



**Tourism Committee
Warren County Tourism Department
AGENDA
March 21, 2022**

Committee Members: MERLINO, Dickinson, Braymer, Wild, Runyon, Strough, and Leggett

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 Chairman Merlino
 - II. Motion to approve minutes of the February 25, 2022 Tourism Committee Meeting.
 - III. Action Agenda/New Business Items: None
 - IV. Discussion Items:
 - a. Workshop presentation – Summer 2022 Media Buy
 - b. Working Pictures - Summer 2022 Video Production
 - V. Referrals: None
 - VI. Privilege of the floor and public comment
 - VII. Motion to adjourn
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RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: **Tourism Department**

DATE: **March 22, 2022**

- (a) Title of Requested Position: **Principal Account Clerk - Per Diem**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 10-22/\$24.7685/hr**
- (c) Effective Date for New Position:* **4/4/2022**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Defund Full Time position, Salary \$51,518, Grade 10 - 23
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6417.0001 110 Principal Account Clerk Full Time salary \$51,518 Grade 10-23
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title?
(This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Tourism Department Payroll Dept. No: 5303
Title of Position: Principal Account Clerk - Per Diem Base Salary of Position: 35,000 Grade: 10-22
Filling at Step # (If Known): _____ \$ 24.7685/hr
Budget code and title: Salaries -Part Time Tourism A.6417.0001.130 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 9949/Grant Date of Vacancy: March 31, 2022
Is this position mandated? Yes No Is the position reimbursable? Yes No (creation)
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. POV 1/15/22
Human Resources Director has approved this form when initialed. PO 2/15/22

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

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

Administrator Signature _____ Date _____

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 _____