

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 29, 2023

**Committee Members:** *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Etu- 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. Privilege of the Floor/Public Comment

IV. Action Agenda

1) **SUNY Adirondack representatives to provide and update on the College.**

2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**  
Review of report on tracking of vacancies filled.

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

A) Request to appropriate \$75,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to Budget Code to Budget Code A.1185 435, *Medical Examiner & Coroners, Medical Fees*, to cover the estimated cost of autopsies for the remainder of 2023.

B) Request to amend Resolution No. 299 of 2022, *Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes*, to update reportings for certain elected/appointed officials.

4) **Referral from the Health Services Committee (Chaired by Supervisor Frasier):**  
**Office for the Aging (Dee Park, Director) -**

Request to amend the Table of Organization and Salary Schedule to create the new position of Services Assistant - Office for the Aging PT #2, *Grade 7, Base Annual Salary \$43,187 (24 hours/week)*, effective January 1, 2024.

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

Request for an executive session under Section 105(1)(d) of the Public Officer's Law to discuss the following proposed, pending or current litigation: 1. *Michael Easterbrooks v. Schenectady County, Schenectady County, Schenectady County Department of Social Services, Cayuga County, Cayuga County Department of Social Services, Albany County, Albany County Department of Social Services, Cayuga Centers, Cayuga Home for Children, Albany Home for Children, Parsons Child and Family Center, and Northern Rivers Family Services, Inc.*, Albany County Supreme Court, filed August 10, 2021, Index No. 907013-21; 2. *John David Smith v. County of Warren and Warren County DSS, Warren County Supreme Court*, filed August 17, 2020, Index No. EF2020-266800; 3. *Kathleen Innes v. Correctional Medical Care, Inc. CBH Medical, P.C., and County of Warren*, NDNY Federal District Court, filed June 15, 2022, Case No. 1:22-cv-641; 4. *Jasmine Earnest v. Town of Queensbury, County of Warren, Stilsing Electric, Inc. and Joanne Levack*, Warren County Supreme Court, filed September 29, 2022, Index No. EF202202111; and 5. *Patricia Zahaba v. County of Warren, Town of Queensbury*, Warren County Supreme Court, filed June 13, 2022, Index No. EF2022-70243.

V. **Pending Items:**  
No item this month.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cmtc./ Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
12/1/2022	Information Technology	Computer Help Desk Tech II # 3 (2731)	N/A	N	N/A	\$ 64,188.00	1/17/2023	Povie	\$64,188.00	\$ -	\$ -
12/1/2022	Office of Emergency Services	2nd Deputy EMS Coordinator PT (1613)	Howe	RS	Quarterly	\$ 8,223.00	1/17/2023	Stone	\$8,223.00	\$ -	\$ -
12/1/2022	Office of Emergency Services	3rd Deputy EMS Coordinator PT (1612)	Tims	PR	Quarterly	\$ 8,223.00	1/17/2023	DeSimone	\$8,223.00	\$ -	\$ -
12/1/2022	Planning	County Planner (1958)	LaMothe	RS	\$ 107,637.00	\$ 81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
12/1/2022	Public Defender	9th Assistant Public Defender (2608)	Duhaney	RS	\$ 77,808.00	\$ 77,708.00	vacant			\$ -	\$ -
12/1/2022	Social Services	Assistant SS Attorney # 2 (2370)	Gifford	RS	\$ 79,809.00	\$ 71,988.00	7/24/2023	Genchi	\$79,651.00	\$ 7,663.00	\$ (158.00)
12/1/2022	Social Services	Community Services Worker-LTPT (20 hours) (2718)	Scott	RS	\$ 22,365.00	\$ 43,638.00	1/3/2023	Smith	\$22,365.00	\$ (21,273.00)	\$ -
12/1/2022	Social Services	Senior Support Investigator # 1 (1742)	Diamond	RT	\$ 58,890.00	\$ 48,324.00	2/20/2023	Hargraves	\$59,389.00	\$ 11,065.00	\$ 499.00
12/1/2022	Social Services	Social Welfare Examiner PT (2745)	N/A	N	N/A	\$ 41,213.00	2/6/2023	Meade	\$33,547.00	\$ (7,666.00)	\$ -
12/1/2022	Social Services	Sr Social Welfare Examiner # 12 (2269)	Kill	PR	\$ 59,890.00	\$ 48,324.00	2/6/2023	Record	\$55,468.00	\$ 7,144.00	\$ (4,422.00)
12/1/2022	Social Services	Sr. Social Services Investigator # 1 (2744)	N/A	O	N/A	\$ 50,300.00	3/13/2023	Morgan	\$57,748.00	\$ 7,448.00	\$ -
1/27/2023	DPW	Building Maint. Worker # 2 (2142)	Spring	RS	\$ 43,187.00	\$ 43,187.00	2/27/2023	Curtis	\$43,187.00	\$ -	\$ -
1/27/2023	DPW	Sign Main. Supervisor (1203)	Meade	RT	\$ 69,507.00	\$ 56,356.00	2/20/2023	Monroe	\$68,007.00	\$ 11,651.00	\$ (1,500.00)
1/27/2023	DPW	HEO # 9 (1247)	Hayes	O	\$ 58,144.00	\$ 47,667.00	vacant				
1/27/2023	DPW	Highway Construction Supervisor # 4 (2393)	Daly	O	\$ 59,137.00	\$ 48,983.00	2/21/2023	Bunting Jr	\$56,229.00	\$ 7,246.00	\$ (2,908.00)
1/27/2023	DPW	MEO (M) # 4 (1254)	Toll	PR	\$ 51,600.00	\$ 46,090.00	vacant				
1/27/2023	DPW	MEO (M) # 7 (1256)	Webb	RS	\$ 48,882.00	\$ 46,090.00	vacant				
1/27/2023	DPW	MEO (L) # 6 (1259)	Blydenburgh	PR	\$ 43,830.00	\$ 43,187.00	1/30/2023	Barrett	\$43,187.00	\$ -	\$ (643.00)
1/27/2023	DPW	MEO (L) # 13 (1263)	Riffle	RS	\$ 43,187.00	\$ 43,187.00	2/13/2023	Krick	\$43,187.00	\$ -	\$ -
1/27/2023	DPW	MEO (L) # 33 (2563)	Binder	PR	\$ 43,830.00	\$ 43,187.00	2/22/2023	Smith	\$43,187.00	\$ -	\$ (643.00)
1/27/2023	Office for the Aging	Meal Site Manager # 2 (1935)	Hill	RS	\$ 31,237.00	\$ 27,256.00	2/6/2023	Kostolni	\$27,256.00	\$ -	\$ (3,981.00)
1/27/2023	Office of Emergency Services	Assistant Emergency Services Coord. (2735)	N/A	N	N/A	\$ 47,667.00	1/1/2023	Pouliot	\$57,644.00	\$ 9,977.00	\$ -
1/27/2023	Office of Emergency Services	Deputy Director of Emergency Services ( 2734)	N/A	N	N/A	\$ 62,195.00	1/1/2023	Rivers	\$62,195.00	\$ -	\$ -
1/27/2023	Social Services	Medicaid Clerk # 2 (2094)	Lorne	RT	\$ 45,596.00	\$ 39,766.00	3/13/2023	Kazlo	\$40,408.00	\$ 642.00	\$ (5,188.00)
1/27/2023	Social Services	Supervising Support Investigator #2 (2305)	Mosher	RT	\$ 65,330.00	\$ 52,674.00	3/31/2023	Hargraves	\$64,330.00	\$ 11,656.00	\$ (1,000.00)
1/27/2023	Social Services	Social Welfare Examiner #TBD		PR							
1/27/2023	Social Services	Sr. Social Services Investigator # 1 (2744)	N/A	N	N/A	\$ 50,300.00	3/13/2023	Morgan	\$57,748.00	\$ 7,448.00	\$ -
1/27/2023	Social Services	Principal Social Welfare Examiner #4 (2741)	N/A	N	N/A	\$ 52,674.00	1/3/2023	Kill	\$64,830.00	\$ 12,156.00	\$ -
1/27/2023	Social Services	Caseworker #41 (2742)	N/A	N	N/A	\$ 54,061.00	1/24/2023	Gregory	\$54,061.00	\$ -	\$ -
1/27/2023	Social Services	Caseworker #42 (2743)	N/A	N	N/A	\$ 54,061.00	3/13/2023	Leonard	\$54,061.00	\$ -	\$ -
1/27/2023	Tourism	Principal Account Clerk (2747)	N/A	N	N/A	\$ 47,667.00	1/1/2023	Grant	\$58,644.00	\$ 10,977.00	\$ -
1/27/2023	Employment & Training	Employment & Training Coordinator (2614)	Galeno	PR	\$ 44,928.00	\$ 44,729.00	3/9/2023	Yannaci	\$44,729.00	\$ -	\$ (199.00)
3/2/2023	Public Defender	Assistant Public Defender # 10 (2755)	N/A	N	N/A	\$71,015.00	vacant			\$ -	\$ -
3/2/2023	Social Services	Assistant SS Attorney PT-Temp (2535)	N/A	N	N/A	\$77,708.00	3/27/2023	Destefano	\$37.36/hr	\$ -	\$ -
3/2/2023	Fire Prevention	Code Enforcement Officer # 1 (1968)	Neville	RT	\$64,730.00	\$56,356.00	7/24/2023	Rainville	\$67,507.00	\$ 11,151.00	\$ 2,777.00
3/2/2023	Planning	County Planner (1958)	LaMothe	PR	\$107,637.00	\$81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
3/2/2023	Planning	Assistant County Planner (2521)	Gaddy	PR	\$ 74,328.00	\$ 69,431.00	vacant				
3/2/2023	Public Defender	Assistant Public Defender # 3 (1076)	Kelly-Barnes	RS	\$ 73,116.00	\$ 71,015.00	vacant				
3/2/2023	Social Services	Principal Social Welfare Examiner # 2 (2599)	Klaiber	PR	\$ 64,330.00	\$ 52,674.00	4/24/2023	Groff	\$63,330.00	\$ 10,656.00	\$ (1,000.00)
3/2/2023	Social Services	Senior Social Welfare Examiner # 6 (1728)	Groff	RT	\$ 58,389.00	\$ 48,324.00	5/1/2023	Connell	\$55,468.00	\$ 7,144.00	\$ (2,921.00)
3/2/2023	Social Services	Senior Account Clerk # 6 (1748)	Stoller	RS	\$ 49,545.00	\$ 43,187.00	4/17/2023	Phinney	\$53,558.00	\$ 10,371.00	\$ 4,013.00
3/2/2023	Social Services	Senior Caseworker # 8 (2511)	Spinosa	RS	\$ 68,814.00	\$ 57,507.00	3/27/2023	McMurry	\$60,909.00	\$ 3,402.00	\$ (7,905.00)
3/2/2023	Social Services	Caseworker # TBD	N/A	PR	N/A						
3/2/2023	Social Services	Caseworker # 4 (1650)	Hargraves	O	\$ 65,900.00	\$ 54,061.00	3/27/2023	Maziejka	\$54,061.00	\$ -	\$ (11,839.00)
3/2/2023	Employment & Training	Job Coach - Temp (summer) (2719)	Tucker	O	\$ 41,213.00	\$ 41,213.00	6/27/2023	Tucker	\$41,213.00	\$ -	\$ -
3/30/2023	Office of Emergency Services	Office Specialist-PT (2756)	N/A	N	N/A	\$ 25,280.40	8/14/2023	Rosati	\$25,912.00	\$ 631.60	\$ -
3/30/2023	Health Services	Health Educator # 2 (1586)	Crawford	RS	\$ 51,999.00	\$ 51,356.00	6/12/2023	Duck	\$51,356.00	\$ -	\$ (643.00)
3/30/2023	DPW	MEO (L) # 16 (1260)	Schwindt	RS	\$ 43,187.00	\$ 43,187.00	5/15/2023	Walker	\$43,187.00	\$ -	\$ -
3/30/2023	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	vacant				
3/30/2023	DPW	MEO (M) # 8 (1251)	Bunting	PR	\$ 52,890.00	\$ 46,090.00	vacant				
3/30/2023	Social Services	Intake Clerk # 4 (1736)	Kazlo	PR	\$ 39,089.00	\$ 38,447.00	5/22/2023	Dong	\$38,447.00	\$ -	\$ (642.00)
3/30/2023	Social Services	Intake Clerk # 7 (2406)	Hamelin	PR	\$ 38,447.00	\$ 38,447.00	5/22/2023	Kocsis	\$38,447.00	\$ -	\$ -
3/30/2023	Social Services	SS Investigator # 3 (2073)	Morgan	PR	\$ 55,468.00	\$ 48,324.00	6/19/2023	Jandzinski	\$55,468.00	\$ 7,144.00	\$ -
3/30/2023	Social Services	Caseworker # 36 (2557)	Casey	RS	\$ 54,061.00	\$ 54,061.00	6/19/2023	Jandzinski	\$55,468.00	\$ 1,407.00	\$ 1,407.00
3/30/2023	Social Services	Caseworker # 38 (2615)	Arbuco	RS	\$ 55,547.00	\$ 54,061.00	4/17/2023	Bodie	\$54,061.00	\$ -	\$ (1,486.00)
3/30/2023	Social Services	Support Investigator # 5 (1739)	Aldrich	PR	\$ 54,807.00	\$ 44,729.00	7/3/2023	Johnson	\$44,729.00	\$ -	\$ (10,078.00)

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

2023 - NOTICE OF INTENT TO FILL TRACKING

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
3/30/2023	Tourism	Principal Account Clerk (1909)	N/A	N	N/A	\$ 47,667.00	vacant				
5/4/2023	Buildings and Grounds	Cleaner # 11 (2264)	Steves	O	\$36,342.00	\$ 36,342.00	4/25/2023	Fidd	\$46,783.00	\$ 10,441.00	\$ 10,441.00
5/4/2023	Health Services	Senior Account Clerk (1614)	Phinney	RS	\$ 53,558.00	\$ 43,187.00	vacant				
5/4/2023	DPW	MEO (L) #5 (1264)	Bentley	PR	\$ 43,830.00	\$ 43,187.00	6/5/2023	Stockman	\$43,187.00	\$ -	\$ (643.00)
5/4/2023	DPW	MEO (L) # 12 (1248)	Necatera	PR	\$ 43,187.00	\$ 43,187.00	7/24/2023	Mundell JR	\$43,187.00	\$ -	\$ -
5/4/2023	DPW	MEO (L) # 28 (2320)	Hitchcock	O	\$ 43,187.00	\$ 43,187.00	11/13/2023	Mahler	\$43,187.00	\$ -	\$ -
5/4/2023	Social Services	Social Welfare Examiner # 9 (1634)	Sexton-Waldmann	RS	\$ 44,729.00	\$ 44,729.00	6/12/2023	Hyrny	\$44,729.00	\$ -	\$ -
5/4/2023	Social Services	Social Welfare Examiner # 19 (1721)	Biele	PR	\$ 50,068.00	\$ 44,729.00	5/1/2023	Conde	\$51,320.00	\$ 6,591.00	\$ 1,252.00
5/4/2023	Solid Waste	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 62,422.00	vacant			\$ -	\$ -
5/8/2023	Health Services	Senior Account Clerk # 2 (2399)	Baker	RS	\$ 53,058.00	\$ 43,187.00	vacant			\$ -	\$ -
5/8/2023	Health Services	Public Health Nurse # 35 (2250)	Swan	RS	\$ 54,286.00	\$ 63,868.00	vacant			\$ -	\$ -
5/8/2023	Health Services	Public Health Nurse # 8 (1546)	McAvey	RS	\$ 73,035.00	\$ 63,868.00	vacant			\$ -	\$ -
5/8/2023	Health Services	Public Health Nurse # 10 (1607)	Arnold	RS	\$ 71,535.00	\$ 63,868.00	9/11/2023	Joseph	\$73,324.00	\$ 9,456.00	\$ 1,789.00
5/8/2023	Health Services	RPN # 11 (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	vacant				
5/8/2023	Health Services	RPN # 43 PT (2738)	N/A	N	N/A	\$ 36,547.00	vacant				
5/8/2023	Health Services	Public Health Program Coordinator (2737)	N/A	N	N/A	\$ 57,507.00	vacant				
5/9/2023	Countryside	Cook # 2 (1889)	Lashway	RS	\$ 38,447.00	\$ 38,447.00	5/22/2023	Bland	\$38,447.00	\$ -	\$ -
5/12/2023	Social Services	SWE # 44 (2531)	Connell	PR	\$ 51,320.00	\$ 44,729.00	7/10/2023	St. John	\$51,320.00	\$ 6,591.00	\$ -
5/12/2023	Social Services	SWE # 28 (1733)	Conde	O	\$ 51,320.00	\$ 44,729.00	7/10/2023	Langford	\$44,729.00	\$ -	\$ (6,591.00)
5/12/2023	Social Services	Caseworker # 2 (1646)	Barlow	RT	\$ 65,400.00	\$ 54,061.00	7/10/2023	Regner	\$54,704.00	\$ 643.00	\$ (10,696.00)
5/12/2023	Social Services	Caseworker # 25 (1656)	Lord	RS	\$ 64,900.00	\$ 54,061.00	6/12/2023	Green	\$54,061.00	\$ -	\$ (10,839.00)
5/18/2023	Countryside	Cook # 5 (2600)	Pagan	O	\$ 38,447.00	\$ 38,447.00	6/26/2023	McGrath	\$38,447.00	\$ -	\$ -
5/18/2023	DPW	Temp. Confidential Secretary to Superintendent of PW (2761)	N/A	O	N/A	\$ 5,000.00	vacant			\$ -	\$ -
5/25/2023	Social Services	Caseworker # 24 (1666)	Huestis	RS	\$ 54,704.00	\$ 54,061.00	7/10/2023	Hill	\$54,061.00	\$ -	\$ (643.00)
5/30/2023	Countryside	Institutional Aide# 2 PT (1894)	Morgan	RS	\$ 29,596.00	\$ 59,596.00	10/10/2023	Yetto	\$29,596.00	\$ (30,000.00)	\$ -
6/5/2023	Social Services	Caseworker # 15 (1665)	Regner	RS	\$ 54,704.00	\$ 54,061.00	8/7/2023	Austin-Avon	\$54,061.00	\$ -	\$ (643.00)
6/5/2023	Social Services	Sr Resource Clerk (1637)	Cameron	RS	\$ 49,171.00	\$ 39,766.00	10/2/2023	Kelly	\$42,221.00	\$ 2,455.00	\$ (6,950.00)
6/5/2023	Social Services	Intake Clerk # 9 (2661)	McLaughlin	RS	\$ 39,089.00	\$ 38,447.00	7/3/2023	Dashnaw	\$39,089.00	\$ 642.00	\$ -
6/5/2023	Social Services	Intake Clerk # 1 (1723)	Hyrny	PR	\$ 38,447.00	\$ 38,447.00	6/20/2023	Harvey	\$38,447.00	\$ -	\$ -
6/6/2023	Board of Elections	Sr. Clerk/Election Technician # 1 (2751)	N/A	N	N/A	\$ 48,091.00	7/19/2023	Clesceri	\$48,091.00	\$ -	\$ -
6/6/2023	Board of Elections	Sr. Clerk/Election Technician # 2 (2752)	N/A	N	N/A	\$ 48,091.00	7/17/2023	Baird	\$48,091.00	\$ -	\$ -
6/6/2023	Board of Elections	Deputy Commissioner of Elections # 1 (1138)	Hall	RS	\$ 56,185.00	\$ 56,185.00	6/19/2023	Hubbard	\$56,185.00	\$ -	\$ -
6/6/2023	DPW	MEO (L) # 33 (2563)	Smith	RS	\$ 43,187.00	\$ 43,187.00	vacant			\$ -	\$ -
6/6/2023	DPW	Sr Building Maint Mechanic # 4 (1149)	Ross	RT	\$ 70,814.00	\$ 57,507.00	7/17/2023	Inglee	\$59,054.00	\$ 1,547.00	\$ (11,760.00)
6/6/2023	DPW	MEO (M) # 3 (1253)	Smith	RS	\$ 52,890.00	\$ 46,090.00	vacant				\$ -
6/13/2023	Civil Service	Civil Service Specialist (2567)	Graham	RS	\$ 54,756.00	\$ 53,328.00	6/19/2023	Plumley	\$54,756.00	\$ 1,428.00	\$ -
6/15/2023	Mental Health	Children and Youth SPOA Coord (2383)	Wright	PR	\$ 71,415.00	\$ 65,824.00	10/10/2023	Terry	\$73,200.00	\$ 7,376.00	\$ 1,785.00
6/21/2023	Social Services	Sr Account Clerk # 4 (1686)	Dashnaw	O	\$ 43,830.00	\$ 43,187.00	9/11/2023	Monahan	\$43,187.00	\$ -	\$ (643.00)
6/21/2023	Social Services	Assistant SS Attorney # 2 (2370)	Gifford	PR	\$ 79,809.00	\$ 77,708.00	7/24/2023	Genchi	\$79,651.00	\$ 1,943.00	\$ (158.00)
6/21/2023	Social Services	Social Welfare Examiner # 8 (1712)	Jandzinski	PR	\$ 51,320.00	\$ 44,729.00	vacant				
6/26/2023	DPW	Highway Construction Supervisor # 4 (2393)	Bunting	RS	\$ 56,229.00	\$ 48,983.00	6/28/2023	Moffitt	\$56,229.00	\$ 7,246.00	\$ -
6/26/2023	DPW	Highway Construction Supervisor # 1 (2390)	Bederian	RT	\$ 59,137.00	\$ 48,983.00	6/26/2023	Barlow	\$56,229.00	\$ 7,246.00	\$ (2,908.00)
6/26/2023	DPW	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 69,556.00	vacant			\$ -	\$ -
6/29/2023	Social Services	Social Welfare Examiner # 5 (1737)	St. John	O	\$ 51,320.00	\$ 44,729.00	7/31/2023	Smith	\$45,372.00	\$ 643.00	\$ (5,948.00)
6/29/2023	Social Services	Intake Clerk # 10 (2689)	Johnson	PR	\$ 38,447.00	\$ 38,447.00	9/5/2023	Dockum	\$38,447.00	\$ -	\$ -
6/29/2023	DPW	MEO (M) #26 (2420)	Kennedy	PR	\$ 48,154.00	\$ 46,090.00	8/28/2023	Kennedy	\$48,154.00	\$ 2,064.00	\$ -
6/29/2023	Legal Defense-Indigents	Administrative Secretary (2762)	N/A	N	N/A	\$ 50,633.00	7/24/2023	Redmond	\$50,633.00	\$ -	\$ -
7/8/2023	Social Services	Asst. Social Services Attorney Temp (2535)	Destefano		\$ 77,708.00	\$ 77,708.00	Still in position			\$ -	\$ -
7/18/2023	DPW	Maint. Mechanic # 1 (2194)	Inglee	PR	\$ 47,438.00	\$ 46,090.00	10/10/2023	Barrett	\$46,090.00	\$ -	\$ (1,348.00)
7/19/2023	Social Services	PT Community Services Worker # 1 (2764)	N/A	N	N/A	\$ 44,729.00	vacant			\$ -	\$ -
7/19/2023	Social Services	PT Community Services Worker # 2 (2765)	N/A	N	N/A	\$ 44,729.00	vacant			\$ -	\$ -
7/20/2023	Social Services	Medicaid Clerk # 3 (2071)	Smith	PR	\$ 40,408.00	\$ 39,766.00	vacant			\$ -	\$ -
7/28/2023	DPW	MEO (M) # 23 (2193)	Barlow	PR	\$ 52,890.00	\$ 46,090.00	vacant			\$ -	\$ -
7/28/2023	Public Defender	Assistant Public Defender Per Diem (2763)	N/A	N	N/A	\$59,28/HR	8/8/2023	Bruen	\$9,28/HR	\$ -	\$ -
8/2/2023	DPW	Naturalist Up Yonda (1199)	Moreau	RS	\$ 51,899.00	\$ 51,899.00	8/15/2023	Smith	\$51,899.00	\$ -	\$ -
8/7/2023	County Administrator	Confidential Secretary to County Admin (2123)	Miller	RS	\$ 59,318.00	\$ 60,801.00	8/7/2023	Bruno	\$60,801.00	\$ -	\$ 1,483.00

\* (RT)= Retired, RS= resigned, PR= promotion, O= Other, N= New)

2023 - NOTICE OF INTENT TO FILL TRACKING

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
8/7/2023	Public Defender	Law Intern # 1 (2759)	N/A	N	N/A	\$ 72,790.00	8/7/2023	Aman	\$72,790.00	\$ -	\$ -
8/7/2023	Public Defender	Law Intern # 2 (2760)	N/A	N	N/A	\$ 72,790.00	vacant			\$ -	\$ -
8/10/2023	Office for the Aging	Meal Site Cook # 7 (1953)	Burnett	RS	\$ 22,714.00	\$ 22,714.00	8/21/2023	Church	\$22,714.00	\$ -	\$ -
8/18/2023	Tourism	Assistant Tourism Coordinator (1907)	Tackett	PR	\$ 58,413.00	\$ 58,413.00	vacant			\$ -	\$ -
8/18/2023	Tourism	Tourism Coordinator (2397)	N/A	N	N/A	\$ 68,450.00	8/21/2023	Tackett	\$68,450.00	\$ -	\$ -
8/22/2023	Social Services	Caseworker # 25 (1656)	Green	RS	\$ 54,061.00	\$ 54,061.00	9/11/2023	Glorioso	\$54,061.00	\$ -	\$ -
8/22/2023	Social Services	Sr Account Clerk # 6 (1748)	Phinney	PR	\$ 53,558.00	\$ 43,187.00	vacant			\$ -	\$ -
8/23/2023	Social Services	Principal Account Clerk # 3 (2709)	Murray	RT	\$ 57,644.00	\$ 47,667.00	8/28/2023	Phinney	\$58,644.00	\$ 10,977.00	\$ 1,000.00
8/23/2023	Health Services	RPN # 42 (2701)	N/A	N	N/A	\$ 60,912.00	10/11/2023	Jones	\$73,324.00	\$ 12,412.00	\$ -
9/8/2023	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	vacant			\$ -	\$ -
9/8/2023	DPW	HEO # 2 (1237)	Carpenter	PR	\$ 54,710.00	\$ 47,667.00	vacant			\$ -	\$ -
9/7/2023	DPW	Welder (1270)	Rounds	RT	\$ 61,136.00	\$ 50,300.00	vacant			\$ -	\$ -
9/11/2023	Countryside	Institutional Aide # 19 (2746)	Barrett	O	\$ 36,995.00	\$ 36,995.00	9/18/2023	Lamontain	\$36,995.00	\$ -	\$ -
9/11/2023	Treasurer	Junior Accountant (1092)	Stark	RS	\$ 73,200.00	\$ 73,200.00	9/18/2023	Goard	\$73,200.00	\$ -	\$ -
9/12/2023	District Attorney	PT Investigator # 4 (2355)	Breen	RS	32.3208/HR	33.1288/HR	10/2/2023	Corsones	33.1288/HR	\$ -	\$ -
9/18/2023	Public Defender	Assistant Public Defender (8) (2460)	Bruen	RT	\$ 77,708.00	\$ 90,047.00	9/18/2023	Moore	\$90,047.00	\$ -	\$ 12,339.00
9/21/2023	Social Services	Case B Supervisor # 1 (1641)	Terry	RS	\$ 73,182.00	\$ 60,912.00	10/10/2023	Murray	\$73,682.00	\$ 12,770.00	\$ 500.00
9/28/2023	Office of Emergency Services	3rd Deputy Fird Coordinator (1520)	Mellon	RS	\$ 8,233.00	\$ 8,439.00	10/1/2023	Daily	\$8,439.00	\$ -	\$ 206.00
9/28/2023	DPW	Auto Parts Specialist (2246)	Monroe	RS	\$ 47,438.00	\$ 46,090.00	vacant			\$ -	\$ -
9/28/2023	DPW	MEO (L) # 26 (1225)	Arnold	RS	\$ 43,830.00	\$ 43,187.00	vacant			\$ -	\$ -
10/4/2023	Social Services	Sr Caseworker # 6 (2267)	Murray	PR	\$ 69,814.00	\$ 57,507.00	11/6/2023	Cummings	\$66,055.00	\$ 8,548.00	\$ (3,759.00)
10/11/2023	Purchasing	Purchasing Assistant (2276)	Brownell	RS	\$ 49,545.00	\$ 43,187.00	11/13/2023	Biddiscombe	\$43,187.00	\$ -	\$ (6,358.00)
10/12/2023	Social Services	Caseworker # 4 (1650)	Maziejka	RS	\$ 54,061.00	\$ 54,061.00	vacant			\$ -	\$ -
10/16/2023	Planning	Principal Planner (2748)	N/A	N	N/A	\$ 79,382.00	11/1/2023	Brugger	\$79,382.00	\$ -	\$ -
10/17/2023	Social Services	Resource Clerk # 1 (1635)	Kelly	PR	\$ 40,830.00	\$ 38,447.00	10/23/2023	Kelly	\$38,447.00	\$ -	\$ (2,383.00)
11/1/2023	DPW	Cleaner # 11 (2264)	Fidd	RS	\$ 46,783.00	\$ 36,342.00	vacant			\$ -	\$ -
11/1/2023	DPW	HEO # 11 (1230)	Moffitt	PR	\$ 56,229.00	\$ 47,667.00	vacant			\$ -	\$ -
11/6/2023	Countryside	Institutional Aide Per Diem (2525)	N/A	N	N/A	\$ 36,995.00	11/27/2023	Lamontain	\$36,995.00	\$ -	\$ -
11/16/2023	Social Services	Secretary-Legal (2270)	Boutin	RS	\$ 39,089.00	\$ 38,447.00	vacant				
11/16/2023	Social Services	Caseworker # 18 (1678)	Cummings	PR	\$ 62,081.00	\$ 54,061.00	vacant				
11/21/2023	Veteran's Services	Van Driver # 4 (Per-Diem) (2481)	Therio	RS	\$ 36,342.00	\$ 36,342.00	vacant				
11/21/2023	Social Services	SWE # 43 (2167)	Kelley	O	\$ 47,448.00	\$ 44,729.00	vacant				
11/21/2023	Social Services	Intake Clerk (1754)	Vitolo	PR	\$ 39,089.00	\$ 38,447.00	vacant				
11/21/2023	Social Services	Caseworker # 38 (2615)	Bodie	O	\$ 54,061.00	\$ 54,061.00	vacant				
										\$209,059.60	-\$142,009.00

\* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

**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: CLERK OF THE BOARD**

**DATE: NOVEMBER 29, 2023**

(a) Purpose of Request:

**For an appropriation of funds in the amount of \$75,000 from the General Fund Unappropriated Surplus Account to Budget Code A.1185 435, Medical Examiner & Coroners, Medical Fees**

(b) Details:

**The Medical Fees budget for 2023 is exhausted - and there are bills outstanding for October and part of November totaling approximately \$50,000 - we are hopeful that the additional \$75,000 will cover these bills and the remainder received for November/December.**

(c) Previous Resolution Number:

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

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: CLERK OF THE BOARD**

**DATE: NOVEMBER 29, 2023**

- (a) Purpose of Request:  
**Amending Resolution No. 299 of 2022, Approving Standard Work Day and Time Reporting Resolution for all Elected and Appointed Officials for Retirement Purposes**
- (b) Details:  
**To update reportings for certain elected/appointed officials**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 11*****Request to Create New Position*****DEPARTMENT NAME:** Warren/Hamilton Counties Office for the Aging**DATE:** 11/8/2023

- (a) Title of Requested Position: **Services Assistant - Office for the Aging PT #2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$43,187; Grade 7 (24 hours/week)**
- (c) Effective Date for New Position:\* **1/1/2024**  
\*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A6772.110**
- (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. 3***

## ***Request for New Contract***

**DEPARTMENT NAME:** County Attorney

**DATE:** November 29, 2023

- (a) Is this a Result of a Bid or Request for Proposal? No
- (b) Purpose of Contract: **To provide appraisal services for the Sagamore Road retaining wall project**
- (c) Name of Contractor: **Thurston, Casale & Ryan, LLC**
- (d) Address of Contractor: **1080 State Fair Blvd., Syracuse, NY 13209**
- (e) Contractor's Contact Person and Telephone Number: **Todd Thurston**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **Upon execution by both parties**
- (h) Termination Date of Contract: **Upon completion of project**
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$27,000**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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: Capital Project H401.9550 280**

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

\*as listed in budget and LOGOS