

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JUNE 1, 2023

Committee Members: *Wild, Thomas, Frasier, Runyon, McDevitt, Beaty and Stec- 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 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) Request to add “Juneteenth” as an official paid holiday to the out-of-unit employee policies.

C) Remote Work Policy Update.

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

A) Request to amend the Rules of the Board to change the date of the September Board Meeting from Friday September 15, 2023 at 10:00 a.m. to Tuesday September 12, 2023 at 10:00 a.m. due to a scheduling conflict with the Fall New York State Association of Counties conference to allow County staff and Supervisors attend.

B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of BAN invoice forwarded by the Treasurer’s Office which was an unanticipated expense that was not budgeted for.

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

A) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #7 from \$71,015 to \$76,381 effective June 19, 2023.

B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the position of Assistant Public Defender #6 from \$71,015 to \$74,280 effective June 19, 2023.

C) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (1), *Annual Salary \$71,015*, effective June 19, 2023.

D) Request to amend the Table of Organization and Salary Schedule to create the new position of Law Intern (2), *Annual Salary \$71,015*, effective June 19, 2023.

5) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**
Department of Public Works (Kevin Hajos, Superintendent of Public Works) -

Request to amend the Table of Organization and Salary Schedule create the new position of Temporary Confidential Assistant to the Superintendent of Public Works, *Annual Salary \$5,000*, effective August 1, 2023.

6) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

Discussion regarding the appointment of an Assigned Counsel Administrator.

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

A) Request for an appropriation of funds in the amount of \$125,000 from Budget Code A.909.00, *General Fund Unappropriated Surplus*, to cover the cost of settlement agreement noted in Resolution No. 177 of 2023.

B) Request to award legal contract for representation of Warren County Self-Insurance Fund.

C) Request for an executive session pursuant to Section 105(1)(d) of the Public Officer’s Law to discuss the following current, pending or potential litigation: Kathleen Innes v. County of Warren and Correctional Medical Care; and John Smith v. Count of Schenectady, et al.

Continued

V. PERSONNEL, ADMINISTRATION & HIGHER EDUCATION: *(Including SUNY Adirondack, Civil Service, Human Resources, Clerk of the Board and County Attorney)*

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 to provide an update within a few months. (01.27.23)
- 2) Review of the Remote Work Policy established by Resolution No. 96 of 2021. (10.06.22) Update: It was noted an update would be provided within a few months. (01.27.23)

CIVIL SERVICE: No items this month.

HUMAN RESOURCES: No items this month.

CLERK OF THE BOARD: No items this month.

COUNTY ATTORNEY: No items this month.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2023 - NOTICE OF INTENT TO FILL TRACKING

| Personnel Cmte./ Approval Date | Department | Position | Incumbent | Reason for Vacancy * | Incumbent Salary | Salary Approved | Date Filled | Hire | Salary Hired | Approved vs. Hired | Incumbent vs. Hired |
|--------------------------------|------------------------------|--|--------------|----------------------|-----------------------|-----------------|-------------|------------|--------------|--------------------|---------------------|
| 12/1/2022 | Health Services | FTE Public Health Program Coordinator (2737) | N/A | N | N/A | \$ 57,507.00 | | | | | |
| 12/1/2022 | Health Services | PHN # 35 (2250) | Swan | RS | \$ 54,286.00 | \$ 62,310.00 | | | | | |
| 12/1/2022 | Health Services | PHN # 8 (1546) | McAvey | RS | \$ 71,291.00 | \$ 62,310.00 | | | | | |
| 12/1/2022 | Health Services | PHN # 10 (1607) | Arnold | RS | \$ 71,535.00 | \$ 62,310.00 | | | | | |
| 12/1/2022 | Health Services | RPN # 11 (2548) | Allocco | RS | \$ 65,733.00 | \$ 59,426.00 | | | | | |
| 12/1/2022 | Health Services | RPN # 42 (2701) | N/A | N | N/A | \$ 59,426.00 | | | | | |
| 12/1/2022 | Health Services | RPN # 43 PT (2738) | N/A | N | N/A | \$ 36,547.00 | | | | | |
| 12/1/2022 | Health Services | Senior Account Clerk #2 (2399) | Baker | RS | \$ 53,058.00 | \$ 42,134.00 | | | | | |
| 12/1/2022 | Information Technology | Computer Help Desk Tech II # 3 (2731) | N/A | N | N/A | \$ 64,188.00 | 1/17/2023 | Povic | \$64,188.00 | \$ - | \$ - |
| 12/1/2022 | Office of Emergency Services | 2nd Deputy EMS Coordinator PT (1613) | Howe | RS | Quarterly \$ 8,223.00 | \$ 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 | \$ 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 | | | | | |
| 12/1/2022 | Social Services | Assistant SS Attorney # 2 (2370) | Gifford | RS | \$ 79,809.00 | \$ 71,988.00 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 1/27/2023 | DPW | MEO (M) # 7 (1256) | Webb | RS | \$ 48,882.00 | \$ 46,090.00 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 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 | | | | | |
| 3/2/2023 | Planning | Principal Planner (2748) | N/A | O | N/A | \$ 69,431.00 | | | | | |
| 3/2/2023 | Public Defender | Assistant Public Defender # 3 (1076) | Kelly-Barnes | RS | \$ 73,116.00 | \$ 71,015.00 | | | | | |
| 3/2/2023 | Social Services | Principal Social Welfare Examiner # 2 (2599) | Klaiber | RT | \$ 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 | PR | \$ 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 | \$ 54,061.00 | | | | | |

* (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 |
|-------------------------------|------------------------------|---|-----------------|----------------------|------------------|-----------------|-------------------|----------|----------------|---------------------|-----------------------|
| 3/2/2023 | 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 | vacant | | | | |
| 3/30/2023 | Office of Emergency Services | Office Specialist-PT (2756) | N/A | N | N/A | \$ 25,280.40 | vacant | | | | |
| 3/30/2023 | Health Services | Health Educator # 2 (1586) | Crawford | RS | \$ 51,999.00 | \$ 51,356.00 | vacant | | | | |
| 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 | vacant | | | | |
| 3/30/2023 | Social Services | Caseworker # 36 (2557) | Casey | RS | \$ 54,061.00 | \$ 54,061.00 | vacant | | | | |
| 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 | vacant | | | | |
| 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 | vacant | | | | |
| 5/4/2023 | DPW | MEO (L) # 12 (1248) | Necatera | PR | \$ 43,187.00 | \$ 43,187.00 | vacant | | | | |
| 5/4/2023 | DPW | MEO (L) # 28 (2320) | Hitchcock | O | \$ 43,187.00 | \$ 43,187.00 | vacant | | | | |
| 5/4/2023 | Social Services | Social Welfare Examiner # 9 (1634) | Sexton-Waldmann | RS | \$ 44,729.00 | \$ 44,729.00 | vacant | | | | |
| 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 | vacant | | | | |
| 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 | vacant | | | | |
| 5/12/2023 | Social Services | SWE # 28 (1733) | Conde | O | 51320.00 | \$ 44,729.00 | vacant | | | | |
| 5/12/2023 | Social Services | Caseworker # 2 (1646) | Barlow | RT | \$ 65,400.00 | \$ 54,061.00 | still in position | | | | |
| 5/12/2023 | Social Services | Caseworker # 25 (1656) | Lord | RS | \$ 64,900.00 | \$ 54,061.00 | vacant | | | | |
| 5/18/2023 | Countryside | Cook # 5 (2600) | Pagan | O | \$ 38,447.00 | \$ 38,447.00 | vacant | | | | |
| 5/18/2023 | DPW | Temp. Confidential Asst to Superintendent of PW | N/A | O | N/A | \$ 5,000.00 | vacant | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | Totals: | \$117,076.00 | \$ (82,146.00) |

* (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: Human Resources

DATE: May 25, 2023

- (a) Purpose of Request: **To ammend the Out-of-Unit Employee Benefits Policy**
- (b) Details: **Add Juneteenth to the list of paid holidays in Section 5.A.**
- (c) Previous Resolution Number: **R.499 of 2021**
- (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

Warren County Board of Supervisors

RESOLUTION No. 280 OF 2023

RESOLUTION INTRODUCED BY SUPERVISORS DRISCOLL AND GERACI

WAIVING THE STANDING RULE OF THE BOARD RELATING TO THE REQUIREMENT THAT ALL RESOLUTIONS BE APPROVED THROUGH THE ESTABLISHED COMMITTEE STRUCTURE IN ADVANCE OF A BOARD MEETING IN ORDER TO ENTERTAIN A RESOLUTION RECOGNIZING “JUNETEENTH” AS AN OFFICIAL PAID HOLIDAY FOR ALL COUNTY EMPLOYEES AND AUTHORIZING THE CHAIRMAN OF THE BOARD TO EXECUTE MEMORANDUMS OF AGREEMENT WITH ALL OF THE COUNTY’S COLLECTIVE BARGAINING UNITS TO INCLUDE SAME IN THE LISTING OF PAID HOLIDAYS

WHEREAS, by Resolution No. 1 of 2023, later amended by Resolution No. 119 of 2023, the Board of Supervisors adopted the Rules of the Board, Section B(3) of which indicates that all resolutions must be approved through the established Committee structure in advance of a Board Meeting, and

WHEREAS, the Board has agreed to consider a resolution recognizing “Juneteenth” as an official paid holiday for all County employees and authorizing the Chairman of the Board to execute Memorandums of Agreement with all of the County’s collective bargaining units to include same in the listing of paid holidays, now, therefore, be it

RESOLVED, that the Board of Supervisors does hereby waive the Standing Rule of the Board relating to the requirements that all resolutions be approved through the established Committee structure in advance of a Board meeting in order to entertain the aforementioned resolution.



WARREN COUNTY REMOTE WORK POLICY

Purpose and Intent

Warren County considers remote work to be a viable, flexible work option which may permit an employee to perform his or her official duties at an offsite location on a limited basis, when the employer, employee, and the tasks and responsibilities for the employee's job are all deemed suitable for such an arrangement. Therefore, when the supervisory chain for an employee determines that the employee, job duties required and the technology permit, County employees, except for those in the Sheriff's office, may work remotely or telework in accordance with the provisions of this Policy.

The opportunity for an employee to work remotely is not a right and is not an entitlement. Should an employee be permitted to work remotely such an arrangement in no way changes the terms and conditions of the employee's employment with the County. Additionally, working remotely does not change the essential job duties and responsibilities of an employee's position. This Policy shall also be subject to the provisions of the Collective Bargaining Agreement with CSEA for all bargaining unit employees who work remotely.

These guidelines outline best practices specific to remote work, including eligibility, pay, hours worked and information regarding reasonable accommodations that may be different from accommodations under the Americans with Disabilities Act (ADA), currently in place in some County Departments.

Requests

All requests for remote work must be made to the Department Head using the Remote Work Arrangement form. Requests and considerations for remote work will be at the discretion of the Department Head, with all approvals to be issued in writing. Approval for remote work by Department Heads will be at the discretion of the County Administrator, with all approvals to be issued in writing.

Any individual employee remote work assignment will be evaluated as frequently as is necessary and may be discontinued at any time, for any reason, or for no reason at all, by the Department Head.

Where the request to work remotely is a request for a reasonable accommodation under the Americans with Disabilities Act (ADA), the Department Head must notify Human Resources prior to approving any such request and Human Resource shall immediately begin the usual interactive process of assessing the requested accommodation of remote work under this policy.

Priorities & Essential Work

Employees may, at the discretion of their immediate supervisor or Department Head, be called to report to their normal worksite to meet workload or operational requirements. Employees will not be compensated for mileage in their commute to or from their worksite if called into work to complete their normal work day.

The employee shall submit electronic time sheets only for time actually worked. For all other hours, the employee must utilize appropriate accruals for paid time off. The submission of false payroll information by an employee may constitute a crime in the State of New York and result in referral for criminal investigation.

Technology

All use of County computer equipment and remote access to the County's network server while performing remote work must comply with the Warren County Computer Usage Policy. County Department Heads shall coordinate with the Warren County IT Department for technology needs of individual employees which are permitted to perform remote work. In certain circumstances, employees may be provided with a County-issued laptop or other equipment. Equipment and/or service that the County provides to the employee is County property and may be recovered or discontinued at any time and at the sole discretion of Warren County. The

WARREN COUNTY REMOTE WORK ARRANGEMENT

(Department and Employee Retain a Copy)

use of personal computer devices to access the county network is strictly prohibited and a violation of the Warren County Computer Usage Policy.

Employees are required to adhere to all County policies and procedures while performing the County job responsibilities while using remote access capabilities. Additionally, employees are required to take the necessary steps to keep all County equipment and/or service used for remote access in a safe location and avoid any misuse. No one other than the County employee assigned equipment to use during remote work is allowed to access or use the County equipment or any County computer data or information maintained on the computer equipment or upon the County's network server. Unauthorized use of County property is strictly prohibited.

Remote access to any county resource requires two-factor authentication. Any deviation from this must be reported to the IT Director.

Hours & Pay

As a general rule, employees working from home are expected to work the same days and times as they normally would when onsite. Modification to an employee's normal work hours must be approved by the Department Head, in writing. All employees who work remotely when the County is open will be paid for hours worked at their regular hourly rate of pay. As is regular practice, employees who are eligible for overtime pay may only receive overtime pay when working remotely if the overtime is pre-approved, in writing, by the employee's supervisor or Department Head. Employees authorized to perform remote work shall utilize the Novatime remote time keeping system to record their daily punches as if they were working onsite. The "Work from home" reason code must be used to track all hours worked remotely.

No Personal Contact with Employees, Independent Contractors, County Visitors

Under no circumstances shall any employee who is approved to work remotely schedule, meet or engage in any face-to-face work-related interactions with any person at any remote location where the employee is performing remote work, absent written approval by their Department Head. Any face-to-face work-related interactions with another person at a remote work location is a violation of this policy without the prior approval of the Department Head and may result in immediate discipline, to include termination from employment.

Labor Laws/Agreements and Reimbursement

Employees are required to take rest and meal breaks per NYS Labor Laws and applicable collective bargaining agreements. The County will not reimburse the employee for the cost of any off-site related expenses and any personal tax implications incurred by an employee related to the remote work location shall be the employee's responsibility.

Liability

Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Workers' Compensation Law. The employee must report any such work-related injuries to their supervisor or Department Head immediately. The employee must allow inspections of the employee's work area(s), home office, or other relevant location to be conducted by the County or its agent if a job-related incident, accident, or injury has occurred. Warren County is not responsible for any loss, damage, destruction to property or for any injury or loss to third persons at the approved remote worksite.

The County shall not provide any liability coverage for an employee's remote work location and any employee who submits a Remote Work Arrangement Form shall acknowledge and accept sole responsibility for non-worker compensation injuries, losses and damages incurred while the employee is conducting remote work at

WARREN COUNTY REMOTE WORK ARRANGEMENT

(Department and Employee Retain a Copy)

the remote location. Any injury, property damage, or other losses incurred by any person at a remote work location while an employee is performing remote work shall be the sole responsibility of the employee and/or the real property owner for the remote work location.

Confidentiality and Non-Disclosure

During the course of their employment with Warren County, employees acquire knowledge of and/or access to confidential and proprietary information of the County. Employees working remotely shall ensure that all documents and records are safeguarded and secured to prevent unauthorized access or release of confidential and proprietary information. While employees working remotely are expressly prohibited from disclosing confidential and proprietary information to any unauthorized person, company, or other entity and are prohibited from using any such information for personal gain or profit. Confidential and proprietary information, systems, or data and all items made or compiled by the employee or made available to the employee during any period of remote work shall be and remain exclusive property of the County. Upon cessation of remote work, the employee shall immediately return any such property to the County and no copies thereof may be kept by the employee.

WARREN COUNTY REMOTE WORK ARRANGEMENT
(Department and Employee Retain a Copy)

Employee Name: _____

Department: _____ Position Title: _____

Effective Date: _____

A Remote Work Arrangement is hereby established between Warren County and the above-named employee pursuant to the terms and conditions outlined work remotely as outlined in the County’s remote work policy.

1. Remote Work Location (address): _____

2. Remote Work Contact Number(s): _____

3. Remote Work Schedule: State schedule or complete bi-weekly schedule below:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|--------|---------|-----------|----------|--------|----------|--------|
| Week 1 | | | | | | | |
| Week 2 | | | | | | | |

4. County Equipment & Serial # Record (if applicable): _____

The employee will return all County equipment (e.g., computer, files, programs, etc.) and documents, including all copies of documents, whether on paper or electronic, upon termination of this Remote Work Agreement and/or their employment. If the employee fails to return County equipment or property upon the termination of the remote work arrangement, the County, at its discretion, will take appropriate legal action to recover its property or amounts owed.

Acknowledgement: By signing below I agree that I have read and understand the provisions included in the Warren County Remote Work policy and agree to the terms and conditions therein.

Employee Signature: _____ Date: _____

Department Head/Supervisor Signature: _____ Date: _____

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: June 1, 2023

(a) Purpose of Request:

To amend the Rules of the Board to change the date of the September Board Meeting from Friday September 15th at 10:00 a.m. to Tuesday September 12th at 10:00 a.m.

(b) Details:

The Fall NYSAC Conference falls on September 13-15, 2023; we typically try to avoid scheduling conflicts with NYSAC events to allow for staff and Supervisors to attend. Rules of the Board will need to be amended to change the schedule of meetings set for the year.

(c) Previous Resolution Number:

R1/2023 as amended by R119/2023

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

No budgetary impact

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Clerk of the Board

SIGNED:

DATE: 06/01/2023

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|--------------|----------------|--------------|---------------|
|------------------|--------------|----------------|--------------|---------------|

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.1010 440 | Legislative Board, Legal/Transcript Fees | \$6,500.00 |

Please state reason for transfer request:

To pay BAN invoice forwarded by the Treasurer's Office - this was an unanticipated expense that was not budgeted for
Please file original request with Clerk of the Board and retain copy for your records.

Allen, Amanda

From: Lynch, Rob
Sent: Thursday, May 25, 2023 8:06 AM
To: Allen, Amanda
Cc: Swan, Michael
Subject: FW: Invoice - \$6,320,000 Bond Anticipation Notes – 2023
Attachments: Warren County BAN 5.23.23.pdf

Hi Amanda,

Please process attached invoice for the BAN renewal. Thanks.

Robert V. Lynch II, CPA
Deputy Treasurer
Warren County Treasurer Department
1340 State Route 9
Lake George, NY 12845
Phone: (518) 761-6380

From: Swan, Michael <swanm@warrencountyny.gov>
Sent: Wednesday, May 24, 2023 4:23 PM
To: Lynch, Rob <lynchr@warrencountyny.gov>
Subject: FW: Invoice - \$6,320,000 Bond Anticipation Notes – 2023

Rob, can you get this to Amanda please? I assume we will need to get additional funds as she will not have enough in her budget.

Mike

From: Eileen Duggan <eduggan@capmark.org>
Sent: Wednesday, May 24, 2023 4:13 PM
To: Swan, Michael <swanm@warrencountyny.gov>
Subject: Invoice - \$6,320,000 Bond Anticipation Notes – 2023

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

Michael,

Please find the attached invoice for the \$6,320,000 Bond Anticipation Notes – 2023.

Thank you,
Eileen



11 Grace Avenue, Suite 308
Great Neck, New York 11021
Phone 516-487-9815
rtortora@capmark.org

May 24, 2023

Mr. Michael Swan
Treasurer
County of Warren
1340 State Route 9
Lake George, NY 12845

Re: \$6,320,000 Bond Anticipation Notes – 2023

Dear Michael:

Following the successful closing of the issue referenced above, I prepared the attached invoice and now present to you an accounting for my firm's financial advisory services rendered to the County in connection with this financing.

Please address your payment to "Capital Markets Advisors, LLC" at the address listed above.

On behalf of the entire CMA team, I thank you for giving us the opportunity to assist you with this important financing. Please don't hesitate to reach out to me or any of my associates at CMA if we can be of assistance to you.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Richard R. Tortora', written in a cursive style.

Richard R. Tortora
President



CapitalMarketsAdvisors,LLC

Independent Financial Advisor
 11 Grace Avenue, Suite 308
 Great Neck, New York 11021

Invoice

94

5/24/2023

| Bill to | |
|--|------------|
| Description | Amount |
| Mr. Michael Swan Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845 | |
| \$6,320,000 Bond Anticipation Notes – 2023 | 6,500.00 |
| Total: | \$6,500.00 |

www.capmark.org

Phone 516-487-9815

Fax 516-487-2575

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 5/23/2023**

(a) Employee Name, Title and Employee No.:

Wodicka, Justin: Assistant Public Defender #7: 13599(b) Current Annual **Base** Salary (and Grade if Applicable):**\$76,381**(c) Former Annual **Base** Salary (and Grade if Applicable):**\$71,015**

(d) Effective Date for Salary Change*:

Please do not backdate request unless the purpose is to correct an error*6/19/2023**(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 110 (Public Defender Salaries)**(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:

Increase will be absorbed within salary budget available due to vacant positions.(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

To recognize the 2023 longevity and current qualifications/knowledge in criminal defense.

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 5/23/2023

- (a) Employee Name, Title and Employee No.:

Nicols, Benjamin: Assistant Public Defender #6: 13712

- (b) Current Annual
- Base**
- Salary (and Grade if Applicable):

\$74,280

- (c) Former Annual
- Base**
- Salary (and Grade if Applicable):

\$71,015

- (d) Effective Date for Salary Change*:

Please do not backdate request unless the purpose is to correct an error*6/19/2023**

- (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 110 (Public Defender Salaries)

- (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:

Increase will be absorbed within salary budget available due to vacant positions.

- (g) Is there expected revenue from this position?
-
- YES
-
- NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

- (h) Justification of Request:

To recognize current qualifications/knowledge in criminal defense.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 5/23/2023**

- (a) Title of Requested Position: **Law Intern (1) (ILS Funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$71,015**
- (c) Effective Date for New Position*: **06/19/2023**
**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):
n/a
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 110 Public Defender/Hurrell-Harring Salaries - Regular: \$71,015
A.1171 4202 810 Retirement/830 SS/831 Medicare/860 Hospitalization/865 Dental
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
Revenue from ILS Hurrell-Harring Funding
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
A.1171 4202 3045 \$71,015+fringe

LAW INTERN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position works in the Office of the County Attorney, District Attorney or Public Defender. The incumbent renders and performs legal services as authorized under Section 478 and 484 of the Judiciary Law and in accordance with 22 NYCRR Part 805. This position is designed for those individuals who have graduated from law school and are undertaking the processes necessary for admission to practice law in the State of New York. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs assigned duties as authorized under 22 NYCRR Part 805;
Researches legal issues and drafts memoranda of law;
Reviews judicial transcripts;
Interviews clients;
Assists in preparing cases for hearings and trials;
May represent office in out-of-court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;
May represent office in court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;
Performs related assignments which support the efficient operation of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the principles and practices of applicable field of law;
Good knowledge of court procedures and the rules of evidence;
Good knowledge of legal documents and procedure;
Skill in performing accurate legal research;
Skill in the preparation of briefs and other legal documents;
Ability to analyze, appraise and legal principles, facts and precedents to legal problems;
Ability to communicate effectively, both orally and in writing;
Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Graduation from law school.

SPECIAL REQUIREMENTS:

- 1) Appointee must meet the eligibility requirements authorized under Sections 478 and 484 of the Judiciary Law and 22 NYCRR Part 805;
- 2) At the time of appointment and throughout the term of employment, must possess a valid New York State Driver's License or otherwise demonstrate an ability to meet the transportation needs of the position.

NOTE: Appointee's 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 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. 11**Request to Create New Position****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 5/23/2023**

- (a) Title of Requested Position: **Law Intern (2) (ILS Funded)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$71,015**
- (c) Effective Date for New Position*: **06/19/2023**
**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):
n/a
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 110 Public Defender/Hurrell-Harring Salaries - Regular: \$71,015
A.1171 4202 810 Retirement/830 SS/831 Medicare/860 Hospitalization/865 Dental
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
Revenue from ILS Hurrell-Harring Funding
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:
A.1171 4202 3045 \$71,015+fringe

LAW INTERN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position works in the Office of the County Attorney, District Attorney or Public Defender. The incumbent renders and performs legal services as authorized under Section 478 and 484 of the Judiciary Law and in accordance with 22 NYCRR Part 805. This position is designed for those individuals who have graduated from law school and are undertaking the processes necessary for admission to practice law in the State of New York. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs assigned duties as authorized under 22 NYCRR Part 805;
 Researches legal issues and drafts memoranda of law;
 Reviews judicial transcripts;
 Interviews clients;
 Assists in preparing cases for hearings and trials;
 May represent office in out-of-court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;
 May represent office in court proceedings, under direct supervision and in accordance with applicable law, rules and regulations;
 Performs related assignments which support the efficient operation of the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the principles and practices of applicable field of law;
 Good knowledge of court procedures and the rules of evidence;
 Good knowledge of legal documents and procedure;
 Skill in performing accurate legal research;
 Skill in the preparation of briefs and other legal documents;
 Ability to analyze, appraise and legal principles, facts and precedents to legal problems;
 Ability to communicate effectively, both orally and in writing;
 Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Graduation from law school.

SPECIAL REQUIREMENTS:

- 1) Appointee must meet the eligibility requirements authorized under Sections 478 and 484 of the Judiciary Law and 22 NYCRR Part 805;
- 2) At the time of appointment and throughout the term of employment, must possess a valid New York State Driver's License or otherwise demonstrate an ability to meet the transportation needs of the position.

NOTE: Appointee's 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 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. 11***Request to Create New Position*****DEPARTMENT NAME: Public Works - DPW****DATE: 05/24/23**

- (a) Title of Requested Position: Temporary Confidential Assistant to the Superintendent of Public Works
- (b) Annual **Base** Salary (and Grade if Applicable): \$5,000.00 Grade 9
- (c) Effective Date for New Position:* August 1, 2023
*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): NA
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A1490.130
- (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

CONFIDENTIAL ASSISTANT TO THE SUPERINTENDENT OF PUBLIC WORKS

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Warren County Department of Public Works ("Department") and involves responsibility for day to day administrative operations of the office of the Superintendent. The incumbent performs office management and administration functions including but not limited to personnel management and supervision, fiscal management, policies and procedures coordination, program planning, budgeting, reporting and program evaluation as assigned by the Superintendent. Also, the Superintendent may designate the incumbent to act for and on behalf of the Superintendent or Deputy Superintendent for authorized functions. Work is performed in accordance with policies and objectives outlined by the Superintendent with wide leeway allowed for the exercise of independent judgment. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only)

Serves as office manager, directing day to day administrative activities, setting priorities and reviewing completed work;

Assists in the formulation and coordination of policies and procedures for the administration of various programs;

Assists in planning and administering of in-service training programs for staff in office methods and procedures and other non-technical fields;

Plans and supervises the collection, tabulation and analysis of statistical and financial data;

Supervises and expedites the preparation of reports and the maintenance of records;

Reviews incoming mail and answers general correspondence;

Interviews applicants for work and advises superiors on hiring and related personnel matters;

Orients and trains new employees;

Participates in professional conferences and training programs;

Explains department and agency functions and activities at meetings with civic groups and community organizations;

Maintains and updates personnel files including employee history records;

Conducts inventory and establishes control system for all agency equipment;

Processes termination and unemployment reports;

Establishes policies and devises new forms for attendance records including vacation, sick and absence reports;

Reviews and updates employee job descriptions in cooperation with the Personnel Officer, agency head and subordinate supervisors;

Performs related work necessary for the efficient operation of the department;

Assists in the processing of purchases orders, vouchers, contracts and expense claims;

Assists in the preparation of the Public Works operating budget;

May perform functions for and in the place of the Superintendent or Deputy Superintendent, as designated by the Superintendent;

Performs related work necessary for the efficient execution of the administrative functions of the department.

Confidential Assistant to the Superintendent of Public Works

Page 1 of 2

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of office management, including a knowledge of personnel methods and procedures, organizational reporting and communication, and supervisory principles and techniques; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and

English; good knowledge of statistical techniques, particularly in relation to the collection and tabulation of raw data; ability to train and supervise employees in office methods and procedures; ability to organize and lay out work for others; ability to get along well with subordinates and others and secure their cooperation; resourcefulness in the solution of complex administrative problems; physical condition commensurate with the demands of the position.

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

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of administrative or supervisory office management experience with a public agency or private business; or
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three years of administrative or supervisory office management experience with a public agency or private business, or
- C. Graduation from high school or possession of a high school equivalency diploma and five years of clerical experience in an administrative or supervisory capacity with a public agency or private business; or
- D. An equivalent combination of experience and training as defined by the limits of (a) and (b) above.

Adopted: Warren County Civil Service, 5/6/10

Amended: Warren County Civil Service, 8/5/15

JC: Exempt

Confidential Assistant to the Superintendent of Public Works

Page 2 of 2

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Attorney

DATE: 6/1/23

- (a) Purpose of Request: **Appropriation of funds from General Fund Unappropriated Surplus to pay the \$125,000 settlement in the matter of Ilana Morgan**
- (b) Details: **A settlement agreement was reached in the matter of Ilana Morgan**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1420 419 County Attorney, Settlements**

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: County Attorney

DATE: 6/1/23

- (a) Is this a Result of a Bid or Request for Proposal? **Yes. RFP WC 31-23**
- (b) Purpose of Contract: **Legal Representation of Warren County Self-Insurance Plan in Connection with Workers' Compensation Cases**
- (c) Name of Contractor: **Lemire & Higgins, LLC**
- (d) Address of Contractor: **2534 US Route 9, Malta, NY 12020**
- (e) Contractor's Contact Person and Telephone Number: **Chris Lemire, Esq.**
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **July 26, 2023**
- (h) Termination Date of Contract: **July 25, 2026, with the option to renew for one (1) additional two (2) year term upon mutual agreement of the parties**
- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed **Not to exceed \$100,000**
 - 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: S.1710 440 Workers' Compensation, Self-Insurance Administration, Legal/Transcript Fees**

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