

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE
AGENDA
OCTOBER 6, 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 Human Resources Director (Jackie Figueroa, Director):**

- A) Review of report on tracking of vacancies filled.
- B) Review of separation report.
- C) Review of 2023 Budget request.
- D) Request for an executive session to provide an update on a workplace violence incident.

3) **Requests/Items to be Discussed by the Personnel Officer (Patricia Nenninger, Personnel Officer):**

- A) Request for a new contract with Standard Medical Testing Services, a division of Mountain Medical Services, PLLC to provide Police/Patrol Officer candidates with physical exam services.
- B) Review of 2023 Budget request.

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

- A) Request for a transfer of funds in the amount of \$6,046.35 from Budget Code A.119 469, *Contingent Account - Other Payments, Other Payments/Contributions*, to various budget codes to cover a budget deficit.
- B) Request to amend the Table of Organization and Salary Schedule to extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review.
- C) Review of 2023 Budget request.

5) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Review of 2023 Budget request.

6) **Referral from the Criminal Justice & Public Safety Committee (Chaired by Supervisor Geraci):**

Public Defender (Gregory Canale, Public Defender) -

Request to amend the Table of Organization and Salary Schedule to increase the salary of the Coordinating Attorney -Public Defender from \$81,618 to \$87,338 effective retroactive to September 12, 2022.

7) **Referral from the ARPA Advisory Committee (Chaired by Supervisors Braymer and Dickinson):**

Request to amend Resolution No. 419 of 2022 to delete the vacant position, as well as the vacancy created by the resignation of Mike Swan.

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) Committee to develop guidelines for Department Heads to use when dismissing an employee. (03.03.22)
- 3) 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:

- 1) County Attorney to present draft Local Law opting out of section 487(9) of the Real Property Tax Law at a future meeting. (09.01.22)

Continued

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA

OCTOBER 6, 2022

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

Countryside Adult Home - Institutional Aide #3, *Grade 3, Base Annual Salary \$36,093*, due to resignation.

District Attorney - Legal Clerk II #1, *Grade 8, Base Annual Salary \$43,638*.

DPW

- MEO (M) #25, *Grade 9, Base Annual Salary \$44,966*, due to resignation.
- MEO (M) #5, *Grade 9, Base Annual Salary \$44,966*, due to resignation.
- MEO (L) #27, *Grade 7, Base Annual Salary \$42,134*, due to resignation.

Office for the Aging - Meal Site Cook #4, *Grade 2, Base Annual Salary \$31,581(35hr/week)*, due to termination.

Office of Emergency Services - Emergency Medical Services Coordinator, *Annual Salary \$13,275*, due to resignation.

Social Services

- Part Time Community Services Worker, *Grade 8, Base Annual Salary \$43,638*, due to resignation.
- Senior Caseworker #5, *Grade 18, Base Annual Salary \$56,104*.
- Caseworker #TBD, *Grade 16, Base Annual Salary \$52,743*, due to promotion.
- Intake Clerk #10, *Grade 4, Base Annual Salary \$37,509*, due to promotion (*Emergency Fill*)

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2022 - NOTICE OF INTENT TO FILL TRACKING

ITEM 2A

Personnel Cmt./ 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	Caseworker #9 (1653)	Vice	O	\$ 47,244.00	\$ 45,831.00	1/3/2022	Hayes	\$ 47,022.00	\$ 1,191.00	\$ (222.00)
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	\$ -
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	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	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	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	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	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	Meal Site Cook #12 (2699)	N/A	N	N/A	\$ 18,113.00	4/11/2022	Newell	\$ 22,301.00	\$ 4,188.00	\$ -
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	\$ -
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	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	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	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 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	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 Clerk (2688)	N/A	N	N/A	\$ 31,789.00	1/1/2022	Moynihah	\$ 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	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	Wilbey	\$ 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 (L) #27 (2256)	Hart	RM	\$ 35,491.00	\$ 36,414.00	2/14/2022	Allen	\$ 36,414.00	\$ -	\$ 923.00
2/3/2022	Public Works	MEO (L) #3 (1249)	Cameron	PR	\$ 36,723.00	\$ 36,414.00	8/1/2022	Monroe	\$ 42,134.00	\$ 5,720.00	\$ 5,411.00
2/3/2022	Sheriff	Communications Officer #20 (2544)	Crispell	RS	\$ 52,775.00	\$ 47,299.00	3/14/2022	Bentley	\$ 47,299.00	\$ 14,224.00	\$ (5,476.00)
2/3/2022	Sheriff	Patrol Officer #62 (1326)	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 Sergeant # 12 (2708)	N/A	N	N/A	\$ 84,503.00	2/28/2022	Howse	\$ 84,503.00	\$ -	\$ -
2/3/2022	Sheriff	Senior Communications Officer (2245)	Wells	O	\$ 62,486.00	\$ 58,448.00	1/31/2022	Kilmartin	\$ 58,448.00	\$ -	\$ (4,038.00)
2/3/2022	Social Services	Caseworker #15 (1665)	Vachon	RS	\$ 47,023.00	\$ 47,023.00	2/22/2022	Regner	\$ 47,023.00	\$ -	\$ -
2/3/2022	Social Services	Intake Clerk #4 (1736)	Johnson	O	\$ 31,594.00	\$ 30,983.00	12/27/2021	Kazlo	\$ 30,983.00	\$ -	\$ (611.00)
2/3/2022	Social Services	Intake Clerk #8 (2660)	Johnson	PR	\$ 32,416.00	\$ 31,789.00	2/7/2022	Dashnaw	\$ 31,789.00	\$ -	\$ (627.00)
2/3/2022	Social Services	Medicaid Clerk #3 (2071)	Licari	PR	\$ 35,471.00	\$ 33,076.00	2/28/2022	Smith	\$ 33,076.00	\$ -	\$ (2,395.00)
2/3/2022	Social Services	Principal Account Clerk # 3 (2709)	N/A	N	N/A	\$ 40,784.00	2/22/2022	Murray	\$ 47,656.00	\$ 6,872.00	\$ -
2/3/2022	Social Services	Secretary (2270)	Quagliana	PR	\$ 33,538.00	\$ 31,789.00	4/18/2022	Boutin	\$ 31,789.00	\$ -	\$ (1,749.00)

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2/3/2022	Social Services	Senior Account Clerk #6 (1748)	Murray	PR	\$ 42,617.00	\$ 36,414.00	2/22/2022	Stoller	\$ 42,617.00	\$ 6,203.00	\$ -
2/3/2022	Social Services	Social Welfare Examiner #31 (1713)	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 #38 (2082)	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	Support Investigator #4 (1746)	Missita	PR	\$ 44,348.00	\$ 37,918.00	5/9/2022	Funnye	\$ 40,570.00	\$ 2,652.00	\$ (3,778.00)
2/3/2022	Veterans' Services	Van Driver #1 (2189)	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 #2 (2190)	Service	RS	\$ 17,456.00	\$ 14,868.00	1/3/2022	Therio	\$ 14,868.00	\$ -	\$ (2,588.00)
2/3/2022	Veterans' Services	Veteran Benefit Counselor (2690)	N/A	N	N/A	\$ 39,246.00	4/25/2022	Cooke	\$ 39,246.00	\$ -	\$ -
3/3/2022	Office for the Aging	Meal Site Cook #7 (1953)	Burnett	RS	\$ 18,584.00	\$ 18,584.00	vacant				
3/3/2022	Office for the Aging	Services Assistant - OFA #4 (2713)	N/A	N	N/A	\$ 36,141.00	4/11/2022	Hanchett	\$ 42,617.00	\$ 6,476.00	\$ -
3/3/2022	Public Works	MEO (L) #12 (1248)	Augusta	O	\$ 36,414.00	\$ 36,414.00	8/22/2022	Necatera	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
3/3/2022	Sheriff	Patrol Officer #48 (1398)	Howse	PR	\$ 77,178.00	\$ 45,854.00	7/25/2022	Duggan	\$ 45,854.00	\$ -	\$ (31,324.00)
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)
3/3/2022	Tourism	Director of Tourism (1908)	Conley	RT	\$ 90,783.00	\$ 67,533.00	9/12/2022	Snow	\$ 90,783.00	\$ 23,250.00	\$ -
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	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	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	Legal Clerk I (2664)	N/A	N	N/A	\$ 33,076.00	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 Works	MEO (L) #2 (1239)	Allen	RS	\$ 36,414.00	\$ 36,414.00	8/15/2022	Neel	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
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	Buildings & Grounds	Cleaner #11 (2264)	Hytower	RT	\$ 29,735.00	\$ 29,735.00	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	Public Works	MEO (L) #16 (1260)	Huntley	PR	\$ 36,414.00	\$ 36,414.00	vacant				
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 #37 (2558)	Vilord	RM	\$ 47,023.00	\$ 47,023.00	5/23/2022	Nassivera	\$ 47,023.00	\$ -	\$ -
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	Community Services Worker-LTPT (20 hours) (2718)	N/A	N	N/A	\$ 37,918.00	7/12/2022	Scott	\$ 18,959.00	\$ (18,959.00)	\$ -
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	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	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	Up Yonda Farm	Environmental Education Administrator (1198)	Badey	RS	\$ 58,403.00	\$ 55,051.00	7/18/2022	Wilde	\$ 56,702.00	\$ 1,651.00	\$ (1,701.00)
6/2/2022	Countryside	Cook # 5 (2600)	Pagan	RS	\$ 31,789.00	\$ 31,789.00	vacant				
6/2/2022	Countryside	Cook #2 (1889)	Stevens	RM	\$ 31,789.00	\$ 31,789.00	8/8/2022	Knight	\$ 37,509.00	\$ 5,720.00	\$ 5,720.00
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	6/29/2022	Christensen	\$ 68,560.00	\$ -	\$ -
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	DPW	Cleaner # 8 (2144)	Santiago	RS	\$ 29,735.00	\$ 29,735.00	8/1/2022	Boyea	\$ 35,455.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	DPW	MEO (L) #26 (1225)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	9/17/2022	Arnold	\$ 42,134.00	\$ 5,720.00	\$ 5,720.00
6/2/2022	DPW	MEO (M) #22 (2192)	Ashline	RS	\$ 48,771.00	\$ 39,246.00	vacant				
6/2/2022	Employment & Training	Job Coach-Temporary (2719)	N/A	N	N/A	\$ 34,488.00	6/27/2022	Tucker	\$ 34,488.00	\$ -	\$ -
6/2/2022	Employment & Training	Office Specialist-PT (2613)	N/A	N	N/A	\$ 36,414.00	vacant				

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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	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/2/2022	Probation	Administrative Secretary (2717)	Rodriguez	RS	\$ 56,910.00	\$ 44,913.00	6/27/2022	Clarke	\$ 44,913.00	\$ -	\$ (11,997.00)
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	9/12/2022	Komon	\$ 81,618.00	\$ -	\$ -
6/2/2022	Public Defender	Legal Clerk (2577)	Plumley	RS	\$ 34,282.00	\$ 33,076.00	vacant			\$ -	
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	Social Services	Case Manager/Foster Care Home-Finder (2720)	N/A	N	N/A	\$ 44,384.00	6/20/2022	Durose	\$ 55,602.00	\$ 11,218.00	\$ -
6/2/2022	Social Services	Caseworker # 23 (1672)	Williams	RS	\$ 48,472.00	\$ 47,023.00	6/27/2022	Petteys	\$ 47,023.00	\$ -	\$ (1,449.00)
6/2/2022	Social Services	Intake Clerk # 1 (1723)	Parker	O	\$ 40,308.00	\$ 31,789.00	7/5/2022	Hyrny	\$ 31,789.00	\$ -	\$ (8,519.00)
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	Veterans' Services	Van Driver # 1 (Reg P/T) (2189)	Cooke	O	14.2958/hr	14.295/Hr	7/18/2022	Taft	14.2958/hr	\$ -	\$ -
6/2/2022	Veterans' Services	Van Driver # 5 Per-Diem (2518)	Cooke	O	14.2958/hr	14.295/hr	vacant			\$ -	\$ -
6/30/2022	Countryside	Institutional Aide # 18 (2629)	Semon	O	\$ 14,801.00	\$ 30,373.00	6/21/2022	McCane	\$15,186.00	\$ (15,187.00)	\$ 385.00
6/30/2022	County Attorney	3rd Assistant County Attorney (2721)	N/A	N	N/A	\$ 65,295.00	9/12/2022	Briggs	\$71,015.00	\$ 5,720.00	\$ -
6/30/2022	County Clerk	Legal Recording Clerk #3 (2723)	N/A	N	N/A	\$ 36,414.00	7/18/2022	Bowen	\$36,414.00	\$ -	\$ -
6/30/2022	DPW	Director of Parks & Recreation (1185)	Benway	RT	\$ 80,591.00	\$ 71,585.00	8/19/2022	Moore	\$77,305.00	\$ 5,720.00	\$ (3,286.00)
6/30/2022	DPW	MEO (L) # 13 (1263)	Riffle	RS	\$ 36,414.00	\$ 36,414.00	vacant				
6/30/2022	DPW	MEO (L) # 28 (2320)	Sector	RS	\$ 37,678.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	Infant Feeding Advocate-Part Time (2081)	Langworthy	O	\$ 14,013.00	\$ 15,186.00	7/26/2022	Collums	\$15,186.00	\$ -	\$ 1,173.00
6/30/2022	Health Services	PHN #35 (2250)	Swan	O	\$ 54,286.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	PHN #8 (1546)	McAvey	O	\$ 65,571.00	\$ 55,070.00	vacant				
6/30/2022	Health Services	RPN # 10 (1600)	Frasier	O	\$ 65,689.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 11 (2548)	Allocco	O	\$ 60,013.00	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 40 (2624)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	RPN # 42 (2701)	N/A	O	N/A	\$ 51,502.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 1 (1538)	DeCesare	O	\$ 43,536.00	\$ 36,414.00	vacant				
6/30/2022	Health Services	Senior Account Clerk # 2 (2339)	Baker	O	\$ 46,056.20	\$ 36,414.00	vacant				
6/30/2022	Planning	Assistant County Planner 2 (2603)	N/A	N	N/A	\$ 63,711.00	vacant				
6/30/2022	Public Defender	Legal Clerk # III (2722)	N/A	N	N/A	\$ 40,784.00	7/18/2022	Ringler	\$51,018.00	\$ 10,234.00	\$ -
6/30/2022	Social Services	Intake Clerk # 8 (2660)	Dashnaw	PR	\$ 31,789.00	\$ 31,789.00	7/18/2022	Wick	\$31,789.00	\$ -	\$ -
7/29/2022	Buildings & Grounds	Cleaner #6 (2143)	Klemple	O	\$ 29,735.00	\$ 29,735.00	8/29/2022	Powell	\$35,455.00	\$ 5,720.00	\$ 5,720.00
7/29/2022	DPW	MEO (M) #1 (1245)	Converse	PR	\$ 45,880.00	\$ 39,246.00	vacant			\$ -	\$ -
7/29/2022	Information Technology	Computer Help Desk Tech II - Temp (2725)	N/A	N	N/A	\$25.7177/hr	9/14/2022	Povie	25.7177/hr	\$ -	\$ -
7/29/2022	Social Services	Principal Account Clerk #4 (2724)	N/A	N	N/A	\$ 40,784.00	9/19/2022	Fuller	\$46,504.00	\$ 5,720.00	\$ -
9/1/2022	County Clerk	MV Lic/Reg Clerk #10 (1117)	Bruno	RS	\$ 44,928.00	\$ 43,638.00	vacant			\$ -	\$ -
9/1/2022	County Clerk	MV Lic/Reg Clerk #8 (1122)	Conway	PR	\$ 47,263.00	\$ 43,638.00	vacant			\$ -	\$ -
9/1/2022	DPW	HEO #1 (1236)	Abrahams	RM	\$ 57,239.00	\$ 46,504.00	vacant			\$ -	\$ -
9/1/2022	Employment & Training	Student to Careers Development Specialist (2729)	N/A	N	N/A	\$ 50,104.00	vacant			\$ -	\$ -
9/1/2022	Office for the Aging	Meal Site Cook # 10 (1944)	Allen	RS	\$ 23,207.00	\$ 22,159.00	9/2/2022	Mann	\$22,159.00	\$ -	\$ (1,048.00)
9/1/2022	Social Services	Caseworker # 16 (1670)	Lehrer	O	\$ 60,567.00	\$ 52,743.00	9/12/2022	Sexton	\$52,743.00	\$ -	\$ (7,824.00)
9/1/2022	Social Services	Senior Caseworker # 2 (1645)	Berry	RS	\$ 67,136.00	\$ 56,104.00	9/12/2022	Rowell	\$59,424.00	\$ 3,320.00	\$ (7,712.00)
9/1/2022	Social Services	Senior Caseworker # 4 (1657)	Montanye	RS	\$ 64,444.00	\$ 56,104.00	9/12/2022	Norton	\$58,512.00	\$ 2,408.00	\$ (5,932.00)
9/1/2022	Social Services	Social Services Investigator # 2 (1758)	Burlingame	RS	\$ 54,116.00	\$ 47,145.00	vacant			\$ -	\$ -
9/1/2022	Social Services	Social Welfare Examiner # 17 (1722)	Gonnely	RT	\$ 48,263.00	\$ 43,638.00	9/12/2022	Lehrer	\$50,068.00	\$ 6,430.00	\$ 1,805.00
9/1/2022	Social Services	Social Welfare Examiner # 9 (1634)	Moore	PR	\$ 38,215.00	\$ 43,638.00	vacant			\$ -	\$ -

2022 - NOTICE OF INTENT TO FILL TRACKING

ITEM 2A

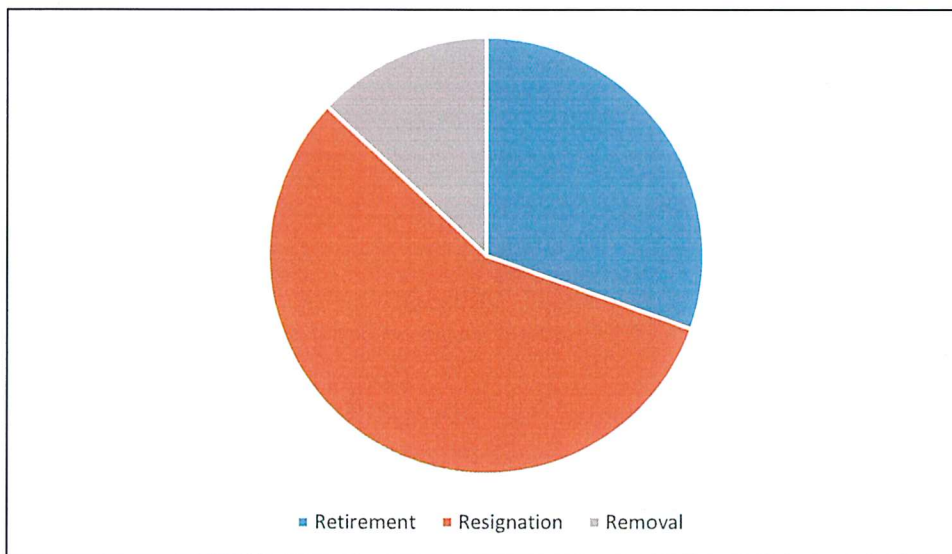
Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
									Totals:	\$274,190.00	\$ (191,944.00)

Warren County Department of Human Resources



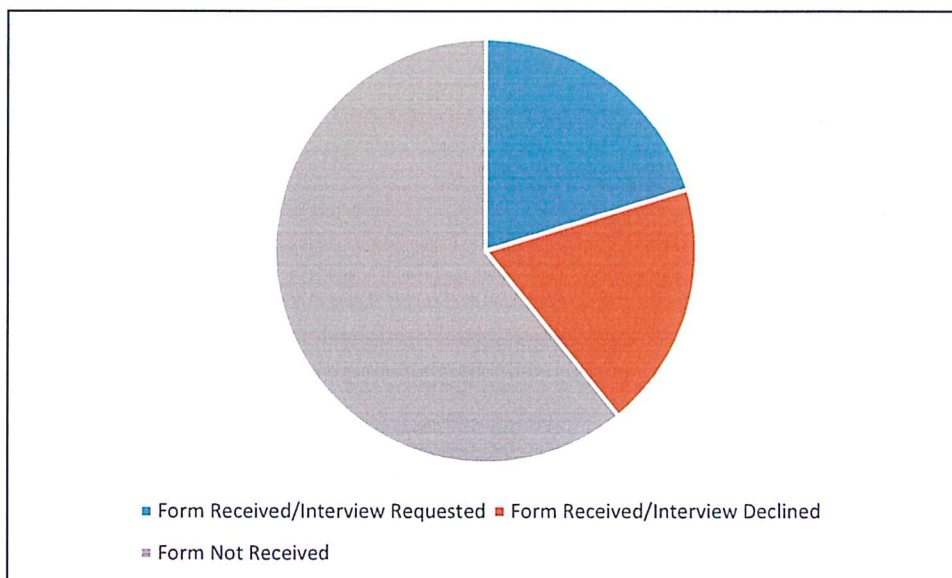
Separations through August 31, 2022

Retirement	21
Resignation	39
Removal	9
Total	69



Exit Interviews through August 31, 2022

Form Received/Interview Requested	14
Form Received/Interview Declined	13
Form Not Received	42



Final - Submit
9/8/22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources

BUDGET ACCOUNT CODE: A.1435

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$151,322.29	\$161,465.00	\$167,757.00	\$161,465.00
200's EQUIPMENT	\$17,729.88	\$0.00	\$1,246.48	\$0.00
400's CONTRACTUAL	\$43,751.42	\$54,316.00	\$54,069.52	\$56,408.00
800's EMPLOYEE BENEFITS	\$51,044.44	\$44,286.00	\$45,427.99	\$43,523.00
TOTALS	\$263,848.03	\$260,067.00	\$268,500.99	\$261,396.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$63.41			\$0.00

SIGNED:

[Signature]
 DEPARTMENT HEAD

TITLE:

HR Director

DATE:

9/8/22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

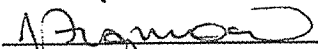
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Human Resources - American Rescue Plan Act (ARPA)
 BUDGET ACCOUNT CODE: A.1435 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT		\$0.00	\$2,189.79	\$0.00
TOTALS		\$0.00	\$2,189.79	\$0.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$2,189.79	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: HR Director
 DATE: 9/8/22

Warren County, NY

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1435 - Human Resources						
<i>Miscellaneous & Local Source</i>						
2770	Other Unclassified Revenue	63.41	.00	.00	.00	.00
	<i>Miscellaneous & Local Source Totals</i>	\$63.41	\$0.00	\$0.00	\$0.00	\$0.00
	Department 1435 - Human Resources Totals	\$63.41	\$0.00	\$0.00	\$0.00	\$0.00
	REVENUE TOTALS	\$63.41	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE						
Department 1435 - Human Resources						
<i>Personal Services</i>						
110	Salaries - Regular	130,665.93	138,160.00	144,452.00	91,216.18	138,160.00
120	Salaries - Overtime	4.33	.00	.00	.00	.00
130	Salaries - Part Time	20,652.03	23,305.00	23,305.00	15,497.37	23,305.00
	<i>Personal Services Totals</i>	\$151,322.29	\$161,465.00	\$167,757.00	\$106,713.55	\$161,465.00
<i>Equipment</i>						
210	Furniture/Furnishings	911.96	.00	227.99	227.99	.00
220	Office Equipment	1,034.30	.00	18.49	18.49	.00
220.1	Office Equipment - Reserve	15,783.62	.00	1,000.00	.00	.00
	<i>Equipment Totals</i>	\$17,729.88	\$0.00	\$1,246.48	\$246.48	\$0.00
<i>Contractual Expense</i>						
410	Supplies	509.36	800.00	800.00	277.24	800.00
422	Repair/Maint-Equipment	.00	1,000.00	1,000.00	.00	1,000.00
423	Telephone	638.06	780.00	780.00	312.28	1,260.00
427	Memberships & Dues	449.00	813.00	813.00	.00	838.00
428	Data Processing & Internet Fees	198.00	198.00	201.00	201.00	210.00
439	Misc Fees & Expenses	60.00	2,500.00	2,250.52	.00	3,000.00
444	Travel/Education/Conference	218.00	625.00	625.00	.00	700.00
470	Contract	41,679.00	47,600.00	47,600.00	26,991.54	48,600.00

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request									
Fund A - General															
EXPENSE															
Department 1435 - Human Resources															
Contractual Expense															
<i>Contractual Expense Totals</i>		\$43,751.42	\$54,316.00	\$54,069.52	\$27,782.06	\$56,408.00									
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Comments</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Account</td> <td>Departmental Request</td> <td></td> </tr> <tr> <td>470</td> <td></td> <td>EAP - \$15,344 (1.80/pepm x 4 months, 1.84/pepm x 8 months 700 EEs) Ascentis - \$25,380 (2.35/pepm, 900 EEs) Marshall & Sterling \$7,700 (4.00/pepm, currently 132 EEs + newhires +new FSA enrollees)</td> </tr> </tbody> </table>							Comments	Level	Comment	Account	Departmental Request		470		EAP - \$15,344 (1.80/pepm x 4 months, 1.84/pepm x 8 months 700 EEs) Ascentis - \$25,380 (2.35/pepm, 900 EEs) Marshall & Sterling \$7,700 (4.00/pepm, currently 132 EEs + newhires +new FSA enrollees)
Comments	Level	Comment													
Account	Departmental Request														
470		EAP - \$15,344 (1.80/pepm x 4 months, 1.84/pepm x 8 months 700 EEs) Ascentis - \$25,380 (2.35/pepm, 900 EEs) Marshall & Sterling \$7,700 (4.00/pepm, currently 132 EEs + newhires +new FSA enrollees)													
<i>Employee Benefits</i>															
810	Retirement	14,504.93	14,047.00	14,707.66	9,290.00	11,949.00									
830	Social Security	8,881.72	10,011.00	10,401.10	6,368.06	10,011.00									
831	Medicare Contribution	2,077.17	2,341.00	2,432.23	1,489.29	2,341.00									
860	Hospitalization	23,345.44	15,442.00	15,442.00	10,690.92	16,678.00									
865	Dental Insurance	409.96	288.00	288.00	199.44	288.00									
<i>Employee Benefits Totals</i>		\$49,219.22	\$42,129.00	\$43,270.99	\$28,037.71	\$41,267.00									
<i>Other Benefits</i>															
840	Workmen's Compensation	552.97	657.00	657.00	657.00	756.00									
862	Health Insurance Cost Reimbursement	1,272.25	1,500.00	1,500.00	228.98	1,500.00									
<i>Other Benefits Totals</i>		\$1,825.22	\$2,157.00	\$2,157.00	\$885.98	\$2,256.00									
Department 1435 - Human Resources Totals		\$263,848.03	\$260,067.00	\$268,500.99	\$163,665.78	\$261,396.00									
EXPENSE TOTALS		\$263,848.03	\$260,067.00	\$268,500.99	\$163,665.78	\$261,396.00									
Fund A - General Totals															
REVENUE TOTALS		\$63.41	\$0.00	\$0.00	\$0.00	\$0.00									
EXPENSE TOTALS		\$263,848.03	\$260,067.00	\$268,500.99	\$163,665.78	\$261,396.00									
Fund A - General Totals		(\$263,784.62)	(\$260,067.00)	(\$268,500.99)	(\$163,665.78)	(\$261,396.00)									
Net Grand Totals															
REVENUE GRAND TOTALS		\$63.41	\$0.00	\$0.00	\$0.00	\$0.00									
EXPENSE GRAND TOTALS		\$263,848.03	\$260,067.00	\$268,500.99	\$163,665.78	\$261,396.00									

Budget Worksheet Report

Budget Year 2023

Net Grand Totals	(\$263,784.62)	(\$260,067.00)	(\$268,500.99)	(\$163,665.78)	(\$261,396.00)
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2023 Salary Schedule (Position Budgeting)
Human Resources

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13587	Baker, Neil	Human Resources Specialist	\$47,608.00	Full Time	Out of UnitFT	7/19/2021
	N/A / \$22.89	N/A / \$22.89				
12524	Figuroa, Jacqueline	County Human Resources Director	\$90,552.00	Full Time	Appointed F/T	5/12/2014
	N/A / \$49.75	N/A / \$49.75				
13495	Hoffman, Candice	Human Resources Clerk	\$23,305.00	Part Time	Out of UnitPT	12/14/2020
	N/A / \$18.67	N/A / \$18.67				
		3	\$161,465.00			

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Human Resources

BUDGET CODE: A.1435

Title of Position: Human Resources - Overtime

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade If applicable): Click or tap here to enter text.
- (c) Is this a mandated position? If so, please explain: Click or tap here to enter text.
- (d) Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Dlem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: \$500 in overtime funding was removed during austerity planning and not returned.
- (b) Projected change in Salary Dollars: \$500
- (c) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW (Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: 10/19/22

HR Director has Reviewed/Approved this form when initialed: 10/19/22

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Human Resources

BUDGET CODE: A.1435

Title of Position: Human Resources Clerk

FOR NEW POSITIONS

- (a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.
- (b) List any position(s) in the Department's Table of Organization being DELETED as a result of this request (Include annual Salary and grade if applicable): Click or tap here to enter text.
- (c) Is this a mandated position? If so, please explain: Click or tap here to enter text.
- (d) Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem, Change in Non-bargaining Salary Grade)

- (a) Description of Change: Increase weekly hours from 24 (4, 6 hour days) to 30 hours (5, 6 hour days) per week
- (b) Projected change in Salary Dollars: Currently at \$23,305 (24h/wk), increase to \$29,131 (30h/wk)
- (c) Is there expected Revenue impact from this change? If so, please explain: Click or tap here to enter text.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: REN 8/9/22HR Director has Reviewed/Approved this form when initialed: AG 8/9/22

HUMAN RESOURCES CLERK

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class performs specialized clerical duties in support of higher-level staff to assist in the daily operation of a Human Resources Department. Duties include maintaining HR records, assisting with employee orientation, greeting office visitors, answering phones and assisting with office projects. The work requires a high degree of accuracy and attention to detail, as well as confidentiality, tact and discretion. Work is performed under direct supervision of higher-level staff or the Director in accordance with clearly established Department procedures. Supervision is not a function of this title. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with the creation and maintenance of various employee records/files;
 Assists with the maintenance of County or agency software systems including but not limited to time and attendance, Human Resources Information System (HRIS) and benefit administration programs;
 Assures security of various confidential materials associated with the work;
 Provides assistance with new employee orientation/ onboarding;
 Acts as a receptionist, answering phones and responding to or referring questions to the appropriate party;
 Reviews mail and answers general correspondence;
 Maintains detailed human resource records and files in accordance with established Department or agency rules and procedures;
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;
 Performs related clerical tasks to ensure the smooth and efficient operation of the Department of Human Resources.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of routine human resources practices and procedures;
 Working knowledge of the procedures used to input and retrieve data in a computerized system;
 Working knowledge of modern office methods utilized in the preparation and maintenance of records;
 Ability to meet and deal with people in an efficient and tactful manner;
 Ability to elicit the nature of business of a visitor and determine how best to respond in a manner reflective of the Department's public image;
 Ability to follow written and oral instructions;
 Ability to establish and maintain effective working relationships;
 Ability to use computer applications such as spreadsheets, word processing, e-mail and database software;
 Ability to maintain confidentiality;
 Tact, resourcefulness.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma; and
 A) Associate's Degree or higher; or
 B) Two (2) years of full-time paid clerical or office administrative experience which shall have included maintaining electronic records or spreadsheet applications.

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.

WC: Adopted 11.7.18

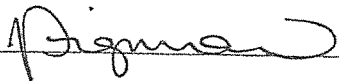
JC: Competitive

Format Update 2022

First Name	Last Name	Department Description	Position Title	Hire Date	2021 Salary	Position Grade	2022 Budgeted Increment	"Zero Year"	Year Attained in 2023	Top Eligible Increment	Merit Increments													
											entry	1st	2nd	3rd	4th	5th	10th	15th	20th	25th	30th			
Jacqueline	Figueroa	(DH) Human Resources	County Human Resources Director	5/12/2014	\$ 90,552	18	5	2014	9	5														
Neil	Baker	Human Resources	HR Specialist	7/19/2021	\$ 47,608	9	entry	2021	2	2	80,433	82,846	84,917	86,616	87,915	90,552								
Candice	Hoffman	Human Resources	Human Resources Clerk	12/14/2020	\$ 23,305	5	1	2021	2	2	47,608	49,036	50,762											

Department Head Instructions:

The salaries listed above represent your employees' current budgeted salaries as well as the merit-based salaries they are eligible to receive in 2023 pursuant to your evaluation of their performance. Please attach your evaluations and circle the 2023 salary you recommend for each employee. Please note these salaries do not reflect a cost of living adjustment for 2023. A uniform cost of living adjustment may be applied to all salaries on this grid at the discretion of the Budget Officer and the full Board of Supervisors (if you would like to recommend one, please do so on this form). Please certify your salary recommendations by signing below:



RESOLUTION REQUEST FORM NO. 3**Request for New Contract**DEPARTMENT NAME: **Civil Service**

DATE:

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **2023 Medical Exams for Police/Patrol Officer candidates**
- (c) Name of Contractor: **Standard Medical Testing Services, a division of Mountain Medical Services**
- (d) Address of Contractor: **597 Bay Road Queensbury, New York**
- (e) Contractor's Contact Person and Telephone Number: **Merrie Lyn Towle,BSN
518-744-6560**
- (f) Has or will the Contract be provided, if so, please attach: **Attached**
- (g) Commencement Date of Contract: **1/1/23**
- (h) Termination Date of Contract: **12/31/23**
- (i) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc. **Per service for candidate medical exam**)
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, Title, and Amount: **A.1430. 435 Medical Fees**

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

*as listed in budget and LOGOS



Contractual Agreement

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

This agreement shall be in effect from January 1, 2023- Dec 31, 2023.

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

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

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

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

Audiogram	\$25.00
Chest X Ray, 1 View	\$85.00
X Ray Interpretation	\$25.00
Ekg	\$55.00
Physical Exam Complete, includes urine dip & Vision	\$100.00
PPD	\$45.00
Urine Drug Screens, 10 Panel	\$45.00
Observed Urine Collection	\$30.00

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

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

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

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

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

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

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

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

Standard Medical Testing Services
Merrie Lynn Towle, BSN

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

Warren County Civil Service

Name: Merrie Lynn Towle, BSN
Title: Director of Occupational Medicine
Date: January 1, 2023

Name: _____
Title: _____
Date: _____

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

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

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

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

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service
 BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$165,462.65	\$191,139.00	\$201,820.00	\$191,139.00
200's EQUIPMENT	\$746.70	\$0.00	\$0.00	\$0.00
400's CONTRACTUAL	\$12,943.04	\$22,800.00	\$22,800.00	\$24,800.00
800's EMPLOYEE BENEFITS	\$80,703.55	\$89,990.00	\$91,928.60	\$72,616.00
TOTALS	\$259,855.94	\$303,929.00	\$316,548.60	\$288,555.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$3,911.00	\$9,000.00	\$9,000.00	\$9,000.00

SIGNED: Patricia Menninger
 DEPARTMENT HEAD
 TITLE: PERSONNEL OFFICER
 DATE: 9/2/22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service - American Rescue Plan Act (ARPA)

BUDGET ACCOUNT CODE: A.1430 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT		\$0.00	\$729.93	\$0.00
TOTALS		\$0.00	\$729.93	\$0.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$729.93	\$0.00

SIGNED:

DEPARTMENT HEAD

TITLE:

DATE:

Warren County, NY

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1430 - Civil Service						
<i>Intergovernmental Charges</i>						
2220	Civil Service Fees	3,911.00	9,000.00	9,000.00	2,725.00	9,000.00
	<i>Intergovernmental Charges Totals</i>	\$3,911.00	\$9,000.00	\$9,000.00	\$2,725.00	\$9,000.00
Sub Department 4999 - American Rescue Plan Act (ARPA)						
<i>Federal Aid</i>						
4090	Coronavirus Local Fiscal Recovery Fund (CLFRF)	.00	.00	729.93	.00	.00
	<i>Federal Aid Totals</i>	\$0.00	\$0.00	\$729.93	\$0.00	\$0.00
	<i>Sub Department 4999 - American Rescue Plan Act (ARPA) Totals</i>	\$0.00	\$0.00	\$729.93	\$0.00	\$0.00
	Department 1430 - Civil Service Totals	\$3,911.00	\$9,000.00	\$9,729.93	\$2,725.00	\$9,000.00
	REVENUE TOTALS	\$3,911.00	\$9,000.00	\$9,729.93	\$2,725.00	\$9,000.00

Warren County, NY

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request												
Fund A - General																		
EXPENSE																		
Department 1430 - Civil Service																		
<i>Personal Services</i>																		
110	Salaries - Regular	160,843.38	179,639.00	190,320.00	107,708.52	179,639.00												
120	Salaries - Overtime	566.57	1,000.00	1,000.00	23.69	1,000.00												
130	Salaries - Part Time	4,052.70	10,500.00	10,500.00	3,290.00	10,500.00												
<i>Personal Services Totals</i>		\$165,462.65	\$191,139.00	\$201,820.00	\$111,022.21	\$191,139.00												
<i>Equipment</i>																		
220.1	Office Equipment - Reserve	746.70	.00	.00	.00	.00												
<i>Equipment Totals</i>		\$746.70	\$0.00	\$0.00	\$0.00	\$0.00												
<i>Contractual Expense</i>																		
410	Supplies	1,846.08	1,600.00	1,600.00	1,134.81	1,600.00												
423	Telephone	664.68	800.00	800.00	316.28	800.00												
424	Postage	755.38	1,300.00	1,300.00	490.23	1,300.00												
427	Memberships & Dues	100.00	100.00	100.00	.00	100.00												
428	Data Processing & Internet Fees	264.00	500.00	500.00	268.00	500.00												
435	Medical Fees	3,260.00	8,000.00	8,000.00	970.00	8,000.00												
436	Advertising Fees	158.40	500.00	500.00	237.60	2,500.00												
439	Misc Fees & Expenses	5,894.50	9,000.00	9,000.00	.00	9,000.00												
444	Travel/Education/Conference	.00	1,000.00	1,000.00	.00	1,000.00												
<i>Contractual Expense Totals</i>		\$12,943.04	\$22,800.00	\$22,800.00	\$3,416.92	\$24,800.00												
<table border="1"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>435</td> <td>Departmental Request</td> <td>Expenses for Uniformed Officer medical exams, agility exam holdings, administration costs and other appointment requirements. In 2022 the Sheriff and GFFD so far have had few appointments. Both anticipate vacancies to be filled later in 2022 or 2023; also other position agilities (GFFD, Corrections, Town EMT etc).</td> </tr> <tr> <td>436</td> <td>Departmental Request</td> <td>Seeking to increase this expense line by \$2000 to allow for expanded recruitment opportunities.</td> </tr> <tr> <td>439</td> <td>Departmental Request</td> <td>Yearly exam materials fees due to NYS. Post-pandemic, we expect to see higher applicant counts, thus more materials.</td> </tr> </tbody> </table>							Account	Level	Comment	435	Departmental Request	Expenses for Uniformed Officer medical exams, agility exam holdings, administration costs and other appointment requirements. In 2022 the Sheriff and GFFD so far have had few appointments. Both anticipate vacancies to be filled later in 2022 or 2023; also other position agilities (GFFD, Corrections, Town EMT etc).	436	Departmental Request	Seeking to increase this expense line by \$2000 to allow for expanded recruitment opportunities.	439	Departmental Request	Yearly exam materials fees due to NYS. Post-pandemic, we expect to see higher applicant counts, thus more materials.
Account	Level	Comment																
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436	Departmental Request	Seeking to increase this expense line by \$2000 to allow for expanded recruitment opportunities.																
439	Departmental Request	Yearly exam materials fees due to NYS. Post-pandemic, we expect to see higher applicant counts, thus more materials.																
<i>Employee Benefits</i>																		
810	Retirement	23,734.47	24,162.00	25,283.51	13,381.03	18,783.00												
830	Social Security	9,742.77	11,850.00	12,512.22	6,643.30	11,850.00												
831	Medicare Contribution	2,278.55	2,773.00	2,927.87	1,553.68	2,773.00												
860	Hospitalization	24,835.71	29,494.00	29,494.00	12,510.54	16,429.00												
865	Dental Insurance	454.68	528.00	528.00	229.94	288.00												

Warren County, NY

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1430 - Civil Service					
	Employee Benefits					
	Employee Benefits Totals	\$61,046.18	\$68,807.00	\$70,745.60	\$34,318.49	\$50,123.00
	Other Benefits					
840	Workmen's Compensation	639.98	832.00	832.00	832.00	957.00
861	Retirees Hospitalization	19,017.39	20,351.00	20,351.00	9,970.44	21,536.00
	Other Benefits Totals	\$19,657.37	\$21,183.00	\$21,183.00	\$10,802.44	\$22,493.00
	Sub Department 4999 - American Rescue Plan Act (ARPA)					
	Equipment					
220	Office Equipment	.00	.00	729.93	.00	.00
	Equipment Totals	\$0.00	\$0.00	\$729.93	\$0.00	\$0.00
		\$0.00	\$0.00	\$729.93	\$0.00	\$0.00
	Sub Department 4999 - American Rescue Plan Act (ARPA) Totals	\$259,855.94	\$303,929.00	\$317,278.53	\$159,560.06	\$288,555.00
	Department 1430 - Civil Service Totals	\$259,855.94	\$303,929.00	\$317,278.53	\$159,560.06	\$288,555.00
	EXPENSE TOTALS	\$259,855.94	\$303,929.00	\$317,278.53	\$159,560.06	\$288,555.00
	Fund A - General Totals					
	REVENUE TOTALS	\$3,911.00	\$9,000.00	\$9,729.93	\$2,725.00	\$9,000.00
	EXPENSE TOTALS	\$259,855.94	\$303,929.00	\$317,278.53	\$159,560.06	\$288,555.00
	Fund A - General Totals	(\$255,944.94)	(\$294,929.00)	(\$307,548.60)	(\$156,835.06)	(\$279,555.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$3,911.00	\$9,000.00	\$9,729.93	\$2,725.00	\$9,000.00
	EXPENSE GRAND TOTALS	\$259,855.94	\$303,929.00	\$317,278.53	\$159,560.06	\$288,555.00
	Net Grand Totals	(\$255,944.94)	(\$294,929.00)	(\$307,548.60)	(\$156,835.06)	(\$279,555.00)

2023 Salary Schedule (Position Budgeting)
Civil Service

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan. Grade & Rate	Ann. Grade & Rate				
12997	Graham, Mark N/A / \$23.58	Civil Service Specialist N/A / \$23.58	\$49,037.00	Full Time	Out of UnitFT	1/3/2017
9770	Nenninger, Patricia N/A / \$49.80	Personnel Officer N/A / \$49.80	\$90,629.00	Full Time	Appointed F/T	4/7/2003
13134	Palmer, Kimberly N/A / \$20.00	Test Administrator N/A / \$20.00	\$3,000.00	Temporary	Per Diem	7/3/2022
13426	Plumley, Kandace N/A / \$19.22	Civil Service Assistant N/A / \$19.22	\$39,973.00	Full Time	Out of UnitFT	2/24/2020
12968	Reichenbach, Lauri N/A / \$20.00	Test Administrator #2 N/A / \$20.00	\$3,000.00	Temporary	Per Diem	1/17/2022
		Civil Service Assistant - Temp N/A / \$20.00	\$2,500.00			
		Personnel Extra Help/Over Time N/A / \$0.00	\$1,000.00			
		Test Administrator #3 N/A / \$20.00	\$2,000.00			
			8			
			\$191,139.00			

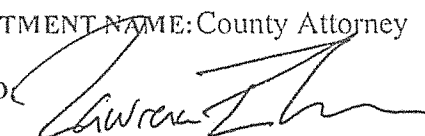
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED



DATE: 9/26/22

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1420 120	Salaries-Overtime	\$1.23
		A.1420 860	Hospitalization	\$6,045.12

Please state reason for transfer request: Overbudget

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

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: 10/6/22

- (a) Purpose of Request: **To extend the Special Assistant to the County Attorney position until December 31, 2022 pending budget review**
- (b) Details: **The Special Assistant to the County Attorney position was created on November 15, 2021 and terminates on November 14, 2022. This position will need to be extended pending possible changes during the budget process**
- (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

SPECIAL ASSISTANT TO THE COUNTY ATTORNEY

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Attorney's Office and assists the County Attorney with coordination and administration of various support functions of the department. The incumbent performs assigned administrative level duties which may relate to the Board of Supervisors monthly legislative processes, contract/grant coordination, regulatory compliance, legal research projects, file management and/or budget/billing. The employee prepares and/or processes confidential legal documents including petitions, court orders, briefs and opinions. Duties also include assigned general office administrative and legal secretarial tasks necessary to support the efficient operation of the office. The work is performed under the general supervision of the County Attorney, with considerable independent judgment expected of the employee, as appropriate. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only):

Coordinates, performs and/or assists with administrative level tasks relating to any assigned support functions of the department, including monthly Board of Supervisors resolution processes, contract /grant coordination, regulatory compliance, legal research projects, file management, budget/billing, etc.;

Prepares and/or processes confidential legal documents including petitions, court orders, briefs and opinions;

Performs general office administrative and legal secretarial tasks necessary to support the efficient operation of the office;

Prepares and processes appropriate documents, paperwork and reports;

Acts as a liaison with staff from other departments, relieving the County Attorney of routine contacts and correspondence;

Maintains office files, both in electronic and paper form (as appropriate) relating to assigned office functions or matters;

Monitors accounts payable expenditures to ensure compliance with budgetary constraints while meeting the needs of the department;

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

Performs special and confidential assignments as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of government organization and administrative processes and techniques;

Thorough knowledge of the policies and procedures, programs and objectives of the department;

Thorough knowledge of modern law office practices, legal forms and legal terminology;

Good knowledge of office procedures and practices;

Ability to carry out complex oral and written directions;

Ability to establish and maintain effective working relationships;

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

Ability to maintain confidentiality;

Tact, resourcefulness, sound judgment, initiative, integrity.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: For a temporary appointment, minimum qualifications are set at the discretion of the County Attorney.

WC: 10/21; Temporary Title

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney)

BUDGET ACCOUNT CODE: A.1420

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$488,689.43	\$414,684.00	\$504,546.00	\$507,904.00
200's EQUIPMENT	\$99.12	\$0.00	\$4,048.66	\$0.00
400's CONTRACTUAL	\$113,306.41	\$104,800.00	\$156,874.78	\$155,874.00
800's EMPLOYEE BENEFITS	\$119,394.48	\$114,986.00	\$131,296.38	\$159,610.00
TOTALS	\$721,489.44	\$634,470.00	\$796,765.82	\$823,388.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$70,565.11	\$65,000.00	\$65,000.00	\$60,000.00

SIGNED:

Lauren Elmer
DEPARTMENT HEAD

TITLE:

County Attorney

DATE:

August 24, 2022

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

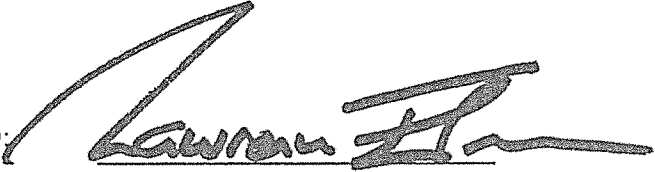
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Law (County Attorney) - American Rescue Plan Act (ARPA)
 BUDGET ACCOUNT CODE: A.1420 4999

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
200's EQUIPMENT		\$0.00	\$3,309.84	\$0.00
TOTALS		\$0.00	\$3,309.84	\$0.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00	\$0.00	\$3,309.84	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: County Attorney
 DATE: August 24, 2022

Budget Worksheet Report

Budget Year 2022

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
REVENUE						
Department 1420 - Law (County Attorney)						
Departmental Income						
1265	Attorney Fees	70,565.11	65,000.00	65,000.00	54,473.84	60,000.00
<i>Departmental Income Totals</i>		\$70,565.11	\$65,000.00	\$65,000.00	\$54,473.84	\$60,000.00
Sale of Property And Compensation for Loss						
2680	Insurance Recoveries	.00	.00	.00	87,309.63	.00
<i>Sale of Property And Compensation for Loss Totals</i>		\$0.00	\$0.00	\$0.00	\$87,309.63	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA)						
Federal Aid						
4090	Coronavirus Local Fiscal Recovery Fund (CLFRF)	.00	.00	3,309.84	.00	.00
<i>Federal Aid Totals</i>		\$0.00	\$0.00	\$3,309.84	\$0.00	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA) Totals		\$0.00	\$0.00	\$3,309.84	\$0.00	\$0.00
Department 1420 - Law (County Attorney) Totals		\$70,565.11	\$65,000.00	\$68,309.84	\$141,783.47	\$60,000.00
REVENUE TOTALS		\$70,565.11	\$65,000.00	\$68,309.84	\$141,783.47	\$60,000.00
EXPENSE						
Department 1420 - Law (County Attorney)						
Personal Services						
110	Salaries - Regular	488,533.29	414,684.00	504,546.00	290,505.76	507,904.00
120	Salaries - Overtime	156.14	.00	.00	1.23	.00
<i>Personal Services Totals</i>		\$488,689.43	\$414,684.00	\$504,546.00	\$290,506.99	\$507,904.00
Equipment						
210	Furniture/Furnishings	.00	.00	2,354.83	2,354.83	.00
220	Office Equipment	99.12	.00	1,555.24	1,555.24	.00
260	Other Equipment	.00	.00	138.59	138.59	.00
<i>Equipment Totals</i>		\$99.12	\$0.00	\$4,048.66	\$4,048.66	\$0.00
Contractual Expense						
410	Supplies	7,105.10	7,000.00	7,184.78	5,121.25	7,000.00
419	Settlements	24,800.00	.00	50,000.00	50,000.00	.00
423	Telephone	600.58	600.00	2,000.00	706.01	2,442.00
424	Postage	6,632.28	10,000.00	10,000.00	7,845.80	10,000.00
426	Subscriptions	2,425.55	3,400.00	3,400.00	2,036.89	3,832.00
Comments						
Level		Comment				
Departmental Request		Lexis Nexis Contract - \$2,304				

Budget Worksheet Report

Budget Year 202

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1420 - Law (County Attorney)						
<i>Contractual Expense</i>						
427	Memberships & Dues	615.00	1,500.00	1,500.00	816.21	1,473.00
	Comments					
	Level	Comment				
	Departmental Request	County Attorney Association Dues - \$473 Warren County Bar Association - \$450 New York City Bar Association - \$550				
428	Data Processing & Internet Fees	2,130.00	1,700.00	1,850.00	1,579.99	627.00
	Comments					
	Level	Comment				
	Departmental Request	Internet Billing - \$420 per year Zoom License - \$150 per year				
436	Advertising Fees	4,396.85	4,500.00	4,500.00	3,325.84	4,500.00
439	Misc Fees & Expenses	244.25	100.00	440.00	435.00	500.00
440	Legal/Transcript Fees	63,956.80	75,000.00	75,000.00	29,326.80	123,000.00
	Comments					
	Level	Comment				
	Departmental Request	Outside Labor Counsel - \$45,000 per year				
444	Travel/Education/Conference	400.00	1,000.00	1,000.00	225.00	2,500.00
	Comments					
	Level	Comment				
	Departmental Request	CAASNY - \$1,000 (covers winter and spring) NYSAC - \$1,000 CLE's - \$500				
	<i>Contractual Expense Totals</i>	\$113,306.41	\$104,800.00	\$156,874.78	\$101,418.79	\$155,874.00
<i>Employee Benefits</i>						
810	Retirement	38,739.03	36,077.00	45,512.60	24,396.85	37,586.00
830	Social Security	29,430.38	25,711.00	31,283.24	17,119.85	31,361.00
831	Medicare Contribution	6,882.93	6,013.00	7,315.54	4,003.84	7,364.00
860	Hospitalization	30,154.47	30,474.00	30,474.00	38,843.46	72,774.00
865	Dental Insurance	881.90	816.00	816.00	743.34	1,104.00
	<i>Employee Benefits Totals</i>	\$106,088.71	\$99,091.00	\$115,401.38	\$85,107.34	\$150,189.00

Budget Worksheet Report

Budget Year 202

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1420 - Law (County Attorney)						
<i>Other Benefits</i>						
840	Workmen's Compensation	1,329.67	1,860.00	1,860.00	1,859.00	2,138.00
861	Retirees Hospitalization	10,705.54	11,785.00	11,785.00	3,482.54	6,533.00
862	Health Insurance Cost Reimbursement	1,270.56	2,250.00	2,250.00	750.00	750.00
<i>Other Benefits Totals</i>		\$13,305.77	\$15,895.00	\$15,895.00	\$6,091.54	\$9,421.00
Sub Department 4999 - American Rescue Plan Act (ARPA)						
<i>Equipment</i>						
220	Office Equipment	.00	.00	3,309.84	.00	.00
<i>Equipment Totals</i>		\$0.00	\$0.00	\$3,309.84	\$0.00	\$0.00
Sub Department 4999 - American Rescue Plan Act (ARPA) Totals		\$0.00	\$0.00	\$3,309.84	\$0.00	\$0.00
Department 1420 - Law (County Attorney) Totals		\$721,489.44	\$634,470.00	\$800,075.66	\$487,173.32	\$823,388.00
EXPENSE TOTALS		\$721,489.44	\$634,470.00	\$800,075.66	\$487,173.32	\$823,388.00
Fund A - General Totals						
REVENUE TOTALS		\$70,565.11	\$65,000.00	\$68,309.84	\$141,783.47	\$60,000.00
EXPENSE TOTALS		\$721,489.44	\$634,470.00	\$800,075.66	\$487,173.32	\$823,388.00
Fund A - General Totals		(\$650,924.33)	(\$569,470.00)	(\$731,765.82)	(\$345,389.85)	(\$763,388.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$70,565.11	\$65,000.00	\$68,309.84	\$141,783.47	\$60,000.00
EXPENSE GRAND TOTALS		\$721,489.44	\$634,470.00	\$800,075.66	\$487,173.32	\$823,388.00
Net Grand Totals		(\$650,924.33)	(\$569,470.00)	(\$731,765.82)	(\$345,389.85)	(\$763,388.00)

2023 Salary Schedule (Position Budgeting)
County Attorney

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan 1 Grade & Rate	Ann. Grade & Rate				
13251	Dickey, Ryan	2nd Assistant County Attorney	\$69,418.00	Full Time	Appointed F/T	8/13/2018
	N/A / \$38.14	N/A / \$38.14				
13609	Elmen, Lawrence	County Attorney	\$148,783.00	Full Time	Appointed F/T	11/8/2021
	N/A / \$81.75	N/A / \$81.75				
12082	Morgan, Ilana	Legal Assistant #2	\$49,091.00	Full Time	Out of UnitFT	6/14/2021
	N/A / \$23.60	N/A / \$23.60				
13614	Slemmer, Mary	Secretary to the County Attorney	\$51,268.00	Full Time	Out of UnitFT	11/15/2021
	N/A / \$24.65	N/A / \$24.65				
13379	Terwilliger, Robert	1st Assistant County Attorney	\$72,781.00	Full Time	Appointed F/T	8/12/2019
	N/A / \$39.99	N/A / \$39.99				
13263	Turcotte, Amy	Special Asst to County Attorney	\$51,268.00	Full Time	Out of UnitFT	9/10/2018
	N/A / \$24.65	N/A / \$24.65				
		3rd Assistant County Attorney	\$65,295.00			
	N/A / \$35.88	N/A / \$35.88				
		7	\$507,904.00			

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: COUNTY ATTORNEY OFFICE

BUDGET CODE: A.1420.100

Title of Position: FIRST ASSISTANT COUNTY ATTORNEY

FOR OTHER PERSONNEL REQUESTS (Change in Non-bargaining Salary Grade)

- (a) **Description of Change:** Increase Grade from attorney entry-level grades to supervisory grades and adjusting increment to reflect knowledge, experience and performance of current employee.
- The requested grade change is from current grade "2" to grade "4."
 - The adjustment to increment is from "2" to "10".
 - See attached August 2022 Evaluation.

Purpose for Requested Adjustment:

1. First Assistant County Attorney serves as Acting County Attorney in absence of County Attorney. The experience, training and skills required to complete the attorney functions of this position, supervisory roles, as well as the institutional knowledge and soft skills to accomplish the objectives of the Office and the County are not equivalent to a Grade "2" position.
2. The upward adjustment to increments reflects the substantial years of experience and training brought to the position by the current employee and conforms that experience with other attorney positions currently filled in Warren County. The current First Assistant is entering his eighteenth (18th) year of practice as a licensed attorney in the State of New York. The increment "10" reflects his contributions past, present and future, far more honestly than increment "3."

- (b) Projected change in Salary Dollars:

2023 Salary without adjustment: ¹	\$79,956.00
<u>2023 Salary with adjustment:</u>	<u>\$107,896.00</u>
Salary Increase for 2023	\$27,940.00

- (c) Is there expected Revenue impact from this change? If so, please explain: Yes. The County will no longer gain the benefit of attorney supervisory skills and eighteen years of knowledge and experience at a grade and increment which is BELOW the youngest and most inexperienced of county-employed attorneys in other County Departments. For example, the 6th Assistant DA position is a grade 3, increment 2 and filled by an attorney who was admitted to practice law in NYS in 2020. This adjustment places the First Assistant position within the grades for supervisory positions and places the current employee in a more appropriate increment based on past service and actual performance.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed:

POJ
8/24/22

HR Director has Reviewed/Approved this form when initialed:

HR
8/24/22

¹ Calculated for 2023 as Grade "2" with increment "3" as adjusted by Resolution 417 of 2020, effective August 1, 2022.

2023 BUDGET - PERSONNEL REQUEST

*2nd Assistant County Attorney
Budget position
8/24/22*

DEPARTMENT NAME: COUNTY ATTORNEY OFFICE

BUDGET CODE: A.1420.100

Title of Position: 2nd ASSISTANT COUNTY ATTORNEY

FOR OTHER PERSONNEL REQUESTS (Change in Non-bargaining Salary Grade)

- (a) Description of Change: Increase Grade from attorney entry-level grade "1" to grade "3" and providing eligible increase to increment to reflect years of employment, experience and performance.
- The requested grade change is from grade "1" to grade "3."
 - The eligible increment increase from "2" to "4" is required based on the employees four years of service and excellent work performance during the past year of employment.
 - See attached August 2022 Evaluation.

Purpose for Requested Grade Adjustment:

1. The Second Assistant County Attorney completed his fourth year of employment with the County Attorney's Office. In 2018, he was hired as a grade "1." The 2nd Assistant County Attorney has exhibited legal knowledge and skill far beyond his years of practice. This position requires the ability to independently represent the County in-court and out-of-court, and to work independently on assigned Family Court matters and Supreme Court matters, under the general supervision of the County Attorney. Grade "3" properly reflects this position's importance, the required independent judgment, and the accumulated knowledge base required to accomplish the legal objectives of the County.
2. When compared with the current 5th and 6th Assistant DA positions which are each grade 3 and filled by attorneys with less years of experience than the 2nd Assistant County Attorney, the grade "3" adjustment will more accurately reflect the importance of this position to the future operations of the County Attorney's Office and the County's Departments which rely upon the 2nd Assistant County Attorney.

(b) Projected change in Salary Dollars:

2023 Salary without adjustment: ¹	\$77,588.00
<u>2023 Salary with adjustment:</u>	<u>\$84,725.00</u>
Salary Increase for 2023	\$7,137.00

(c) Is there expected Revenue impact from this change? If so, please explain: Yes. See above.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: *PO 8/24/22*

HR Director has Reviewed/Approved this form when initialed: *HR 8/24/22*

¹ Calculated for 2023 as Grade "1" with increment "4" as adjusted by Resolution 417 of 2020, effective August 1, 2022.

2023 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: COUNTY ATTORNEY OFFICE

BUDGET CODE: A.1420.100

TITLE OF POSITION: LEGAL OFFICE COORDINATOR (Civil Service)

FOR NEW POSITIONS:(a) Annual Base Salary (and Grade if Applicable): \$65,942.00 (grade 11/Increment 5). *See attached Job Description.*

1. The current titled position of "Special Assistant to the County Attorney" is a temporary one-year out of unit scheduled to expire on November 7, 2022. The County Attorney will seek the Board of Supervisors to extend the out-of-unit position through December 31, 2022.
2. The current title was created to provide the County Attorney time to assess the current structure and staffing for the Office before committing to the titles and responsibilities for each position.
3. The proposed job description for Legal Office Coordinator accurately reflects the duties and responsibilities required to be performed for this position. This position is not a Legal Assistant and the position requires a significantly more advanced skill set to include soft skills and interpersonal skills often not found in a Legal Assistant.
4. The position is not a management position, but will manage the Law Department's day-to-day operations without direct supervision of any County employees. This position requires similar skills and attributes as a manager would possess.
5. The Grade assignment of "11" indicates that the position is comparable to the Deputy Director Real Property (Grade "11"), Deputy Insurance Adjuster (Grade "11"), and 1st Deputy County Clerk (Grade "11")
6. This position will be offered to the current Special Assistant to the County Attorney, effective January 1, 2023.

(b) Positions Deleted: Special Assistant to the County Attorney (Out-of-Unit Position until 11/7/2022)

Current salary for position to be deleted: \$56,988.00

(c) Is this a mandated position? No.

(d) Is there expected revenue from position? No.

PERSONNEL OFFICER AND HUMAN RESOURCE DIRECTOR REVIEW

(Must be initialed before being presented to Budget Team)

Personnel Officer has Reviewed/Approved this form when initialed: PCW 8/24/22HR Director has Reviewed/Approved this form when initialed: AJ 8/24/22

LEGAL OFFICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position serves as the principal advisor to the County Attorney concerning the daily non-legal administration activities of the Law Department and as the Law Department's day-to-day liaison with the Chairman of the Board of Supervisors and Department Heads concerning: legislative requirements and pending actions; contract drafting, execution, extensions, and coordination; and County and State regulatory compliance. Responsibilities include managing daily non-legal operations for the Law Department to include budgetary, financial, purchasing, records management and office workflow. The employee engages in independent coordination and consultation with and between County Officers, Department Heads, department staff, and the County's vendors. Performance of duties requires the ability to work independently and exercise good judgment regarding the identification and resolution of conflicts which arise between different parties involved in the legislative process and/or contracting process. The work is performed with the highest ethical standards under the general supervision of the County Attorney with wide leeway allowed for independent judgment in accordance with established policies and procedures. Performs other tasks as assigned by County Attorney.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Serves as Law Department liaison between Law Department, other County Departments, and elected leaders.
 Collects, coordinates and completes draft contracts, amendments, and extension agreements for all County contracts before final attorney review and ensures execution by all parties;
 Independently identifies key information required for County legislative actions and contractual agreements, ensures vendor compliance with legislative requirements and contractual prerequisites for contract execution and subsequent contract extensions; manages and tracks same;
 Identifies and communicates with County Department Heads and staff concerning contract provisions before and after committee action; after Board of Supervisors approval, and during drafting of approved contracts;
 Prepares County legislative documents, to include all resolutions approved through committee process, to include review of prior resolutions involving same subject matter, review of committee meeting recordings, identification of potential issues or conflicts, and initiates discussions with Department Heads and Law Department attorneys to resolve identified issues prior to final attorney review and publication to the public;
 Prepares budget estimates for future budget years, tracks budget expenses during current year; receives and reviews all vendor invoicing to Law Department and processes for timely payment; manages purchases required for Law Department;
 Maintains office databases and information concerning all Law Department legal matters;
 Performs administrative and legal tasks, as required, and at direction of County Attorney.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of governmental organization and the County's legislative and administrative processes and techniques; Thorough knowledge of the policies, procedures, programs and objectives of Law Department; Thorough knowledge of modern law office best practices, workflows, practice management software application and use; knowledge of legal forms and legal terminology; Good working knowledge of budgetary process and County financial database; Ability to identify critical operating problems and to formulate and effectively implement realistic solutions for ongoing operations with minimum disruption to Law Department staff; Ability to act independently and carry out complex oral and written instructions; Ability to establish and maintain effective working relationships; Ability to coordinate workflow with staff; Ability to coordinate timely attorney review of legal documents; Ability to maintain and improve office practice management system; Ability to use computer applications such as spreadsheets, word processing, e-mail and database software; Ability to maintain strict confidentiality; Personal attributes include: Integrity, tact, resourcefulness, sound judgment, initiative and sensitivity to others.

MINIMUM QUALIFICATIONS: Either:

Bachelor Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and four years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Associate's Degree in Arts, Sciences, Business, Paralegal Studies, or related fields and six years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities; or

Graduation from high school or possession of a high school equivalency diploma, and eight years of relevant government or law office employment managing office operations and performing skills similar to the typical work activities.

WC:

DRAFT 8/22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

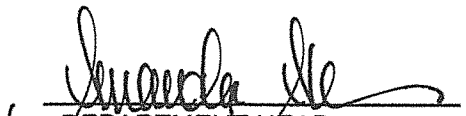
PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Legislative Board
 BUDGET ACCOUNT CODE: A.1010

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$398,431.95	\$408,300.00	\$408,300.00	\$396,301.00
200's EQUIPMENT	\$6,128.43			\$0.00
400's CONTRACTUAL	\$377,210.29	\$513,448.00	\$531,922.75	\$523,209.00
800's EMPLOYEE BENEFITS	\$149,341.53	\$151,010.00	\$151,010.25	\$154,909.00
TOTALS	\$931,112.20	\$1,072,758.00	\$1,091,233.00	\$1,074,419.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$34,695,945.45	\$0.00	\$35,309,407.00	\$0.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: Clerk of the Board
 DATE: 8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request						
Fund A - General												
EXPENSE												
Department 1010 - Legislative Board												
Personal Services												
30	Salaries - Part Time	398,431.95	408,300.00	408,300.00	243,522.72	396,301.00						
<i>Personal Services Totals</i>		\$398,431.95	\$408,300.00	\$408,300.00	\$243,522.72	\$396,301.00						
<i>Equipment</i>												
20	Office Equipment	5,879.48	.00	.00	.00	.00						
20.1	Office Equipment - Reserve	248.95	.00	.00	.00	.00						
<i>Equipment Totals</i>		\$6,128.43	\$0.00	\$0.00	\$0.00	\$0.00						
<i>Contractual Expense</i>												
10	Supplies	9,619.09	10,000.00	8,709.85	4,725.30	10,000.00						
17	Water/Sewer/Taxes	247,751.00	242,878.00	242,878.00	126,312.00	252,624.00						
14	Postage	2,516.06	1,000.00	1,000.00	316.86	1,000.00						
15	Reproduction Expenses	549.19	551.00	551.00	.00	551.00						
16	Subscriptions	142.89	170.00	170.00	64.95	170.00						
17	Memberships & Dues	1,314.00	1,314.00	1,314.00	1,314.00	1,314.00						
18	Data Processing & Internet Fees	658.90	335.00	484.90	484.90	350.00						
16	Advertising Fees	3,009.20	2,000.00	2,000.00	417.97	2,000.00						
7	Consulting Fees	.00	2,600.00	2,600.00	.00	2,600.00						
9	Misc Fees & Expenses	169.99	.00	.00	.00	.00						
0	Legal/Transcript Fees	.00	.00	19,615.00	.00	.00						
4	Travel/Education/Conference	17,655.20	20,000.00	20,000.00	10,932.59	20,000.00						
5	Foods	79.89	100.00	100.00	.00	100.00						
0	Contract	93,744.88	232,500.00	232,500.00	12,643.14	232,500.00						
<i>Contractual Expense Totals</i>		\$377,210.29	\$513,448.00	\$531,922.75	\$157,211.71	\$523,209.00						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Account</th> <th>Level</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>470</td> <td>Departmental Request</td> <td>City of Glens Falls - \$99,000 ANCA - \$3,000 W.C. Historical Society - \$3,500 Invasive Species (Glen Lake) - \$25,000 Lake George Park Commission - \$100,000 Lakes to Locks - \$2,000</td> </tr> </tbody> </table>							Account	Level	Comment	470	Departmental Request	City of Glens Falls - \$99,000 ANCA - \$3,000 W.C. Historical Society - \$3,500 Invasive Species (Glen Lake) - \$25,000 Lake George Park Commission - \$100,000 Lakes to Locks - \$2,000
Account	Level	Comment										
470	Departmental Request	City of Glens Falls - \$99,000 ANCA - \$3,000 W.C. Historical Society - \$3,500 Invasive Species (Glen Lake) - \$25,000 Lake George Park Commission - \$100,000 Lakes to Locks - \$2,000										
<i>Employee Benefits</i>												
1)	Retirement	36,254.61	25,590.00	25,590.00	18,195.07	23,371.00						

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1010 - Legislative Board					
	Employee Benefits					
30	Social Security	23,217.35	25,324.00	25,324.00	14,136.87	24,580.00
31	Medicare Contribution	5,430.00	5,924.00	5,924.00	3,306.16	5,750.00
50	Hospitalization	60,568.54	65,353.00	65,353.00	38,258.79	70,224.00
55	Dental Insurance	1,566.27	1,632.00	1,632.00	968.15	1,632.00
	<i>Employee Benefits Totals</i>	<u>\$127,036.77</u>	<u>\$123,823.00</u>	<u>\$123,823.00</u>	<u>\$74,865.04</u>	<u>\$125,557.00</u>
	<i>Other Benefits</i>					
10	Workmen's Compensation	2,099.00	2,732.00	2,732.25	2,732.25	3,149.00
11	Retirees Hospitalization	18,864.51	22,205.00	22,205.00	10,669.50	23,953.00
12	Health Insurance Cost Reimbursement	1,341.25	2,250.00	2,250.00	60.00	2,250.00
	<i>Other Benefits Totals</i>	<u>\$22,304.76</u>	<u>\$27,187.00</u>	<u>\$27,187.25</u>	<u>\$13,461.75</u>	<u>\$29,352.00</u>
	Department 1010 - Legislative Board Totals	<u>\$931,112.20</u>	<u>\$1,072,758.00</u>	<u>\$1,091,233.00</u>	<u>\$489,061.22</u>	<u>\$1,074,419.00</u>

2023 Salary Schedule (Position Budgeting)
Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12478	Beaty, Douglas N/A / \$111.91	Supervisor #20 N/A / \$111.91	\$18,815.00	Elected	Elected/PT	1/1/2014
12867	Braymer, Claudia N/A / \$450.54	Supervisor #19 N/A / \$450.54	\$18,815.00	Elected	Elected/PT	1/1/2016
13412	Bruno, Daniel N/A / \$12.06	Supervisor #3 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/1/2020
11727	Conover, Ronald N/A / \$12.06	Supervisor #18 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/1/2010
13140	Diamond, John N/A / \$12.06	Supervisor #14 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/1/2018
5276	Dickinson, Dennis N/A / \$301.52	Supervisor #1 N/A / \$301.52	\$18,815.00	Elected	Elected/PT	1/1/2012
13152	Driscoll, Bennet N/A / \$12.06	Supervisor #9 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/9/2018
12043	Frasier, Edna N/A / \$125.73	Supervisor #5 N/A / \$125.73	\$18,815.00	Elected	Elected/PT	1/1/2012
13627	Geraci, Michael N/A / \$30.15	Supervisor #8 N/A / \$30.15	\$18,815.00	Elected	Elected/PT	1/1/2022
11038	Geraghty, Kevin N/A / \$125.74	Supervisor #16 N/A / \$125.74	\$18,816.00	Elected	Elected/PT	1/1/2006
13141	Hogan, Andrea N/A / \$12.06	Supervisor #4 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/1/2018
12866	Leggett, Craig N/A / \$322.61	Supervisor #6 N/A / \$322.61	\$18,815.00	Elected	Elected/PT	1/1/2016
13142	Magowan, William N/A / \$12.06	Supervisor #2 N/A / \$12.06	\$18,815.00	Elected	Elected/PT	1/1/2018

11726	McDevitt, Peter N/A / \$298.65	Supervisor #11 N/A / \$298.65	\$18,815.00 Elected	Elected/PT	1/1/2010
11037	Merlino, Eugene N/A / \$167.16	Supervisor #15 N/A / \$167.16	\$18,815.00 Elected	Elected/PT	1/1/2006
13439	Runyon, Debra N/A / \$30.15	Supervisor #10 N/A / \$30.15	\$18,815.00 Elected	Elected/PT	1/1/2022
10161	Seeber, Rachel N/A / \$12.06	Supervisor #17 N/A / \$12.06	\$18,815.00 Elected	Elected/PT	1/1/2020
12479	Strough, John N/A / \$18.09	Supervisor #13 N/A / \$18.09	\$18,815.00 Elected	Elected/PT	1/1/2014
10562	Thomas, Frank N/A / \$118.33	Supervisor #12 N/A / \$118.33	\$18,815.00 Elected	Elected/PT	5/20/2003
13143	Wild, Michael N/A / \$12.06	Supervisor #7 N/A / \$12.06	\$18,815.00 Elected	Elected/PT	1/1/2018
	N/A / \$0.00	Board Majority Leader N/A / \$0.00	\$0.00		
	N/A / \$0.00	Board Minority Leader N/A / \$0.00	\$0.00		
	N/A / \$20.00	Chair of the Board N/A / \$20.00	\$20,000.00		
	N/A / \$0.00	Vice Chairman BOS N/A / \$0.00	\$0.00		

24

\$396,301.00

Hogan, Samantha

From: Allen, Amanda
Sent: Wednesday, August 10, 2022 11:52 AM
To: Hogan, Samantha
Subject: FW: Warren County, NY Membership Dues

Amanda Allen, Clerk
Warren County Board of Supervisors
1340 State Route 9
Lake George, NY 12845
Phone: (518) 761-7656
Fax: (518) 761-7652

From: Kim Hall <KHall@naco.org>
Sent: Wednesday, August 10, 2022 10:45 AM
To: Allen, Amanda <allena@warrencountyny.gov>
Subject: RE: Warren County, NY Membership Dues

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

Good morning Miss Amanda,

Hope you are doing well this morning.

Thank you for being so proactive about budgeting NACo dues. Dues will remain the same in 2023 at \$1,314.00.

Please let me know if you have any additional questions.

We appreciate your continued NACo membership.

Have a fabulous day and enjoy the rest of your summer.

Looking forward,

Kim

Kimberly Hall
Director of Membership
660 North Capitol St. NW
Suite 400
Washington, D.C. 20001
Direct: 202.942.4221
Cell: 610.909.8764
www.naco.org

Hogan, Samantha

From: Allen, Amanda
Sent: Wednesday, June 29, 2022 8:50 AM
To: Hogan, Samantha
Subject: FW: 2022 Internet Billing

Amanda Allen, Clerk
Warren County Board of Supervisors
1340 State Route 9
Lake George, NY 12845
Phone: (518) 761-7656
Fax: (518) 761-7652

From: Hosford, Rob <hosfordr@warrencountyny.gov>
Sent: Wednesday, June 29, 2022 8:41 AM
To: Allen, Amanda <allena@warrencountyny.gov>
Subject: 2022 Internet Billing

We're almost ready to do Internet Billing for the year. According to our records you have 5 employee(s) in your department with Internet Access. The current rate is \$67 per user per year so in this case it would be \$335.

The Account Code that will be used is A1010 428
Please let me know if this information is correct.
This billing will occur via journal entry so nothing further is required from you.

The anticipated rate for Internet Billing next year will be \$70 per user per year. Use this for 2023 budgeting. Let me know if you have any questions.
Thank you.

Warren County Board of Supervisors

RESOLUTION NO. 601 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AUTHORIZING AGREEMENT WITH THE CITY OF GLENS FALLS FOR CAPITAL IMPROVEMENTS AND OPERATION AND MAINTENANCE FOR VARIOUS RECREATIONAL FACILITIES

RESOLVED, that Warren County enter into an agreement with the City of Glens Falls under the following terms and conditions for the year 2022:

1. the County will allocate up to Nineteen Thousand Eight Hundred Dollars (\$19,800) for capital improvements to the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
2. the County will allocate up to Seventy-Nine Thousand Two Hundred Dollars (\$79,200) for operation and maintenance expenses or capital improvements associated with the Coles Woods, East Field and the Crandall Park Recreation Center Ice Rink;
3. Warren County residents shall be permitted to use any facility for which County funds are provided at the same time and upon the same charges which apply to City of Glens Falls residents;
4. the City shall, on a quarterly basis, provide a voucher and invoices for payments with all supporting documentation to the County for expenditures to be reimbursed under the contract. The information to be furnished shall include the following:
 - A. the particular facility and a general description of the capital improvements and/or operation and maintenance expenditures for which reimbursement is sought;
 - B. the amount sought for reimbursement;
 - C. a statement as to whether the expenditures were incurred for improvements made and paid for in 2022; and
 - D. a certification that the reimbursement requested is for one of the facilities and in the amount provided for under the contract;
5. payment shall be made on a reimbursement basis only and only after the County receives the required documentation provided for herein;
6. all documentation for payment shall be submitted to the Clerk of the Board of Supervisors, who shall review the same for purposes of ascertaining whether the documentation provided is consistent with the requirements of this resolution, and accordingly, the contract;

Warren County Board of Supervisors

RESOLUTION NO. 599 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AUTHORIZING AGREEMENT WITH ADIRONDACK NORTH COUNTRY ASSOCIATION FOR PROMOTIONAL AND ECONOMIC DEVELOPMENT

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 444 of 2020) with Adirondack North Country Association, 67 Main Street, Suite 201, Saranac Lake, New York 12983, for promotional and economic development in Warren County, for an amount of Three Thousand Dollars (\$3,000), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 608 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AUTHORIZING AGREEMENT WITH THE WARREN COUNTY HISTORICAL SOCIETY FOR CONTINUATION OF HISTORICAL PROGRAMS

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 453 of 2020) with the Warren County Historical Society, 50 Gurney Lane, Queensbury, New York 12804, with the understanding that an amount not to exceed Three Thousand Five Hundred Dollars (\$3,500) shall be used to offset costs associated with the following programs: historical programs for the public, educational programs for children, museum or public displays, collections, acquisition, inventory and preservation, research library support and technology (outreach to the public), said funds to be expended from Budget Code A.1010 470 Legislative Board, Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

Warren County Board of Supervisors

RESOLUTION NO. 597 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

ALLOCATING FUNDING EARMARKED FOR COMBATING AQUATIC INVASIVE SPECIES IN PUBLICLY ACCESSIBLE WATER BODIES IN WARREN COUNTY OTHER THAN LAKE GEORGE AND AUTHORIZING INTERMUNICIPAL AGREEMENTS FOR THE YEAR 2022

WHEREAS, the Warren County Budget allocated a total of Two Hundred Fifty Thousand Dollars (\$250,000) for the purpose of combating aquatic invasive species in 2022 with One Hundred Fifty Thousand Dollars (\$150,000) of this total being earmarked for distribution to towns having lakes located within Warren County other than Lake George, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors allocates funding to each of the following Towns to combat aquatic invasive species in publicly accessible water bodies within the respective Towns for 2022, in the amounts specified below, with One Hundred Twenty-Five Thousand Dollars (\$125,000) to be paid from Budget Code A.6417.0002 480.07, Tourism/Occupancy, Occupancy Tax, Warren County Environmental Projects, and the remaining Twenty-Five Thousand Dollars (\$25,000) to be paid from Budget Code A.1010.470 Legislative Board, Contract:

Town of Chester - \$41,666.67

Town of Horicon - \$41,666.67,

Town of Lake Luzerne - \$41,666.66 and

Town of Queensbury - \$25,000 for Glen Lake, and be it further

RESOLVED, that the Chair of the Board of Supervisors is authorized to enter into agreements with each of the foregoing Towns in a form approved by the County Attorney.

2023 Warren County Self-Insurance Workers' Compensation Assessments						
	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2023 Total Assessment	Year 2022 Total Assessment
Participant:						
Towns/Village/City:						
Glens Falls	\$ 56,488.46	\$ -	\$ -	\$ 159,080.34	\$ 215,569	\$ 191,868
Bolton	\$ 9,841.47	\$ -	\$ -	\$ 30,638.22	\$ 40,480	\$ 36,259
Chester	\$ 8,199.17	\$ -	\$ -	\$ 19,645.62	\$ 27,845	\$ 19,304
Hague	\$ 4,087.73	\$ -	\$ -	\$ 2,324.72	\$ 6,412	\$ 5,822
Horicon	\$ 5,577.61	\$ -	\$ -	\$ 14,912.30	\$ 20,490	\$ 17,283
Johnsburg	\$ 6,346.57	\$ -	\$ -	\$ 42,854.48	\$ 49,201	\$ 42,808
Lake George	\$ 11,314.99	\$ -	\$ -	\$ 28,348.30	\$ 39,663	\$ 33,005
Luzerne	\$ 6,164.86	\$ -	\$ -	\$ 12,203.30	\$ 18,368	\$ 13,845
Stony Creek	\$ 2,849.07	\$ -	\$ -	\$ 0.94	\$ 2,850	\$ 2,477
Thurman	\$ 2,098.32	\$ -	\$ -	\$ 2,475.95	\$ 4,574	\$ 11,628
Warrensburg	\$ 7,101.90	\$ -	\$ -	\$ 9,334.55	\$ 16,436	\$ 16,375
Village of Lake George	\$ 8,300.01	\$ -	\$ -	\$ 22,689.08	\$ 30,989	\$ 31,859
Other than Towns:						
SUNY Adirondack	\$ 98,477.84	\$ -	\$ -	\$ 32,392.20	\$ 130,870	\$ 111,880
Crandall Library	\$ 11,062.39	\$ -	\$ -	\$ 5,883.31	\$ 16,946	\$ 13,753
LG/LC Regional Planning	\$ 2,180.75	\$ -	\$ -	\$ 1,126.78	\$ 3,308	\$ 2,720
County Departments:						
WC Administrator	\$ 1,637.60	\$ -	\$ -	\$ -	\$ 1,638	\$ 1,424
WC Attorney	\$ 2,137.65	\$ -	\$ -	\$ -	\$ 2,138	\$ 1,859
WC Auditor	\$ 589.49	\$ -	\$ -	\$ -	\$ 589	\$ 513
WC Bd of Elections	\$ 1,671.04	\$ -	\$ -	\$ 1,981.23	\$ 3,652	\$ 5,697
WC Bldg Codes	\$ 1,813.17	\$ -	\$ -	\$ 32.43	\$ 1,846	\$ 3,542
WC Civil Service	\$ 957.00	\$ -	\$ -	\$ -	\$ 957	\$ 832
WC Clerk	\$ 4,479.24	\$ -	\$ -	\$ 336.83	\$ 4,816	\$ 4,176
WC Data Processing	\$ 3,523.85	\$ -	\$ -	\$ -	\$ 3,524	\$ 3,064
WC District Attorney	\$ 7,048.85	\$ -	\$ -	\$ 73.19	\$ 7,122	\$ 6,190
WC DPW	\$ 21,875.58	\$ -	\$ -	\$ 64,149.06	\$ 86,025	\$ 93,696
WC DPW - Airport	\$ 763.02	\$ -	\$ -	\$ 62.47	\$ 825	\$ 716
WC DPW - Bldg & Grounds	\$ 3,440.36	\$ -	\$ -	\$ 14,531.33	\$ 17,972	\$ 9,512
WC DPW - Up Yonda	\$ 713.49	\$ -	\$ -	\$ 1,070.00	\$ 1,783	\$ 1,516
WC E&T	\$ 1,801.05	\$ -	\$ -	\$ 9,087.79	\$ 10,889	\$ 7,924
WC Health Services	\$ 13,785.51	\$ -	\$ -	\$ 21,948.75	\$ 35,734	\$ 30,647
WC Historian	\$ 91.23	\$ -	\$ -	\$ -	\$ 91	\$ 79
WC Human Resources	\$ 755.64	\$ -	\$ -	\$ -	\$ 756	\$ 657
WC Legal Def	\$ 438.20	\$ -	\$ -	\$ -	\$ 438	\$ 381
WC Mail Room	\$ 219.57	\$ -	\$ -	\$ -	\$ 220	\$ 191
WC Mental Health	\$ 1,982.41	\$ -	\$ -	\$ -	\$ 1,982	\$ 1,724
WC OES	\$ 1,589.35	\$ -	\$ -	\$ 9,050.67	\$ 10,640	\$ 8,962
WC OFA	\$ 5,098.79	\$ -	\$ -	\$ 16,139.17	\$ 21,238	\$ 25,036
WC Planning	\$ 2,062.32	\$ -	\$ -	\$ -	\$ 2,062	\$ 1,793
WC Probation	\$ 5,797.78	\$ -	\$ -	\$ 4.46	\$ 5,802	\$ 5,045
WC Public Defender	\$ 4,983.45	\$ -	\$ -	\$ 1,027.10	\$ 6,011	\$ 5,182
WC Purchasing	\$ 988.16	\$ -	\$ -	\$ -	\$ 988	\$ 859
WC Real Property	\$ 1,374.83	\$ -	\$ -	\$ -	\$ 1,375	\$ 1,195
WC Residential Hall	\$ 5,181.64	\$ -	\$ -	\$ 18,506.59	\$ 23,688	\$ 19,254
WC Self-Insurance	\$ 1,014.08	\$ -	\$ -	\$ 820.18	\$ 1,834	\$ 1,546
WC Sheriff's Dept	\$ 46,406.19	\$ -	\$ -	\$ 77,366.10	\$ 123,772	\$ 90,390
WC Sheriff's Dept - Jail	\$ 30,765.72	\$ -	\$ -	\$ 129,456.32	\$ 160,222	\$ 120,965
WC Social Services	\$ 31,231.49	\$ -	\$ -	\$ 3,301.36	\$ 34,533	\$ 30,332
WC Soil & Water	\$ 1,799.11	\$ -	\$ -	\$ -	\$ 1,799	\$ 1,564
WC Supervisors	\$ 3,960.60	\$ -	\$ -	\$ 238.31	\$ 4,199	\$ 3,643
WC Tourism	\$ 2,192.92	\$ -	\$ -	\$ 117.21	\$ 2,310	\$ 2,029
WC Traffic Safety	\$ 59.87	\$ -	\$ -	\$ -	\$ 60	\$ 52
WC Treasurer	\$ 3,914.76	\$ -	\$ -	\$ -	\$ 3,915	\$ 3,404
WC Veterans	\$ 553.70	\$ -	\$ -	\$ 4,489.74	\$ 5,043	\$ 5,533
WC WIC	\$ 1,482.84	\$ -	\$ -	\$ 159.78	\$ 1,643	\$ 1,506
WC Wts and Meas	\$ 476.89	\$ -	\$ -	\$ -	\$ 477	\$ 415
Westmount	\$ -	\$ -	\$ -	\$ 34,595.00	\$ 34,595	\$ 36,561

2023 Warren County Self-Insurance Workers' Compensation Assessments						
Participant:	Administrative Payroll Base	Administrative VAW	Administrative VFF	Claims Allocation	Year 2023 Total Assessment	Year 2022 Total Assessment
Volunteers:						
Bakers Mills FD	\$ -	\$ -	\$ 632.08	\$ -	\$ 632	\$ 629
Bolton ER	\$ 1,571.32	\$ 3,679.49	\$ -	\$ 326.70	\$ 5,578	\$ 4,919
Bolton FD	\$ 109.74	\$ -	\$ 6,742.17	\$ -	\$ 6,852	\$ 6,423
Chester FD	\$ -	\$ -	\$ 4,761.65	\$ 2,587.75	\$ 7,349	\$ 5,833
Garnet Lake FD	\$ -	\$ -	\$ 294.97	\$ 427.71	\$ 723	\$ 690
Hague ER	\$ -	\$ 875.17	\$ -	\$ 130.28	\$ 1,005	\$ 1,005
Hague FD	\$ -	\$ -	\$ 6,067.95	\$ 228.22	\$ 6,296	\$ 5,127
Horicon FD	\$ -	\$ -	\$ 3,834.61	\$ 8,404.04	\$ 12,239	\$ 10,055
Johnsburg ER	\$ 1,956.62	\$ 6,756.71	\$ -	\$ 15,960.18	\$ 24,674	\$ 19,546
Johnsburg FD	\$ -	\$ -	\$ 969.19	\$ -	\$ 969	\$ 1,093
Lake George ER	\$ 1,755.75	\$ 8,770.55	\$ -	\$ -	\$ 10,526	\$ 9,321
Lake George FD	\$ -	\$ -	\$ 12,894.39	\$ 10,860.88	\$ 23,755	\$ 21,154
Luzerne ER	\$ 2,162.03	\$ -	\$ -	\$ 13,130.25	\$ 15,292	\$ 15,513
Luzerne FD	\$ 76.82	\$ -	\$ 10,281.80	\$ 1,998.45	\$ 12,357	\$ 10,753
North Creek FD	\$ 15.36	\$ -	\$ 3,202.53	\$ 1,321.17	\$ 4,539	\$ 3,273
North River FD	\$ -	\$ -	\$ 758.49	\$ -	\$ 758	\$ 663
North Warren ER	\$ 2,044.74	\$ 6,107.39	\$ -	\$ 3,398.81	\$ 11,551	\$ 9,218
Pottersville FD	\$ -	\$ -	\$ 2,359.76	\$ 37.83	\$ 2,398	\$ 2,137
Riverside FD	\$ -	\$ -	\$ 674.22	\$ -	\$ 674	\$ 663
Stony Creek ER	\$ -	\$ 856.35	\$ -	\$ -	\$ 856	\$ 700
Stony Creek FD	\$ -	\$ -	\$ 1,264.16	\$ 29.92	\$ 1,294	\$ 953
Thurman FD	\$ -	\$ -	\$ 1,390.57	\$ 88.79	\$ 1,479	\$ 2,367
Warrensburg ER	\$ 1,371.77	\$ 13,231.11	\$ -	\$ 3,270.30	\$ 17,873	\$ 14,528
Warrensburg FD	\$ -	\$ -	\$ 7,163.55	\$ 8,417.43	\$ 15,581	\$ 13,590
Total:	\$ 471,813.72	\$ 40,276.78	\$ 63,292.08	\$ 863,073.87	\$ 1,438,456	\$ 1,250,642
	\$ 471,813.72	\$ 40,276.78	\$ 63,292.08	\$ 863,073.87	\$ 1,438,456	\$ 1,250,642
Admin total:	\$ 575,382.58					
ac6/30/22						
			County Total:		\$ 627,404	\$ 538,038
			Volunteer total:		\$ 185,252	\$ 160,154

WARREN COUNTY COMPENSATION LISTING WITH CAP

PAYMENTS MADE FROM 01/01/2014 TO 12/31/2021 FOR ALL EMPLOYERS FOR ALL INJURIES SORTED BY NAME

Case No.	Name (*)=inactive	Injury	Inj. Date	Date File Opened	Section 32 Date	Section 25a Date	Compensation	Medical	Other	Total
		Where Occured	Shift	DOW	Job Title	Days Away	Days Rest.	Out of Work	Cap Total	
WC SUPERVISOR										
7291	*HOGAN, ANDREA	Lower Extremity-RT LEG	07/23/2018	07/27/2018	/ /	/ /	\$0.00	\$1316.53	\$0.00	\$1316.53
		DMV ENTRANCE	1	MO	TOWN SUPERVISOR	0	0	NO		\$1316.53
Sub-totals:							\$0.00	\$1316.53	\$0.00	\$1316.53
										\$1316.53

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Clerk-Legislative Board

BUDGET ACCOUNT CODE: A.1040

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$263,046.42	\$290,050.00	\$290,050.00	\$290,050.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$888.30	\$21,200.00	\$21,200.00	\$21,200.00
800's EMPLOYEE BENEFITS	\$114,070.65	\$118,064.00	\$118,064.00	\$118,167.00
TOTALS	\$378,005.37	\$429,314.00	\$429,314.00	\$429,417.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED:


DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1040 - Clerk-Legislative Board						
Personal Services						
110	Salaries - Regular	263,046.42	290,050.00	290,050.00	167,337.11	290,050.00
<i>Personal Services Totals</i>		\$263,046.42	\$290,050.00	\$290,050.00	\$167,337.11	\$290,050.00
<i>Contractual Expense</i>						
410	Supplies	265.49	500.00	500.00	.00	500.00
423	Telephone	522.81	600.00	600.00	175.68	600.00
427	Memberships & Dues	100.00	100.00	100.00	100.00	100.00
444	Travel/Education/Conference	.00	20,000.00	20,000.00	.00	20,000.00
<i>Contractual Expense Totals</i>		\$888.30	\$21,200.00	\$21,200.00	\$275.68	\$21,200.00
<i>Employee Benefits</i>						
310	Retirement	35,552.07	33,433.00	33,433.00	19,867.81	28,618.00
330	Social Security	15,086.37	17,983.00	17,983.00	9,683.00	17,983.00
331	Medicare Contribution	3,528.26	4,207.00	4,207.00	2,264.59	4,207.00
360	Hospitalization	47,470.36	48,782.00	48,782.00	30,019.52	52,684.00
365	Dental Insurance	1,104.48	1,104.00	1,104.00	679.68	1,104.00
<i>Employee Benefits Totals</i>		\$102,741.54	\$105,509.00	\$105,509.00	\$62,514.60	\$104,596.00
<i>Other Benefits</i>						
40	Workmen's Compensation	699.93	911.00	911.00	910.75	1,050.00
61	Retirees Hospitalization	10,629.18	11,644.00	11,644.00	5,796.78	12,521.00
<i>Other Benefits Totals</i>		\$11,329.11	\$12,555.00	\$12,555.00	\$6,707.53	\$13,571.00
Department 1040 - Clerk-Legislative Board Totals		\$378,005.37	\$429,314.00	\$429,314.00	\$236,834.92	\$429,417.00
EXPENSE TOTALS		\$378,005.37	\$429,314.00	\$429,314.00	\$236,834.92	\$429,417.00
Fund A - General Totals		\$378,005.37	\$429,314.00	\$429,314.00	\$236,834.92	\$429,417.00
EXPENSE TOTALS		\$378,005.37	\$429,314.00	\$429,314.00	\$236,834.92	\$429,417.00
Fund A - General Totals		(\$378,005.37)	(\$429,314.00)	(\$429,314.00)	(\$236,834.92)	(\$429,417.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS		\$378,005.37	\$429,314.00	\$429,314.00	\$236,834.92	\$429,417.00
Net Grand Totals		(\$378,005.37)	(\$429,314.00)	(\$429,314.00)	(\$236,834.92)	(\$429,417.00)

2023 Salary Schedule (Position Budgeting)
 Clerk of the Legislative Board

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
11101	Allen, Amanda N/A / \$49.75	Clerk of the Board N/A / \$49.75	\$90,552.00	Full Time	Appointed F/T	5/22/2006
12775	Ganotes-Gleason, Molly N/A / \$21.01	Legislative Office Specialist #4 N/A / \$21.01	\$43,691.00	Full Time	Out of UnitFT	6/1/2015
12431	Hogan, Samantha N/A / \$29.45	2nd Deputy Clerk of the Board N/A / \$29.45	\$53,598.00	Full Time	Appointed F/T	9/23/2013
12875	Lovelace, Leslie N/A / \$21.01	Secretary to the Clerk of Board N/A / \$21.01	\$43,691.00	Full Time	Out of UnitFT	1/19/2016
11462	McLenithan, Sarah N/A / \$32.15	Deputy Clerk of the Board N/A / \$32.15	\$58,518.00	Full Time	Appointed F/T	4/29/2013
		Sr Legislative Ofc Specialist #1 N/A / \$0.00	\$0.00			
			6			
			\$290,050.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Justices & Constables

BUDGET ACCOUNT CODE: A.1180

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$1,680.00	\$510.00	\$510.00	\$510.00
TOTALS	\$1,680.00	\$510.00	\$510.00	\$510.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
und A - General						
	EXPENSE					
	Department 1180 - Justices & Constables					
	Contractual Expense					
40	Legal/Transcript Fees	1,680.00	510.00	510.00	300.00	510.00
	<i>Contractual Expense Totals</i>	\$1,680.00	\$510.00	\$510.00	\$300.00	\$510.00
	Department 1180 - Justices & Constables Totals	\$1,680.00	\$510.00	\$510.00	\$300.00	\$510.00

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Unallocated Insurance
 BUDGET ACCOUNT CODE: A.1910

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$205,558.58	\$255,853.00	\$259,646.00	\$302,944.00
TOTALS	\$205,558.58	\$255,853.00	\$259,646.00	\$302,944.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$0.00			\$0.00

SIGNED: *Suzanne He*
 DEPARTMENT HEAD
 TITLE: *Clerk of the Board*
 DATE: *8/15/22*

Budget Worksheet Report

Budget Year 2023

Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Account Description					
nd A - General					
EXPENSE					
Department 1910 - Unallocated Insurance					
Contractual Expense					
8 Ins-General Liability	205,558.58	255,853.00	259,646.00	256,355.12	302,944.00
Contractual Expense Totals	\$205,558.58	\$255,853.00	\$259,646.00	\$256,355.12	\$302,944.00
Department 1910 - Unallocated Insurance Totals	\$205,558.58	\$255,853.00	\$259,646.00	\$256,355.12	\$302,944.00
EXPENSE TOTALS	\$205,558.58	\$255,853.00	\$259,646.00	\$256,355.12	\$302,944.00
Fund A - General Totals					
EXPENSE TOTALS	\$205,558.58	\$255,853.00	\$259,646.00	\$256,355.12	\$302,944.00
Fund A - General Totals	(\$205,558.58)	(\$255,853.00)	(\$259,646.00)	(\$256,355.12)	(\$302,944.00)
Net Grand Totals					
REVENUE GRAND TOTALS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EXPENSE GRAND TOTALS	\$205,558.58	\$255,853.00	\$259,646.00	\$256,355.12	\$302,944.00
Net Grand Totals	(\$205,558.58)	(\$255,853.00)	(\$259,646.00)	(\$256,355.12)	(\$302,944.00)

Budget Breakdown
Line of Coverage

	2023 ESTIMATES at 8/12/22	apportionment means			
General Liability (Incl IDA)	\$ 181,050	% co budget	\$ 73,774	\$ 27,402	\$ 10,919
Healthcare ProfLiab.	\$ 33,717	% budget			\$ 28,195
Healthcare GL(incl w/ Prof)	\$ -	% budget			\$ -
Property	\$ 49,692	% prop sched		\$ 14,977	
Land Marine	\$ 31,486	% equip sched	\$ 6,780	\$ 3,753	
Crime	\$ 7,493	all BOS	\$ 7,493		
DC Crime	\$ 288	all BOS	\$ 288		
Auto Liability	\$ 65,969	per auto, flat		\$ 17,472	\$ 4,082
Auto PD (%est by SIF)	\$ 50,033	per auto, flat		\$ 17,493	\$ 2,069
Law Enforcement	\$ 230,054	all WCSD		\$ 230,054	
Boiler & Machinery	\$ 10,978	% B&M sched		\$ 3,309	
Umbrella (Incl IDA)	\$ 97,611	% co budget	\$ 39,310	\$ 14,601	\$ 5,818
Public Officials	\$ 80,624	all BOS	\$ 80,624		
CP (NYS Dept State)	\$ 229	all BOS	\$ 229		
CP (Highway work permit)	\$ 229	all DPW			
Pollution (3 yr 2022-2024 paid 2022)	\$ -	% poll sched		\$ -	
Airport Liability	\$ 20,145	all Airport			
Employers Liability	\$ -	all SIF			
Access Work Comp	\$ 169,572	all SIF			
Flood & Quake (Difference in conditions)	\$ 36,911	% prop sched		\$ 11,125	
FIP	\$ 4,556	all BOS	\$ 4,556		
Privacy & Security (Cyber Liability)	\$ 55,891	all BOS	\$ 55,891		
Service Fee	\$ 34,000	all BOS	\$ 34,000		
2023 Estimated Totals	\$ 1,160,527		\$ 302,944	\$ 340,185	\$ 51,083

c/js 8-12-22

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS


REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Medical Examiner & Coroners

BUDGET ACCOUNT CODE: A.1185

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$54,673.06	\$56,311.00	\$56,311.00	\$56,311.00
400's CONTRACTUAL	\$239,381.68	\$203,000.00	\$203,000.00	\$200,000.00
800's EMPLOYEE BENEFITS	\$10,837.59	\$9,759.00	\$9,759.00	\$8,228.00
TOTALS	\$304,892.33	\$269,070.00	\$269,070.00	\$264,539.00

2021 REVENUES	2022 ADOPTED REVENUES	2022 AMENDED REVENUES	2023 DEPARTMENT REQUESTS
\$12.50			\$0.00

SIGNED: 
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1185 - Medical Examiner & Coroners						
Personal Services						
130	Salaries - Part Time	54,673.06	56,311.00	56,311.00	34,589.98	56,311.00
<i>Personal Services Totals</i>		<u>\$54,673.06</u>	<u>\$56,311.00</u>	<u>\$56,311.00</u>	<u>\$34,589.98</u>	<u>\$56,311.00</u>
<i>Contractual Expense</i>						
410	Supplies	656.28	.00	619.98	.00	.00
427	Memberships & Dues	.00	.00	110.00	110.00	.00
435	Medical Fees	238,725.40	200,000.00	199,380.02	110,583.00	200,000.00
444	Travel/Education/Conference	.00	3,000.00	2,890.00	.00	.00
<i>Contractual Expense Totals</i>		<u>\$239,381.68</u>	<u>\$203,000.00</u>	<u>\$203,000.00</u>	<u>\$110,693.00</u>	<u>\$200,000.00</u>
<i>Employee Benefits</i>						
810	Retirement	6,655.09	5,449.00	5,449.00	3,714.69	3,918.00
830	Social Security	3,389.76	3,492.00	3,492.00	2,144.58	3,492.00
831	Medicare Contribution	792.74	818.00	818.00	501.55	818.00
<i>Employee Benefits Totals</i>		<u>\$10,837.59</u>	<u>\$9,759.00</u>	<u>\$9,759.00</u>	<u>\$6,360.82</u>	<u>\$8,228.00</u>
Department 1185 - Medical Examiner & Coroners		<u>\$304,892.33</u>	<u>\$269,070.00</u>	<u>\$269,070.00</u>	<u>\$151,643.80</u>	<u>\$264,539.00</u>
Totals						

2023 Salary Schedule (Position Budgeting)
 Medical Exam & Coroners

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8234	Bachman, Paul N/A / \$20.00	Coroners Physician N/A / \$20.00	\$15,875.00	Elected	Elected/PT	11/16/1990
13278	Goedert, Connie N/A / \$18.44	Coroner #1 N/A / \$18.44	\$10,109.00	Elected	Elected/PT	1/1/2019
13419	Keil, Lynn N/A / \$18.44	Coroner #3 N/A / \$18.44	\$10,109.00	Elected	Elected/PT	1/17/2020
10184	Murphy, Timothy N/A / \$18.44	Coroner #4 N/A / \$18.44	\$10,109.00	Elected	Elected/PT	7/14/2000
	N/A / \$20.00	Coroner #2 N/A / \$20.00	\$10,109.00			
			5			
			\$56,311.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET


PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Municipal Assoc. Dues

BUDGET ACCOUNT CODE: A.1920

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$10,945.00	\$11,273.00	\$11,273.00	\$11,611.00
TOTALS	\$10,945.00	\$11,273.00	\$11,273.00	\$11,611.00

SIGNED: 
 DEPARTMENT HEAD

TITLE: Clerk of the Board

DATE: 8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
	EXPENSE					
	Department 1920 - Municipal Assoc. Dues					
	Contractual Expense					
427	Memberships & Dues	10,945.00	11,273.00	11,273.00	11,273.00	11,611.00
	<i>Contractual Expense Totals</i>	<u>\$10,945.00</u>	<u>\$11,273.00</u>	<u>\$11,273.00</u>	<u>\$11,273.00</u>	<u>\$11,611.00</u>
	Department 1920 - Municipal Assoc. Dues Totals	<u>\$10,945.00</u>	<u>\$11,273.00</u>	<u>\$11,273.00</u>	<u>\$11,273.00</u>	<u>\$11,611.00</u>



NYSAC

— NEW YORK STATE —
ASSOCIATION OF COUNTIES

515 Broadway, Suite 402, Albany, New York 12207

Phone: (518) 465-1473 • Fax: (518) 465-0506

www.nysac.org

President: Hon. Martha Sauerbrey, Tioga County

Executive Director: Stephen J. Acquario, Esq.

Chair, Board of Supervisors
Warren County
Municipal Center
1340 State St., Rt. 9
Lake George, NY 12845



July 11, 2022

Dear Chair, Supervisors,

The New York State Association of Counties (NYSAC) was first established in 1925 by county officials, for county officials.

As a member of NYSAC, you are part of a united group of county officials from across the state who all come together to learn from each other, share best practices, and advocate with one voice. Counties accomplish more together, united on behalf of our residents and communities. And we are proud of the work we do to help keep the county voice strong and unified in Albany and Washington, DC.

Over the past year, NYSAC worked closely with state leaders on a state budget that ended the diversion of \$160 Million of local sales taxes for AIM and the distressed hospital fund, we tracked thousands of bills through the legislative process, we advocated for county roles on the state's new opioid abatement and cannabis boards, and we kept county leaders apprised of new and timely policy decisions being made in by state and federal lawmakers.

As you prepare your 2023 county budgets, please be advised that your county's share of the Association's operation for 2023 will be \$11611 an increase of 3% over 2022. This payment will help your NYSAC team continue to provide excellent support to county members across the state. A formal invoice will be mailed to you in December.

Please know that your continued participation helps to ensure a full range of programs and services designed to serve the unique needs of today's county government. Our talented and dedicated staff provides legislative advocacy, legal and technical assistance, informative and educational programs, policy analysis

Committed to counties since 1925

Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates

and briefs, research reports, survey analysis, daily county news clips, electronic newsletters and the *NYSAC News Magazine*, our official publication.

Thank you for your continued membership in this great Association of Counties. Our success is due directly to the continued membership and involvement of *all 57* counties and the City of New York. We look forward to working with and for your county again in 2023. If you have any questions, please feel free to contact me at 518-465-1473. Thank you.

Sincerely,



Stephen J. Acquario
Executive Director

Committed to counties since 1925

Albany, Allegany, Bronx, Broome, Cattaraugus, Cayuga, Chautauqua, Chemung, Chenango, Clinton, Columbia, Cortland, Delaware, Dutchess, Erie, Essex, Franklin, Fulton, Genesee, Greene, Hamilton, Herkimer, Jefferson, Kings, Lewis, Livingston, Madison, Monroe, Montgomery, Nassau, New York, Niagara, Oneida, Onondaga, Ontario, Orange, Orleans, Oswego, Otsego, Putnam, Rensselaer, Queens, Richmond, Rockland, St. Lawrence, Saratoga, Schenectady, Schoharie, Schuyler, Seneca, Steuben, Suffolk, Sullivan, Tioga, Tompkins, Ulster, Warren, Washington, Wayne, Westchester, Wyoming, Yates



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS



WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Budget Officer
 BUDGET ACCOUNT CODE: A.1340

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$6,307.10	\$6,000.00	\$6,000.00	\$6,000.00
400's CONTRACTUAL				\$0.00
800's EMPLOYEE BENEFITS	\$6,152.68	\$459.00	\$459.00	\$459.00
TOTALS	\$12,459.78	\$6,459.00	\$6,459.00	\$6,459.00

SIGNED: 
 DEPARTMENT HEAD
 TITLE: 
 DATE: 8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund A - General						
EXPENSE						
Department 1340 - Budget Officer						
Personal Services						
130	Salaries - Part Time	6,307.10	6,000.00	6,000.00	3,230.78	6,000.00
<i>Personal Services Totals</i>		\$6,307.10	\$6,000.00	\$6,000.00	\$3,230.78	\$6,000.00
<i>Employee Benefits</i>						
810	Retirement	2,136.12	.00	.00	777.28	.00
830	Social Security	331.42	372.00	372.00	165.78	372.00
831	Medicare Contribution	77.47	87.00	87.00	38.74	87.00
860	Hospitalization	3,541.14	.00	.00	1,958.81	.00
865	Dental Insurance	66.53	.00	.00	36.65	.00
<i>Employee Benefits Totals</i>		\$6,152.68	\$459.00	\$459.00	\$2,977.26	\$459.00
Department 1340 - Budget Officer Totals		\$12,459.78	\$6,459.00	\$6,459.00	\$6,208.04	\$6,459.00

2023 Salary Schedule (Position Budgeting)
Budget Officer

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
	N/A / \$15.00	Budget Officer N/A / \$15.00	\$6,000.00			
			1			
			\$6,000.00			

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Southern Adir. Library

BUDGET ACCOUNT CODE: A.7410

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00
TOTALS	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00

SIGNED:

Suzanne He

 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 7410 - Southern Adir. Library					
	Contractual Expense					
469	Other Payments/Contributions	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00
	<i>Contractual Expense Totals</i>	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>
	Department 7410 - Southern Adir. Library Totals	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>	<u>55,000.00</u>

Warren County Board of Supervisors

RESOLUTION No. 607 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AUTHORIZING PAYMENT TO SOUTHERN ADIRONDACK LIBRARY SYSTEM

WHEREAS, it has been recommended that Warren County participate in the joint financing of the Southern Adirondack Library System in the amount of Fifty-Five Thousand Dollars (\$55,000) as its proportionate share, in conjunction with the neighboring Counties of Hamilton, Saratoga and Washington, and

WHEREAS, the amount of Fifty-Five Thousand Dollars (\$55,000) has been appropriated in the Warren County budget for 2022 for such purpose, now, therefore, be it

RESOLVED, in 2022 that the Warren County Treasurer be, and hereby is, authorized and directed to pay to the bonded Treasurer of the Southern Adirondack Library System the amount of Fifty-Five Thousand Dollars (\$55,000), said funds to be expended from Budget Code A.7410 469 Southern Adir. Library, Other Payments/Contributions, upon receipt of a duly executed voucher for said amount.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2023 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: A.P.A. Local Gov't Rev. Bd.

BUDGET ACCOUNT CODE: A.8026

OBJECT CODES	2021 EXPENDITURES	2022 ADOPTED	2022 AMENDED	2023 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
TOTALS	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00

SIGNED:


 DEPARTMENT HEAD

TITLE:

Clerk of the Board

DATE:

8/15/22

Budget Worksheet Report

Budget Year 2023

Account	Account Description	2021 Actual Amount	2022 Adopted Budget	2022 Amended Budget	2022 Actual Amount	2023 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 8026 - A.P.A. Local Gov't Rev. Bd.					
	Contractual Expense					
470	Contract	7,500.00	7,500.00	7,500.00	.00	7,500.00
	<i>Contractual Expense Totals</i>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>
	Department 8026 - A.P.A. Local Gov't Rev. Bd. Totals	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$7,500.00</u>	<u>\$0.00</u>	<u>\$7,500.00</u>
	EXPENSE TOTALS	<u>\$1,907,153.26</u>	<u>\$2,107,737.00</u>	<u>\$2,130,005.00</u>	<u>\$1,206,676.10</u>	<u>\$1,835,510.00</u>

Warren County Board of Supervisors

RESOLUTION NO. 600 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS BEATY, THOMAS, MCDEVITT, MERLINO, BRAYMER, DIAMOND AND BRUNO

AUTHORIZING AGREEMENT WITH ADIRONDACK PARK LOCAL GOVERNMENT REVIEW BOARD FOR FUNDING OF OPERATING COSTS

RESOLVED, that Warren County continue the contractual relationship (the previous contract being authorized by Resolution No. 445 of 2020) with Adirondack Park Local Government Review Board, 117 Blythewood Island Road, P.O. Box 579, Chestertown, New York 12817, for Warren County's share of the actual cost of operation of the Review Board, for an amount of Seven Thousand Five Hundred Dollars (\$7,500), said funds to be expended from Budget Code A.8026 470 - A.P.A. Local Gov. Rev. Bd., Contract, for a term commencing January 1, 2022 and terminating December 31, 2022, and the Chair of the Board of Supervisors be, and hereby is, authorized to execute an agreement in the form approved by the County Attorney, and be it further

RESOLVED, that a report of activities of the Review Board shall be made annually to the Board of Supervisors of Warren County by February 1, 2023.

RESOLUTION REQUEST FORM NO. 13

Request to Increase or Decrease Salary of Non-Union Position

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 9/26/2022

- (a) Employee Name, Title and Employee No.:
Coordinating Attorney - Public Defender, 13724
- (b) Current Annual Base Salary (and Grade if Applicable):
\$87,338.00 (Attorney Pay Scale Grade 4)
- (c) Former Annual Base Salary (and Grade if Applicable):
\$81,618.00 (Attorney Pay Scale Grade 4)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
9/12/2022
- (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:
A.1171 4202 Public Defender/Hurrell-Harring), 110 (Salaries-Regular), \$5,720
- (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
Revenue already recognized in 2022 budget.
- (h) Justification of Request:
To provide interim salary increase for non-bargaining position Coordinating Attorney - Public Defender in the amount of \$5,720 which was not included in Resolution 417 of 2022 and amend the table of organization and Warren County Salary and Compensation Plan.

Warren County Board of Supervisors

RESOLUTION NO. 419 OF 2022

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

AMENDING RESOLUTION NO. 12 OF 2022, REAPPOINTING MEMBERS TO THE ARPA ADVISORY COMMITTEE, TO UPDATE COMMITTEE MEMBERSHIP

WHEREAS, by Resolution No. 12 of 2022, and subsequently amended by Resolution Nos. 110 and 114 of 2022, the Board of Supervisors reappointed members to the ARPA Advisory Committee, and

WHEREAS, there have since been two resignations (Michael Bittel and Ryan Moore) which the ARPA Advisory Committee discussed and recommended to the Personnel, Administration & Higher Education Committee that the Board replace Michael Bittel with Tricia Rogers and that the position previously held by Ryan Moore be deleted, and

WHEREAS, the Personnel, Administration & Higher Education Committee considered the ARPA Advisory Committee's recommendation, but suggests instead that Tricia Rogers be appointed and that the position previously held by Ryan Moore be changed to automatically appoint the County Administrator/Acting County Administrator, and

WHEREAS, at their August 19, 2022 meeting the Board of Supervisors was notified of Ms. Rogers' having declined appointment to the ARPA Advisory Committee, leading the Board to determine that the position should remain vacant until an alternate candidate was identified, now therefore, be it

RESOLVED, that effective immediately, the ARPA Advisory Committee membership shall be as follows:

NAME	TITLE	TERM
Claudia Braymer (Co-Chair)	Supervisor, City of Glens Falls	01/01/2022-12/31/2023
Dennis Dickinson (Co-Chair)	Supervisor, Town of Lake George	01/01/2022-12/31/2023
Rachel Seeber (Vice Chair)	Supervisor, Town of Queensbury	01/01/2022-12/31/2023
Ray Agnew	Glens Falls Hospital	01/01/2022-12/31/2023
Beth Gilles	Lake Champlain-Lake George Regional Planning Board	01/01/2022-12/31/2023
Frank Thomas	Supervisor, Town of Stony Creek	01/01/2022-12/31/2023
Douglas Beaty	Supervisor, Town of Queensbury	01/01/2022-12/31/2023
Michael Wild	Supervisor, Town of Queensbury	01/01/2022-12/31/2023
Warren County Administrator/Acting County Administrator		01/01/2022-12/31/2023
Michael Swan	County Treasurer, Warren County	01/01/2022-12/31/2023
Wayne E. LaMothe	County Planner, Warren County	01/01/2022-12/31/2023
Ethan Gaddy	Assistant County Planner, Warren County	01/01/2022-12/31/2023
Vacant		

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Institutional Aide #3 Base Salary of Position: 36,093.00 Grade: 3
Filling at Step # (If Known): 36,093.00
Budget code and title: Salaries-FT A6030 110 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13637 Hill Date of Vacancy: 9/9/2022
Is this position mandated? [X] Yes [] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 50 [] Other [] %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [X] Other Labor
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. 9/9/22
Human Resources Director has approved this form when initialed. NJ 9/9/22

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 9-12-2022

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 9/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett P. Dunsail Date 9/26/22

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

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: Legal Clerk II #1 Base Salary of Position: \$43,638.00 Grade: 8
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: 13544/Caivano Date of Vacancy: 9/12/2022
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

[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. 9/7/22

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 9.7.22

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 9/8/22

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 [Signature] Date 9/20/22

LEGAL CLERK II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position performs complex legal office/clerical and administrative duties to support the efficient operation of a municipal legal or legal services office. Familiarity with legal terminology used in case documents, legal briefs, contracts and or grant program administration is required. The work involves the extensive use of computer applications and automated systems in the preparation, storage and distribution of legal documents and correspondence. The class is distinguished from Legal Clerk I and III in the level of complexity of duties and independence required of the position. The work is performed under general supervision of a higher-level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

Performs various complex clerical support functions to enhance the operation of the office;

Prepares or assists in the preparation of various legal documents and correspondence;

Participates in discovery demand document production processes;

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

Prepares routine legal forms in accordance with standard office policies and procedures;

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

Conducts routine correspondence and answers telephone requests on assigned matters where policy and procedures are well defined;

Examines and indexes a variety of legal instruments relating to civil and/or criminal matters;

Types a variety of records and reports relating to the indexing and recording procedures;

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:

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

Working knowledge of office terminology; Ability to understand and carry out oral and written 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 understand and follow oral and written instructions; Ability to get along well with others,

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

Dependability, accuracy, neatness, tact and courtesy.

MINIMUM QUALIFICATIONS: Either:

- A) Associate's Degree and one (1) year of office clerical experience in a law department, law office or related field; or
- B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of office clerical experience, one of which shall have been in a law department, law office or related field.

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: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (M) #25 Base Salary of Position: \$44,966 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #25 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 12107/DUELL Date of Vacancy: 09/02/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] 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.

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 7-12-2022

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 9/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature [Signature] Date 9/27/22

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 (M) #5 Base Salary of Position: \$44966 Grade: 9
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (M) #5 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13327/BENT Date of Vacancy: 08/26/2022
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) [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. 9/9/22
Human Resources Director has approved this form when initialed. 9/9/22

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 9/12/2022

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 9/14/22

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 9/29/22

MOTOR EQUIPMENT OPERATOR (MEDIUM)

GENERAL STATEMENT OF DUTIES: Operates one or more types of medium size 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 and care of moderately complex motor equipment in the performance of assigned tasks. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. An employee in this class is also required to perform recurring manual duties related to the operation of the equipment. The work is usually performed under general supervision.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Operates a ten-wheel truck in connection with the hauling of material for road construction and repair;
Operates front end loader, roller or similar road construction machinery on construction and maintenance projects;
Operates a snow plow or related snow removal equipment;
Performs minor mechanical repairs on automotive equipment;
On assignment operates bulldozer, grader, shovel or other heavy automotive equipment;
Services assigned vehicle and maintains it in clean condition;
Loads and unloads trucks;
May perform a variety of simple manual tasks, such as cleaning culverts, shoveling snow, painting and road maintenance work;
Responds after normal working hours to emergency situations and during snow and ice events.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the operation of trucks, tractors and other types of automotive equipment;
Ability to understand and carry out simple oral and written instructions;
Industry, dependability, good physical condition.

MINIMUM QUALIFICATIONS:

One (1) year of experience in the operation of motorized construction equipment.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate New York State Class A or B license with air brake endorsement. Possession at time 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: DPW.Maintenance Payroll Dept. No: 19.63
Title of Position: MEO (L) #27 Base Salary of Position: 42,134 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #27 Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 13532/Allen Date of Vacancy: 04/13/2022
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) [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

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

Administrator Signature [Signature] Date 9-12-2022

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 9/14/22

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 9/27/22

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.

TYPICAL WORK ACTIVITIES: (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, ABILITIES AND ATTRIBUTES:

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 (1) 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.

WC: Amended, 6.13, 2.19

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: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Meal Site Cook #4 Base Salary of Position: \$31,013(35hr/week) Grade: 2
Filling at Step # (If Known): \$31,581
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [X] Termination [] Promotion [] Other
Employee No./Last Name: 13174/Seitz Date of Vacancy: 09/07/2022
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] % [X] State 75 % [] 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. [Signature] 9/9/22
Human Resources Director has approved this form when initialed. [Signature] 9/9/22

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 9.12.2022

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 9/14/22

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 Edna A. Trascia Date 9/26/22

MEAL SITE COOK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the preparation and cooking of a variety of nutritious meals. In large kitchens, a cook usually has responsibility for one part of a meal. In a small kitchen, a cook may oversee the cooking of an entire meal and, in some cases, may have charge of the entire kitchen operation. Work is performed under general supervision. Supervision may be exercised over kitchen and/or food service personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and cooks the difficult courses of meals such as meats, fish, poultry, soups, vegetables, etc.;

Oversees and participates in the preparation of salads, sandwiches, pastries, and desserts;

Cuts, cleans, and dresses meat, fish, and poultry;

Assists with the management of the food service program by conferring with supervisor on menu planning, maintaining basic records of supplies received and used, taking periodic inventories of supplies, and maintaining employee time records;

Checks on delivered supplies and supervises storage of items;

May supervise the serving of food and assist in related activities as required;

May order daily supplies of bread, milk, ice cream, etc.;

May assist with luncheon activities such as setting and cleaning of dining tables and related activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of approved methods of preparing, cooking, and baking food in large quantities;

Good knowledge of modern cooking utensils, appliances and equipment;

Good knowledge of kitchen and food preparation sanitation;

Ability to plan with a view to economy and efficiency in the use of supplies, equipment, and food;

Ability to follow recipes and oral and written directions;

Ability to participate in assigned projects;

Ability to keep basic records;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

One (1) year of experience in large-scale or institutional food preparation.

NOTE: Study in a college or vocational institute in cooking, food service administration, or a similar field may be substituted for related experience.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office of Emergency Services Payroll Dept. No: 36.08
 Title of Position: EMS Coordinator Base Salary of Position: \$13,275.00 Grade: N/A
 Filling at Step # (If Known): _____
 Budget code and title: A.4022 Emergency Medical Service Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 11831/Guy Date of Vacancy: October 1, 2022
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

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

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 _____

Adopted, Warren County Personnel, April 1, 2013

EMS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

Under the direction of the Warren County Director of Emergency Services, this position involves assisting in the administration of the County Emergency Services. The incumbent works with federal, state and local officials in maintaining a workable emergency response to disasters and emergencies. This employee works closely with county and local fire fighting and EMS persons in developing and maintaining an effective emergency response system. There is extensive travel required. The Coordinator provides direct assistance to Chief Operating Officers at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aide as required. Does related work as required.

TYPICAL WORK ACTIVITIES:

Ensures adequate State and local emergency medical service training is available throughout the County;
 Promotes NIMS and ICS training and usage;
 Administers the county's EMS Mutual Aid Plan and is responsible for the efficient operation of the plan for intra- and inter-county purposes at the EMS scenes, rescues and fires;
 Plans and estimates the need for additional or unique equipment for the county and recommends the purchase of such equipment;
 Responds to EMS/fire scenes and acts as the on-scene EMS Coordinator;
 Travels extensively to respond to working alarms and emergencies and provides specialized equipment and assistance as needed;
 Assists in the preparation of the emergency medical services budget;
 Maintains inventory, logs and related records detailing County emergency medical services activities/reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of emergency medical service principles, practices, methods, techniques and equipment; comprehensive knowledge of the operation of and regulations governing emergency medical service communication system equipment; thorough knowledge of; thorough knowledge of applicable State and local laws, rules and regulations governing mutual aide, disaster preparedness, disaster assistance, emergency medical training emergency response and rescue operations; thorough knowledge of the practices of organizing and conducting an emergency medical service training program; good knowledge of disaster control methods; good knowledge of practices of emergency medical service program administration; ability to

cont.

EMS Coordinator, cont.

plan, schedule and supervise the work of others; ability to prepare a program budget; ability to operate a wide variety of emergency medical service tools and equipment requiring a high level of precision and dexterity; ability to express ideas clearly and effectively, both orally and in writing; ability to prepare reports and records; ability to maintain inventory of equipment; 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 five years of emergency medical service experience, two years of which shall have been in an administrative or supervisory capacity; or
- (b) Completion of two years of college (60 semester hours) in a field related to emergency service work and three years of experience described above, one of which must have been in an administrative or supervisory capacity; or
- (c) An equivalent combination of training and experience as described above.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: TE 6010.130
 Title of Position: Part Time Community Services Worker (2465) Base Salary of Position: \$43,638 Grade: 8
 Filling at Step # (If Known): _____
 Budget code and title: TE 6010 130 - Salaries - Part Time Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Hora/13330 Date of Vacancy: 9/8/22
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other 100% Warr Co Child Comm

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. REN 9/13/22
 Human Resources Director has approved this form when initialed. RT 9/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 9-9-2022

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 9/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

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

Ranking Committee Member Signature Bennett F. Dussault Date 9/20/22

COMMUNITY SERVICES WORKER

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

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

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Retrieves files, processes mail, files correspondence, memoranda, reports and other materials;
- Collects money and accounts for monies received;
- Operates photocopier, computer and other office equipment;
- Provides typical clerical support services for higher level staff;
- By telephone or in person, assists individuals in making informed decisions about applying for assistance or services by inquiring of and providing information to individuals or groups concerning services offered by public and private agencies;
- Assists clients in completing necessary forms, obtaining eligibility information, proof of births, deaths and marriages;
- Acts as interpreter, if bilingual, to help clients and workers facilitate the intake process;
- Schedules appointments and provides client with appropriate application materials;
- May make home visits to gather routine information related to program participation;
- May enter client data such as demographic information, codes, determination etc.;
- May, under supervision and guidance, provide mentorship to newly appointed or assigned staff;
- Assists clients in areas of common concerns such as housing, employment, school attendance, recreation, money management, day care, transportation and escort;
- Assists in communication between agency, client and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff;
- Assists individuals in recognizing conditions contributing to social problems and in making recommendations toward correcting these conditions.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

- Good knowledge of departmental client assistance programs and eligibility criteria;
- Good knowledge of interviewing practices and procedures;
- Ability to establish and maintain cooperative and courteous relationships with clients, agency staff and the general public;
- Ability to interpret agency programs, goals and eligibility requirements in language that promotes understanding of the agency;
- Ability to understand and follow instructions;
- Knowledge of community resources and organizations;
- Ability to read and write English and prepare brief accurate reports;
- Tact, emotional maturity, judgment,
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school and two (2) years of experience in a non-professional position involving direct client contact supporting social services programs in a public or private agency.

SPECIAL REQUIREMENT:

Possession of a valid New York State Drivers license is required at time of appointment.

WC: Adopted, 12.27.04

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: SOCIAL SERVICES Payroll Dept. No: 40.03
 Title of Position: Senior Caseworker #5 Base Salary of Position: \$56,104 Grade: 18
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: Corbett/10694 Date of Vacancy: 9/12/22
 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. RCO 9/13/22
 Human Resources Director has approved this form when initialed. AS 9/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 9-14-2022

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 9/14/22

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett F. Duscally Date 9/20/22

SENIOR CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, a Senior Caseworker provides professional social services work involving the determination and recommendation of the need for service, and the formulation and carrying out of plans to meet the individual problems of cases assigned. A Senior Caseworker may supervise a small group of subordinate workers and volunteers. The functional duties are similar to those of the Caseworker except that through training and experience, Senior Caseworkers have gained an expertise to handle more complex problems and situations with less direct supervision. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews applicants and persons referring cases of children needing care, supervision or services;
 Recommends services necessary to carry out plans to meet the needs of individuals or families;
 Makes visits to applicants to ascertain the need for services;
 Develops involved or complex social histories and a plan of treatment which, with supervisory approval, is the basis for delivery of the services;
 Aids individual Caseworkers in formulating service and work organization plans;
 In each case, in cooperation with the individual or family, plans the use to be made of available resources;
 Studies the background and need for care of children referred, securing information from the child himself, the family, relatives, schools, churches, family courts and other agencies;
 Makes necessary collateral contacts with employers, relatives, friends, physicians, hospitals and other agencies;
 When foster care is necessary, determines whether the child's needs can best be met in an institution or foster family home;
 Finds family homes interested in caring for children;
 Studies and evaluates family homes desiring to care for children at board, at wages, or on a free or adoptive basis and recommends boarding homes for certification;
 Arranges for medical care of children in foster homes, takes children to doctors, dentists, and clinics if foster parents are unable to do so;
 Plans with parents and relatives for the care of children and re-establishment of the home;
 Makes referrals to other agencies when indicated;
 Writes letters and reports as required;
 Periodically reviews cases to determine changes in client situation affecting the need for service;
 Assists a Case Supervisor in administering the work of the unit.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern principles and practices of social casework and social group work including child welfare services;
 Working knowledge of Federal, State and local Social Services laws and programs;
 Ability to apply knowledge in performance of duties;
 Skill in interviewing;
 Knowledge of the techniques of preparing social studies;
 Ability to establish and maintain successful relationships with people;
 Ability to direct the work of others; Ability to interpret the work of the agency;
 Initiative, good powers of observation and analysis; Sensitivity to the reaction of others,
 Tact, emotional maturity, good judgment;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree in one of the behavioral sciences or criminal justice and two (2) years full time satisfactory paid experience in social work with a public or private social agency adhering to acceptable standards; or
- B) Bachelor's degree in any field and four years full time paid social work experience as described above; or
- C) An equivalent combination of training and experience as defined in A and B above.

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.

NOTE: Social casework experience does not include experience gained as an income maintenance, medical assistance, or food stamp examiner. It also excludes experience which is custodial in nature and/or which involved providing direct personal care to clients such as nursing, nurses aides, home health aides or similar experience.

NOTE: Behavioral science is a sub-set of social sciences including psychology, sociology, anthropology, social work and human services.

NOTE: In compliance with Section 424-a of the Social Service Law those candidates who successfully pass the exam and who are being considered for employment will be required to sign a release form for clearance determination by the State Child Abuse/Neglect Central Register.

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework Assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments made to employees in this class with require access to transportation to meet field requirements made in the ordinary course of business in a timely and efficient manner.

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: 40.03
 Title of Position: Caseworker #TBD Base Salary of Position: \$52,743 Grade: 16
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: _____ Date of Vacancy: 9/12/22
 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. 2022 9/13/22
 Human Resources Director has approved this form when initialed. 17 9/13/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature [Signature] Date 9-14-2022

BUDGET OFFICER COMPLETES THIS SECTION

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

Budget Officer Signature Frank E Thomas Date _____

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

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

Ranking Committee Member Signature Bennett Duscalz Date 9/20/22

CASEWORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class renders casework services to adults, children and families to enhance their ability to cope with and resolve emotional, social, environmental and economic problems. The work requires the exercise of sound judgment in assessing the strengths and weaknesses of adults, children and families, identifying problem areas and developing and implementing an appropriate service plan. Incumbents must be emotionally mature, able to make decisions and able to work in stressful situations particularly those requiring crisis intervention. The work is generally performed under the direct supervision of an experienced Caseworker or other supervisor or administrative staff. Incumbents receive ongoing in-service training in social casework practices and procedures, including training in applicable laws and regulations.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Formulates and carries out plans to meet the needs of the individual or family;
 Interviews clients to assess the need for social services;
 Makes investigations to determine protective services for children and adults, verifies intake information and ascertains needs;
 Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
 Finds, studies and evaluates family homes for the placement of children and adults;
 Recommends foster homes and day care homes for certification;
 Determines whether a child's or an adult's needs can best be met in an institution or foster home;
 Supervises children/adults placed in foster homes or an institution; Supervises foster parents in certified homes;
 Makes appropriate referrals to support, paternity, fraud, medical service units, as well as outside resources;
 Evaluates and helps to meet the needs of the child, the surrendering parent(s), and the adopting parent(s) in an adoption proceeding; Coordinates and develops a treatment plan and goal for the reunion of families;
 Reviews cases periodically to determine changes in clients' situations affecting eligibility and need for services;
 Makes referrals to Family Court for protective services, as well as voluntary placement in foster care;
 Prepares petitions, affidavits, court summaries and additional paper work as required for Family Court, Surrogate Court and Supreme Court; Maintains case records; Prepares letters and reports as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of federal, state and local laws and programs relating to public welfare and the care of children; Ability to establish and maintain cooperative relationships with others;
 Ability to prepare and maintain records and reports; Ability to express ideas clearly, both orally and in writing;
 Ability to understand and follow oral and written directions; Good powers of observation and analysis;
 Initiative, tact, good judgment, emotional maturity.

MINIMUM QUALIFICATIONS: Bachelor's Degree

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee

SPECIAL REQUIREMENTS:

- A) Incumbent must be available to assume after-hours Protective Casework assignments as required. Assignments may be weeknights, weekends and holidays.
- B) Certain assignments will require access to transportation to meet field requirements made in the ordinary course of business in a confidential, timely, and efficient manner.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.07
 Title of Position: Intake Clerk #10 Base Salary of Position: \$37,509 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: 13120/Funnyc Date of Vacancy: 5/9/22
 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. 9/8/30/22
 Human Resources Director has approved this form when initialed. NB For JF

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 9-1-2022

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 9/1/22

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 P Dussally Date 09/07/22

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