

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

AUGUST 31, 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):**
    - A) Review of report on tracking of vacancies filled.
    - B) Matt Schuette, *representing Marshall & Sterling*, to discuss benefit renewal for 2023 - 2024 plan year.
  - 3) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**

Request for a transfer of funds in the amount of \$5,573.42 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Account A.1010 440, *Legislative Board, Legal/Transcript Fees*, to cover the cost of the bill from the attorney for fees related to bonds secured by the County.
  - 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 reclassify the position of Assistant Public Defender - PT, *Annual Salary \$40,903*, to Assistant Public Defender (11) (Per Diem), *\$60.76/hour (\$40,903 annually)*, effective September 18, 2023.**Sheriff (James LaFarr, Sheriff) -**
    - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Patrol Officer #74, *Annual Salary \$53,044*, effective September 18, 2023.
  - 5) **Referral from the Environmental Concerns & Real Property Tax Services Committee (Chaired by Supervisor Braymer):**

**Real Property Tax Services (Lexie Delurey, Director) -**

Request to amend the Table of Organization and Salary Schedule to create the new position of Geographic Information Systems (GIS) Tax Map Technician, *Grade 17, Base Annual Salary \$56,356*, effective January 2, 2024 and delete the position of Senior Tax Map Technician, *Grade 16, Base Annual Salary \$65,900*, effective upon retirement of the current employee planned for the second quarter of 2024.
  - 6) **Request/Item to be Discussed by the County Attorney (Larry Elmen, County Attorney):**

Request to amend the existing contract with RELX, Inc. d/b/a LexisNexis to upgrade the current law library research system in order to obtain better access and tools.
  - 7) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**

Request to amend the Rules of the Board to add a section speaking to salary increases for Out-of-Unit positions.
- 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 Cmt./ 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)	Duhany	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	Gerchi	\$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	\$ -
12/1/2023	DPW	Building Maint. Worker # 2 (2142)	Spring	RS	\$ 43,187.00	\$ 43,187.00	2/27/2023	Curtis	\$43,187.00	\$ -	\$ -
12/1/2023	DPW	Sign Maint. Supervisor (1203)	Meade	RT	\$ 69,507.00	\$ 56,356.00	2/20/2023	Monroe	\$68,007.00	\$ 11,651.00	\$ (1,500.00)
12/1/2023	DPW	HFO # 9 (1247)	Hayes	O	\$ 58,144.00	\$ 47,667.00	vacant		\$ -	\$ -	\$ -
12/1/2023	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)
12/1/2023	DPW	MEO (M) # 4 (1254)	Toil	PR	\$ 51,600.00	\$ 46,090.00	vacant		\$ -	\$ -	\$ -
12/1/2023	DPW	MEO (M) # 7 (1256)	Webb	RS	\$ 48,882.00	\$ 46,090.00	vacant		\$ -	\$ -	\$ -
12/1/2023	DPW	MEO (L) # 6 (1259)	Blydenburgh	PR	\$ 43,830.00	\$ 43,187.00	1/30/2023	Barrett	\$43,187.00	\$ -	\$ (643.00)
12/1/2023	DPW	MEO (L) # 13 (1263)	Rifle	RS	\$ 43,187.00	\$ 43,187.00	2/13/2023	Krek	\$43,187.00	\$ -	\$ -
12/1/2023	DPW	MEO (L) # 33 (2563)	Binder	PR	\$ 43,830.00	\$ 43,187.00	2/22/2023	Smith	\$43,187.00	\$ -	\$ (643.00)
12/1/2023	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)
12/1/2023	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	\$ -
12/1/2023	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	\$ -	\$ -
12/1/2023	Office of Emergency 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)
12/1/2023	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)
12/1/2023	Social Services	Social Welfare Examiner #TBD	N/A	PR	N/A	\$ 50,300.00	3/13/2023	Morgan	\$57,748.00	\$ 7,448.00	\$ -
12/1/2023	Social Services	Sr. Social Services Investigator # 1 (2744)	N/A	N	N/A	\$ 52,674.00	1/3/2023	Kill	\$64,830.00	\$ 12,156.00	\$ -
12/1/2023	Social Services	Principal Social Welfare Examiner #4 (2741)	N/A	N	N/A	\$ 54,061.00	1/24/2023	Gregory	\$54,061.00	\$ -	\$ -
12/1/2023	Social Services	Caseworker #41 (2742)	N/A	N	N/A	\$ 54,061.00	3/13/2023	Leonard	\$54,061.00	\$ -	\$ -
12/1/2023	Social Services	Caseworker #42 (2743)	N/A	N	N/A	\$ 47,667.00	1/1/2023	Grant	\$58,644.00	\$ 10,977.00	\$ -
12/1/2023	Tourism	Principal Account Clerk (2747)	N/A	PR	\$ 44,928.00	\$ 44,729.00	3/9/2023	Yannaci	\$44,729.00	\$ -	\$ (199.00)
12/1/2023	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)	Neville	RT	\$64,730.00	\$56,356.00	7/24/2023	Rainville	\$67,507.00	\$ 11,151.00	\$ 2,777.00
3/2/2023	Fire Prevention	Code Enforcement Officer # 1 (1968)	N/A	PR	\$107,637.00	\$81,600.00	2/27/2023	Gaddy	\$81,600.00	\$ -	\$ (26,037.00)
3/2/2023	Planning	County Planner (1958)	LaMothe	PR	\$ 74,328.00	\$ 69,431.00	vacant		\$ -	\$ -	\$ -
3/2/2023	Planning	Assistant County Planner (2521)	Gaddy	PR	\$ 74,328.00	\$ 69,431.00	vacant		\$ -	\$ -	\$ -
3/2/2023	Planning	Principal Planner (2748)	N/A	O	N/A	\$ 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	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	vacant		\$ -	\$ -	\$ -
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	Koosis	\$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)

\* (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	Social Services	Support Investigator # 5 (1739)	Aldrich	PR	\$ 54,807.00	\$ 44,729.00	7/3/2023	Johnson	\$44,729.00	\$ -	\$ (10,078.00)
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)	Stevens	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	vacant				
5/4/2023	Social Services	Social Welfare Examiner # 9 (1634)	Sexton-Waldmann	RS	\$ 44,729.00	\$ 44,729.00	6/12/2023	Hymy	\$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	\$ 62,472.00	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	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	vacant				
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	vacant				
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)	Hymy	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	\$ (11,600.00)
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	vacant				
6/21/2023	Social Services	Sr.Account Clerk # 4 (1686)	Dashnaw	O	\$ 43,830.00	\$ 43,187.00	vacant				
6/21/2023	Social Services	Assistant SS Attorney # 2 (2370)	Gifford	RS	\$ 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)	Jandrinski	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)	Bedarian	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	vacant				
6/29/2023	DPW	MEO (M) #26 (2420)	Kennedy	PR	\$ 48,154.00	\$ 46,090.00	vacant				
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	PR	\$ 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	vacant				
7/19/2023	Social Services	PT Community Services Worker # 1	N/A	N	N/A	\$ 44,729.00	vacant				
7/19/2023	Social Services	PT Community Services Worker # 2	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	\$59,287.00	8/8/2023	Bruen	\$ 59,287.00	\$ -	\$ -
8/2/2023	DPW	Naturalist Up Yonda (1199)	Moreau	RS	\$ 51,899.00	\$ 51,899.00	8/15/2023	Smith	\$51,899.00	\$ -	\$ -

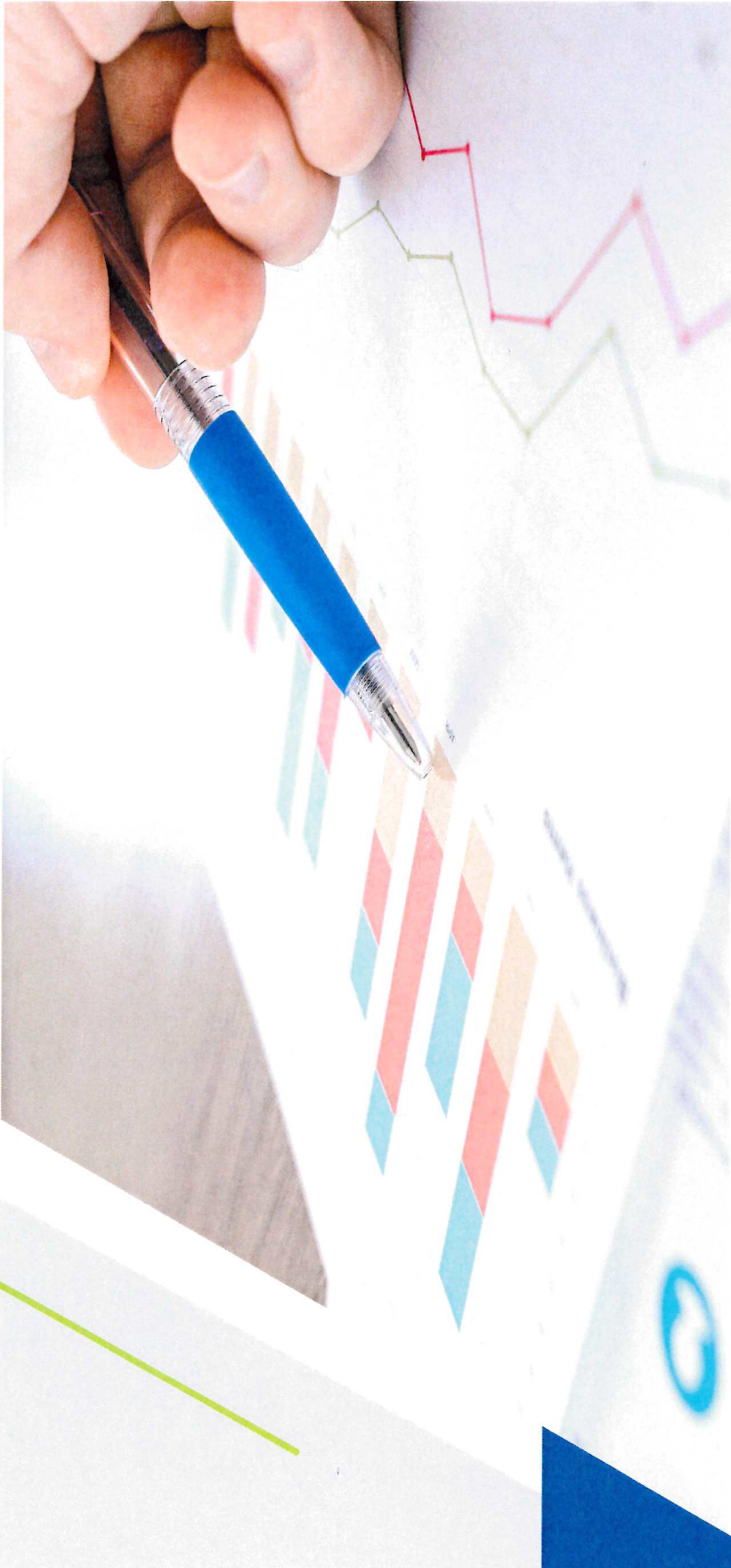
\* (RT)= Retired, RS= resigned, PR= promotion, O= Other, N= New)

2023 - NOTICE OF INTENT TO FILL TRACKING

Personnel Cnte./ 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	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
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	Still in position		\$ -	\$ -	\$ -
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	\$ -
8/23/2023	Health Services	RPN # 42	N/A	N	N/A	\$ 60,912.00	vacant		\$ -	\$ -	\$ -
							<b>Totals:</b>			<b>\$183,978.60</b>	<b>\$ (138,187.00)</b>

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

**Warren County Committee Presentation  
2023-24 Renewal Recommendations  
August 31, 2023**



# Executive Summary

## Working Group

- **Members:** John Taflan, Mike Swan, Frank Thomas, Kevin Geraghty, Craig Leggett, Mike Wild, Jackie Figueroa, and Neil Baker
- **Intent:** Meet periodically and review detailed claims trends, high cost claimant concerns, cost containment strategies to reduce Warren County's claim liability, and bring recommendations to the Committee.
- **Action Taken:** We have marketed and reviewed alternative PBM's in 2023, discussed advantages and disadvantages to any potential changes, and agreed to stay with Highmark. The Highmark Rx discounts and rebates have improved for the 2023-24 plan year. Renewal recommendations are listed below.

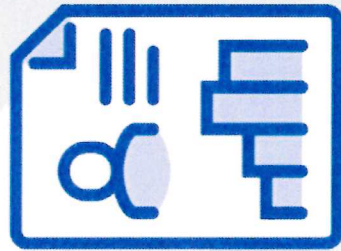
## Health Insurance Trends

- Depending on the benchmark being used, health insurance increases across the Nation are expected to be between 6.50%- 8%. NY trends are almost always higher than the National average. Example – the 2024 small group community rates are still pending; however, the average filed increase is 15.3%.
- The Warren County health/rx benefits are negotiated and unchanged, and are comparable to small group Platinum and Gold plans. Rates for a comparable small group plans are between 25% to 40% higher than the Warren County plans.

## 2023-24 Benefits recommendations

- Health Insurance for Active employees and Pre-Medicare Retirees - 2.90% increase to premium equivalents. Reminder – 0% last year.
- Medicare Retiree coverage through Humana – negotiated an -8% discount to the rates.
- Dental coverage through Delta Dental – No plan or rate changes or impact to the employees or to the County.
- Vision coverage through Empire – composite increase of 1.30%. Equates to \$.04 to \$.16/m for a single employee. No impact to the County.
- Voluntary coverage (life, accident, critical illness) – No plan or rate changes and no impact to the County.

# Renewal Analysis



*Marshall  
& Sterling*  
EMPLOYEE BENEFITS



# Plan Design

CARRIER PLAN TYPE	Current & Renewal Highmark EPO 5098	Current & Renewal Highmark HDEPO 6398
Out-of-Area Network	Blue Card	Blue Card
Deductible/Out-of-Pocket Type	N/A / Embedded	Embedded / Embedded
<b>IN-NETWORK</b>		
Deductible	None	\$1,500/\$3,000
Coinsurance	None	None
Out-of-Pocket Maximum	\$6,350/\$12,700	\$5,000/\$10,000
PCP/Specialist Office Visit	\$25 / \$40	Ded then \$25/ Ded then \$40
Preferred Telemedicine	Covered in Full	Covered in Full
Urgent Care	\$35	Ded then \$35
Inpatient Hospital	\$250	Ded then \$250
Outpatient Surgery	\$75	Ded then \$75
Emergency Room	\$100	Ded then \$100
Vision Coverage	Not Covered	Not Covered
<b>OUT-OF-NETWORK</b>		
Deductible	N/A	N/A
Coinsurance	N/A	N/A
Out-of-Pocket Maximum	N/A	N/A
<b>PRESCRIPTION DRUG</b>		
Deductible	None	Subject to Deductible
Generic/Brand/Non-Formulary	\$10/\$30/\$50	\$10/\$30/\$50
Mail-Order (90-day supply)	2.5 X Copay	2.5 X Copay

# 2023 Self-Funded Medical & Rx Premium Equivalents

CURRENT: MEDICAL + PRESCRIPTION PREMIUM EQUIVALENTS				
	Counts	EPO	Counts	HDEPO
Employee	265	\$782.75	42	\$596.87
Employee + 1	160	\$1,604.61	7	\$1,223.59
Family	183	\$2,250.11	12	\$1,715.82
Annual Premium (Estimated)		\$10,511,238		\$650,682
Total Annual Premium (Estimated)			\$11,161,920	

RENEWAL: MEDICAL + PRESCRIPTION PREMIUM EQUIVALENTS				
0% cushion for unexpected claims				
	Counts	EPO	Counts	HDEPO
Employee	265	\$805.51	42	\$614.23
Employee + 1	160	\$1,651.27	7	\$1,259.17
Family	183	\$2,315.54	12	\$1,765.71
Annual Premium (Estimated)		\$10,816,893		\$669,603
Total Annual Premium (Estimated)			\$11,486,497	
Percent Change From Current			2.9%	

# MAPD (Medicare Advantage w/ Rx)

January 1, 2024 Effective Date

CARRIER		Current & Renewal	
		In-Network	Out-of-Network
<b>Benefits</b>			Humana
<b>Deductible</b>			None
<b>Coinsurance</b>			Select Items
<b>Out-of-Pocket Maximum</b>			\$3,400
<b>Physician Services</b>			
PCP Visits		\$10	\$10
Specialist Visits		\$15	\$15
Routine Adult Exam		Covered in Full	Covered in Full
<b>Preventive Services</b>		Covered in Full	Covered in Full
<b>In-Patient Services</b>		Covered in Full	Covered in Full
<b>Emergency Care</b>		\$75	\$75
<b>Urgent Care</b>		\$25	\$25
<b>Telemedicine</b>			
Primary Care		Covered in Full	N/A
Specialist Visits		\$15	N/A
Urgent Care		Covered in Full	N/A
<b>Physical, Speech and Occupational Therapy</b>		\$15	\$15
<b>Home Health Care</b>		Covered in Full	Covered in Full
<b>Prosthetic Devices and DME</b>		10% Coins	10% Coins
<b>Hearing Services</b>			
Hearing Exam		No Copay, \$70 Max Every 12 Months	
Hearing Aids		\$500 Hearing Allowance Every 24 Months	
<b>Vision Benefit</b>			
Vision Exam		No Copay, \$70 Max Every 12 Months	
Vision Hardware		\$100 Max Every 24 Months	
<b>Preventive Dental</b>			
		Discounts Available	
<b>Part D Prescription Drugs</b>		\$0/\$0/\$30/\$50/\$50 Standard Pharmacy	
<b>Health &amp; Wellness</b>		SilverSneakers, Counseling Services, Personal Health Coaching, HumanaFirst, Meal Program, Lifeline Alert Systems, Go365, Post Discharge Transport, Home Care	
<b>Network</b>			Humana
<b>Rates</b>	<b>Counts</b>	<b>Current</b>	<b>Initial Renewal</b>
Employee Only	538	\$216.33	\$206.22
<b>Estimated Annual Premium</b>		\$1,396,626	\$1,331,356
<b>Percentage Change From Current</b>		N/A	-4.7%
<b>Dollar Change From Current</b>			-\$65,270
			Revised Renewal
			\$199.00
			\$1,284,744
			-8.0%
			-\$111,882

**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:** 08/31/2023

<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:**

To pay bill from attorney for fees related to bonds secured by the County

**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	\$5,573.42

**Please state reason for transfer request:**

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



# INVOICE

68 Warren Street - PO Box 2017 - Glens Falls, NY 12801  
(518) 745-1400 - Fax: (518) 745-1576  
Federal ID #14-1736110

Warren County  
1340 State Route 9  
Warren County Municipal Center  
Lake George, NY12845

Invoice Number: 81586  
Invoice Date: 6/2/2023

File Number: 10715-0002

**Please pay \$5,573.42  
by 7/2/2023**

Previous Statement Balance	\$5,475.00
Current Billing Activity	
Interest	\$0.00
Legal Services Rendered	\$4,462.50
Disbursements and Other Costs Incurred	\$15.92
Total Current Billing	\$4,478.42
Payments and Credits Since Last Statement:	\$4,380.00
<b>Balance Due:</b>	<b>\$5,573.42</b>

Payment Type: ( ) Check/Money Order  
( ) Credit Card



Amount enclosed: \$ \_\_\_\_\_

Remit to: FitzGerald Morris Baker Firth, P.C.  
68 Warren Street  
PO Box 2017  
Glens Falls, NY 12801

### Credit Card Authorization

Card Number: \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Amount \_\_\_\_\_  
Card Holder Name \_\_\_\_\_

**Please return this page with your payment.**

Pay online via card  
or eCheck  
Visit [www.fmbf-law.com/pay](http://www.fmbf-law.com/pay)



81586

Card Holder Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Card Holder Signature  
\_\_\_\_\_

FitzGerald Morris Baker Firth, P.C.  
 68 Warren Street  
 PO Box 2017  
 Glens Falls, NY 12801  
 (518) 745-1400 Fax: (518) 745-1576  
 Federal ID #14-1736110

June 02, 2023

Warren County

File Number: 10715-0002/KIL

Invoice number: 81586

**Matter: Bond Resolutions 2021**

<b>Professional Services</b>				
<b>Date</b>	<b>Atty</b>	<b>Services Rendered</b>	<b>Hours</b>	<b>Amount</b>
01/27/23	KIL	Email correspondence w/ M. Swan regarding reimbursement of expenses w/ bond proceeds.	0.20	75.00
01/30/23	KIL	Research regarding reimbursement of expenses w/ bond proceeds.	0.50	187.50
02/01/23	KIL	Email correspondence w/ R. Lynch regarding bond proceeds.	0.30	112.50
02/02/23	KIL	Email to R. Lynch regarding bond proceeds; Discuss annual audit letter w/ BMF.	0.30	112.50
04/24/23	KIL	Review of BAN request information; email to M. Swan regarding same.	0.20	75.00
04/27/23	KIL	Review and comment on notice of sale and preliminary official statement ; email to CapMark and County regarding same.	2.00	750.00
04/28/23	KIL	Discuss litigation report w/ JDA; email to Attorney Elmen regarding same. provide proposed language concerning pending litigation.	0.80	300.00
05/01/23	KIL	Received and reviewed email from Attorney Elmen regarding litigation report; email to CapMark regarding same.	0.50	187.50
05/11/23	KIL	Received and reviewed BAN sale results; email to BMF regarding preparation of BAN documents.	0.60	225.00
05/15/23	KIL	Preparation of BAN documents; email to M. Swan regarding availability.	2.40	900.00
05/16/23	KIL	Email correspondence w/ M. Swan regarding execution of documents; revise BAN documents and discuss w/ BMF; email to Capital Markets regarding official statement and draft documents.	2.00	750.00
05/17/23	KIL	Prepare closing package for BAN documents; discussions with BMF regarding same; email to M. Swan regarding closing.	0.80	300.00
05/18/23	KIL	Email correspondence w/ DTC regarding additional documents.	0.20	75.00
05/22/23	KIL	Email to Jefferies LLC regarding closing.	0.10	37.50
05/23/23	KIL	Email x4 w/ M. Swan and R. Lynch regarding receipt of wire; closing conference call; email to BMF regarding filing of 8038G.	1.00	375.00
<b>Total for professional services:</b>				<b>\$4,462.50</b>
<b>Rate Summary</b>				
Kara I. Lais		11.90 hours at \$375.00/hr		4,462.50
	Total hours:	11.90		

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**Costs and Disbursements**


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		Units	Price	Amount
12/29/2022	Postage.	1.00	7.82	7.82
05/23/2023	Postage CRR.	1.00	8.10	8.10
<b>Total for costs and disbursements:</b>				<b>\$15.92</b>

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**Credits to Account**


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Date	Invoice no	Description	Amount
11/14/2022	78387	Payment Ck# 285977 County of Warren	(4,380.00)
<i>Payments/credits:</i>			<u>(\$4,380.00)</u>

---

***Thank you for allowing us  
to serve you***

Total Current Billing:	\$4,478.42
Previous Balance Due:	\$5,475.00
Total Payments:	<u>(\$4,380.00)</u>
<b>Total Now Due:</b>	<b><u>\$5,573.42</u></b>

**RESOLUTION REQUEST FORM NO. 14*****Request to Reclassify Position*****DEPARTMENT NAME: Warren County Public Defender's Office****DATE: 8/23/2023**

- (a) Title of Reclassified Position: **Assistant Public Defender (11) (Per Diem)**
- (b) Annual Salary of Reclassified Position (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. **\$60.76/hour (\$40,903 annually)**)
- (c) Title and Employee Number of Position to be Deleted: **Assistant Public Defender - PT (10940)**
- (d) Annual Salary of Position to be Deleted (and Grade if Applicable):\*  
\*(This should be the Base Salary for the position if it is being filled by a **new** employee, **or** the salary, **including longevities**, for any **existing** employee who is filling the position. **\$40,903**)
- (e) Effective Date:\* **9/18/2023**  
\*Please do not backdate unless the purpose is to correct an error.
- (f) Where are the Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount: **A.1171.4202 130**  
**Public Defender Hurrell-Harring Salaries - Part Time**
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?:\*  
\*This is necessary **BEFORE** bringing the request to committees.

## ***RESOLUTION REQUEST FORM NO. 11***

### ***Request to Create New Position***

**DEPARTMENT NAME:** Sheriff

**DATE:** August 23, 2023

- (a) **Title of Requested Position:** Patrol Officer #74
- (b) **Annual Base Salary (and Grade of Applicable):** \$53,044
- (c) **Effective Date for New Position:\***  
\*Please do not backdate unless the purpose is to correct an error.

Upon Approval of the Board of Supervisors

- (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.3120 1008 110 General School Resource Officers - Warrensburg Central School Salaries - Regular

- (f) **Has Personnel Officer Reviewed and Approved of the New Position Title?:** Yes  
(This is necessary **BEFORE** bringing the request to committees.)
- (g) **Is this a mandated position? If so, please explain:** No
- (h) **Is there expected revenue from this position? If so, please explain:** Yes  
The position is funded by the Warrensburg Central School District

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

DEPARTMENT NAME:

DATE: August 24, 2023

- (a) Title of Requested Position: **Geographic Information Systems (GIS) Tax Map Technician**
- (b) Annual **Base** Salary (and Grade if Applicable): **2023 Base Salary of \$56,356 at Grade 17**
- (c) Effective Date for New Position\*: **January 2, 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):  
**Senior Tax Map Technician will be deleted upon retirement of the current employee planned for the beginning of the second quarter of 2024.**  
**Annual salary \$65,900 at Grade 16**
- (e) Where are Funds in the Budget for this Position?  
 List Budget Code, Object Code, Full Title and Amount:  
**Anticipated for the 2024 Salary Budget code A.1355 110**
- (f) Is a Budget Transfer needed?  YES  NO  
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds  
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title?  YES  NO  
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position?  YES  NO  
 If yes, please explain:  
**Not a mandated position but tax maps are.**
- (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:

**2024 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Real Property Tax Service

BUDGET CODE: A1355

Title of Position: Geographic Information Systems (GIS) Tax Map Technician

FOR NEW POSITIONS

(a) Annual Base Salary (and Grade if Applicable): Click or tap here to enter text.

CSEA Grade 17 recommended - JT

(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): The current Senior Tax Map Technician, who makes \$65,900 and is a grade 16, is planning retirement for April 1, 2024; his position would be deleted at that time. I would like to have this new position start for January 2, 2024 and have overlapped training until the current mapper retires. If needed could the current mapper be brought back per diem for three months after retirement a couple of days a week.

(c) Is this a mandated position? If so, please explain: This is not a mandated position but tax maps are by law to be provided to each municipality yearly for the assessors to use them when assessing properties.

(d) Is there expected Revenue from this position? If so, please explain: Tax maps are still sold in the Real Property Department as requested.

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

(a) Description of Change: Click or tap here to enter text.

(b) Justification for Request: Click or tap here to enter text.

(c) Projected change in Salary Dollars: Click or tap here to enter text.

(d) 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 this form when initialed: JAD 8/22/23

HR Director has Reviewed this form when initialed: AP 8/22/23

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) TAX MAP TECHNICIAN**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this position coordinates, oversees and participates in the development, maintenance and update of the County's real property tax maps and related applications, using Geographic Information Systems (GIS) technology. Duties include the review/plotting/mapping of property line changes and maintenance of related records as well as records research and on-site field visits. In fulfilling position responsibilities, the incumbent consults regularly with other county departments, outside agencies/officials and local real property professionals. The work is performed under the supervision of the Real Property Tax Director, with leeway allowed for organizing and carrying out the technical work of the office. Supervision may be exercised over the work of subordinate staff. Performs related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Edits and modifies the County tax maps to reflect changes in property boundaries based on deed transfers and survey maps to facilitate tax assessment activities, using GIS technology;

Performs record research, quality assurance / quality control for all data used in updating the County tax maps;

Reviews and analyzes tax maps for compliance under New York State laws, rules and regulations relating to real property tax administration;

Consults and cooperates with surveyors, lawyers, realtors and general public to assist in resolving property line problems and providing general information and interpretation of maps;

Oversees and manages quality control of all outside vendor mapping products;

Participates in the development and update of the County tax map database, including Geographic Information Systems (GIS) databases;

Manages the maintenance of the County tax map database;

Responds to County Departments and public requests for digital data and hard copy and digital map products and the production of custom maps;

Assists local Assessors with the interpretation of deeds, survey maps, flood zones, agricultural districts, special utility and services districts and school districts;

Conducts on-site field visits if needed to troubleshoot tax map issues and related problems;

May supervise subordinate staff;

Assists in assigned special projects relating to Real Property tax matters;

Uses computer applications or other automated systems including GIS, RPTS database software, spreadsheets, word processing, calendar and email in performing work assignments;

Performs office duties as necessary for the efficient operation of the department.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:**

Thorough knowledge of database mapping and related software necessary to perform tasks associated with the development, maintenance and update of the County tax maps;

Good knowledge of the practices and principals of GIS;

Good knowledge of the principles and practices of drafting and of related instruments;

Good knowledge of deeds, legal documents relating to tax mapping and other property records;

Working knowledge of mapping standards;

Ability to read and understand real property tax maps;

Ability to understand and interpret complex oral and written information of a technical nature;

Ability to communicate effectively orally and in writing;

Ability to establish and maintain effective working relationships with others;

Sound judgment, initiative, attention to detail and tact.

**MINIMUM QUALIFICATIONS:**

- A. Bachelor's Degree which shall have included a minimum of thirty credit hours in Engineering, Land Surveying, Geographic Information Systems or related coursework and one (1) year of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary function of the job, or
- B. Associate's Degree in Engineering, Land Surveying, Geographic Information Systems or related field and three (3) years of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary function of the job, or
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid work experience which shall have included land surveying, tax map preparation or drafting as a primary function of the job.

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. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME:** County Attorney

**DATE:** 8/31/23

- (a) Purpose of Contract Change: **To upgrade current law library research system in order to obtain better access and tools**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **573 of 2021**
- (c) Name of Contractor: **RELX, Inc. d/b/a LexisNexis**
- (d) Address of Contractor: **P.O. Box 9584, New York, New York 10087**
- (e) Contractor's Contact Person and Telephone Number: **Corey Vanderhorst**
- (f) Commencement Date of Extension: **September 13, 2023**
- (g) Termination Date of Extension: **December 31, 2026**
- (h) 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.  
**\$363 per month for 2023/2024**  
**\$382 per month for 2025**  
**\$402 per month for 2026**
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: **A.1420 426 County Attorney, Subscriptions**

**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



**LEXIS+® SUBSCRIPTION AGREEMENT  
FOR STATE/LOCAL GOVERNMENT**  
(NEW SUBSCRIBER VERSION-AAR)

<b>"Subscriber" Name: Warren County Attorneys Office</b>
<b>Account Number: 42526Z8D3</b>
<b>"LN": LexisNexis, a division of RELX Inc.</b>

**1. Subscription Agreement**

LexisNexis, a division of RELX Inc. ("LN") grants Subscriber a non-exclusive, non-transferable limited license to access and use Lexis+® and the materials available therein ("Materials") pursuant to terms set forth in the LexisNexis General Terms and Conditions ("General Terms") and the pricing set forth in the Price Schedule ("Price Schedule") (the General Terms together with the Price Schedule is collectively referred to as the "Subscription Agreement"), both of which are incorporated herein by reference. Subscriber may view and print the Subscription Agreement at: <https://www.lexisnexis.com/en-us/terms/GovtAcademic/terms.page>.

**2. Certification**

- 2.1. Subscriber certifies that the number of government professionals in Subscriber's organization is as set forth below. A "Government Professional User" is defined as an attorney, judge, librarian, researcher, investigator or analyst who is employed by the Subscriber.

<b>Number of Government Professional Users:</b>	<b>4</b>
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- 2.2. A "Support Staff User" is defined as a person who supports the Government Professional User, including, but not limited to: paralegals, interns, legal secretaries or other administrative support members. 3 ID's may be issued to support staff for each Government Professional User accounted for above.

<b>Number of Support Staff Users:</b>	<b>12</b>
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- 2.3. Each LN ID must be issued for individual use by the Government Professional User or Support Staff User.
- 2.4. If Subscriber, at the time of signing this Agreement has 11 or more Government Professional Users, then Subscriber is required to notify LN if the number of Government Professional Users falls below 11. Subscriber shall, within 30 days of the staffing change, notify LN in writing.
- 2.5. Subscriber acknowledges that the pricing and menus provided to Subscriber in this Agreement depend in part on the number of Government Professional Users in Subscriber's organization. Subscriber certifies that as of the date Subscriber signs this Agreement there are the number of Government Professional Users in Subscriber's organization (the "Reference Number") as Subscriber has specified above.
- i. At LN's request from time to time, Subscriber will certify in writing the then-current Reference Number.
  - ii. If there is a change in the Reference Number during the Term, LN may, in its sole discretion on at least 30 days prior written notice to Subscriber, increase or decrease the Monthly Commitment by an amount that does not exceed, on a percentage basis, the change in the Reference Number.

**3. Lexis+ Product and Charges**

- 3.1. This Section 3 amends the Subscription Agreement with respect to the Lexis+ product offering described below. The Term of Subscriber's commitment for the Lexis+ product offering will begin upon the date Subscriber's billing account ("Account Number") is activated ("Activation") and will continue for the last period set forth in Section 3.5 below (the "Initial Term").



**LEXIS+® SUBSCRIPTION AGREEMENT  
FOR STATE/LOCAL GOVERNMENT**  
(NEW SUBSCRIBER VERSION-AAR)

- 3.2. This Agreement commences on the Effective Date and continues for the Initial Term designated in Section 3.5; provided, that, after the Initial Term, this Agreement shall automatically renew for successive one-year renewal terms (each, a "Renewal Term"), unless either Party provides written notice of non-renewal at least thirty (30) days' prior to the expiration of the then-current Initial Term or Renewal Term, as the case may be. "Term" means, collectively, the Initial Term and all Renewal Terms.
- 3.3. Commencing at the Renewal Term (defined in Section 3.2), at each anniversary of the Effective Date, LN shall increase all recurring fees by seven point five per cent (7.5%) per Contract Year.
- 3.4. Subscriber may not terminate this Agreement for convenience under General Terms during the Term. Notwithstanding the foregoing, Subscriber may terminate this Agreement during the Term for a material breach by LN that remains uncured for more than 30 days after LN receives written notice from Subscriber identifying a specific breach.

If Subscriber terminates this Agreement pursuant to this Section, then Subscriber will pay all charges incurred up to the date of termination.

Lexis+ Content & Features		
Product	SKU Number	Number of Users
NY Briefs, Pleadings & Motions	1010410	4
News	1010610	4
NY Practice Library	1010658	4
NY Legislative Bill History	1011297	4
National Primary Plus	1011510	4
Lexis+™ Practical Guidance - State & Local Government	1534660	4
Lexis® for Microsoft® Office with Document Tools	1000761	4

- 3.5. In exchange for access to the Lexis+ Content, Feature and/or Service set forth in Section 3.1 above, Subscriber will pay to LN the following amount (the "Monthly Commitment") during the periods set forth below.

Initial Term	Monthly Commitment
Activation - 12/31/2024	\$363
1/1/2025 - 12/31/2025	\$382
1/1/2026 - 12/31/2026	\$402

- 3.6. During the Term, LN may make content and features available to Subscriber that are not included in the Lexis+ Content described above at an additional charge ("Out of Plan Materials"). Authorized Users trying to access Out of Plan Materials will be notified of the additional charges before the materials are displayed. If an Authorized User accesses the Out of Plan Materials, Subscriber will pay the transactional charge(s) displayed at the time of access. If Subscriber does not initial below, Out of Plan Materials will be excluded from Authorized User's search.

To have Out of Plan Materials available for your Authorized Users, initial here \_\_\_\_\_  
(Initial)

- 3.7. Use of Lexis+ under this Agreement is available to Subscriber and its Authorized Users (defined in the General Terms).



**LEXIS+® SUBSCRIPTION AGREEMENT  
FOR STATE/LOCAL GOVERNMENT**  
(NEW SUBSCRIBER VERSION-AAR)

- 3.8. LN may temporarily suspend access to Lexis+ until all unpaid amounts are paid in full. No claims directly or indirectly related to this Agreement with respect to amounts billed or payments made under this Agreement may be initiated by Subscriber more than 6 months after such amounts were first billed to Subscriber.
- 4. Closed Offer**  
The prices and other terms are subject to change if Subscriber has not submitted a signed original or copy on or before 10/31/2023.
- 5. Confidential Information**  
Subject to any state open records or freedom of information statutes, this Agreement contains confidential pricing information of LN. Subscriber understands that disclosure of the pricing information contained herein could cause competitive harm to LN, and will receive and maintain this Agreement in trust and confidence and take reasonable precautions against such disclosure to any third person. This Section 5 will survive the termination or expiration of this Agreement.
- 6. Support and Training**  
During the Term, Subscriber, with the support of LN, agrees to encourage the effective use of Lexis+ through:
- (a) Meaningful participation in additional ongoing programs presented by LN to update and train Authorized Users;
  - (b) Authorize the periodic distribution of memos or other communications by LN and/or Subscriber to Authorized Users; and
  - (c) The periodic review with LN of Subscriber's Authorized User's use of materials and training under this Agreement.
- 7. Miscellaneous**
- 7.1. This Agreement does not bind either party until it has been accepted by both parties. Subscriber may accept this Agreement by signing below. LN will accept this Agreement by providing Subscriber with access to Lexis+ or by signing below.
- 7.2. If Subscriber issues a purchase order in connection with the Agreement, Subscriber acknowledges and agrees that the purchase order shall be for Subscriber's internal purposes only and shall not modify or affect any of the other terms or conditions for access to the Online Services.

**LEXISNEXIS WILL NOT ACCEPT ANY CHANGES, CORRECTIONS OR ADDITIONS TO THIS AGREEMENT UNLESS SUCH CHANGES ARE EXPRESSLY ACCEPTED BY LN IN WRITING. SUCH CHANGES WILL HAVE NO LEGAL EFFECT.**

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LEXIS+® SUBSCRIPTION AGREEMENT  
FOR STATE/LOCAL GOVERNMENT  
(NEW SUBSCRIBER VERSION-AAR)

AGREED TO AND ACCEPTED BY:

<b>Subscriber: Warren County Attorneys Office</b>
[MUST BE COMPLETED BY SUBSCRIBER]
<b>Authorized Subscriber Signature:</b> _____ <b>Printed Name:</b> _____ <b>Job Title:</b> _____ <b>Date:</b> _____

LexisNexis, a division of RELX Inc.

[COMPLETED BY LEXISNEXIS]

<b>Authorized Signature:</b> _____ <b>Name:</b> _____ <b>Job Title:</b> _____ <b>Date:</b> _____
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# Warren County Board of Supervisors

## RESOLUTION NO. OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS WILD, THOMAS, FRASIER, RUNYON, MCDEVITT, BEATY AND ETU**

**RESOLUTION ALTERING THE STANDING RULES OF THE BOARD OF SUPERVISORS, AS ADOPTED BY RESOLUTION NO. 1 OF 2023 AND SUBSEQUENTLY AMENDED BY RESOLUTION NOS. 119, 204 AND 304 OF 2023, TO ADD SECTION E(8) CONCERNING OUT-OF-UNIT EMPLOYEE SALARY INCREASES**

RESOLVED, that pursuant to a majority vote of the Warren County Board of Supervisors required to alter the standing Rules of the Board of Supervisors, the Rules are hereby amended to add Section E(8), which speaks to position salaries and appropriate timing for salary increases, and be it further

RESOLVED, that the aforementioned changes are reflected in the revised Rules of the Board of Supervisors, attached hereto as Schedule "A."

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## SCHEDULE "A"

## RULES OF THE BOARD OF SUPERVISORS

## A. Organization Meeting of Board of Supervisors

1. At the Regular Meeting of the Board of Supervisors held in December of each year the Board shall by resolution fix the date for the organizational meeting of the Board for the ensuing year, which date shall not be later than the second business day of the year, and the place and hour of such organization meeting. A total of 502 weighted votes, as allocated among the elected Supervisors pursuant to Local Law No. 2 of 2023 (enacted by Resolution No. 50 of 2023), shall constitute a quorum for the transaction of business. A quorum being present, the Clerk of the last Board shall call the meeting to order and the members present shall by roll call vote, by a majority of the total weighted voting power of the members of the Board, select one of their number Chair, who shall preside at such meeting and at all meetings during the year. As provided by Local Law No. 1 of 1968, the Chair shall appoint the Finance Chair who, in case of the absence, incapacity or inability of the Chair to act during the term, shall perform the functions, powers, and duties of the Chair, within the limits of statute.
2. In addition to the foregoing, the Board at the annual organization meeting may transact the following business: the appointment of any officers required by law or desired by the Board; adopt the Rules of Procedure by majority vote for the current year; other matters that the Chair wishes to bring before the meeting; and any such other and further business as may properly come before such meeting.

## B. Regular Meetings of the Board of Supervisors

1. The Board shall convene in Regular Meeting at 10:00 o'clock in the forenoon on the third Friday of each month for the public meeting of the Board, except for the June Regular Meeting, which will be held on Wednesday June 14, 2023 at 6:00 p.m., unless a different time was scheduled during a previous meeting. The Regular Meetings for the year 2023 are scheduled as follows:
  - i) January 20, 2023
  - ii) February 17, 2023
  - iii) March 17, 2023
  - iv) April 21, 2023
  - v) May 19, 2023
  - vi) June 14, 2023 - 6:00 p.m.
  - vii) July 21, 2023
  - viii) August 18, 2023
  - ix) September 12, 2023
  - x) October 20, 2023
  - xi) November 17, 2023
  - xii) December 15, 2023

The Board shall also gather for bi-monthly workshop sessions to be called at the discretion

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of the Chair for the purpose of receiving presentations and/or training at which no action of the Board will be taken. Such workshop sessions will be subject to the requirements of the Open Meetings Law and shall be open to the public.

Regular Meetings shall be called to order as soon thereafter as a quorum is present. Regular Meetings of the Board may be adjourned by motion adopted by a majority vote of the membership present.

The Board shall convene in special meeting upon call of the Chair (or, if appropriate, the Finance Chair) or upon written request for a special meeting signed by a majority of the total membership of the Board. At the direction of the Chair (or Finance Chair) or upon receiving such a written request, notice in writing stating the time, place and purpose of the special meeting shall be served personally or by mail upon each member by the Clerk of the Board at least forty-eight hours before the date fixed for holding the meeting or a member may waive the service of the notice for such meeting by a writing signed by him/her.

2. Business conducted at Regular Meetings of the Board shall be transacted in the following order:

10:00 A.M.	Call to Order Salute to Flag Roll Call Motion to approve the Minutes of previous meeting, subject to correction by the Clerk of the Board Introduction and welcome to guests Privilege of the floor and public comment Report by Chair of the Board Reports by Committee Chairs Report of County Administrator Report of County Attorney Call for reading of communications Call for reading of resolutions Discussion/public comment on resolutions Requests for roll call votes Vote on resolutions  Privilege of the floor and public comment Announcements Adjournment
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3. All resolutions shall be in writing and filed with the Clerk before close of business on the Tuesday preceding the Regular Meeting on Friday of each month and at least three days prior to any adjourned or special meeting of the Board. The Clerk shall distribute all resolutions to the members of the Board of Supervisors and post same to the Warren County website on each Tuesday prior to a Regular Meeting and for any adjourned Regular Meeting or special meeting of the Board, 72 hours prior to the noticed time for such adjourned or special meeting when practicable, but no less than the time period proscribed by Public Officers Law Sec. 103(3).

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All resolutions timely filed with the Clerk shall be considered by the Board at the next Regular Meeting, as set forth above. Any resolution timely filed with the Clerk, but not approved through the established Committee structure in advance of a Board meeting, shall require a majority vote of the Board to be considered during the Regular Meeting, aside from those resolutions which are considered to be administrative or procedural, or of an emergency nature, and are authorized by the Board Chair, Standing Committee Chair, County Administrator, County Attorney and Clerk of the Board. Any member of the Board may make a motion to Lay on the Table any resolution to enable the Board to lay the pending question aside temporarily when something else of immediate or emergency has arisen or when something else needs to be addressed before consideration of the pending question is resumed (*in accordance with Robert Rules of Order*). A majority of the total weighted vote of the Board shall be necessary to take item off the table.

**C. Conduct of All Meetings of Board of Supervisors and Committees**

1. All questions relating to the priority of business shall be decided without debate.
2. The Chair shall preserve order and shall decide all questions of order, subject to the appeal of the Board.
3. The Chair in all cases shall have the right to vote, and when his/her vote makes an equal division the question shall be lost.
4. Any member desiring to speak or present any subject matter shall address the Chair and shall not further proceed until recognized by the Chair and granted the floor.
5. No debate shall be in order until the pending question shall be stated by the Chair or read by the Clerk.
6. No member shall speak more than once on any question until every member choosing to speak shall have spoken. If the Chair of the Board or the Chair of any Committee wishes to enter into debate, he/she may do so only after he/she excuses himself/herself from the Chair and a Temporary Chair is appointed by the Chair.
7. Upon any member raising a point of order, all members shall remain seated and silent until the Chair determines the point raised. The Chair shall sustain or deny their point. Any member may appeal the decision of the Chair on the point of order to the full body for a vote.
8. No business shall be transacted by the Board, as such, while a Committee or Committees are out at work, except to adjourn.
9. All motions and resolutions shall be presented in open regular meeting. The Chair will state to what Committee the motion or resolution shall be referred unless such reference is objected to in which case the Board shall decide.
10. While a member is speaking no member shall entertain any private discourse or pass between him/her or the Chair.

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11. A motion to adjourn shall always be in order, and shall be subject to debate.
12. When a question is under debate no motion shall be entertained, unless for adjournment of the Board, for the previous question, to place on the table indefinitely; to place on the table for a certain day; to hold; to amend it. These several motions shall have precedence in the order in which they are here stated and shall be subject to debate.
13. The minutes of this Board shall be distributed to members of the Board and posted to the County website within two weeks of the date of such Regular or Special Meeting of the Board, except that minutes taken during executive session of any action which is taken by formal vote shall be posted to the County website within one week from the date of the executive session, by the Clerk of the Board.

## D. Committees of the Board of Supervisors

1. Standing Committees consisting of at least five (5) members, and Special Committees consisting of at least three (3) members, shall be appointed by the Chair at the Organization Meeting or not later than the first regular meeting following the Organization Meeting, upon the following subjects, to wit:

<b>Standing Committee Name</b>	<b>Number of Members</b>
Budget	7
County Facilities - <i>Airport; Buildings &amp; Grounds; Fire Prevention &amp; Building Code Enforcement; Weights &amp; Measures</i>	7
Criminal Justice & Public Safety - <i>Assigned Counsel; Courts; District Attorney; Office of Emergency Services; Probation; Public Defender; Sheriff &amp; Communications</i>	7
Economic Growth & Development - <i>Economic Development Corporation; Employment &amp; Training Administration; Planning &amp; Community Development</i>	7
EMS (Emergency Medical Services)	7
Environmental Concerns & Real Property Tax Services	7
Finance - <i>County Administrator; County Treasurer</i>	7
Legislative, Rules & Governmental Operations - <i>Board of Elections; County Auditor; County Clerk/DMV; Information Technology, Purchasing; Self-Insurance</i>	7
Health Services - <i>Mental Health; Office for the Aging; Public Health</i>	7
Human Services - <i>Countryside Adult Home; Department of Social Services; Veterans' Services; Youth Programs</i>	7
Occupancy Tax Coordination	7

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Personnel, Administration & Higher Education - <i>Civil Service; Clerk of the Board; County Attorney; Human Resources; SUNY Adirondack</i>	7
Public Works - <i>DPW; Parks, Recreation &amp; Railroad; Solid Waste &amp; Recycling; Warren County Sewer</i>	7
Tourism	7

**Special Committees**

Park Operations & Management (O&M)	4 <i>plus 1 alternate</i>
National Association of Counties/New York State Association of Counties	5
Extension Services	5
ARPA Advisory	11

2. Special Committees may be created at a Regular Meeting of the Board. They shall, unless otherwise ordered and directed by a majority vote of the Board, be appointed by the Chair. The period of time that a special committee shall serve shall be designated when it is created, and may be extended to a future date at a Regular Meeting of the Board.
3. The first member appointed to each Standing and Special Committee shall be and act as the Chair of such committee. The Chair of each Committee shall appoint both the Vice Chair and 2<sup>nd</sup> Vice Chair, who shall serve in the event that both the Committee Chair and Vice Chair are absent. The Vice Chair and 2<sup>nd</sup> Vice Chair designations must be submitted to the Clerk of the Board of Supervisors no later than the date of the first regular Board Meeting of the year, to be held on the third Friday of January, so that the Clerk may update the Standing Committee List appropriately. The Committee Chair may elect not to make the Vice and 2<sup>nd</sup> Vice Chair appointments, in which case the Chair of the Board shall do so.
4. The meetings of each committee shall be held upon call by the Chair thereof, except as hereinafter provided. The Chair of each committee shall give or cause to be given by the Clerk of the Board of Supervisors notice in person, by telephone, or by email at least two days in advance of the day, hour and place of each meeting of the committee except that no advance or prior notice shall be required when the committee meeting is held on a day when the Board shall be in session. A meeting of any committee may be called and shall be held at any time that a majority of the members of a committee sign a written notice to conduct a meeting, which notice shall clearly state the day, hour and place of such meeting, provided that such notice shall be served in person or emailed to the Chair of such committee and the Chair of the Board of Supervisors at least three days in advance of the day specified in such notice.
5. Members of the Board may attend any Regular or Special Committee meeting as a member of the general public, but no member of the Board, except the Chair of the Board, shall sit as part of a Committee for which they were not appointed, or participate in a Committee meeting as a voting member of the Committee, unless appointed to that Committee as a member. Board

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members shall be permitted to attend and participate in executive sessions for Committees on which they are not a member.

6. The Chair of the Board of Supervisors shall be an ex-officio member of a standing committee when: a) a quorum is not present at any regularly or specially scheduled committee meeting; b) if such membership will provide a quorum as herein specified; and c) the Chair is available to attend. The total membership of the committee as established by Board Rules shall not change or be increased by the presence and availability of the Chair in determining whether a majority of members are present to allow the conduct of business, rather the Chair shall be considered an alternate or substitute for a non-present committee member. Once the Chair becomes a member by virtue of the criteria set forth above (whether at the start of or during a meeting), the Chair shall be a voting member and shall continue as a member of the committee until a quorum is established or reestablished by appointed Committee members at the subject meeting or subsequent meetings. If an executive session is called for during a Committee meeting after the Chair becomes a member by virtue of the criteria set forth above, then the Chair's vote shall count towards the total needed for a majority vote of the entire Committee. The Finance Chair of the Board may exercise the duties described in this paragraph in the Chair's absence.
7. When any Standing or Special Committee of the Board of Supervisors is acting on any matter affecting a single Municipality or is engaged in seeking or obtaining rights of way in a particular municipality, the Supervisor(s) of the affected municipality shall be provided with an opportunity to make a presentation or otherwise be heard by the Committee.

E. Voting by Members of the Board of Supervisors

1. All members present shall vote upon each question.
2. If a resolution contains items that can be voted on separately, and a request is made by any member to do so, each item contained in the resolution shall be subject to a separate vote.
3. All questions shall be decided by a majority of the total weighted voting power of the Board unless otherwise required by law or as required herein. All questions shall be decided by weighted vote in accordance with the terms of Local Law No. 2 of 2023, as it may be amended from time to time. Whenever in these Rules of Order there is reference to a majority vote or a 2/3rds vote of the Board, it means a majority of the voting power of the members of the Board or 2/3rds of the voting power of the members of the Board as defined in Local Law No. 2 of 2023.
4. The following resolutions shall require a roll call vote: fixing or altering salaries, or establishing salary and wage classifications; adoption of the budget; any appropriation or expenditure of public funds; transfers to and from .1 salary codes within the authorized budget and transfers between funds, including Capital and Road Fund Projects; levying of taxes; bond resolutions; any authorizations to fund or refund indebtedness; legalizing informal acts of a town meeting, village election, town or village officer; legalizing municipal obligations incurred through error or mistake wherein a 2/3rds vote is required; alteration of the boundaries of a town; local laws; any sale or conveyance of county property, either real or personal or for amending the Occupancy Tax spending guidelines.

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5. A roll call vote upon any resolution or other proceeding shall be taken upon request of any member.
6. All resolutions adopted by the Board of Supervisors shall become effective upon their adoption or as otherwise provided by law or as specified in the resolution.
7. The Warren County Sheriff is authorized to fill positions that become vacant in the uniform correctional staff to maintain mandated staffing levels at the Warren County Correctional Facility providing those staffing levels not exceed the following:

Correction Officers - 76

Correction Lieutenants - 2

Correction Sergeants - 9

Correction Captain - 1

All notices approved shall remain in effect for six (6) months from the date of committee approval only to allow department heads to properly evaluate probationary employees and take appropriate action when necessary.

8. Out-of-Unit Salary Increases. Salaries for all Out-of-Unit (i.e. non-union) employment positions shall be set through the annual adoption of the Warren County Budget ONLY and the County's annual Salary Schedule.
  - i) Filling Vacant Out-of-Unit Employment Positions: Salary increases may be considered by the Board of Supervisors outside the annual County Budget process when filling a vacant Out-of-Unit employment position which was approved and funded under the current County Budget and the proposed salary increase is required to fill a vacancy with a qualified candidate. All Out-of-Unit salary increases for a vacant employment position shall be approved for both the amount of salary increase and the source of funding for the salary increase upon a majority of the total weighted vote of the Board of Supervisors. Department Heads shall have authority to fill a vacant Out-of-Unit position at a salary up to the amount budgeted without having to obtain oversight Committee or Board of Supervisors approval, provided that the salary amount does not exceed the amount budgeted for that position.
  - ii) Filling Vacant Department Head Positions: When a vacancy arises within a budgeted Department Head position, the County Administrator, with the assistance of the Director of Human Resources and County Personnel Officer, shall manage the recruitment process by: reviewing and updating the job description and minimum qualifications for the position; advertising the position in the manner to obtain the widest available pool of qualified applicants; accepting and pre-screening applications/resumes in order to schedule initial interviews with candidates meeting the minimum requirements for the position. Interviews shall be conducted by the Chair of the Board, appropriate oversight Committee Chair, Personnel Committee Chair, and Director of Human Resources, following which a recommendation shall be made to the Personnel, Administration & Higher Education Committee to identify the final candidate and the starting salary for approval and referral to the Board of Supervisors who shall authorize the appointment upon a majority of the total weighted vote of the Board.

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## F. General

1. Upon the request by any member of the Board of Supervisors, the Clerk of the Board shall draft a Proclamation of acknowledgment, congratulations, commendation or otherwise recognizing a particular person(s), achievement(s), cause(s) or event(s) on behalf of the Board and for execution by the Chair, upon approval by the Board of Supervisors.
2. During 2023, no standing rule of the Board shall be rescinded, suspended or amended, or any additional rule or order added thereto, unless it be by majority vote (as majority vote is defined under Local Law No. 2 of 2023). In the event a rule is suspended, such suspension shall apply only to that matter which is before the Board at the time of such suspension.
3. All questions not covered in the rules shall be decided according to Robert's Rules of Order-Revised.
4. The rules of the Board shall be published in the Proceedings in the year first adopted and whenever amended.
5. The Rules of the Board for 2022, along with any amendments or additions thereto, shall continue in full force and effect until the end of the Organization Meeting for the ensuing year, or any adjourned Organization Meeting, upon the ensuing Board enacting Rules of the Board by majority vote for that ensuing year. Absent the ensuing Board adopting Rules of the Board for the ensuing year, the 2022 Rules of the Board shall sunset and expire on January 31<sup>st</sup> of the ensuing year.