

FINANCE & BUDGET COMMITTEE

AGENDA

MARCH 29, 2024

**Committee Members:** *Thomas, Geraci, Merlino, Maday, Driscoll, Dickinson, Strough, Bruno 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 Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
  - 1) **Request for transfer of funds as attached for Committee approval.**
  - 2) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
    - A) Journal Report of transfers approved by the County Administrator staff for February 2024.
    - B) Request to allow Department Heads or the Chair of the Board of Supervisors to enter into and execute agreements with various vendors or contractors subject to certain conditions.
    - C) Request to amend the 2024 Warren County Budget in the amount of \$70,348.97 to carry over unsued ARPA (*American Rescue Plan Act*) funding within the Information Technology budget.
  - 3) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**  
***Office of Emergency Services (Ann Marie Mason, Director) -***
    - A) Request to amend the 2024 Warren County Budget in the amount of \$16,000 to carry over unused FY23 Hazardous Materials Emergency Preparedness grant funding.  
***Sheriff (James LaFarr, Sheriff) -***
    - B) Request to amend the 2024 Warren County Budget in the amount of \$165,940 to carry over unused 2022-23 PSAP grant funding.
    - C) Request to amend the 2024 Warren County Budget in the amount of \$492,667 to carry over unused 2023 Interoperable Comm. Grant funding.
  - 4) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**  
***Planning & Community Development -***

Request to amend the 2024 Warren County Budget in the amount of \$72,868.27 to reflect receipt of ARPA (*American Rescue Plan Act*) funding for administrative purposes.
  - 5) **Referral from the Health Services Committee (Chaired by Supervisor Strainer):**  
***Health Services (Ginelle Jones, Director, Public Health/Patient Services) -***

Request to amend the 2024 Warren County Budget in the amount of \$1,076.50 to reflect receipt of Healthcare Worker Bonus Program funding the New York State Department of Health.
  - 6) **Referral from the Human Services Committee (Chaired by Supervisor Driscoll):**  
***Department of Social Services (Christina Mastrianni, Commissioner) -***

Request to amend the 2024 Warren County Budget in the amount of \$34,129 to reflect receipt of funding from New York State Office of Children and Family Services for the purpose of purchasing a new vehicle for the Adult Protective Services division.
  - 7) **Referrals from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):**

Request to appropriate \$120,000 from Budget Code A.881.00, *Reserve - Occupancy Tax*, to Budget Code A.6417.0002 480, *General/Tourism/Occupancy, Occupancy Tax Tourism-Special Events*, to provide funding for special events that were awarded funding in 2024.

CONTINUED

**8) Referrals from the Public Works Committee (Chaired by Supervisor Conover):**

***Department of Public Works (Kevin Hajos, Superintendent of Public Works) -***

- A) Request to amend the 2024 Warren County Budget in the amount of \$237,157.48 to reflect receipt of CHIPS funding from New York State.
- B) Request to establish Capital Project No. H430, *Culvert Repairs*, in the amount of \$4,100,000.

**9) FUNDING FOR JOSEPH WARREN CENTER FOR LEADERSHIP AND HISTORY:**

**Referral from the County Facilities Committee (Chaired by Supervisor Bruno):**

***Buildings and Ground (Scott Rogers, Director of Facilities) -***

- A) Request to authorize agreements with lowest responsible bidders for museum alteration for the Joseph Warren Center for Leadership and History pursuant to the terms and provisions of the specifications (WC 1-24) and proposal for a term commencing upon execution and terminating upon completion with a source of funding to be determined (*Total of \$1,000,000 to be allocated to cover bids*). Bids to be awarded to: B&B Premier Contracting LLC (Plumbing); Rozell Industries (Electrical); Bonacqisiti Brothers Construction (General Contracting); and Rozell Industries (Mechanical).

**Referral from the Tourism & Occupancy Tax Coordination Committee (Chaired by Supervisor Merlino):**

***(Heather Bagshaw, Tourism Director) -***

- B) Authorizing the appropriation of funds in an amount not to exceed \$800,000 from the Occupancy Tax Reserve to fund the cost of bids for the Joseph Warren Center for Leadership and History. *Note: \$200,000 was earmarked for this project within the 2024 Budget, but must be appropriated from the General Fund. Finance Committee to determine whether the full remaining amount of \$800,000 should come from the Occupancy Tax Reserve, or if additional funds should be appropriated from the General Fund to lessen the amount of occupancy tax funding used.*

**Additional Action to be Taken Based on Determination of Committee on Items 9A & 9B:**

- C) Authorizing the appropriation of funds from the General Fund to A.9950 910, *Transfers-Capital Projects, Interfund Transfers*, in the total amount determined by the Finance Committee. *Minimally \$200,000, but amount could be higher depending on whether the Committee decides to lessen occupancy tax contribution.*
- D) Increasing Capital Project No. H424, *Joseph B. Warren Capital Project*, in the amount of \$1,000,000.

**10) Finance Committee action is required on the following Personnel Agenda items, contingent upon approval by the Personnel, Administration & Higher Education Committee - Agenda Items 4A-C, 5A and 5C.**

**PERSONNEL AGENDA ITEMS 4A-C, 5A and 5C:**

**4) Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**

***Department of Social Services (Christina Mastrianni, Commissioner) -***

- A) Request to amend the Table of Organization and Salary Schedule to create the new position of Intake Clerk #12, *Grade 4, Base Annual Salary \$38,447*, and delete the position of Social Welfare Examiner #18, *Grade 8, Base Annual Salary \$44,729*, effective April 22, 2024.
- B) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Services, *Annual Salary not to exceed \$91,062*, and delete the position of Class A Supervisor (Services), *Annual Salary \$83,979*, effective April 22, 2024.
- C) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Social Services/Public Assistance, *Annual Salary not to exceed \$83,846*, and delete the position of Deputy Commissioner of Social Services, *Annual Salary \$90,947*, effective April 22, 2024.

**5) Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**

- A) Request to amend the Table of Organization and Salary Schedule to create the position of Director of Human Resources, *Annual Salary \$119,726*, and delete the position of County Human Resources Director, *Annual Salary \$101,491*, effective April 22, 2024.
- C) Request to authorize the County Treasurer to transfer funds remaining in the Civil Service Department Account Codes to the Human Resources Department Account Codes due to the consolidation of the departments effective April 22, 2024.

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds FOR 2024

TO: Amanda Allen, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

TRANSFERS FOR 2024 BUDGET

SIGNED: \_\_\_\_\_

DATE: March 19, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.4195.470	Public Health-Fellowship Program-Contract Expense	A.4195.110	Public Health-Fellowship Program-Full Time Salaries Expense	\$200,000.00
		A.4195.410	Public Health-Fellowship Program-Supplies Expense	\$500.00
		A.4195.810	Public Health-Fellowship Program-Retirement Expense	\$20,000.00
		A.4195.830	Public Health-Fellowship Program-Social Security Expense	\$12,400.00
		A.4195.831	Public Health-Fellowship Program-Medicare Expense	\$2,900.00
		A.4195.860	Public Health-Fellowship Program-Health Insurance Expense	\$44,540.00
		A.4195.865	Public Health-Fellowship Program-Dental Expense	\$3,000.00

**Total Transfers** **\$283,340.00**

To Transfer Salary and Fringe and Supply Expense from Contract Expense to Related Expense Accounts all related to the Fellowship Grant. Conversation with the State on March 12,2024 approval was given to now be able to qualify certain Public Health Employees (Two Nurses and One Health Educator) to this grant. Since we were not able to utilize HHHN locally As a Contractor for this grant activity, we are now able to bill for our staff.

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 Fund			

Please state reason for transfer request:

Total

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

Attachment 7

## WARREN COUNTY

## Journal Report

G/L Date	G/L Account Number	Account Description	Description	Increase Amount	Decrease Amount
Admn.Fiscal Srv - Administrative Fiscal Services					
2/12/2024	A.1011 210	Furniture/Furnishings	Budget Transfer out of object code from A.1671 410	\$ 61.53	
2/12/2024	A.1671 410	Supplies	Budget Transfer out of object code to A.1011 210		\$ 61.53
Brd. of Election - Board of Elections					
2/29/2024	A.1450 426	Subscriptions	BUDGET TRANSFERS WITHIN OBJECT CODE FROM A.1450 439	\$ 60.00	
2/29/2024	A.1450 439	Misc Fees & Expenses	BUDGET TRANSFERS WITHIN OBJECT CODE TO A.1450 426		\$ 60.00
DPW_DPW Admin - DPW,DPW Administration					
2/2/2024	A.1620 210	Furniture/Furnishings	Out of Code Transfer from A.1620 410	\$ 253.00	
2/2/2024	A.1620 410	Supplies	Out of Code Transfer to A.1620 210		\$ 253.00
2/5/2024	DM.5130 410	Supplies	Transfer Within Budget Code to DM.5130 444		\$ 5.00
2/5/2024	DM.5130 444	Travel/Education/Conference	Transfer Within Budget Code from DM.5130 410	\$ 5.00	
2/15/2024	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 444		\$ 300.00
2/15/2024	A.1628 444	Travel/Education/Conference	Transfer Within Budget Code from A.1628 410	\$ 300.00	
2/15/2024	A.7110 260	Other Equipment	Transfer Out of Budget Code from A.7110 410	\$ 400.00	
2/15/2024	A.7110 410	Supplies	Transfer Out of Budget Code to A.7110 260		\$ 400.00
2/16/2024	A.1610 410	Supplies	Transfer Within Budget Code from A.1610 442	\$ 318.00	
2/16/2024	A.1610 442	Automotive - Gas & Oil	Transfer Within Budget Code to A.1610 410		\$ 318.00
2/26/2024	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 424		\$ 2.00
2/26/2024	A.1628 424	Postage	Transfer Within Budget Code from A.1628 410	\$ 2.00	
2/26/2024	A.7110 413	Repair & Maint.-Bldg/Property	Transfer Within Budget Code to A.7110 436		\$ 15.00
2/26/2024	A.7110 436	Advertising Fees	Transfer Within Budget Code from A.7110 413	\$ 15.00	
2/26/2024	A.1490 410	Supplies	Transfer Within Budget Code to A.1490 426		\$ 262.00
2/26/2024	A.1490 426	Subscriptions	Transfer Within Budget Code from A.1490 410	\$ 262.00	
2/26/2024	A.1628 410	Supplies	Transfer Within Budget Code to A.1628 426		\$ 262.00
2/26/2024	A.1628 426	Subscriptions	Transfer Within Budget Code from A.1628 410	\$ 262.00	
2/28/2024	D.3310 410	Supplies	Transfer Within Budget Code to D.3310 439		\$ 334.00
2/28/2024	D.3310 439	Misc Fees & Expenses	Transfer Within Budget Code from D.3310 410	\$ 334.00	
Human Resources - Human Resources					
2/16/2024	A.1435 210	Furniture/Furnishings	Transfer of funds out of Object Code from A.1435 439	\$ 298.99	
2/16/2024	A.1435 439	Misc Fees & Expenses	Transfer of funds out of Object Code to A.1435.210		\$ 298.99
Infotech - Information Technology					
2/14/2024	A.1680 220	Office Equipment	Budget Transfer out of Object Code from A.1680 422	\$ 1,000.00	
2/14/2024	A.1680 422	Repair/Maint-Equipment	Budget Transfer out of Object Code to A.1680 220		\$ 1,000.00
Legal Def-Indgnt - Legal Defense - Indigents					
2/15/2024	A.1170.4209 220	Office Equipment	Out of Code Budget transfer to Code A.1170.4209 423		\$ 1,124.64
2/15/2024	A.1170.4209 423	Telephone	Out of Code Budget transfer from Code A.1170.4209 220	\$ 1,124.64	
2/26/2024	A.1170.4202 220	Office Equipment	Budget transfer within budget code to code A.1170.4202 260		\$ 157.00
2/26/2024	A.1170.4202 260	Other Equipment	Budget transfer within budget code from code A.1170.4202 220	\$ 157.00	
Mental Health - Mental Health					
2/8/2024	A.4310 426	Subscriptions	transfer funds from A.4310 444 to A.4310 426	\$ 429.00	
2/8/2024	A.4310 444	Travel/Education/Conference	transfer funds from A.4310 444 to A.4310 426		\$ 429.00
OFA - Office for the Aging					
2/28/2024	A.6771 220	Office Equipment	Within object code transfer from A.6771.260	\$ 716.33	
2/28/2024	A.6771 260	Other Equipment	Within object code transfer to A.6771.220		\$ 716.33
Office of EMS - Office of Emergency Services					

2/22/2024	A.3645.4112 220	Office Equipment	Budget Transfer Within Object Code to A.3645.4112 260	\$	450.00		
2/22/2024	A.3645.4112 250	Technical Equipment	Budget Transfer Within Object Code to A.3645.4112 260	\$		5,726.00	
2/22/2024	A.3645.4112 260	Other Equipment	Budget Transfer Within Object Code from A.3645.4112 250	\$	5,726.00		
2/22/2024	A.3645.4112 260	Other Equipment	Budget Transfer Within Object Code from A.3645.4112 220	\$	450.00		
Personnel - Civil Service							
2/5/2024	A.1430 410	Supplies	Transfer of funds within object code from 1430.436	\$	100.00		
2/5/2024	A.1430 436	Advertising Fees	Transfer of funds within object code to 1430.410	\$		100.00	
Planning_Planning - Planning,Planning							
2/5/2024	A.8021 436	Advertising Fees	budget transfer within object code from A.8021 442	\$	200.00		
2/5/2024	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 436	\$		200.00	
2/14/2024	A.8021 427	Memberships & Dues	budget transfer within object code from A.8021 442	\$	46.15		
2/14/2024	A.8021 442	Automotive - Gas & Oil	budget transfer within object code to A.8021 427	\$		46.15	
Public Health_Health Services - Public Health,Health Services							
2/1/2024	A.4013 426	Subscriptions	Budget Transfer WIC to A4013.426 from A4013.436	\$	120.00		
2/1/2024	A.4013 436	Advertising Fees	Budget Transfer WIC to A4013.426 from A4013.436	\$		120.00	
2/1/2024	A.4018 410	Supplies	Budget Transfer Prev to A4018.426 from 4018.410	\$		120.00	
2/1/2024	A.4018 426	Subscriptions	Budget Transfer Prev to A4018.426 from 4018.410	\$	120.00		
2/1/2024	A.4010.4300 220	Office Equipment	Out of code Transfer CHHA to A4010.4300.220from .410	\$	2,000.00		
2/1/2024	A.4010.4300 410	Supplies	Out of code Transfer CHHA to A4010.4300.220from .410	\$		2,000.00	
2/1/2024	A.4010.4300 220	Office Equipment	Out of code Transfer Addit CHHA to A4010.4300.220 from .410	\$	1,000.00		
2/1/2024	A.4010.4300 410	Supplies	Out of code Transfer Addit CHHA to A4010.4300.220 from .410	\$		1,000.00	
2/7/2024	A.4054.0060 426	Subscriptions	Budget Trans EI to A4054.0060.426 fm 444	\$	500.00		
2/7/2024	A.4054.0060 444	Travel/Education/Conference	Budget Trans EI to A4054.0060.426 fm 444	\$		500.00	
Sheriff_Sheriff Law Enf - Sheriff,Sheriff Law Enforcement							
2/28/2024	A.3150 410	Supplies	budget transfer within object code to A.3150 470	\$		90.00	
2/28/2024	A.3150 470	Contract	budget transfer within object code from A3150 410	\$	90.00		
Tourism - Tourism							
2/1/2024	A.6417.0001 220	Office Equipment	Transfer from A.6417.00001 470 (out of code)	\$	350.00		
2/1/2024	A.6417.0001 470	Contract	Transfer to A.6417.0001 220 (out of code)	\$		350.00	
2/29/2024	A.6417.0001 210	Furniture/Furnishings	Transfer to A.6417.0001 220	\$		100.00	
2/29/2024	A.6417.0001 220	Office Equipment	Transfer from A.6417.0001 210	\$	100.00		
Veterans Service - Veterans Service							
2/23/2024	A.6510 444	Travel/Education/Conference	funds transfer to 470 contracts	\$		210.00	
2/23/2024	A.6510 470	Contract	funds transfer from 444 travel	\$	210.00		
Weights & Meas - Weights & Measures							
2/6/2024	A.6610 210	Furniture/Furnishings	BUDGET TRANSFER OUT OF OBJECT CODE FROM A.6610 410	\$	159.00		
2/6/2024	A.6610 410	Supplies	BUDGET TRANSFER OUT OF OBJECT CODE TO A.6610 210	\$		159.00	

**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 Administrator**

**DATE: 3/29/2024**

(a) Purpose of Request:

**To allow Department Heads or the Chair of the Board of Supervisors to enter into and execute agreements with various vendors or contractors subject to certain conditions.**

(b) Details:

**No agreement may exceed \$10,000 per vendor/ contractor per year. The services have been budgeted for in the current year, there must be sufficient funds available to pay for the same in the current budget year. The County's Purchasing Policy must be followed. Any agreements must be approved by the Department Head and, if required, in a form approved by the County Attorney.**

(c) Previous Resolution Number:

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

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 7*****Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: County Administrator**

**DATE: 3/29/2024**

(a) Purpose of Amendment:

**To re-appropriate unspent ARPA funding into the 2024 IT Budget**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.1680.4999 220 Information Technology, American Rescue Plan Act, Office  
Equipment - \$70,348.97**

(c) Revenue Code (with title), and Amount:

**A.1680.4999 4090 Information Technology, American Rescue Plan Act (ARPA) -  
Coronavirus Local Fiscal Recovery Fund (CLFRF) - \$70,348.97**

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Office of Emergency Services**

**DATE: March 19, 2024**

(a) **Purpose of Amendment: Increase both sides of the 2024 budget to accommodate the FY23-24 Hazardous Materials Emergency Preparedness Grant.**

(b) **Appropriation Code, Object Code, Full Title and Amount:**

**A.3645.4126 470 – FY23 HazMat Emerg Preparedness-Contract \$16,000**

(c) **Revenue Code (with title), and Amount:**

**A.3645.4126 4382 – FY23 HazMat Emergency Preparedness \$16,000**

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** March 19, 2024

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's 911 Center, 2022-23 PSAP Grant from fiscal year 2023 to fiscal year 2024.

(b) **Appropriation Code, Object Code, Full Title and Amount:**

A.3020.4050 250	Sheriff's 911 Center	\$165,940.00
	2022-23 PSAP Grant - Technical Equipment	

(c) **Revenue Code (with title), and amount:**

A.3020.4050 3380	Sheriff's 911 Center	\$165,940.00
	2022-23 PSAP Grant	
	State Homeland Security Program	

**RESOLUTION REQUEST FORM NO. 7*****Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME:** Sheriff

**DATE:** March 19, 2024

(a) **Purpose of Amendment:** Amend County Budget to transfer funds remaining in Sheriff's 911 Center, 2023 Interoperable Comm Grant from fiscal year 2023 to fiscal year 2024

(b)	<b>Appropriation Code, Object Code, Full Title and Amount:</b>	
	A.3020.4049 250 Sheriff's 911 Center	\$492,667.00
	2023 Interoperable Comm Grant	
	Technical Equipment	

(c)	<b>Revenue Code (with title), and amount:</b>	
	A.3020.4049 3380 Sheriff's 911 Center	\$492,667.00
	2023 Interoperable Comm Grant	
	State Homeland Security Program	

**RESOLUTION REQUEST FORM NO. 7*****Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Planning and Community Development**

**DATE: March 7, 2024**

(a) Purpose of Amendment:

**Amend revenue codes to reflect ARPA administrative funding for 2024 as per resolution 260 of 2022**

(b) Appropriation Code, Object Code, Full Title and Amount:

**A.8021.4999 110 Salaries, regular \$57,363.19**

**A.8021.4999 801 Retirement \$6034.75**

**A.8021.4999 830 Social Security \$3,734.33**

**A.8021.4999 831 Medicare Contribution \$878.43**

**A.8021.4999 860 Hospitalization \$4,815.57**

**A.8021.4999 Dental Insurance \$42.00**

(c) Revenue Code (with title), and Amount:

**A. 8021.4999 4090 - Coronavirus Local Fiscal Recovery Fund (CLFRF)  
total of \$72,868.27**

## RESOLUTION REQUEST FORM NO. 7

### Request to Amend County Budget\*

**\*If this is the result of a grant award, also complete and submit  
Form No. 5 or 6**

**DEPARTMENT NAME:** Warren County Health Services

**DATE:** March 19, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to reflect both the Revenue and Expenses related to the Healthcare Worker Bonus Program (A.4196) for additional funding from the Department of Health of \$ 1,076.50.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- |  |             |
|--|-------------|
| A.4196.110 Health Worker Bonus Program-Full time Salaries      | \$ 1,000.00 |
| A.4196.830 Health Worker Bonus Program-Social Security Expense | \$ 62.00    |
| A.4196.831 Health Worker Bonus Program-Medicare Expense        | \$ 14.50    |

Revenue Code (with title), and Amount:

A.4196.3489 Health Worker Bonus Program-Other Revenue	\$1,076.50
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**\*Note:** Warren County Health Services was notified early August 2022 by The New York State Department of Health that we were to receive additional funding for staff and contractors who qualified for the NYS Health Care Worker Bonus Program. Certain Criteria needs to be met for any staff and contractors who will qualify. There is a maximum of \$3000 per person. This was for one person who became eligible and this was paid in February 2024. This program will expire March 2024. There is no cost to the County.

**RESOLUTION REQUEST FORM NO. 7**

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***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: Social Services**

**DATE: 3/7/24**

- (a) Purpose of Amendment: **To increase expenses and revenue based on two allocations received by NYS OCFS (per attached letters, 22-OCFS-LCM-25 - \$25,000 & 22-OCFS-LCM-04 - \$9,129). These allocations are to enhance and improve the lives of our Adult Protective Services clients. OCFS has approved a vehicle purchase so that APS will be more able provide services for these purposes.**
  
- (b) Appropriation Code, Object Code, Full Title and Amount: **A.6010 230  
Automotive Equipment \$34,129**
  
- (c) Revenue Code (with title), and Amount:  
**A.6010 3610 State Aid Admin \$34,129**

8/1/22 - 9/30/24

ARPA 2 (APS)

\$25,000.



## Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSSELAER, NY 12144

Sheila J. Poole  
Commissioner

### Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-25
<b>To:</b>	Local Departments of Social Services Commissioners Directors of Services Adult Protective Supervisors
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Division of Administration
<b>Date:</b>	September 8, 2022
<b>Subject:</b>	<b>Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant FFY 22</b>
<b>Contact Person(s):</b>	See section IV.
<b>Attachments:</b>	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Large Purchase Request for Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes in New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$9,195,346 to New York State for use from August 1, 2022, through September 30, 2024. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

#### II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and exploitation. The New York State Office of Children and Family Services (OCFS) recently surveyed the districts to ascertain the current needs and services of vulnerable adults in their LDSSs as well as their staff's needs. The survey identified the following needs and services: the need for additional/temporary staff; additional personal protection equipment; the use of tele-

22-OCFS-LCM-25

September 8, 2022

**Attachment A:  
District Allocation Amounts**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$125,945	Ontario	\$31,007
Allegany	\$26,322	Orange	\$102,121
Broome	\$75,888	Orleans	\$25,000
Cattaraugus	\$28,463	Oswego	\$42,250
Cayuga	\$29,133	Otsego	\$25,000
Chautauqua	\$64,913	Putnam	\$35,780
Chemung	\$40,509	Rensselaer	\$75,353
Chenango	\$25,000	Rockland	\$96,588
Clinton	\$25,000	Saratoga	\$79,904
Columbia	\$38,859	Schenectady	\$53,804
Cortland	\$25,000	Schoharie	\$25,000
Delaware	\$57,106	Schuyler	\$25,000
Dutchess	\$98,819	Seneca	\$25,000
Erie	\$412,142	St. Lawrence	\$51,975
Essex	\$25,000	St. Regis	\$25,000
Franklin	\$25,000	Steuben	\$73,836
Fulton	\$30,516	Suffolk	\$187,333
Genesee	\$25,000	Sullivan	\$40,777
Greene	\$25,000	Tioga	\$25,000
Hamilton	\$25,000	Tompkins	\$36,226
Herkimer	\$35,736	Ulster	\$27,660
Jefferson	\$33,906	Warren	\$25,000
Lewis	\$25,000	Washington	\$25,000
Livingston	\$25,786	Wayne	\$25,000
Madison	\$25,000	Westchester	\$129,915
Monroe	\$195,230	Wyoming	\$25,000
Montgomery	\$25,000	Yates	\$25,000
Nassau	\$127,908		
Niagara	\$104,351	NYC	\$4,152,425
Oneida	\$47,870		
Onondaga	\$186,040	<b>Statewide Total</b>	<b>\$7,577,396</b>

\$9129



## Office of Children and Family Services

Kathy Hochul  
Governor

52 WASHINGTON STREET  
RENSELAER, NY 12144

Sheila J. Poole  
Commissioner

### Local Commissioners Memorandum

<b>Transmittal:</b>	22-OCFS-LCM-04
<b>To:</b>	Local District Commissioners Directors of Services Adult Protective Supervisors
<b>Issuing Division/Office:</b>	Division of Child Welfare and Community Services Division of Administration
<b>Date:</b>	March 17, 2022
<b>Subject:</b>	<b>Administration for Community Living – American Rescue Plan Act Adult Protective Services Grant</b>
<b>Contact Person(s):</b>	Shelly Fiebich Shelly.Aubertine-Fiebich@ocfs.ny.gov; 518-402-1639
<b>Attachments:</b>	Attachment A: <i>District Allocation Amounts</i> Attachment B: <i>Attestation of Use of Administration for Community Living – American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services</i> Attachment C: <i>Request for Approval of Equipment Expenditure Exceeding \$5,000</i> Attachment D: <i>Tribes of New York State and County of Residence</i> Attachment E: <i>Annual Program Report Template and Instructions</i> Attachment F: <i>For U.S. Administration for Community Living Grants</i>

#### I. Purpose

The purpose of this Local Commissioners Memorandum (LCM) is to advise local departments of social services (LDSSs) of the availability of federal funds through the American Rescue Plan Act of 2021: Grants to Enhance Adult Protective Services administered by the Administration for Community Living (ACL). The federal ACL has made available one-time funding in the amount of \$4,864,372 to New York State for use from August 1, 2021, through May 31, 2023. This LCM provides information on each LDSS's allocation (Attachment A) from the remaining funds, how the funds can be used, and annual reporting and claiming requirements.

#### II. Background

These funds are being made available to states to provide resources to enhance, improve and expand adult protective services' (APS) ability to investigate allegations of abuse, neglect and

**Attachment A:  
District Allocation Amounts**

<b>District</b>	<b>Allocation</b>	<b>District</b>	<b>Allocation</b>
Albany	\$66,403	Ontario	\$16,457
Allegany	\$13,156	Orange	\$57,049
Broome	\$39,342	Orleans	\$4,702
Cattaraugus	\$7,178	Oswego	\$23,686
Cayuga	\$16,332	Otsego	\$13,706
Chautauqua	\$35,915	Putnam	\$19,458
Chemung	\$22,710	Rensselaer	\$40,718
Chenango	\$3,177	Rockland	\$54,148
Clinton	\$8,429	Saratoga	\$40,093
Columbia	\$17,357	Schenectady	\$25,336
Cortland	\$11,830	Schoharie	\$5,077
Delaware	\$31,714	Schuyler	\$9,729
Dutchess	\$51,622	Seneca	\$4,552
Erie	\$231,050	St. Lawrence	\$29,137
Essex	\$6,478	St. Regis	\$1,951
Franklin	\$8,654	Steuben	\$41,117
Fulton	\$17,108	Suffolk	\$105,020
Genesee	\$11,905	Sullivan	\$22,860
Greene	\$8,529	Tioga	\$12,080
Hamilton	\$1,275	Tompkins	\$20,309
Herkimer	\$18,383	Ulster	\$15,506
Jefferson	\$18,708	Warren	\$9,129
Lewis	\$4,051	Washington	\$13,055
Livingston	\$14,456	Wayne	\$5,478
Madison	\$7,929	Westchester	\$72,831
Monroe	\$109,447	Wyoming	\$4,927
Montgomery	\$9,629	Yates	\$2,176
Nassau	\$71,706		
Niagara	\$55,223	NYC	\$2,327,885
Oneida	\$26,836		
Onondaga	\$99,568	<b>Statewide Total</b>	<b>\$4,044,272</b>

P-518-761-6277 F-518-761-6499

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**From:** Kelleher, Julie (OCFS) <[Julie.Kelleher@ocfs.ny.gov](mailto:Julie.Kelleher@ocfs.ny.gov)>  
**Sent:** Friday, January 19, 2024 2:32 PM  
**To:** Pearl, Julianna (DFA) <[Julianna.Pearl@dfa.state.ny.us](mailto:Julianna.Pearl@dfa.state.ny.us)>  
**Subject:** RE: REMINDER: ARPA Funding

Hi Julie,

I'm pretty sure we already approved this. 🤔

**From:** Pearl, Julianna (DFA) <[Julianna.Pearl@dfa.state.ny.us](mailto:Julianna.Pearl@dfa.state.ny.us)>  
**Sent:** Friday, January 19, 2024 1:57 PM  
**To:** Kelleher, Julie (OCFS) <[Julie.Kelleher@ocfs.ny.gov](mailto:Julie.Kelleher@ocfs.ny.gov)>  
**Subject:** RE: REMINDER: ARPA Funding

Hi Julie,

I just want to follow up on this and see if the use of the ARPS 1 and 2 attestation and funding use was approved . If it is, the car bid will be going out in February. Thanks.

Thanks,

*Julie Pearl*

APS/CASA Supervisor  
 Warren County Dept. of Social Services  
 Human Services Bldg.  
 1340 State Rte. 9  
 Lake George, N.Y. 12845  
 P-518-761-6277 F-518-761-6499

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**From:** Kelleher, Julie (OCFS) <[Julie.Kelleher@ocfs.ny.gov](mailto:Julie.Kelleher@ocfs.ny.gov)>  
**Sent:** Thursday, December 7, 2023 4:29 PM  
**To:** Pearl, Julianna (DFA) <[Julianna.Pearl@dfa.state.ny.us](mailto:Julianna.Pearl@dfa.state.ny.us)>  
**Cc:** Barrett, Devon (OCFS) <[Devon.Barrett@ocfs.ny.gov](mailto:Devon.Barrett@ocfs.ny.gov)>  
**Subject:** RE: REMINDER: ARPA Funding

Thank you, Julie.

**From:** Pearl, Julianna (DFA) <[Julianna.Pearl@dfa.state.ny.us](mailto:Julianna.Pearl@dfa.state.ny.us)>  
**Sent:** Thursday, December 7, 2023 4:18 PM

**Montero, Julie (DFA)**

---

**From:** Pearl, Julianna (DFA)  
**Sent:** Friday, January 19, 2024 4:58 PM  
**To:** Montero, Julie (DFA)  
**Subject:** FW: REMINDER: ARPA Funding

Hi Julie,

Please see the below email. You probably don't want the full email train though.

Thanks,  
*Julie Pearl*  
APS/CASA Supervisor  
Warren County Dept. of Social Services  
Human Services Bldg.  
1340 State Rte. 9  
Lake George, N.Y. 12845  
P-518-761-6277 F-518-761-6499

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**From:** Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>  
**Sent:** Friday, January 19, 2024 3:45 PM  
**To:** Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>  
**Subject:** RE: REMINDER: ARPA Funding

My apologies if I didn't send it. You're attachment C is approved.  
Thanks,  
Julie

**From:** Pearl, Julianna (DFA) <Julianna.Pearl@dfa.state.ny.us>  
**Sent:** Friday, January 19, 2024 3:41 PM  
**To:** Kelleher, Julie (OCFS) <Julie.Kelleher@ocfs.ny.gov>  
**Subject:** RE: REMINDER: ARPA Funding

Thank you. The last email I could find that I received from you was the December 7<sup>th</sup> one. My Accounting Dept wanted something that stated the attestation was approved.

Thanks,  
*Julie Pearl*  
APS/CASA Supervisor  
Warren County Dept. of Social Services  
Human Services Bldg.  
1340 State Rte. 9  
Lake George, N.Y. 12845

**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: TOURISM DEPARTMENT**

**DATE: 03/19/24**

- (a) Purpose of Request:  
**To transfer funds into A6417.0002 480, Special Event Funding to make 2024 Special Events Occupancy Tax Awards**
  
- (b) Details:  
**Committee awarded \$120,000 with \$0 available in the Special Events line. Appropriation of funds will bring the Occupancy Tax Budget Availability up to the required \$120,000.**
  
- (c) Previous Resolution Number:
  
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **\$120,000 - 881.00 Reserve, Occupancy Tax**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 7**

***Request to Amend County Budget\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW**

**DATE: 3/20/24**

- (a) Purpose of Amendment: To amend the County budget for additional County Road Consolidated Highway Funds from New York State \$237,157.48.
  
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
D.5112.8356 280 - County Roads (CR66) Country Club Road \$237,157.48
  
- (c) Revenue Code (with title), and Amount:  
D.5010 3501 - County Road, Highway Administration, Consolidated Highway Aid. \$237,157.48

**RESOLUTION REQUEST FORM NO. 8*****Request to Establish Capital Project or Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW - Public Works**

**DATE: 3/20/2024**

- (a) Exact Title **and** Number of Project (**must be obtained from Treasurer's Office**): H430 Culvert Repairs
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Project: \$4,100,000.00
- (e) Source of Funding (including name & title of codes, etc.): H430.9550 5710 - Serial Bonds
- (f) Purpose of Establishment: To repair/replace existing culverts on various roads within the County

## ***RESOLUTION REQUEST FORM NO. 3***

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

**DEPARTMENT NAME: DPW - B&G**

**DATE: 3/29/24**

- (a) Is this a Result of a Bid or Request for Proposal? WC 1-24 Joseph Warren Center for Leadership and History - Museum Alteration
- (b) Purpose of Contract: To enter into contract with the lowest responsive bidder for the Plumbing Contractor for the Museum Alteration.
- (c) Name of Contractor: B&B Premier Contracting, LLC
- (d) Address of Contractor: 10 Ferris Street Hudson Falls NY 12839
- (e) Contractor's Contact Person and Telephone Number: Robert Brady 518 538-9524
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: TBD

***RESOLUTION REQUEST FORM NO. 3******Request for New Contract*****DEPARTMENT NAME: DPW - B&G****DATE: 3/29/24**

- (a) Is this a Result of a Bid or Request for Proposal? WC 1-24 Joseph Warren Center for Leadership and History - Museum Alteration
- (b) Purpose of Contract: To enter into contract with the lowest responsive bidder for the Electrical Contractor for the Museum Alteration.
- (c) Name of Contractor: Rozell Industries, Inc
- (d) Address of Contractor: 129 Park Road, Queensbury NY 12804
- (e) Contractor's Contact Person and Telephone Number: Brian Rozell 518 793-2634
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: TBD

## ***RESOLUTION REQUEST FORM NO. 3***

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

**DEPARTMENT NAME: DPW - B&G**

**DATE: 3/29/24**

- (a) Is this a Result of a Bid or Request for Proposal? WC 1-24 Joseph Warren Center for Leadership and History - Museum Alteration
- (b) Purpose of Contract: To enter into contract with the lowest responsive bidder for the General Contractor for the Museum Alteration.
- (c) Name of Contractor: Bonacquisti Brothers Construction
- (d) Address of Contractor: 20 Center Street, Albany ny 12204
- (e) Contractor's Contact Person and Telephone Number: John Bonacquisti 518 956-1358
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions: i) lump sum amount  
ii) hourly rate amount  
iii) total amount not to exceed  
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: TBD

***RESOLUTION REQUEST FORM NO. 3******Request for New Contract*****DEPARTMENT NAME: DPW - B&G****DATE: 3/29/24**

- (a) Is this a Result of a Bid or Request for Proposal? WC 1-24 Joseph Warren Center for Leadership and History - Museum Alteration
- (b) Purpose of Contract: To enter into contract with the lowest responsive bidder for the Mechanical Contractor for the Museum Alteration.
- (c) Name of Contractor: Rozell Industries, Inc
- (d) Address of Contractor: 129 Park Road, Queensbury NY 12804
- (e) Contractor's Contact Person and Telephone Number: Brian Rozell 518 793-2634
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: Upon Execution
- (h) Termination Date of Contract: Upon Completion
- (i) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: TBD

**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: Tourism**

**DATE: March 26, 2024**

- (a) Purpose of Request: **Appropriate up to \$800,000 from A 881.00 Reserve, Occupancy Tax to fund H424 Joseph B. Warren Capital Project.**
- (b) Details: **Increase A.9950 910 Transfers- Capital Projects, Interfund Transfers**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A 881.00, Reserve, Occupancy Tax - Up to \$800,000**  
**Sample: A.8021 470 Planning & Community Development – Contract**

\* as listed in budget and LOGOS

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

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

**DEPARTMENT NAME: Tourism**

**DATE: March 22, 2024**

- (a) Purpose of Request: **Appropriate funds in a total amount to be determined (minimally \$200,000) from the General Fund Unappropriated Surplus (A.909) to increase Budget Code A.9950 910, Transfers-Capital Projects, Interfund Transfers**
- (b) Details: **To fund Joseph Warren Center for Leadership and History renovations**
- (c) Previous Resolution Number: **N/A**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **A.909.00, General Fund Unappropriated Surplus**

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

\* as listed in budget and LOGOS

**RESOLUTION REQUEST FORM NO. 9*****Request to Increase or Decrease or Amend Existing Capital Project or  
Capital Reserve Project\****

*\*If this is the result of a grant award, also complete and submit Form No. 5 or 6*

**DEPARTMENT NAME: DPW**

**DATE: March 22, 2024**

- (a) Exact Title and Number of Project\*: **H424 Joseph B. Warren Capital Project**
- (b) Is this a Capital Project? **Yes**
- (c) Is this a Capital Reserve Project? **No**
- (d) Amount of Increase (if applicable): **\$1,000,000**
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): **A.9950  
910 Transfers - Capital Projects, Interfund Transfers**
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: **To fund building costs of  
project**

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE  
AGENDA  
MARCH 29, 2024

**Committee Members:** *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - 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/Higher Education Information:**
    - A) Request to appoint Manu Davidson and Timothy Collins as members of the Adirondack Community College Board of Trustees.
    - B) SUNY Adirondack representatives to provide an update on the College.
  - 2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**  
Review of report on tracking of vacancies filled.
  - 3) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**  
Request to authorize an Intermunicipal Agreement with certain towns for the performance of municipal cooperative activities related to shared services.
  - 4) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**  
**Department of Social Services (Christina Mastrianni, Commissioner) -**
    - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Intake Clerk #12, *Grade 4, Base Annual Salary \$38,447*, and delete the position of Social Welfare Examiner #18, *Grade 8, Base Annual Salary \$44,729*, effective April 22, 2024.
    - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Services, *Annual Salary not to exceed \$91,062*, and delete the position of Case A Supervisor (Services), *Annual Salary \$83,979*, effective April 22, 2024.
    - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Social Services/Public Assistance, *Annual Salary not to exceed \$83,846*, and delete the position of Deputy Commissioner of Social Services, *Annual Salary \$90,947*, effective April 22, 2024.
  - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
    - A) Request to amend the Table of Organization and Salary Schedule to create the position of Director of Human Resources, *Annual Salary \$119,726*, and delete the position of County Human Resources Director, *Annual Salary \$101,491*, effective April 22, 2024.
    - B) Request to appoint Jackie Figueroa as Director of Human Resources for a term commencing April 22, 2024 and terminating April 21, 2030, at the annual salary established in the Warren County Salary and Compensation Plan.
    - C) Request to authorize the County Treasurer to transfer funds remaining in the Civil Service Department Account Codes to the Human Resources Department Account Codes due to the consolidation of the departments effective April 22, 2024.

**PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA**  
**MARCH 29, 2024**

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

- A) Request authority for County attorney to tender and amount up to the County insurance policy deductible to settle claims by Timothy E. McIntyre & Brenna R. Michalak against the County of Warren and Warren County Sheriff's Office and to authorize the Chairman of the Board to sign any settlement agreements in a form approve by the County Attorney, as well as to authorize payment for same.
- B) Request for an executive session pursuant to Public Officers Law Section 105(1)(d), to discuss proposed, pending or current litigation, as follows: **Notice of Claim:** *Irene Esposito*, received March 11, 2024; *Tarrah Rockewell*, served February 7, 2024, Date of Loss-September 26, 2023, Claimant filed petition and motion for permission to file late notice of claim; *McIntyre & Michalak*, filed December 19, 2022. Settlement discussion; *Kelly Daly*, filed September 13, 2023. Settlement discussions. **Lawsuits (Newly Filed):** *Cynthia Rich (Maxam)*, *David Dellamonica*, *Estate of Ann Alice Hennessey v. County of Warren*, Federal lawsuit served March 11, 2024 alleging violations of federal constitutional rights under 5<sup>th</sup> Amendment, 8<sup>th</sup> amendment, and 14<sup>th</sup> Amendment, as well as section 1983 claims for deprivation of civil rights, claims arise from *Tyler v. Hennepin County* SCOTUS decision on May 25, 2023; *Nicholas Oudekerk v. Sergeant Thomas and C.O. Crumb*, Federal lawsuit served March 19, 2024 alleging civil rights violations arising from Federal constitution violations arising from Federal constitution violations under 4<sup>th</sup>, 8<sup>th</sup> and 14<sup>th</sup> Amendments, as well as County liability based on *Monell* liability arising from policy of practice of the County; Plaintiff's complaint alleges that on December 30, 2023, while Plaintiff was detained at the WARREN County Jail, he was ordered to exit the showers while showering and that his refusal to do so would result in being sprayed with a chemical agent to force his removal - Plaintiff claims that the conduct by correctional staff was a violation of his privacy rights; **Lawsuit (Updates):** a. *Warren County v. Continental Insurance*, NDNY 1:22-cv 328 & 431 (DJ Actions).; b. *Joan David Smith v. Warren County*, Warren County Index No. 2020-68480; c. *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021; d. *Jasmine Earnest v. Warren County*, Warren County Index No. EF2022-2111.

**V. Pending Items:**

**PERSONNEL:**

The request from the County Treasurer's Office to define County service as it related to retiree health insurance benefits to include previous service time with SUNY Adirondack and determine whether a policy should be developed regarding same would be discussed at a future meeting when the additional information was compiled by the County Attorney, County Administrator and County Human Resources Director regarding the request. (02.01.24)

**VI. Privilege of the Floor/Public Comment**

**VII. Motion to adjourn**

---

**RESOLUTION REQUEST FORM NO. 11**

***Request to Create New Position***

**DEPARTMENT NAME:** Social Services

**DATE:** 3/19/24

- (a) Title of Requested Position: **Intake Clerk #12, Grade 4**
- (b) Annual **Base** Salary (and Grade if Applicable): **(2023) \$38,447**
- (c) Effective Date for New Position:\* **4/22/24**  
\*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):  
**Social Welfare Examiner #18, Grade 8, Annual Base Salary \$44,729**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A 6010 110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**Yes, reimbursed 50% Federal, 25% State**
- (h) Is there expected revenue from this position? If so, please explain:

**INTAKE CLERK**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performance of routine clerical work and office functions in the Department of Social Services. Incumbents greet the public, screens all incoming requests for information either in person or by telephone and giving routine information, or directing requests to proper staff members. The incumbent is responsible for the initial screening for and intake of applications for assistance from individuals for various social services programs. The incumbent receives applications and information and forwards to appropriate examiners for determinations of eligibility for benefit programs such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP). Additionally, employees in this class perform related clerical tasks assigned in support of a particular benefit program; specific tasks will vary depending on the program objectives of the unit to which the employee is assigned. The work is performed in accordance with a prescribed routine outlined by an administrative level supervisor. Does related work as required.

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

Greets and receives the public, provides requested general information or makes appropriate referrals to staff members of the assigned unit;  
 Answers telephone calls at reception desk, makes transfer connections to appropriate offices and takes messages or makes appointments;  
 Screens the applicant with scripted questions on the computer to elicit needed information to make eligibility determinations and provides application if appropriate;  
 Performs initial intake by receiving the individual's application and answers general questions related to various benefit programs and ensures that application information is complete;  
 Registers the application for further processing by an examiner by opening new file or matching paperwork with an existing case file;  
 Pulls materials from files and makes file searches, including electronic records, in order to answer a telephone or visitor request for information;  
 Searches and retrieves data from computerized records by use of queries or updates records in accordance with procedures;  
 Performs reproduction and collating duties of applications, materials and documents;  
 Sends, receives and logs faxes;  
 Maintains pamphlets, brochures and related materials for visitors;  
 Receives, sorts and distributes incoming mail and processes outgoing mailing by addressing envelopes for mailing;  
 May perform general clerical duties and maintain simple records related to the duties assigned.

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

Working knowledge of the benefit programs and requirements such as financial assistance, medical assistance, food stamps and the Heat and Energy Assistance Program (HEAP);  
 Working knowledge of office terminology, procedures and equipment;  
 Ability to enter data into query and issue reports from database and spreadsheet programs;  
 Ability to deal courteously with the public both in person and on the telephone;  
 Ability to understand and follow simple oral and written directions;  
 Ability to greet the public in a pleasing manner and provide requested information;  
 Ability to refer visitors to appropriate staff member after ascertaining their needs;  
 Ability to operate fax and copy machines; Ability to hear well and speak distinctly;  
 Ability to write legibly; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- B) Two (2) years of clerical experience.

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022

Position Changes  
2024

Budget/Personnel Requests

	Grade	Salary/Entry Level	FICA/Med	Health/Dental	Total
Delete Social Welfare Examiner (03)	8	\$ 44,729	\$ 3,421.77	\$ 22,364.50	\$ 70,515.27
Add Intake Clerk (00)	4	\$ 38,447	\$ 2,941.20	\$ 19,223.50	\$ 60,611.70
<b>Decrease to Salary/Benefits</b>					<b>\$ 9,903.57</b>
Delete Deputy Commissioner		\$ 90,947	\$ 6,957.45	\$ 45,473.50	\$ 143,377.95
Delete Grade A Supervisor		\$ 83,979	\$ 6,424.39	\$ 41,989.50	\$ 132,392.89
Add Director of Services		\$ 91,062	\$ 6,966.24	\$ 45,531.00	\$ 143,559.24
Add Director of Public Assistance		\$ 83,846	\$ 6,414.22	\$ 41,923.00	\$ 132,183.22
<b>Decrease to Salary/Benefits</b>					<b>\$ 28.38</b>
<b>Total Cost Savings</b>					<b>\$ 9,931.95</b>

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**RESOLUTION REQUEST FORM NO. 11**

***Request to Create New Position***

**DEPARTMENT NAME:** Social Services

**DATE:** 3/19/24

- (a) Title of Requested Position: **Director of Services**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$91,062**
- (c) Effective Date for New Position:\* **4/22/24**  
\*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):  
**Case A Supervisor (Services), Salary \$83,979**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A 6010 110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**Yes, reimbursed 50% Federal, 25% State**
- (h) Is there expected revenue from this position? If so, please explain:

## DIRECTOR OF SERVICES

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in the position is responsible for the administrative oversight of a social services division in the Department of Social Services. Duties include planning, implementation and coordination of programmatic and operational policies/procedures which ensure compliance with Federal and State laws, rules and regulations as well as related program guidance. Additional duties include the supervision of service delivery for children and adults of assigned units. The incumbent shares the Department's mission by providing leadership, commitment, and support to a diverse workforce. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES (illustrative only):**

Develops and recommends programs, written policies and procedures to comply with State and Federal laws/regulations as well as Department needs; advises the Commissioner and mandates for division use;

Interprets Federal, State and Local laws/regulations as they relate to service programs and adopts guidelines; advises Commissioner and mandates for division use;

Plans, organizes, directs and coordinates the various functions of the division for efficient and effective operation, including preparation of required plans;

Establishes necessary controls and systems to ensure that casework notes, correspondence and reports are completed and current;

Identifies key division issues, develops strategies and implements plans to address them, including making projections for budget planning purposes;

Recommends staffing and funding requirements for programs and services of the division;

Determines staffing patterns within the Services division;

Delegates specific duties to Case Supervisors and other staff;

Supervises and monitors the case management staff in the delivery of human services;

Reviews and determines suitability of new projects within the division;

Plans and supervises staff development through periodic individual and group conferences with supervisors, in-service training sessions, and by professional knowledge sharing;

Provides direction and leadership to division staff that reflects the Department's commitment to promoting access to the social services programs administered by the division, providing high quality customer service, and maintaining program integrity;

Oversees performance appraisals of subordinate staff; appraises performance of staff directly supervised;

Monitors contracts that are related to services and programs provided by the division;

Provides leadership to the division, promoting a spirit of cooperation and common purpose, while recognizing individual and team achievements;

Acts as a liaison between the agency and the community, serves as agency representative on appropriate committees;

Acts as a liaison with state/federal agencies, other county departments and agencies as related to services programs;

Represents the Agency/Commissioner of Social Services at conferences, public meetings, etc. as directed;

Assists in identifying grant opportunities and preparing grant applications that will assist in the provision of services;

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

Performs other related duties necessary to the efficient function of the Department.

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

Thorough knowledge of modern principles and practices of social casework and social services administration;

Thorough knowledge of Federal, State, and local social services laws, regulations and programs as they relate to the delivery of human services;

Good knowledge of program planning and evaluation techniques;

Good knowledge of case recording and case management techniques;

Ability to plan, direct and supervise the work of others;

Ability to lead, manage and/or develop a team;

Ability to implement program policies consistent with legal obligations and best practices;

Ability to plan and execute strategic decisions, implement critical management practices, and deliver the outcomes expected by the individuals we serve;

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships with people from a variety of social, economic, cultural and ethnic backgrounds;

Sensitivity to cultural diversity issues that may arise in meeting Department mission objectives;

Sound judgment; emotional maturity; resourcefulness; initiative; tact.

**MINIMUM QUALIFICATIONS:**

Bachelor's Degree and 5 years of experience in social casework with a public or private agency adhering to acceptable standards, two (2) years of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment. License must remain valid throughout appointment.
2. State Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

**RESOLUTION REQUEST FORM NO. 11**

***Request to Create New Position***

**DEPARTMENT NAME:** Social Services

**DATE:** 3/19/24

- (a) Title of Requested Position: **Director of Social Services/Public Assistance**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$83,846**
- (c) Effective Date for New Position:\* **4/22/24**  
\*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):  
**Deputy Commissioner of Social Services, Salary \$90,947**
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:  
**A 6010 110**
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)  
**Yes**
- (g) Is this a mandated position? If so, please explain:  
**Yes, Reimbursed 50% Federal, 25% State**
- (h) Is there expected revenue from this position? If so, please explain:

**DIRECTOR OF SOCIAL SERVICES – PUBLIC ASSISTANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in the position is responsible for the administrative oversight of the division regulating eligibility and assistance programs in the Department of Social Services. Duties include planning, implementation and coordination of programmatic and operational policies/procedures which ensure compliance with Federal and State laws, rules and regulations as well as related program guidance. Additional duties include the supervision of service delivery for assigned units regulating eligibility and assistance programs. The incumbent shares the Department's mission by providing leadership, commitment, and support to a diverse workforce. Work is performed under the general direction of the Commissioner of Social Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over subordinate employees. Does related work as required.

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

Develops and recommends programs, written policies and procedures to comply with State and Federal laws/regulations as well as Department needs; advises the Commissioner and mandates for division use;

Interprets Federal, State and Local laws/regulations as they relate to eligibility/assistance programs and adopts guidelines; advises Commissioner and mandates for division use;

Plans, organizes, directs and coordinates the various functions of the division for efficient and effective operation, including preparation of required plans;

Establishes necessary controls and systems to ensure that division correspondence and reports are completed and current;

Identifies key division issues, develops strategies and implements plans to address them, including making projections for budget planning purposes;

Recommends staffing and funding requirements for programs and services of the division;

Determines staffing patterns within the Services division;

Delegates specific duties to Unit Supervisors and other staff;

Supervises and monitors division staff in the delivery of division services;

Reviews and determines suitability of new projects within the division;

Plans and supervises staff development through periodic individual and group conferences with supervisors, in-service training sessions, and by professional knowledge sharing;

Provides direction and leadership to division staff that reflects the Department's commitment to promoting access to the social services programs administered by this division, providing high quality customer service, and maintaining program integrity;

Oversees performance appraisals of subordinate staff; appraises performance of staff directly supervised;

Monitors contracts that are related to services and programs provided by the division;

Provides leadership to the division promoting a spirit of cooperation and common purpose, while recognizing individual and team achievements;

Acts as a liaison between the agency and the community, serves as agency representative on appropriate committees;

Acts as a liaison with state/federal agencies, other county departments and agencies related to services programs;

Represents the Commissioner of Social Services at conferences, public meetings, etc. as directed;

Assists in identifying grant opportunities and preparing grant applications that will assist in the provision of services;

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

Performs other related duties necessary to the efficient function of the Department.

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

Thorough knowledge of modern principles and practices of social work and social services administration as it affects eligibility and assistance programs;

Thorough knowledge of Federal, State, and local social services laws, regulations and programs governing eligibility requirements for social services benefits programs;

Thorough knowledge of community human services programs, agencies and employment resources;

Good knowledge of program planning and evaluation techniques;

Good knowledge of case documentation, maintenance of records, and quality assurance;

Ability to plan, direct and supervise the work of others;

Ability to lead, manage and/or develop a team;

Ability to implement program policies consistent with legal obligations and best practices;

Ability to plan and execute strategic decisions, implement critical management practices, and deliver the outcomes expected by the individuals we serve;

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Ability to establish and maintain effective working relationships with people from a variety of social, economic, cultural and ethnic backgrounds;

Sensitivity to cultural diversity issues that may arise in meeting Department mission objectives;

Sound judgment; emotional maturity; resourcefulness; initiative; tact.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's Degree in social work, public administration, business administration, social/ behavioral sciences or related field and 5 years of full-time satisfactory paid experience in social casework or examining, investigating, or evaluating claims for eligibility and/or assistance with a public or private agency adhering to acceptable standards and two (2) years of which shall have been in a supervisory capacity.
- B) Associate's Degree in social work, public administration, business administration, social/ behavioral sciences or related field and 7 years of full-time satisfactory paid experience in social casework or examining, investigating or evaluating claims for eligibility and/or assistance with public or private agency adhering to acceptable standards and two (2) years of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State driver's license at the time of appointment. License must remain valid throughout appointment.
2. State Central Register (SCR), per Section 424-a of the Social Services Law, and Staff Exclusion List (SEL), per Section 495 of the Social Services Law, background checks are required prior to appointment.

WC: Draft 3.12.24

**RESOLUTION REQUEST FORM NO. 11****Request to Create New Position****DEPARTMENT NAME: Human Resources****DATE: 3/29/2024**

- (a) Title of Requested Position: **Director of Human Resources**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$119,726**
- (c) Effective Date for New Position\*: **04/22/2024**  
*\*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):  
**County Human Resources Director \$101,491**
- (e) Where are Funds in the Budget for this Position?  
List Budget Code, Object Code, Full Title and Amount:  
**A.1435 110 Human Resources - Salaries, Regular**
- (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:
- (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:

**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 Administrator**

**DATE: 3/29/2024**

- (a) Purpose of Request:  
**To authorize the County Treasurer to move funds remaining in Civil Service Department (A.1430) Account Codes to the Human Resources Department (A.1435) Account Codes due to the consolidation of the departments effective 4/22/2024.**
- (b) Details:
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:

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

\* as listed in budget and LOGOS