclosure shall be made when the matter requiring disclosure first comes before the County officer or employee, or when the County officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
- (c) In the case of a person serving in an elective office, the disclosure shall be filed with the County Attorney and shall be provided to the Board of Ethics for a proactive review and consultation should a conflict exist within sixty (60) days of the notice being filed. In all other cases, the disclosure shall be filed with the person’s supervisor or, if the person does not have a supervisor, the disclosure shall be filed with the County officer, employee or board having the power to appoint to the person’s position.

SECTION 7. Annual Disclosure.

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

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- behalf who make policy decisions; and
- (c) Officers and employees who hold policymaking positions, including members of boards, commissions and public authorities of Warren County. A person shall be considered to hold a policymaking position if he or she meets the following criteria, based either on the powers and duties of the position held by the person as set forth in the job description or any applicable law or regulation, or based on the actual duties performed by the person:
- (1) he or she has been determined to be managerial pursuant to Civil Service Law §201(7) because he or she formulates policy; or
 - (2) he or she is in the non-competitive class under §2.2 of the rules and regulations of the New York State Department of Civil Service, provided that the person holds a position that is designated in any applicable rules and regulations promulgated by the county civil service commission or County Personnel Officer pursuant to Civil Service Law §20, on the basis that the position requires the performance of functions influencing policy; or
 - (3) he or she exercises responsibilities of a broad scope in the formulation of plans for the implementation of goals or policy for a county agency or acts as an advisor to an individual in such a position, and
- (d) Officers and employees having discretionary authority with respect to:
- (1) Contracts, leases, franchises, concessions, permits, or licenses; or
 - (2) The purchase, sale, rental, or lease of real property, personal property, or services, or a contract therefore; or
 - (3) The obtaining of grants of money or loans; or
 - (4) Inspections; or
 - (5) The adoption or repeal of any rule or regulation having the force and effect of law, and
- 2) Time and place for filing. The annual disclosure statements shall be filed with the office of the County Attorney no later than the 31st of January each year. This filing may be completed electronically or hard copy as a fillable form, with a copy of certification of completion of the Warren County electronic ethics training. A complete list of filings shall be provided to the Board of Ethics members by February 14th of each year. Late or missing submissions shall be followed up on by the Board of Ethics with the assistance of the County Attorney's Office. After ninety (90) days, notification of any outstanding filings shall be sent to the County Administrator and members of the Board of Supervisors. Disclosure statements must be updated during the year as circumstances warrant.

SECTION 8. Recusal and abstention.

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

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deputy, the power or duty shall be performed by another person to whom the officer may lawfully delegate the function.

- (3) if the power or duty is vested in a municipal employee, he or she must refer the matter to his or her immediate supervisor, and the immediate supervisor shall designate another person to exercise or perform the power or duty.

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

- (a) This code's prohibition on use of a municipal position (section 5), disclosure requirements (sections 6 and 7), and requirements relating to recusal and abstention (section 8), shall not apply with respect to the following matters:
 - (1) adoption of Warren County's annual budget;
 - (2) any matter requiring the exercise of discretion that directly affects any of the following groups of people or a lawful class of such groups:
 - (i) all municipal officers or employees;
 - (ii) all residents or taxpayers of the municipality or an area of the municipality; or
 - (iii) the general public;
 - (3) any matter that does not require the exercise of discretion.
- (b) Recusal and abstention shall not be required with respect to any matter:
 - (1) which comes before the Warren County Board of Supervisors or standing Committee or Special Committee thereof when a majority of the board's or committee's total membership would otherwise be prohibited from acting by section 8 of this code;
 - (2) which comes before a municipal officer when the officer would be prohibited from acting by section 8 of this code and the matter cannot be lawfully delegated to another person.

SECTION 10. Investments in conflict with official duties.

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

SECTION 11. Private employment in conflict with official duties.

- (a) No Warren County officer or employee, during his or her tenure as a municipal officer or employee, may engage in any private employment, including the rendition of any business, commercial, professional or other types of services, and including serving as a Board member, consultant, contractor or passive investor of an entity that engages in any business or maintains any relationship with Warren County, provides to or oversees from the County any client referrals or competes with the County when the employment or activity:
 - (1) can be reasonably expected to require more than sporadic recusal and abstention pursuant to sections 8 and 10 of this code;
 - (2) can be reasonably expected to require disclosure or use of confidential information

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- gained by reason of serving as a municipal officer or employee;
- (3) violates section 805-a(1)(c) or (d) of the General Municipal Law; or
 - (4) requires representation of a person or organization other than Warren County in connection with litigation, negotiations or any other matter to which Warren County is a party.
- (b) Outside Interest Form. If any Warren County officer or employee or immediate family member is currently or plans to be in the future an employee, Board member, consultant, owner, contractor or even a passive investor of an entity that engages in any business or maintains any relationship with Warren County; provides to or receives from Warren County any client referrals or competes with Warren County, they must fill out an Outside Interest Form in the office of the Warren County Attorney, and a copy of the completed Form must be provided to the Board of Ethics. Annexed hereto and made a part hereof as Appendix "C" is a sample copy of the Outside Interest Form.

SECTION 12. Future employment.

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

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

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

SECTION 14. Use of Warren County resources.

- (a) Warren County resources shall be used for lawful Warren County purposes. Warren County resources include, but are not limited to, municipal personnel, and Warren County's money, vehicles, equipment, materials, supplies or other property.
- (b) No Warren County officer or employee may use or permit the use of Warren County resources for personal or private purposes, but this provision shall not be construed as prohibiting:
 - (1) any use of Warren County resources authorized by law or municipal policy;
 - (2) the use of Warren County resources for personal or private purposes when provided to a Warren County officer or employee as part of his or her compensation; or

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- (3) the occasional and incidental use during the business day of Warren County telephones and computers for necessary personal matters such as family care and changes in work schedule.
- (c) No Warren County officer or employee shall cause Warren County to spend more than is reasonably necessary for transportation, meals or lodging in connection with official travel.
- (d) All Warren County officers and employees shall take a computerized ethics training course. This training provides guidance regarding your outside activities while under County employment. A certification of this training shall be filed with your supervisor annually no later than January 31st or within ten (10) days of employment with Warren County.

SECTION 15. Interests in Contracts.

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

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

- (a) No Warren County officer or employee shall induce others to hire a relative of the officer or employee.
- (b) No Warren County officer or employee, either individually or as a member of a board, may participate in any decision specifically to appoint, hire, promote, discipline or discharge a relative for any position at, for or within Warren County or a Warren County board, except:
 - (1) A Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the action is undertaken in accordance with the Civil Service Law and Rules promulgated thereunder for competitive positions; or
 - (2) In all other cases, a Department Head may undertake to appoint, hire, promote, discipline or discharge a relative if no other County officer or employee can undertake the action, and the Department Head obtains approval from the Board of Supervisors, which may seek a written advisory opinion from the Board of Ethics, before undertaking the action.
- (c) No Warren County officer or employee may immediately or directly manage and/or supervise a relative in the performance of a relative's official powers or duties. If a Warren County officer or employee would be responsible for the management or supervision of a relative, an alternative supervisory arrangement must be made to manage and supervise the relative; the management and supervision must be undertaken pursuant to Civil Service Law and Rules, if applicable, and any decision to appoint, hire, promote, discipline or discharge must be in accordance with subdivision (b) above.
- (d) Any Warren County officer or employee, or prospective officer or employee, may request a written advisory opinion from the Board of Ethics regarding the implementation of this Section.

SECTION 17. Political Solicitations.

- (a) No Warren County officer or employee shall directly or indirectly to compel or induce a subordinate Warren County officer or employee to make, or promise to make, any political contribution, whether by gift of money, service or other thing of value.
- (b) No Warren County officer or employee may act or decline to act in relation to appointing, hiring or promoting, discharging, disciplining, or in any manner changing the official rank,

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status or compensation of any Warren County officer or employee, or an applicant for a position as a Warren County officer or employee, on the basis of the giving or withholding or neglecting to make any contribution of money or service or any other valuable thing for any political purpose.

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

SECTION 19. Gifts.

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

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- modest, reasonable and customary;
- (4) unsolicited advertising or promotional material of little intrinsic value, such as pens, pencils, note pads, and calendars;
 - (5) awards and plaques having a value of seventy-five dollars (\$75) or less which are publicly presented in recognition of service as a Warren County officer or employee, or other service to the community; or
 - (6) meals and refreshments provided when a Warren County officer or employee is a speaker or participant at a job-related professional or educational conference or program and the meals and refreshments are made available to all participants.

SECTION 20. Board of Ethics.

- (a) There is hereby established a Board of Ethics for Warren County. The Board of Ethics shall consist of five (5) members, a majority of whom shall not be officers or employees of Warren County or a Municipality wholly or partially located in Warren County. One of the five members shall be an appointed officer or employee of Warren County, one of the five members shall be an elected officer for a Municipality located in Warren County and the remaining three members shall be members of the public who are not elected or appointed officers or employees of Warren County or a Municipality located in Warren County. The members of the Board of Ethics shall be appointed by the Board of Supervisors, serve at the pleasure of the appointing authority, and receive no salary or compensation for their services as members of the Board of Ethics. The Board of Supervisors may appoint alternate members for each member who shall serve in the event a member is unable to serve due to illness, unavailability or when a conflict is presented. Alternate members shall serve at the pleasure of the appointing authority and shall receive no salary or compensation for their services as members of the Board of Ethics. The Board of Ethics shall be a “public body” as defined by Public Officers Law § 102(2) and comply with the requirements of the Open Meetings Law Article 7, Public Officers Law.
- (b) A member of the Board of Ethics shall not be an official, officer or committee person of a political party or hold any similar office or title in a political party.
- (c) The Board of Ethics shall render advisory opinions with respect to article 18 of the General Municipal Law and this code. Such advisory opinions must be rendered pursuant to a written request under such rules and regulations as the Board of Ethics may prescribe. In addition, the Board of Ethics may make recommendations with respect to the drafting and adoption of a Code of Ethics, or amendments to the Code of Ethics, upon the request of the Board of Supervisors. The Board of Ethics may accept from the general public or any of its own members a complaint or allegation of conflict of interest or violation of this Code of any officer or employee of Warren County. The Board of Ethics may initiate an investigation upon its own motion or upon receipt of a sworn complaint alleging a violation, and shall have the advice of legal counsel employed by the Board of Ethics, or if none, the municipality’s legal counsel.
- (d) The board of ethics may establish such rules and policies that may be necessary for the proper discharge of its duties and may utilize the services of the office of the Warren County Attorney.
- (e) This Ethics and Disclosure Policy shall be reviewed and updated as needed with the new term of each Board, at a minimum of every two years. As such, the members of the Board of Ethics shall serve for the same duration and coincide with the term of the members of the Board of Supervisors. The contact information for the members of the Board of Ethics shall

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be maintained in the County Attorney's Office.

- (f) Members of the Board of Ethics shall meet at a minimum of twice a year to review disclosure and certifications of training and as needed. Documentation of the meeting date and time shall be provided to the County Attorney and the Board of Supervisors.
- (g) Members of the Board of Ethics shall be appointed for the remainder of the current term within sixty (60) days of the effective date of this Local Law, and they shall comply with the Local Law immediately upon appointment.

SECTION 21. Posting and distribution.

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

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

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

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

*RESOLUTION No. ___ OF 2022**PAGE 10 OF 17***APPENDIX "A"**

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

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

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Appendix "A" con't

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

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APPENDIX "B"

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

1. Name and Address

Last Name	Middle Initial	First Name
-----------	----------------	------------

Title

Department or Agency

County Address

County Telephone

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

3. Financial Interests.

a. Business Positions. List any office, trusteeship, directorship, partnership, or other position in any business, association, proprietary, or not-for-profit organization held by you, and your relative, if any, for businesses that are involved with the County or any municipality within Warren County.

Name	Position	Organization	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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- b. Outside Employment. Describe any outside occupation, employment, trade, business, or profession providing more than \$1,000 per year for you, your spouse, and your relative if the outside employment is involved with the County or any municipality within Warren County.

Name	Position	Organization (Name / Address)	Local Agency & Nature of Involvement
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- c. Future Employment. Describe any contract, promise or other agreement between you and anyone else with respect to your employment after leaving your County office or position, if such agreement is with a person or business involved with the County or any municipality within Warren County.

- d. Investments. Itemize and describe all investments in excess of \$5,000 or five percent (5%) of the value in any business, corporation, partnership, or other assets, including stocks, bonds, loans, pledged collateral, and other investments, for you, or your relative, if such investment is with a business or other entity involved with the County or any municipality within Warren County. List the location of all real estate within the county, or within five (5) miles thereof, in which you or your relative, if any, have an interest, regardless of its value.

Name	Name / Address of Business or Real Estate	Description of Investment
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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e. Other Income. Identify the source and nature of any other income in excess of \$1,000/year from any source not described above, for you and your relative, if any, provided that such income is from a source that is involved with the County or any municipality within Warren County.

Name	Name / Address of Income Source	Nature of Income
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Interest in Contracts

Describe any interest that you or your relative have in any contract involving the County or municipality within Warren County.

Name	Contract Description
_____	_____
_____	_____
_____	_____
_____	_____

5. Debts.

Describe all debts you or your relative owe to the County or any municipality within Warren County in excess of \$5,000 (eg. outstanding occupancy tax payments or tax liens) as of the date of filing of this statement.

Name of Debtor	Name of Creditor
_____	_____
_____	_____

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6. Third-Party Reimbursements.

Identify and describe the source of any third-party reimbursement for travel-related expenditures of any matter that relates to your official duties. The term “reimbursement” includes any travel-related expenses provided by anyone other than the County for speaking engagements, conferences, or fact-finding events that relate to your official duties.

Source	Description and Amount
<hr/>	<hr/>

7. Gifts and Honorariums.

Has anyone attempted to influence you by giving you gifts aggregating in excess of \$75, received during the last year by you or your relative, excluding gifts from a relative? The term “gifts” includes gifts of cash, property, personal items, payments to third parties on your behalf, forgiveness of debt, honorariums, and any other payments that are not reportable as income.

If yes, indicate:

Source	Description of Gift
<hr/>	<hr/>

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

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Signature of Reporting Individual

Date

The filer shall provide the Board of Ethics with additional information if requested to do so by the Board of Ethics.

The reporting requirement of this statement is required by New York State Law and the law of Warren County. Improper use of any of the information contained in this statement by any third person or entity in violation of privacy or other rights, or to harass or annoy the filer of this statement is separately punishable under the law.

This statement is subject to public disclosure under the New York State Freedom of Information Law (FOIL), but any information in this statement that is deemed exempt from disclosure by New York State law or the laws of Warren County shall be redacted. A FOIL request for information contained in this document will be denied if the information will be used to harass or annoy the filer.

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APPENDIX "C"

WARREN COUNTY

Outside Interest Form

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

Name: _____

Job Title: _____

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

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

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

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

Date completed and signature

Signature

Date

Date reviewed by Compliance Officer and signature

Signature

Date

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

DEPARTMENT NAME: County Attorney

DATE: June 30, 2022

- (a) Title of Requested Position: **3rd Assistant County Attorney**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$65,295.00**
- (c) Effective Date for New Position*: **July 18, 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):
Tax Coordinator/Grade 8/\$47,417
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1420 110 County Attorney, Salaries- Regular
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
The position requires the preparing abstracts of title and continuation searches for properties in Warren County subject to future tax foreclosure proceedings. Flat fee charges are accessed to real properties which require an abstract of title and continuation searches due to the property owner's failure to pay real property taxes. Three year approximate average for revenue generated \$69,000/year.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTY ATTORNEY Payroll Dept. No:
Title of Position: ASSISTANT COUNTY ATTORNEY 3 Base Salary of Position: \$65,295 Grade: 1 (Attorney Scale)
Filling at Step # (If Known): Unknown
Budget code and title: a.1420 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Not Applicable Date of Vacancy: Not Applicable
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other EXEMPT (PJC)
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 5/1/22

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

ASSISTANT COUNTY ATTORNEY #3: WARREN COUNTY

Department: County Attorney

Classification: Exempt (PJC)

Grade: Attorney Scale-Grade 1 (entry) or commiserate with years of experience

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision and general direction of the County Attorney, an incumbent of this class will act for and on behalf of the County Attorney and have responsibility for the following general areas:

- Abstracting, title review, and complying with constitutional, statutory and local laws and resolutions related to County tax foreclosure proceedings, to include preparation and review of title abstracts and continuation reports for real properties subject to tax foreclosure, preparation of legal documents required to initiate and complete tax foreclosure proceedings and transfers of title following tax foreclosure and auction.
- Providing specialized legal professional work in the handling of legal issues concerning the day-to-day operations of the County; providing legal services in relation to administrative hearings and trials arising from the operation of County departments, boards, committees, and commissions; rendering legal counsel to department heads and other County officials and employees; representing the County before the Courts of the State of New York and the Federal Courts during the prosecution and defense of the County's interests through zealous advocacy on behalf of the County.
- Representing the County Attorney and the County's interests before the Family Court for Warren County to include drafting court documents and appearing for arraignments, court appearances, attorney conferences, hearings and trials;
- Drafting and reviewing contracts on behalf of the County;
- Conducting legal research, drafting and preparing legal opinions for County officials and employees covering a wide range of subjects including constitutional law, Statutory law, administrative law, environmental law, labor law, public health law, family law to include the family court act.

The successful candidate is appointed by the County Attorney and serves at the pleasure of the County Attorney. The Assistant County Attorney must be a resident of Warren County at the time of appointment.

MINIMUM QUALIFICATIONS: Admission to the Bar in the State of New York and relevant work experience involving review of title abstracts and real estate closings; litigation experience not required, but preferred.

SALARY: \$65,295, or commensurate with experience, plus full benefits.

**CANDIDATES SHOULD SEND COMPLETED WARREN COUNTY APPLICATION,
RESUME AND LETTER OF INTENT TO:**

Warren County Attorney's Office

1340 State Route 9

Lake George, New York 12845

Warren County is an EOE/AA employer

Applications are being accepted until May 31, 2022

Applications may be obtained at: www.warrencountyny.gov/civilservice

Warren County Board of Supervisors

RESOLUTION NO. ___ OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS

ADOPTING AMENDED WARREN COUNTY TRAVEL, EDUCATION AND VEHICLE USE POLICY

WHEREAS, the Warren County Board of Supervisors adopted an updated Warren County Travel Policy and County Vehicle Use Regulations (hereinafter the “Travel and Education Policy”) by Resolution No. 495 of 2004, which has been updated by many subsequent resolutions, most recently by Resolution Nos. 289 of 2020; 49 of 2021 and 146 of 2021, and

WHEREAS, the Personnel Committee referred to the County Administrator a request to update and provided a proposed Travel and Education Policy for committee review and consideration, and

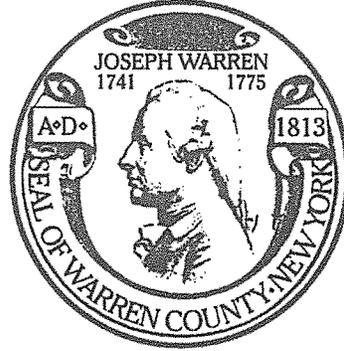
WHEREAS, the Personnel Committee has reviewed the modifications recommended by the County Administrator and has recommended that the same be advanced to the Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Warren County Travel, Education and Vehicle Use Policy annexed hereto, be and the same hereby is, adopted as the official Policy for Warren County, and be it further

RESOLVED, that any and all prior Travel Policies or County Vehicle Use Regulations or Resolutions are hereby repealed, effective June 15, 2022.

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WARREN COUNTY TRAVEL, EDUCATION
AND VEHICLE USE POLICY

RESOLUTION No. ____ OF 2022

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I. COUNTY TRAVEL & EDUCATION POLICY

Whenever an officer or employee travels for County business, the officer or employee shall comply with the requirements of this section.

A. GENERAL GUIDELINES FOR THE USE OF MOTOR VEHICLES AND/OR MASS TRANSPORTATION

When at all possible, employees shall use County owned vehicles or rental vehicles available under state purchasing contract for County business purposes as opposed to personal vehicles. Whether a rental vehicle may be used in lieu of a County vehicle, shall be determined by the Fleet Manager or in said Manager's absence, the County Administrator based on the nature of the trip, length of the trip, and/or number of persons riding in the vehicle. Whenever practical, employees shall use mass transportation for County business as opposed to County vehicles, rental vehicles or personal vehicles.

- 1) Use of personal vehicles should only occur when a County vehicle is not readily available in the pool of vehicles available for department use or when a rental vehicle is not authorized.
- 2) Mass transportation sources should be used whenever there would be a savings in costs unless such use would be impractical given the nature of the trip. If use of Mass transportation would result in a saving of time, the value of the Officer's or Employee's time should be considered in evaluating costs.
- 3) Whenever travel is for more than distances six (6) hours away, it is expected that mass transportation will be used unless there is justification for not using the same.
- 4) Whenever requesting authorization from the Department Head, Chair of the oversight Committee or County Administrator to attend a meeting or convention, the employee making the request shall indicate on the authorization request form whether a County vehicle and/or mass transportation will be used and if not, the reason for such decision. The Board, Department Head, Chair of the oversight Committee or County Administrator may require the use of a County vehicle and/or mass transportation sources in whole or part as a condition of authorizing the trip.

B. JOB-RELATED EDUCATIONAL EXPENSES AND TRAVEL APPROVAL

- 1) Job-related educational opportunities available to County officers and employees which do not require travel (i.e. virtual training) and incur no cost to the County require only Department Head approval.
- 2) Job-related educational opportunities available to County officers and employees which will cost the County a total combined cost of \$500.00 per person, or less, for the entire training (whether one session or multiple sessions), to include travel, registration fees, meal costs, and overnight accommodations, shall be approved by the Department Head prior to incurring the expense, so long as the Department's budget contains funding for the total cost within the appropriate object code for that fiscal year without the need to transfer funds from a different object code.
- 3) Job-related educational opportunities available to County officers and employees which will cost the County a total combined cost of more than \$500.00 per person, and for which the Department's budget contains sufficient funding for the total cost within the appropriate object code for the fiscal year without the need to transfer funds from a different object code shall be pre-approved by use of the attached "Authorization to Attend Meeting, Convention, or Training" enclosed at Schedule "A" (Approval Form) and approved by the Department Head, County Administrator, and appropriate supervisory Committee Chair, prior to incurring the expense.
- 4) Job-related educational opportunities available to County officers and employees which will cost the County any amount, and for which the Department's budget does not contain sufficient funding for the total cost with the appropriate object code for that fiscal year without the need to transfer funds from

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- a different object code, shall be pre-approved by use of the Approval Form signed by the Department Head, County Administrator, and appropriate supervisory Committee chair, prior to incurring the expense. If payment for the job-related educational opportunity expenses requires fund transfers, the Department Head must identify the source(s) of funding by object code.
- 5) All job-related educational opportunity expense requests that also require travel and incur a cost of \$500.00, or more, per person, to the County shall require use of the attached Approval Form and County officers and employees shall submit the Approval Form to their Department Head along with all documents describing the requested travel and job-related educational opportunity, along with the registration fees, travel expenses, meal expenses, and overnight accommodations expense, if any, for review and approval by the appropriate approval authority as stated above. The Approval Form, signed by the appropriate approval authority, must be attached to any Purchase Order or Voucher submitted for reimbursement.
 - 6) The "Department Head" approval authority, as outlined above, shall be the Chair of the Board of Supervisors for any job-related educational opportunities and/or travel expenses by members of the Board of Supervisors.
 - 7) Travel by County Supervisors, County Administrator, Assistant County Administrator and Department Heads to attend New York State Association of Counties' conferences do NOT need prior approval under this Policy, provided that the Department has budget appropriations for the same and there is compliance with the GSA policy herein.
 - 8) All job-related educational and travel authorizations for County officers and employees which will cost the County a total combined cost of more than \$500.00 per person shall be reported to the appropriate oversight Committee at the next scheduled meeting as an informational item.
 - 9) All job-related educational and travel authorizations for County Supervisors which will cost the County a total combined cost of more than \$500.00 per person, excluding expenses incurred under section I(B)(7) above, shall be reported by the Clerk of the Board of Supervisors and included as an informational item at the next scheduled Board of Supervisors meeting.

C. REIMBURSEMENT RATE FOR LODGING, MEALS, AND INCIDENTAL EXPENSES

The U.S. General Services Administration Domestic Per Diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov. This section shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided at a facility that is the host of an approved conference, training or meeting or is chosen because of its location proximate to the event and where the reimbursement is less than \$100 above the maximum daily GSA rate and where the employee or officer received approval for the increased reimbursement above GSA rate as detailed on his or her Approval Form, except that pre-approval on a Approval Form shall not be required under paragraph I(B)(7) above.

D. EXCEPTIONS

- 1) The Sheriff's Office shall be excepted from the Policy and guidelines concerning mass transportation and travel approval requirements, where the travel is not related to training or conferences, and which have been approved by the Sheriff or Division Commander.
- 2) The Commissioners of the Warren County Board of Elections, staff and machine custodians shall, to the extent authorized by the County Administrator, be excepted from the requirement of use of a County vehicle or a rental vehicle and may use personal vehicles with mileage reimbursement by the County in the performance of their official duties in Warren County concerning the Election Day period (that time period of a few weeks during which matters are readied and concluded for an election), classes in the various municipalities, trips to nursing homes, and voter education sessions. The Office of

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Emergency Services Director, Fire Coordinator, Emergency Services Coordinator, and Deputy Fire and EMS Coordinators, to the extent authorized by the County Administrator, shall be excepted from the requirement of use of a County vehicle or rental vehicle and may use personal vehicles with mileage reimbursement by the County while in the performance of their official duties, in Warren County and adjacent counties. The officers and/or employees identified in this division (E)(2) shall, however, when attending conferences or meetings outside the County or in adjacent counties, seek to use mass transit or a County vehicle, as may be applicable.

- 3) The employees of the Department of Social Services shall be excepted from the requirement of use of County vehicles and/or rental vehicles and may use personal vehicles with mileage reimbursement to be paid by the County, subject to the approval of the Commissioner of Social Services while continuing to use fleet vehicles as much as possible given the operation of that particular Department.
- 4) The County Treasurer & County Clerk, or their designee, shall be excepted from the requirement of use of County vehicles and may use personal vehicles when performing departmental banking functions.
- 6) The Peer-to-Peer Program Coordinator in the Veterans' Services Department shall be exempt from the requirement to use County vehicles and may use personal vehicles with mileage reimbursement to be paid by the County when performing functions for the Peer-to-Peer Program.

II. COUNTY MOTOR VEHICLE USE RULES

The following rules shall apply to the use of County owned, leased, or borrowed vehicles by those driving for County business.

- A. Only authorized employees who hold a valid New York State driver's license shall drive County vehicles. Authorized employees shall be:
 - 1) 18 years and older;
 - 2) Any employee who regularly or at times operates a County vehicle as part of the employee's usual and/or customary County job function;
 - 3) An employee who is authorized to operate the vehicle by:
 - a) The County Administrator; or
 - b) The County Department Head to whom the vehicle has been assigned;
 - 4) Those who agree to provide their driver license number to the County for inclusion in the NYS Department of Motor Vehicle License Event Notification Service (*The LENS program provides the County with notifications of driver license infractions and suspensions*);
 - 5) Those who agree to the fact that the County has a right to request information relating to a change in driver license status of all authorized users described above;
 - 6) Those who have signed the acknowledgment (Schedule B) at the end of this Policy;
 - 7) Those who maintain a valid NYS drivers license, excluding conditional or restricted licenses
 - a) Any suspension or revocation of ones driver's license will result in immediate loss of the employee's status as an authorized County driver. Status as an authorized driver will be automatically reinstated upon restoration of unconditional license;
 - 8) Those who have been involved in an at fault incident(s) with a County vehicle where no convictions were issued *but* the incident(s) resulted in damage in excess of \$2,500 from a single incident or multiple incidents within a 12 month period will no longer be considered authorized drivers and must be reviewed by the Risk Management Steering Committee who will provide a recommendation to the Department Head. The Department Head will then determine the employee's status as an authorized driver of County vehicles or their own vehicle on County business. Employees may appeal a Department Heads determination to the Personnel & Higher Education Committee of the Board of Supervisors; and
 - 9) Those with Commercial Motor Vehicle Licenses, if using the license in the scope of their duties,

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who have successfully passed a DOT physical exam and provided a current medical examination certificate to the County. The medical certification exam will be at the expense of the County at a medical provider contracted by the County for the purpose of DOT physical examinations. Conflicts of medical opinion will be resolved based on 49CFR 391.47.

- B. Volunteers, clients, members of employees' families, etc. are not authorized to operate County owned vehicles, except volunteer County employees and unpaid interns who hold a valid New York State driver's license shall be authorized to operate County owned vehicles for:
- 1) Veteran's Services for such purposes as may be authorized by Executive Law Section 358 of Veteran's Affairs;
 - 2) for persons participating in Countryside Adult Home programs whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity; and
 - 3) unpaid interns working at the Department of Social Services.
- C. County vehicles shall be utilized for official purposes only.
- 1) Persons on official business for the County or being transported for purposes of furthering County business, an official departmental function or a County agency sponsored or operated program may ride in County vehicles. In addition, officials or employees from governmental entities other than Warren County, such as from the federal, state or local governments (e.g.; other counties, towns, cities, villages, school districts, etc.) or a non-profit organization provided such non-profit organization is engaged in activity involving or related to County activities including but not limited to promoting the County may ride in County vehicles when accompanying County officials to a meeting, event, destination, or similar place, and such will be considered using the vehicle for official purposes or in furtherance of County business, since it fosters communication, shared governmental services and supports intergovernmental relationships and furthers the interests of the County. Picking up hitchhikers is prohibited. Examples of circumstances where non-County personnel may ride in County vehicles include but are not limited to:
 - a) Health Services Department Staff taking students from contracted educational settings as passengers in County vehicles for clinical experience;
 - b) Veterans who ride in the Veterans' Services' van pursuant to program identified in subparagraph II(B) hereof;
 - c) Persons riding in Veterans' Services' vans pursuant to arrangements made with the Department of Social Services;
 - d) Residents of Countryside Adult Home transported by County vehicle for any event or purpose whether such is directly sponsored by Countryside Adult Home or some other governmental or non-governmental entity for the general benefit of Countryside Adult Home residents;
 - e) Office for the Aging may transport advisory council members and/or senior citizens to meetings, conferences, etc. at the discretion of the Director;
 - f) District Attorney personnel transporting witnesses;
 - g) Department employees who wish to carpool with other County Officials not from Warren County when the purpose is furthering County business;
 - h) Youth being transported to various programs and seminars by the Department of Social Services;
 - i) Children or clients being transported in County vehicles by DSS staff; and
 - j) Officials or employees from governmental entities other than Warren County, such as from federal, state or local governmental entities or non-profit organizations engaged in activities involving or relating to County activities; and
 - k) Veterans employees may transport persons pursuant to the Peer to Peer Program.

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- l) Public Defender personnel transporting clients and witnesses.
 - 2) Unauthorized personnel may not be transported. Uses not specifically described but consistent with the intent of this policy may be allowed by the Chair of the Board of Supervisors whose determination of whether the use is consistent and/or allowed within this policy shall be final and binding.
- D.
- 1) Authorization is hereby granted for the following individuals to take County vehicles home on a daily basis due to the nature of their responsibilities:
 - a) Department of Public Works:
 - 1) Highway Construction Supervisors II
 - 2) Superintendent of Public Works
 - 3) Highway Manager
 - b) Health Services: Nurses upon approval of the Director of Public Health/Patient Services
 - c) Sheriff's Office:
 - 1) Sheriff
 - 2) Undersheriff
 - 3) Lieutenant - Criminal Investigators
 - 4) Lieutenant - Law Enforcement
 - 5) K-9 Officers (2)
 - 6) Narcotics Officers (5)
 - 7) Civil Officers (2)
 - 8) Investigators
 - d) Fire Prevention & Building Code Enforcement:
 - 1) Building Inspectors (2)
 - e) Office of Emergency Services
 - 1) Fire Coordinator
 - 2) Whenever authorization has been provided to take County vehicles home, Department Heads or their designees must, on a quarterly basis, file with the Warren County Treasurer a report which details use of County vehicles by name of the employee, employee number and days the vehicle was used for the quarter reported.
- E. If authorization to take a County vehicle home is not provided in this Policy, the individual seeking to take a County vehicle to private residence overnight must receive the approval of the Department Head and the County Administrator. In the event that a Department Head desires to take a County vehicle to a private residence overnight, approval must be obtained from the County Administrator. Authorization to take vehicles home overnight pursuant to this paragraph shall be subject to the following requirements:
- 1) A detailed log or record shall be kept by the department setting forth the date(s) vehicles were authorized to be taken home under this Division (E), the name of the employee, the vehicle make or model and the reason or purpose. Such list shall also include employee's position, title and vehicle number.
 - 2) The log or record kept pursuant to Division (E)(1) hereof shall be furnished quarterly to the County Fleet Manager commencing April 1, 2005.
 - 3) If authorized, County vehicles shall be driven only to and from the place of residence to the work site. No subsidiary trips (e.g. grocery store) shall be allowed.
 - 4) An exemption is made for the Warren County Sheriff and Warren County Office of Emergency Services Director to authorize vehicles to be taken home on an as-needed basis for training and other matters, without requiring the approval of the County Administrator.

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- F. All vehicles which are not authorized to be taken home under this policy shall be housed or stored at the site where the County Department or Division with jurisdiction over the vehicle has an office where officers or employees typically report to work. For example, Department of Public Works' vehicles would be expected to be housed or stored at the Department of Public Works building in Warrensburg. Vehicles used to support Airport or Parks, Recreation & Railroad Division site personnel would be expected to be housed or stored, respectively, at the Airport or Parks, Recreation & Railroad Division site. Exceptions to the requirements of this Division (F) shall be as follows:
- 1) The District Attorney vehicle assigned to the investigators shall be housed at the Warren County Municipal Center;
 - 2) Sheriff's vehicles may be housed or stored at the Municipal Center or substations as designated by the Sheriff;
 - 3) Vehicles assigned to the Health Services Department for use by the nurses in northern part of the County may be housed at various municipal locations as designated by the Health Services Director; and
 - 4) One vehicle assigned to the Planning & Community Development Department for use by the Construction Cost Coordinator shall be housed in the area with the largest amount of Planning Activity for use on an as-needed basis.
- G. All County owned or leased vehicles must be properly marked with the official, non-removable, Joseph E. Warren insignia, except for those used in police work, the Office of Emergency Services the Social Services Department and the Health Services Department.
- H. No County vehicles shall be used for private or personal use. If an employee is in the field during a normal lunch break, they are to notify their supervisors that they are taking their lunch break and where they will be with the County vehicle.
- I. In addition to the log that must be kept on overnight usage, (*see Division (E)(1)*), the Department Head may require daily logs listing destinations, mileage and times must be maintained for all County vehicles covered by this Policy.
- J. Department Heads are hereby authorized to recommend more restrictive or detailed rules concerning the use of County vehicles assigned to their department but must appear before the Budget Committee to gain approval of the rules which change these rules/regulations. If approved, the Budget Committee may authorize immediate implementation of the requested department rule change but such shall still be then referred to the Board of Supervisors for modification of this policy. If the Board does not approve the rule change, the Budget Committee's immediate authorization of the requested department rule change shall be deemed revoked.
- K. All vehicles that are assigned to specific employees or groups of employees must be returned to the fleet for use by other County employees when an employee is on vacation or not otherwise using the same.
- L. If violations of the rules set forth above are proven, an employee's rights to operate a County owned vehicle may be revoked by the Budget Committee.
- M. Employees are expected to take all steps necessary to avoid endangering themselves and others while operating vehicles on County business. To ensure this, employees authorized to operate County vehicles are expected to:
- 1) Check that all vehicle occupants wear safety belts when the vehicle is in operation; and

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- 2) Not operate a vehicle that the driver suspects does not operate properly. The driver shall return and/or park the vehicle as may be appropriate and contact his or her Supervisor to make appropriate arrangements so that the vehicle can be towed or operated safely. If the Supervisor is not available, the employee shall contact the Warren County DPW maintenance department at 518-623-4142 or 518-761-6556.

N. Drivers of County vehicles are also responsible for:

- 1) Checking that the vehicle is clean - no trash, good overall appearance;
- 2) Checking that any tools, equipment or other items do not interfere with the driver's ability to operate the vehicle or pose threats in situations where the driver suddenly stops or swerves the vehicle or otherwise cause items in the vehicle to move around;
- 3) Ensuring that the vehicle has current copy of the vehicle registration and the insurance card are in the vehicle and all required inspection stickers are up to date;
- 4) Checking that both license plates are properly attached and visible at all times;
- 5) Conducting daily visual inspection for obvious problems (flat tire, damage, leaks) before the start of the workday and during the workday when approaching the vehicle. An unsafe vehicle should not be operated until repairs are made;
- 6) Any additional pre or post trip inspection as directed by the Department Head; and
- 7) Reporting any concerns regarding the County vehicle by using the form (Schedule B) at the end of this Policy.

O. Drivers of County vehicles must follow respective laws governing motor vehicle operations including those regarding the use of cellular telephones. Drivers must refrain from any activity that may impede the driver's ability to focus on safely operating the vehicle while it is in motion. Drivers are personally responsible for any traffic citations; including EZ-Pass violations that may be issued as a result of operating a vehicle for County business.

P. Drivers of County vehicles or other vehicles for County business must be free of alcohol and illegal drugs. This also includes prescription and non-prescription drugs that may impair a driver's judgement and other faculties.

Q. Drivers must report all accidents and incidents while using a County vehicle to his or her immediate Supervisor. The driver's immediate Supervisor must report the accident or incident according to the County's Safety and Health Program Policy.

Should a motor vehicle incident or crash occur, the driver of a vehicle used for County business must:

- 1) Stop and investigate immediately;
- 2) Set out warning devices if such are available and warranted under the circumstances;
- 3) Notify the police (*call 911*) and immediate Supervisor;
- 4) The driver must supply his or her name and exhibit operator's driver license to the proper authorities;
- 5) If able, secure names and addresses of other involved, witnesses and first persons at the scene;
- 6) If the driver strikes an unattended vehicle and the owner cannot be located, the driver must place his or her name and the address of the Warren County Department securely on the vehicle;
- 7) The driver shall attempt to protect his or her vehicle from further damage and theft;
- 8) The driver must comply with the drug-alcohol testing requirements of the County's Substance Abuse Policy(s) for motor vehicle drivers.

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- 9) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident involves a loss of human life.
 - 10) Post-Accident Testing for drugs and alcohol shall be arranged by the Department Head and/or Human Resources and occur as soon as practicable following an occurrence involving a County driver if the accident resulted in bodily injury to any person who as a result of the injury immediately receives medical treatment away from the scene of the accident; or one or more motor vehicles incurring disabling damage as a result of the accident, requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle and moving violation was issued by law enforcement;
 - 11) Employees with Commercial Motor Vehicle Licenses (CDL) must also comply with Warren County's Drug and Alcohol Policy.
- R. If you are the driver of a disabled County vehicle, you need to do the following:
- 1) Make sure that the vehicle is not impeding the flow of traffic and is not a safety hazard;
 - 2) Turn on the vehicles 4-way flashing hazard lights, if possible;
 - 3) Set-up the vehicles emergency safety triangles and safety cone, if available;
 - 4) Place a note that can be seen from the outside of the vehicle on the dash of the vehicle describing the vehicles problem and drivers contact telephone or cell number;
 - 5) Notify the local police department (911) of the vehicles location;
 - 6) Contact your direct supervisor; and
 - 7) Make arrangements to have the vehicle towed.
- S. No radar detection devices are to be used in any County owned, leased, borrowed or other vehicle used for County business. Drivers who are found to be using such devices may be subject to disciplinary action as determined by the Department Head or County Administrator and in accordance with bargaining agreements and Civil Service Law.
- T. All employees seeking to operate a County vehicle must have participated in a driver improvement program within the last 3 years. The driver improvement program can be the County's driver improvement training or other driver improvement training approved by New York State Department of Motor Vehicles or the County's Safety Officer. Incidents and accidents involving County vehicles or other vehicles used for County business may be reviewed by the County's Safety Officer and/or the Risk Management Steering Committee and a recommendation may be made in regards to additional driver improvement training.
- U. It will be the County Department Head's responsibility to review this policy with all employees prior to using a vehicle for County business and at any time when the policy is changed. The County Department Head will be responsible for obtaining the signed acknowledgment form that follows from the employees prior to using a vehicle for County business. The County Department Head will be responsible for determining each employee's eligibility under this policy as an authorized driver prior to vehicle use.
- V. County Department Heads or their designee shall notify (*using the proper form*) the Self-Insurance Department upon hire or termination of employees authorized to drive County vehicles or other vehicles for County business. The Self-Insurance Department will maintain the NYS DMV LENS database accordingly.
- W. The violation of any rule in the County Motor Vehicle Use Rules may result in disciplinary action in accordance with bargaining agreements and Civil Services Law.

SCHEDULE "A"
AUTHORIZATION TO ATTEND MEETING, CONVENTION, OR TRAINING
(Must be approved by Department Head, County Administrator & Committee Chair)

The _____ hereby authorizes _____
(Supervisory Committee) (Employee Name)

to attend _____
(Name of meeting or organization)

at _____ on _____
(Address) (Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____
(County Vehicle or Mass Transportation)

If the mode of transportation is **not** a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.
(Please check documents attached)

Notice of meeting/convention/training, including cost. Total Cost \$ _____
(Including travel costs)

For Overnight Travel:

Room rate \$ _____ GSA* Rate \$ _____ Funding in Budget? _____ Y _____ N

Meal costs \$ _____ GSA* per diem rate \$ _____ Budget Code: _____
*www.gsa.gov

Date: _____

Department Head Signature

Date: _____

County Administrator Signature

Date: _____

Committee Chair Signature

Please refer to the Warren County Travel, Education and Vehicle Use Policy for general policy guidelines.

Please utilize the B&G Car Reservation request portal to request a fleet vehicle.

.....
Filing Instructions:

- 1. Original with voucher to Auditor.
- 2. Copy to Purchasing with Purchase Order, if required.
- 3. Copy to Clerk of the Board if credit card will be used.
- 4. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

WARREN COUNTY
REPORT OF CONCERNS REGARDING COUNTY VEHICLES

This section to be completed by the employee that used the vehicle.

Department: _____

Vehicle: Make: _____ Model: _____

County No. _____

Date Vehicle Used: _____

Detail of Concern(s): _____

Name: _____ Title: _____

Date: _____

Employee should provide this form to their Supervisor/Department Head who will immediately forward (via hard copy, fax or email) this form to the Fleet Manager and to the Warren County Vehicle Maintenance Shop in Warrensburg.

This section to be completed by the Fleet Manager:

REVIEW OF CONCERNS AND ACTION TAKEN

Conclusion of Review of Concern(s) and Action Taken: _____

Name: _____ Title: _____

Date: _____

Upon resolution the Fleet Manager will distribute (via hard copy, fax OR email): (Original to remain with Fleet Manager)

Copy to:

- 1. Department Head;
- 2. Vehicle Maintenance Shop.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (9)
- (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*
6/20/2022
- (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:
n/a
- (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:
- (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:
To amend the table of organization and Warren County Salary and Compensation Plan

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

- (a) Employee Name, Title and Employee No.:
Assistant Public Defender (6)
- (b) Current Annual Base Salary (and Grade if Applicable):
\$65,295
- (c) Former Annual Base Salary (and Grade if Applicable):
\$70,806
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/18/2022
- (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:
n/a
- (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:
- (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:
To amend the table of organization and Warren County Salary and Compensation Plan

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4201 110
 Title of Position: Assistant Public Defender (6) Base Salary of Position: \$65,295 Grade: _____
 Filling at Step # (If Known): _____
 Budget code and title: A.1171 4201 110 PD Upstate Quality Improvement Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13344/Duhany Date of Vacancy: 6/20/2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State 100 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCN
 Human Resources Director has approved this form when initialed. 17 6/15/22

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 6/15/22

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 C. Thomas Date 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety

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

Ranking Committee Member Signature M. Grecoi approved Date 6/21/22
[Signature]

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for representing indigent defendants as assigned by the Public Defender. The work involves representing the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. Work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning individual cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of New York State and Federal criminal law, New York family court act and court proceedings;
 Good knowledge of judicial procedures and rules of evidence;
 Ability to interpret and work with New York State and Federal criminal code;
 Ability to communicate effectively both orally and in writing;
 Ability to reason quickly and logically in stressful situations;
 Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
 Ability to analyze and organize facts effectively;
 Ability to prepare for and present cases in court;
 Ability to establish and maintain effective working relationships with others;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

At the time of appointment, possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicles license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

WC: 2003, 2015, 2021

JC: Exempt

Format Update 2022

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of legal terminology, documents and legal services office procedures;
Good knowledge of office terminology;
Ability to understand and carry out complex written and oral instructions;
Ability to handle administrative details independently;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
Ability to establish and maintain effective working relationships;
Ability to maintain confidentiality of sensitive information, cases and files;
Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

NOTE: Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/21/2022

- (a) Title of Requested Position: **Legal Clerk III**
- (b) Annual Base Salary (and Grade if Applicable): **\$40,784 (grade 10)**
- (c) Effective Date for New Position*: **7/18/2022**
**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):
Legal Clerk \$34,193 (grade 5)
Investigator \$23,988 (p/t)
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 110 Public Defender Hurrell-Harring Salaries - \$34,193
A. 1171 110 Public Defender Salaries \$6,591
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 4202 110 & A.1171 110
Title of Position: Legal Clerk III Base Salary of Position: \$40,784 Grade: 10
Filling at Step # (If Known): 15
Budget code and title: A.1171 4202 110 PD Hurrell-Harring Salaries & A. 1171 110 PD Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other create
Employee No./Last Name: Date of Vacancy: 7/18/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 65 % [] 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 6/15/22

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 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 6/21/22

LEGAL CLERK III

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs advanced level legal office/clerical and administrative duties to support the efficient operation of a municipal legal office. Familiarity with legal terminology used in case documents, legal briefs, contracts and/or grant program administration is required. The work involves the operation of automated systems equipment in the preparation, storage and dissemination of legal documents and correspondence. The class is distinguished from Legal Clerk II in the level of complexity of duties and independence required of the position. The work is performed under general supervision provided by legal staff, with direct supervision provided by a higher-level administrator. Incumbents may also lead and guide lower level clerical staff in the performance of specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists attorneys in the preparation, processing and distribution of briefs, motions, subpoenas, petitions, affidavits; stipulations, orders and other legal forms for filing of federal, state and county courts as well as administrative tribunals;

Assembles supportive materials and documents to be used by attorneys for research and preparation of legal briefs, court cases and other department legal matters;

Oversees and/or participates in discovery demand document production processes;

Relieves the principals of administrative details that do not require personal attention by the use of discretion, tact and knowledge of department procedures and policies;

Handles routine telephone calls and correspondence independently or with brief oral instructions;

Gathers information, enters data and prepares reports according to federal, state and/or local requirements;

Handles and/or oversees storage of the legal files of the agency;

May assist and participate in Department grant administration and/or compliance processes;

May coordinate documentation and assist in preparation for administrative hearings;

May assist in drafting of grants related to the legal office;

Processes, indexes, scans, sorts and/or maintains confidential legal records and files necessary for the operations of the office;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Provides general clerical support services, as assigned, to enhance the office operation of the legal department;

Does related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of legal terminology, documents and legal services office procedures;

Good knowledge of office terminology;

Ability to understand and carry out complex written and oral instructions;

Ability to handle administrative details independently;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships;

Ability to maintain confidentiality of sensitive information, cases and files;

Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS: Either

- A) Bachelor's Degree and one (1) year of office clerical experience which must have involved production and processing of law office documents; or
- B) Associate's Degree and three (3) years of office clerical experience, one year of which must have involved production and processing of law office documents; or
- C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of office clerical experience, one year of which must have involved production and processing of law office documents.

NOTE: Post high-school study in a law or criminal justice related field may be substituted for experience on a year-for-year basis.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 06/21/2022

- (a) Employee Name, Title and Employee No.:
Confidential Secretary
- (b) Current Annual Base Salary (and Grade if Applicable):
Base: \$44,913 grade 8 (\$46,894)
- (c) Former Annual Base Salary (and Grade if Applicable):
Base: \$42,371 grade 7 (\$50,607)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/18/2022
- (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:
n/a
- (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:
- (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:
**To adjust the current Public Defender Confidential Secretary Position for Gregory V. Canale's Confidential Secretary,
and
To amend the tables of organization and Warren County Salary and Compensation Plan.**

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: Warren County Public Defender's Office Payroll Dept. No: 6.01 A.1171 110
Title of Position: Confidential Secretary to Public Defender Base Salary of Position: \$44,913 Grade: (AUG)
Filling at Step # (If Known): 30
Budget code and title: A.1171 110 Public Defender Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 10692/Ringler Date of Vacancy: 7/18/2022
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 Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 6/15/22

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 6/15/22

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 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature M. Arcia approved Date 6/21/22

CONFIDENTIAL SECRETARY TO PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Public Defender, the incumbent in this position performs confidential and executive legal secretarial tasks, relieving the Public Defender of administrative detail by receiving and handling inquiries, complaints, and requests related to departmental activities from other County department heads, local and state officials, attorneys, judges and the general public. The incumbent is appointed by the Public Defender and serves at the discretion of the Public Defender. This position must exercise a considerable amount of independent judgment in providing effective administrative and clerical support. Supervision may be exercised over clerical and secretarial support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Performs all executive legal secretarial tasks for the Public Defender and some administrative staff, including handling confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the District Attorney and staff;

Uses automated office systems to prepare letters, legal documents and reports; Maintains calendar of appointments for the District Attorney, ensuring the District Attorney is apprised of all appointments and changes as well as matters requiring immediate attention;

Gathers appropriate material from the Public Defender and other administrative staff to respond to routine inquiries and routes more complex inquiries along with support documentation to department staff as appropriate;

Opens and screens mail addressed to the Public Defender, answers routine mail independently and routes other mail with background material as necessary;

Maintains all files for the Public Defender, ensuring that material is properly marked and accessible for immediate use by the Public Defender and administrative staff;

Coordinates all travel arrangements for the District Attorney;

Coordinates the scheduling of regular staff meetings, gathering agenda items and materials as required and preparing and distributing the finalized agenda;

Coordinates vacation schedules among administrative support staff to ensure that adequate secretarial coverage is provided;

Monitors progress of departmental assignments, ensuring that responses are timely and in accordance with established office and department policy and procedure;

Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of responsibilities of an executive secretary;

Good knowledge of secretarial skills, including business English, stenography, legal terminology, word processing, business arithmetic;

Ability to compose and edit letters and memoranda; ability to type at a speed of not less than 35 words per minute;

Ability to comprehend the varied activities of a large department sufficiently to handle the mass of items passing through the office; initiative;

Tact; poise; sound judgment, initiative, integrity..

DESIRED TRAINING AND EXPERIENCE: Qualifications are set at the discretion of the Public Defender.

WC: 6.22 (Draft)

JC: Exempt

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position***DEPARTMENT NAME: **Planning and Community Development**DATE: **June 20, 2022**

- (a) Title of Requested Position: **Assistant County Planner 2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$63,711**
- (c) Effective Date for New Position*: **July 5, 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 at this time
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A8021 110 Salaries full time
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

Partially. Historically the Department has been able to partially offset some of the salaries through administrative grant funds.

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 SECTIONDepartment: Planning and Community Development Payroll Dept. No: 8021Title of Position: Assistant County Planner 2 Base Salary of Position: 63,711 Grade: 14

Filling at Step # (If Known): _____

Budget code and title: A.8021 110 Salary full time 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 NoSource of reimbursement: Federal _____ % State 50 % Other _____ %**CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL** Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____**Actual Impact to Budget Report will be provided monthly by Human Resources Director.****Candidate's qualifications must be approved by Personnel Officer prior to hiring.** _____Human Resources Director has approved this form when initialed. [Signature] 10/22/22**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 _____

ASSISTANT COUNTY PLANNER

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position involving the performance of a variety of moderately difficult and complex duties in municipal and community planning. The Assistant County Planner will assist the County Planner in administering and implementing the functions of the Planning Department. The incumbent provides staff support to various town boards and committees, prepares complex planning studies, reviews development proposals, and responds to inquiries regarding planning issues. Work is performed under the general supervision of the County Planner with leeway allowed for the use of independent judgment in carrying out work activities. Supervision is exercised over subordinate staff. The Assistant County Planner will act for and on behalf of the County Planner in his or her absence. Attendance at various evening board and committee meetings may be required. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (illustrative only)

Provides technical support to the County Planning Board, and other boards and committees;
 Analyzes development plans and projects, prepares written reports and environmental assessments;
 Prepares a variety of community planning statistics, reports and plans;
 Collects, tabulates and analyzes data on population, natural resources, land use and local economic conditions for use in planning activities;
 Plans and conducts field studies/surveys to collect demographic and other planning related data;
 Prepares maps, charts and other graphic materials;
 Assists with designs or plans for parks and recreation projects;
 Supervises subordinate planning staff, including student interns;
 Responds to requests for information from the general public on zoning and subdivision regulations, proposed developments and related planning issues;
 Participates in meetings and conferences on planning needs and projects;
 Assists in preparing the Planning Department annual budget;
 Assumes responsibilities of the Department when the County Planner is not available;
 Does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the purposes, principles, terminology and practices employed in municipal and community planning; good knowledge of the sociological, economic, environmental, design and research factors in problems involved in community planning;
 good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to community planning; good knowledge of current accepted methods for collection, working knowledge of GIS technology; analysis and interpretation of statistical data for planning purposes; good knowledge of current accepted methods for collection, analysis and interpretation of statistical data for planning purposes; ability to understand complex oral and written directions; ability to communicate effectively, both orally and in writing; ability to deal courteously and effectively with the public, boards and committees, and counterparts in other municipalities; ability to supervise the work of others

MINIMUM QUALIFICATIONS:

EITHER:

(a) Graduation from a regionally accredited or New York State registered college or university with a master's degree in planning, architecture, civil engineering, urban geography, landscape architecture, or a closely related field **AND** five years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;

OR

(b) Graduation from a regionally accredited or New York State registered college or university with an bachelor's degree in planning, architecture, civil engineering, urban geography, landscape architecture or a closely related field **AND** seven years of experience in municipal, community, or regional planning, one year of which must have involved supervisory responsibilities;

OR

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Warren County Civil Service
Adopted 8/5/16
JC: Competitive

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: Countryside Adult Home

DATE: 6/20/2022

- (a) Purpose of Request:
Increase the hours of Institutional Aide # 3 from 32 hours to full-time

- (b) Details:
It is critical with staff shortages we utilize as much staff as possible to meet the needs of the facility.

- (c) Previous Resolution Number:

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030-110 Full-Time Salaries

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: Countryside Adult Home

DATE: 6/20/2022

- (a) Purpose of Request:
Change Part-Time Food Service Helper From a Temp to a Permanent 20 Hours or Less

- (b) Details:
No change to hours or benefits

- (c) Previous Resolution Number:
2022/162

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A6030-130 Part-Time Salaries

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: County Clerk

DATE: 6/14/2022

- (a) Title of Requested Position: Legal Recording Clerk
- (b) Annual Base Salary (and Grade if Applicable): \$ 36,414
- (c) Effective Date for New Position*: July 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):
 Recording Clerk # 1
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.1410 410 County Clerk Full Time Salaries \$ 36,414
- (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 with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
 Clerk's Office is a constitutional office with statutory responsibilities - service to public.
- (i) Is there expected revenue from this position? YES NO
 If, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
 Positions in the County Clerk provide essential services to the public and are responsible for collection of all statutory fees. Revenue generated and retained by Warren County - \$3-4 million annually.

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 Base Salary of Position: \$ 36414 Grade: 7
Filling at Step # (If Known): entry
Budget code and title: A.1410 110 County Clerk FT Salaries 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 _____% Rev Generating Dept.

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. 2022/6/15/22
Human Resources Director has approved this form when initialed. 1/3 6/15/22

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 6/15/22

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 6/15/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Legislative, Rules + Gov. Operations

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 7-15-22

LEGAL RECORDING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves identifying, examining, processing a high volume of recorded and filed documents and legal instruments relative to real property and court proceedings in the office of the County Clerk. The incumbent is required to have general knowledge of the duties and services provided by the County Clerk. The incumbent is required to calculate and collect all required fees and taxes associated with recordings and filings accurately and proficiently. Duties are performed independently, with supervisory personnel providing office oversight, problem resolution, and training on new or complex assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Process all real property recordings presented to Clerk's Office including electronic submissions; identify documents and related forms (State, Federal: tax, affidavits etc.); review for statutory recording compliance, calculate mortgage, transfer and mansion tax fees; compute total amounts due and verify fees; forward related forms to appropriate agencies;
- Process all civil action/court proceedings presented to Clerk's Office including electronic submissions for filing/entering: review for statutory filing compliance; determine and maintain appropriate file structure-from initiation to close; compute and verify required fees; affix required signatures and stamps; forward documents to courts (County, Supreme, State Appellate); prepare court files for change of venue;
- Perform all cashiering duties: collect appropriate fees for all clerk transactions (100+ types), verify funds received (cash, check, money orders), receive payments for civil & criminal penalties and produce receipts;
- Operate multi-moduled, password protected computer system to process all fee transactions; perform daily sign-in, cash-out; reconcile accounts, resolve errors, generate required reports for cashiering accountability; and other accounting duties as necessary; familiarity with indexing and scanning system applications;
- Create, maintain and update all electronic and manual indexes, finding aids and reference folders: (Court Minutes/Docket, Civil Action Indexing & Retrieval System, Miscellaneous Papers, Separation Index, DBA/Corporations, UCCs, Satisfactions, Land etc);
- Maintain Court & Trust Register in accordance with NYS auditing procedures for monies received by Clerk to be deposited with county treasurer, prepare documentation for Clerk to forward fees;
- Certify, authenticate recorded and/or filed documents as special deputy to Clerk (includes signing privileges); generate/certify transcripts of judgments, certificates of disposition; perform notary services;
- Accept, process and file miscellaneous public records including: notary renewals, miscellaneous memorandums of order; veteran vendor permits; assumed business names (dba's), UCC's, resolutions, appointments, oaths of office etc.;
- Review, accept passport applications and required documentation, including verification of identity; affixing of seal; signing privileges; prepare transmittals to US Passport Service Centers; provide renewal forms; take passport photos;
- Service public and professional offices via mail, telephone and in-person inquiries;
- Prepare written correspondence regarding recording/fee/filing returns;
- Service pistol permit applicants: take photos, disseminate general information, course schedules in absence of Deputy County Clerk;
- Operate and perform routine maintenance on computers, scanners, copiers, printers, fax and similar office equipment.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of real property terminology and recording procedures;

Good knowledge of office terminology and office equipment;

Good knowledge of general clerical functions and office recordkeeping, i.e., organization, filing, sorting, distribution, proofreading, case file management, accurate transfer of information from one document/media to another;

Ability to comprehend written and oral instructions and procedures;

Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;

Ability to deal effectively with the public with tact and courtesy.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and:

- a.) An Associate's Degree or higher, OR
- b.) 2 years full-time paid clerical experience working with legal instruments, records and/or case files which must have included typing and the use of personal computer and common applications as a major function of the job.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

Allen, Amanda

From: David O'Brien <dobrien@washingtoncountyny.gov>
Sent: Friday, June 24, 2022 1:43 PM
To: Samuel Hall; Geraghty, Kevin
Cc: Debra Prehoda; Allen, Amanda; Moore, Ryan; Alie Weaver (aweaver@warren-washingtonida.com)
Subject: Re: Appointment to WWIDA Board

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Sorry i meant to ask for his appointment at the July meeting.

Dave O'Brien
Hampton Town Supervisor
Chair, Warren-Washington County IDA
Chair, Lake Champlain Lake George Regional Planning Board
(518) 866-1022
Sent from my iPhone

On Jun 24, 2022, at 1:01 PM, David O'Brien <dobrien@washingtoncountyny.gov> wrote:

With the resignation of Mike Bittel from the IDA Board, we request that you appoint Juan Gonzalez of the Hunt Companies to the WWIDA Board at the August meeting

Thank you for your assistance.

Dave O'Brien
518-866-1022
Supervisor Town of Hampton
Chair, Warren-Washington IDA
Chair, Lake Champlain Lake George Regional Planning Board
Chair Washington County Local Development Corporation

This transmission is confidential and privileged. The information contained herein is intended only for the review and use of the recipient(s) named above. If you have received this transmission in error, please do not disclose this information; instead return this e-mail to the sender. Any unauthorized disclosure, distribution, or other use of the transmitted information is strictly prohibited.

Warren County Board of Supervisors

RESOLUTION NO. OF 2022

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, CONOVER, BEATY, FRASIER, WILD, BRAYMER AND RUNYON

AMENDING RESOLUTION NO. 31 OF 2022, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO FILL A VACANCY DUE TO RESIGNATION

WHEREAS, Resolution No. 31 of 2022, later amended by Resolution No. 112 of 2022, appointed members to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation for the year 2022, and

WHEREAS, Washington County Representative, Michael Bittel, has since tendered his resignation from the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, and

WHEREAS, the Chair of the Warren-Washington Counties Industrial Development Agency has requested that Juan Gonzalez be appointed to fill the vacancy created upon Mr. Bittel's resignation, and the Washington County Board of Supervisors has indicated that they intended to do the same, now, therefore, be it

RESOLVED, that Juan Gonzalez be, and hereby is, appointed to fill the vacancy created upon Mr. Bittel's resignation from the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, for the unexpired term commencing immediately and terminating December 31, 2022, contingent upon the adoption of a similar resolution by the Washington County Board of Supervisors, and be it further

RESOLVED, that other than the changes noted herein, all other portions of Resolution No. 31 of 2022, as amended by Resolution No. 112 of 2022, shall remain in full force and effect.

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 #18 - PT Base Salary of Position: \$30,373 Grade: 3
Filling at Step # (If Known):
Budget code and title: Salaries-PT A6030 130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13440 Date of Vacancy: 9/7/2021
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 50 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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

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

Human Resources Director has approved this form when initialed. NB for JF 6/14/22 6/14/22

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 6/15/22

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 6/15/22

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 Bennett Dussally Date 06/22/22

INSTITUTIONAL AIDE

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

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Some knowledge of the materials and processes involved in bathing, feeding, clothing, and caring for large groups of aged or infirm individuals;
Some knowledge of cleaning methods, materials, and equipment;
Ability to get along well with others;
Ability to understand and carry out simple oral and written instructions;
Patience, kindly attitude toward others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

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

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #28 Base Salary of Position: 36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #28 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13333/SECOR Date of Vacancy: 05/17/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] 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

- [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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- [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 6/21/22

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #13 Base Salary of Position: 36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #13 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13535/RIFFLE Date of Vacancy: 06/02/2022
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] 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. 12 6/13/22

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 6/13/22

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 6/21/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[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 6/21/22

MOTOR EQUIPMENT OPERATOR (LIGHT)

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

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

EXAMPLES OF WORK: (Illustrative only)

Operates single axle truck in connection with hauling material for road maintenance or construction;

Operates a light truck to transport workmen, tools and other equipment;

Operates a tractor mower cutting grass and brush from road sides and other public areas;

Operates small snow plow or related snow removal equipment

Loads and unloads trucks;

Performs a variety of laboring tasks;

May be required to clean and oil the equipment;

On assignment, operates ten-wheel trucks, front end loaders, rollers or similar road construction and maintenance equipment.

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

MINIMUM QUALIFICATIONS: One year of experience in the operation of some type of light automotive equipment.

SPECIAL REQUIREMENTS:

FOR POSITIONS IN CIVIL DIVISIONS OTHER THAN WARREN COUNTY:

Eligibility for an appropriate New York State Class A or B with license with airbrake endorsement. Possession at time of appointment.

FOR WARREN COUNTY POSITIONS: At the time of appointment, possession of a valid New York State Driver's license. Possession of an appropriate New York State Class A or B license with airbrake endorsement within six (6) months of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Registered Professional Nurse #6 (i) Base Salary of Position: \$51,502 Grade: 19
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13526/Rotolo Date of Vacancy: 9/10/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance % variable depending on pt caseload

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. 7/5 10/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Frisier approved by Lemaire Date 6/21/22

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: 36.06
Title of Position: Registered Professional Nurse #10 Base Salary of Position: \$51,502 Grade: 19
Budget code and title: A.4018.0020.110 PH Family Health Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 10639/ Frasier Date of Vacancy: 9/10/2021 2/26/22
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State 36% [checked] Other Insurance % variable depending on pt caseload

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.

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 6/21/22

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: 36.0
Title of Position: Registered Professional Nurse #11 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: 13391/Allocco Date of Vacancy: 10/7/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other Insurance % Variable upon pt 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] 6/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Frasier approved by email [Signature] Date 6/21/22

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: 36.0
Title of Position: Registered Professional Nurse #12 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 [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 12555/O'Brien Date of Vacancy: 12/11/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance [] Variable upon pt caseload

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. 6/19/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Frasier approved by [Signature] Date 6/21/22

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: 36.0
 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.4010.110 Health Services Full Time Salaries Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13404/ Gutowski Date of Vacancy: 6/3/2021
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % Other Insurance % Variable upon pt caseload

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. 6/17/22
 Human Resources Director has approved this form when initialed. 17 6/19/22

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 6/13/22

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 6/14/22

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 E. Tracie approved Date 6/21/22

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: 36.0
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 upon pt 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. 6/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Fresier approved by email [Signature] Date 6/21/22

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: 36.0
Title of Position: Registered Professional Nurse #37 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: 13315/ Brouillette Date of Vacancy: 03/19/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other Insurance % Variable upon pt 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] 6/13/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Fresier Approved by email [Signature] Date 6/21/22

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: 36.0
Title of Position: Registered Professional Nurse #40 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: Created/Vacant Date of Vacancy: 01/01/2022
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. [Signature] 6/13/22

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 6/13/22

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 6/13/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Tracie approved Date 6/21/22
by Lemaire [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: 36.0
 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 Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Created/Vacant Date of Vacancy: 01/01/2022
 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. 6/9/22
 Human Resources Director has approved this form when initialed. 6/9/22

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 [Signature] Date 6/13/22

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 6/14/22

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 E. Tresler Approved Date 6/21/22
by email [Signature]

REGISTERED PROFESSIONAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for coordinating individual patient care and for performing nursing services requiring substantial specialized judgment and skills. Work is performed under the general direction of a supervisory level nursing position and in accordance with a prescribed nursing care plan. Supervision may be exercised over the work of Licensed Practical Nurses and related auxiliary nursing personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assesses patient nursing care needs and prepares and carries out a nursing care plan;
 Supervises sub-professional nursing personnel;
 Is responsible for the care of patients and their quarters, including making beds, changing linens, keeping order, lifting and moving patients, giving baths and rubs, and caring for personal effects;
 Is responsible for observing symptoms and carrying out diagnostic procedures ordered by the physician;
 Prepares and applies dressings, gives medication and nursing and therapeutic treatment as prescribed by physicians;
 Instructs patient or members of patient's family in regard to patient's diet, health habits, the carrying out of treatments at home and rehabilitative measures as authorized by the physician;
 Performs related services for patients in the prevention of illness and the attainment of maximum health;
 Makes contacts with appropriate social services or health agencies as necessary to assure patient needed services or follow-up care;
 Maintains a variety of records and prepares reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of nursing principles and techniques and their relation to medical and surgical practices and skill in their application;
 Working knowledge of material medical, hospital dietetics, sanitation, and personal hygiene;
 Skill in the application of nursing techniques and practices;
 Ability to understand and follow technical oral and written instructions;
 Ability to keep records and make reports;
 Ability to get along well with patients, physicians and others;
 Ability to carry out successfully the therapeutic measures prescribed;
 Ability to plan and supervise the work of sub-professional and non-technical personnel;
 Good observation, mental alertness, firmness, initiative, cheerfulness, patience, emotional stability, sympathetic and caring attitude toward the sick, good moral character;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a school of nursing approved by the State Education Department from a course approved by such department as qualifying for Registered Professional Nurse.

SPECIAL REQUIREMENTS: Eligibility for a license issued by the State of New York to practice as a Registered Professional Nurse. Possession of the license at the time of appointment. In certain positions, a license can be obtained after appointment but only if work can be performed under the auspices of a licensed Registered Professional Nurse.

WC: Revised, 7.15.10; JC: Non- Competitive
 Format Update 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: 36.0
Title of Position: Public Health Nurse #8 Base Salary of Position: \$55,070 Grade: 21
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13177/ McAvey Date of Vacancy: 08/19/2021
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [] Other Insurance % Variable upon pt caseload

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] 6/19/22

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 6/13/22

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Frasier approved Date 6/21/22
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: 36.0
Title of Position: Public Health Nurse #35 Base Salary of Position: \$55,070 Grade: 21
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13472/Swan Date of Vacancy: 08/25/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance % Variable upon caseload

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] 6/14/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Fresier approved Date 6/21/22
by Lemia [Signature]

PUBLIC HEALTH NURSE

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of public health nursing activities including responsibility for assessment of health needs and developing the plan of care for individuals and families. The incumbent is also responsible for the initial implementation of nursing care plans and providing nursing care as well as the periodic re-evaluation of individual and family nursing needs. The work is performed under the general direction of a Supervising Public Health Nurse with wide leeway allowed for the exercise of independent judgment for planning and carrying out assignments. Supervision is exercised over Registered Professional Nurses and other subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Gives skilled nursing care and prescribed treatments to patients in their homes and clinics and demonstrates nursing care to patients and families;
 May lead a team providing nursing care and evaluates the effectiveness of team activities;
 May perform duties such as pediatric nurse or family nurse practitioner;
 May provide for the continuity of patient care for promoting referral of hospital and clinic patients to appropriate community agencies;
 Coordinates plans for service with nutritionists, social workers, physical therapists, physicians and other professional workers concerned with individual and family health care;
 Counsels and guides individuals and families towards self-help in recognition and solution of physical, emotional and environmental health problems;
 Provides nursing services in clinics and schools;
 Teaches classes, addresses groups and participates in community planning related to nursing and health;
 Participates in the conduct of surveys and studies related to health matters;
 Compiles and uses records, reports and statistical information for evaluation and planning of the assigned programs.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current public health nursing practice;
 Working knowledge of the administrative organization of community facilities;
 Skill in the application of current nursing procedures and techniques of patient care;
 Ability to plan and coordinate nursing care for individuals, families and groups and supervise nursing personnel assigned to assist with this care;
 Ability to communicate effectively;
 Ability to establish and maintain cooperative working relationships;
 Ability to accept and utilize guidance;
 Ability to perform duties in accordance with ANA Code for Professional Nurses;
 Acceptable physical condition and mental health to carry out the responsibilities of the position.

MINIMUM QUALIFICATIONS:

- A) A baccalaureate degree in nursing from a regionally accredited or New York State registered four-year college or university; and
- B) Licensure and current registration to practice as a Registered Professional Nurse in New York State

WC: Revised, 1.1980

JC: Competitive

Format Update 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: 36.0
Title of Position: Senior Account Clerk #1 Base Salary of Position: \$36,414 Grade: 7
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: [X] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8844/ DeCesare Date of Vacancy: 01/22/2021
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

[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. 6/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Frieser approved by [Signature] Date 6/21/22

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: 36.0
Title of Position: Senior Account Clerk #2 Base Salary of Position: \$36,414 Grade: 7
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 10879/ Baker Date of Vacancy: 9/2/2021
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other []
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Fresie approved Date 6/21/22
by Lemail

SENIOR ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance;
Tracks, audits and/or monitors a variety of accounts;
Verifies adjustments are made to correct allocations and issues reports as required;
Prepares complex financial and statistical summary reports;
Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;
Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;
Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;
Contacts clients, vendors and other agencies to obtain additional information;
Provides information orally or in writing in response to inquiries on status of accounts;
Conducts correspondence on matters where policies and procedures are well defined;
Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;
Performs complex payroll transactions or may prepare payroll and related reports;
May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;
May assist in preparation of figures and reports for use in budget preparation;
Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments;
Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern methods of keeping and reviewing financial accounts and records;
Good knowledge of modern office terminology, procedures and equipment;
Ability to make complex arithmetic computations accurately;
Speed;
Ability to organize and maintain accurate records and files;
Ability to analyze and organize data and prepare records and reports;
Ability to understand and interpret complex oral instructions and/or written directions;
Ability to perform close, detail work involving considerable visual effort and concentration;
Ability to establish and maintain effective working relationships with others;
Ability to communicate effectively, both orally and in writing;
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;
Ability to analyze data and prepare and maintain detailed records and reports.

MINIMUM QUALIFICATIONS:

Graduation from high school diploma or possession of a high school equivalence diploma and:

- A) Associate's Degree or higher in accounting, business or closely related field; or
- B) Two years of experience maintaining financial accounts and records.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.01
Title of Position: PT Infant Feeding Advocate Not to Exceed 20 hrs/wk avg Base Salary of Position: \$15,186 (Prorated) Grade: 3
Filling at Step # (If Known):
Budget code and title: A.4013 PH WIC Part Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13262/Langworthy Date of Vacancy: 12/6/19
Is this position mandated? [checked] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal % [checked] State 100 % [] 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. [Signature] 6/9/22

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 6/13/22

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 6/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature E. Friesel approved Date 6/21/22
by email [Signature]

INFANT FEEDING ADVOCATE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the W.I.C. (Women, Infants and Children) Coordinator the Infant Feeding Advocate promotes breastfeeding as the optimal method of infant feeding among W.I.C. participants. Provides breastfeeding education, follow-up and basic clerical support relating to breastfeeding to promote W.I.C. program operations. Assists W.I.C. staff as assigned by the W.I.C. Coordinator or Breastfeeding Coordinator. An Infant Feeding Advocate must be enthusiastic about the W.I.C. program and breastfeeding and have a desire to share that enthusiasm.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides information and promotes breastfeeding to W.I.C. participants and the community;
 Evaluates client breast pump needs, issues breast pumps according to policy and provides information to clients on best practices for breast milk collection and storage;
 Conducts or assists with group breastfeeding classes;
 Makes telephone contacts with breastfeeding participants to support breastfeeding and identify clients needing additional assistance to optimize their breastfeeding success;
 Works with W.I.C. Coordinator and Breastfeeding Coordinator in development and implementation of promotional ideas;
 Evaluates and identifies breastfeeding issues that may require referral and continuous follow-up;
 Refers W.I.C. breastfeeding mothers to the Lactation Consultant and/or physician when the problems presented are beyond the Infant Feeding Advocate's scope of breastfeeding knowledge and skills;
 Assists clinic staff with the counseling of W.I.C. clients by telephone or by in-person visits to clinic;
 Documents Infant Feeding Advocate education codes on client's participant form;
 Files W.I.C. Client Detail Records according to policies/procedures;
 Documents Client follow-up contact and progress;
 Accurately documents pump issuance and/or retrieval according to policies/procedures;
 Maintains breastfeeding equipment and pumps according to sanitation/safety and infection control guidelines, manufacturer's equipment instructions and policies/procedures;
 Completes New York State and local agency training and is able to meet training objectives;
 Attends and participates in regularly scheduled Peer Advocate meetings for on-going training and policy updates;
 Shares information obtained from peer advocate meetings/trainings with supervisor and clinic staff;
 Integrates information into daily work/practices;
 Assists with orientation and coaching of new staff on breastfeeding skills;
 Successfully passes Infant Feeding Advocate competency evaluations and completes all training modules within six months of employment;
 Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Ability to develop and maintain satisfactory working relationships with pregnant women and breastfeeding mothers;

Ability to get along well with others;

Ability to communicate effectively both orally and in writing;

Ability to keep records;

Ability to work independently;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT: Possession of a NYS driver's license at time of appointment.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: DPW.Parks & Recreation Payroll Dept. No: 19.40
Title of Position: Director of Parks, Rec & RR Div. Base Salary of Position: 69500 71,585 Grade: 36
Filling at Step # (If Known):
Budget code and title: A.7110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 8493/Benway Date of Vacancy: 06/20/2022
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 6/13/22

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 Date 6/14/22

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 Date 6/21/22

DIRECTOR OF WARREN COUNTY PARKS, RECREATION & RAILROAD DIVISION

GENERAL STATEMENT OF DUTIES: Warren County Parks, Recreation and Railroad Committee. Is responsible for the administration, maintenance and operation of various county facilities and projects. Is responsible for implementing the programs and policies of the Warren County Board of Supervisors.

DISTINGUISHING FEATURES OF THE CLASS: This is specialized administrative work applied to a diversity of the recreational, educational, environmental, and public facilities and programs. The position is responsible for administering various State and Federal Funding programs. It is responsible for the supervision, leadership and coordination of professional and non-professional staff. The Director is expected to facilitate the coordination of State, Town, County and Federal agencies with various projects and programs. The Director may be expected to spend a considerable percentage of his/her time giving help to particular programs and projects.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares, presents and directs the execution of the budget;
 Represents the division at various meetings;
 Administers and supervises Federal Highway Administration Funded projects;
 Administers and supervises New York State Office of Parks Recreation and Historic Preservation Funded projects;
 Responsible for the administration and operation of the following facilities: Hatchery, Environment Education Facility, fairgrounds, bikeway, cross country ski trails, hiking trails, nature trails, canoes sites, Picnic areas, Picnic shelters, Restrooms, playgrounds;
 Responsible for the administration and compliance of various agreements, contracts, easements, licenses between the county and private property owners, clubs, business, towns, state, municipal and federal agencies;
 Oversees the development of the Warren County Railroad and Stations Project;
 Works with all interested groups in planning and developing outdoor recreation projects;
 Works with other county departments coordinating various projects and programs.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES:

Good knowledge of administration as it pertains to outdoor recreation facilities;
 Knowledge of planning;
 Background and knowledge of environmental science;
 Ability to work with groups and various public agencies;
 Ability to speak before a group;
 Sound professional judgment;
 Good organizational skill;
 Good skills in interacting and communication with people;
 Good understanding of budgets.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Environmental Science and/or Recreation Administration or related field and three (3) years of experience in a responsible supervisory or administrative capacity.

NOTE: Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

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: 40.00
 Title of Position: Intake Clerk #8 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 _____
 Employee No./Last Name: 13638/Dashnaw Date of Vacancy: 6/20/22
 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. *Raw 6/15/22*
Human Resources Director has approved this form when initiated. *AP 6/15/22*

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 6/15/22

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 6/15/22

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 *Bennet F. Dusally* Date 06/22/22

INTAKE CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;
 Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;
 Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;
 Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;
 Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;
 Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;
 Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;
 Performs reproduction and collating duties of applications, materials and documents;
 Sends, receives and logs faxes;
 Maintains pamphlets, brochures and related materials for visitors;
 Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;
 May perform general clerical duties and maintain simple records related to the duties assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP);
 Working knowledge of office terminology, procedures and equipment;
 Ability to enter data into query and issue reports from database and spreadsheet programs;
 Ability to deal courteously with the public both in person and on the telephone;
 Ability to understand and follow simple oral and written directions;
 Ability to greet the public in a pleasing manner and provide requested information;
 Ability to refer visitors to appropriate staff member after ascertaining their needs;
 Ability to operate fax and copy machines; Ability to hear well and speak distinctly;
 Ability to write legibly; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- B) Two (2) years of clerical experience.

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022