

HEALTH SERVICES Committee

September 24, 2024

**COMMITTEE MEMBERS:**

David Strainer, Chair, and Debra Runyon, Vice Chair, Haley Gilligan, Daniel Bruno, Joshua Patchett, Michael Wild, Frank Thomas, and the Chair of the Board shall serve as the 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. Approval of minutes of prior Committee Meeting: August 20, 2024
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:

<b>Request Resolution: 1</b>	To authorize a contract with the Governor's Traffic Safety Committee (GTSC) for \$10,000 grant funding for a Child Passenger Car Seat Safety Program commencing October 1, 2024 through September 30, 2025, with automatic renewal, unless 30 day written termination notice is rendered by either party and to authorize Board of Supervisors' Chair, in a form approved by the County Attorney, to amend contract, authorize additional GTSC funding if available, and approve future contracts from GTSC related to this initiative. (Attachment #1)
<b>Rationale:</b>	Health Services recognizes that child safety seats reduce the risk of fatal injury by 71% when used correctly. Health Services will utilize this funding to facilitate Child Passenger Car Seat Safety program, which includes community education, outreach, and distribution of child car seats to eligible participants. It is anticipated this funding will continue each year and authorization is needed to ensure there is no interruption in funding.

<b>Request Resolution: 2</b>	To amend 2024 Budget to reflect Revenues and Expenses in the Health Education program related to the \$10,000 grant funding from Governor's Traffic Safety Committee for the Child Passenger Car Seat Safety program. (Attachment #2)
<b>Rationale:</b>	Tawn Driscoll, Fiscal Manager, will be at the meeting to discuss.

<b>Request Resolution: 3</b>	To amend the 2024 Budget to reflect Revenues and Expenses in the Disease Control program to purchase vaccines and cover Rabies expenses. (Attachment #3)
<b>Rationale:</b>	Tawn Driscoll, Fiscal Manager will be at the meeting to discuss.

<b>Request Resolution: 4</b>	To transfer funds in 2024 Budget. (Attachment #4)
<b>Rationale:</b>	Tawn Driscoll, Fiscal Manager, will be at the meeting to discuss.

V. Discussion Items:

**Report of Revenues and Expenditures for 2024**

Please see Attachment #5.

**Revenue and Expense Comparison Report for 2023 vs 2024**

Please see Attachment #6.

**2025 Budget Proposal**

Please see Attachment #7

**VI. Informational Items/Reports**

**Status of Referrals**

Please see **Attachment # 8 A/B** for the report.

**Emergency Response and Preparedness**

Please see **Attachment #9** for the report.

**Rabies Report/ Rabies Clinic Schedule**

Please see **Attachment #10** for the report.

**VII. Referrals/Pending Items: None at this time.**

**VIII. Privilege of the floor and public comment**

**IX. Motion to adjourn**

**Attachments:**

1. Resolution Request: To Authorize Contract with Governor's Traffic Safety Committee (GTSC/ Child Car Seat Safety Program
2. Resolution Request: To Amend 2024 Budget to reflect \$10,000 Funding from Governor's Traffic Safety Committee
3. Resolution Request: To Amend 2024 Budget to reflect Disease Program Expenses
4. Resolution Request: To Transfer Funds for 2024 Budget
5. Report of Revenues and Expenditures for 2024
6. Revenue and Expense Comparison Report for 2023 vs 2024
7. 2025 Budget Proposal
8. Report of Referrals Status A/B
9. Emergency Response and Preparedness Activities Report
10. Rabies Report and Rabies Clinic Schedule

# **RESOLUTION REQUEST FORM NO. 5**

## ***Request to Apply for a Grant Application and Grant Agreement***

**DEPARTMENT NAME:** Health Services

**DATE:** September 24, 2024

- (a) Purpose of Grant:  
**Authorize contract with Governor's Traffic Safety Committee (GTSC) to receive \$10,000 grant funding for a Child Passenger Car Seat Program**
- (b) Name of Grantor:  
**Governor's Traffic Safety Committee**
- (c) Address of Contractor: **6 Empire State Plaza, Room 410 B; Albany, NY 12228**
- (d) Grantor's Contact Person and Telephone Number:  
**Jason Maher; 518-486-5379 and email jason.maher@dmv.ny.gov**
- (e) Has or Will the Grant Application or Grant Agreement be provided, if so, Please Attach? **TBA**
- (f) Effective Date of Grant: **10/1/2024**
- (g) Termination Date of Grant: **9/30/2024- Automatic Renewal**
- (h) Total Dollar Amount Involved (not to exceed): **\$10,000 w/ Auth to receive additional**
- (i) Deadline to Submit Grant Application and/or Grant Agreement:  
**N/A**
- (j) Is a Budget amendment required? **yes** If yes, also complete and submit Form No. 7.
- (k) Are the funds to go into a Capital Project or Capital Reserve Project? **No** If yes, also complete and submit Form No. 8 or Form No. 9, as applicable.
- (i) Is a Local Share Required? **No** If Yes, Where are the Funds? List Budget Code, Object Code, Full Title\* and Amount **OR** Capital Project **OR** Capital Reserve Project Number and Title and Amount:

**A.4018.0040 Health Education Response TBD**

**Sample: A.1010 470 Legislative Board – Contract \$xx.xx**

**Capital Project No. H289.9550 480 – Old Jail Renovations \$xx.xx**

\*as listed in budget and LOGOS

# 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:** September 24, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to reflect both the Revenue and Expenses related to the Health Education Program for the addition of a grant from the Governor Traffic and Safety Committee Child Passenger Car Seat Safety program.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:
- |  |             |
|--|-------------|
| A.4018.0058.260 Preventive-Child Passenger Safety-Other Equipment        | \$ 3,500.00 |
| A.4018.0058.410 Preventive-Child Passenger Safety-Supplies Expense       | \$ 2,800.00 |
| A.4018.0058.442 Preventive-Child Passenger Safety-Mileage Expense        | \$ 500.00   |
| A.4018.0058.444 Preventive-Child Passenger Safety-Conference/Educ Ex     | \$ 1,000.00 |
| A.4018.0058.444.01 Preventive-Child Passenger Safety Job Related Courses | \$ 500.00   |
| A.4018.0058 Preventive-Child Passenger Safety-Foods Expense              | \$ 500.00   |
| A.4018.0058 Preventive-Child Passenger Safety-Subscriptions Expense      | \$ 200.00   |
| A.4018.0058 Preventive-Child Passenger Safety-Advertising Expense        | \$ 1,000.00 |

Revenue Code (with title), and Amount:

**A.4018.0058.4286 Preventive-Child Passenger Safety Revenue \$10,000.00**

**\*Note: Warren County Health Services received notification on September 24,2024 for grant funding of \$10,000 from New York State from the Governors Traffic Safety Committee Child Passenger Car Seat Safety Program. Two Health Educators have been trained in the implementation and training of installing these car seats. They will work with families to better understand the process. We are budgeting to purchase \$3,500.00 for an estimated total of 25 car seats/booster seats and estimating \$6,500 for the expenses needed of supplies, advertising, training/certification, food, conference, mileage and subscriptions to promote the program. The grant will be utilized for Community Education and Outreach and distribution of Child Car seats to eligible participants. Grant year is 10/1/24-9/30/25. (please see attached Award Letter)**

**Attachment # 2**

JUSTIN O'CONNOR  
Director



# Department of Motor Vehicles

(518) 474-0972  
Fax: (518) 473-6946

**GOVERNOR'S TRAFFIC SAFETY COMMITTEE**  
6 EMPIRE STATE PLAZA • ALBANY, NY 12228

September 24, 2024

Ginelle Jones  
Warren County of  
1340 State RTE 9  
Lake George, NY 12845

Re: CPS-2025-Warren Co Health-00041-(057)  
Child Passenger Safety Program  
SA00003221  
CFDA #: 20.616  
EFFECTIVE DATE: October 1, 2024

Dear Ginelle Jones:

On behalf of the Governor's Traffic Safety Committee, I am pleased to notify you that the Warren County of has been awarded \$10,000 to participate in the statewide "Child Passenger Safety" program. Our goal is to increase the proper use and installation of child safety seats in New York State.

Before incurring any project related expenses, login to eGrants to review your approved budget as it may have been reduced or otherwise changed from what was requested. Crucial documents regarding your grant, the claims process, equipment, and other grant related topics can be found by visiting <https://trafficsafety.ny.gov/highway-safety-grant-program#grant-award>.

Thank you for participating in this very important statewide program. I wish you success in your efforts. If you have any questions, please contact the Governor's Traffic Safety Committee at (518) 474-5111.

Sincerely,

A handwritten signature in black ink that reads "Justin O'Connor".

Justin O'Connor  
Director

JMO:bp  
cc: Marie DeLorenzo  
Jignasha Shah

TrafficSafety.ny.gov

# 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:** September 24, 2024

- (a) **Purpose of Amendment:** To amend the 2024 budget to reflect both the Revenue and Expenses related to the Disease Program for the addition of medical expenses needed for both Vaccine purchases (such as COVID) and Rabies related expenses to year end.
- (b) Appropriation Code (with title), Object Code (with title) and Amount:  
**A.4018.0030.435 Disease Program-Medical Expenses \$ 20,000.00**
- Revenue Code (with title), and Amount:  
**A.4018.0030.1613 Disease Program-Immunization Revenue \$15,000.00**  
**A4018.0030.3407 Disease Program-Public Health Revenue \$ 5,000.00**

**\*Note: Warren County Health Services is expecting COVID vaccinations to be done this fall along with added expenses for the Rabies program for costs that have been incurred this year for patients related to Rabies treatments. There have been many more cases this past year. Insurances are billed for COVID vaccines and for Rabies most are billed to the patient insurance by the hospitals, however the County is responsible for their copay or deductible after payment has been received by the hospital who handled the treatments. Also to note, so far we have had two patients with no health insurance, therefore there are added costs for these treatments. We are only given \$17,593 in grant revenue to help offset the Rabies expenses related to Human treatment, Animal specimens and Clinic costs. We do receive donations that do help offset the clinic costs but due to the large amount of incidents so far in the rabies program, we do not feel we will have enough to cover expenses. Any balances can be billable to the State for State Aid.**

## Request for Transfer of Funds FOR 2024

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

### TRANSFERS FOR 2024 BUDGET

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

DATE: September 2024

	<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
1.	A.4018.0020.860	Family Health-Hospitalization Expense	A.4018.0020.410	Family Health -Office Supplies	\$5,500.00
	A.4018.0020.865	Family Health-Dental Insurance Expense	A.4018.0020.410	Family Health -Office Supplies	\$80.00

**Total Transfers** **\$5,580.00**

1 To Transfer funds to from Health and Dental Insurance to Supplies to cover CSHCN Grant.. This staff does not utilize any health or dental for the grant.

#### 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 #4**

Attachment 4

**WARREN COUNTY HEALTH SERVICES BUDGET ANALYSIS**

REVENUE AND EXPENDITURES FOR 2024 AS OF 9/10/2024 11:29:33 AM

FUND(S): A, CL, D, DM, EF, GI, MS, SD, V

CODE(S): 4010, 4013, 4054, 4190, 4018, 4189, 4191, 4192, 4193, 4194, 4195, 4196, 4197

EXPENSES	2024 BUDGETED	2024 YTD ACTUAL	2023 Prior Year Totals
Salaries - Regular	\$2,948,660.00	\$1,576,535.61	\$2,240,621.49
Salaries - Overtime	\$106,106.00	\$44,008.12	\$59,872.81
Salaries - Part Time	\$370,285.00	\$109,324.77	\$247,642.15
100's PERSONAL SERVICES	\$3,425,051.00	\$1,729,868.50	\$2,548,136.45
200's EQUIPMENT	\$229,684.00	\$35,051.30	\$257,218.34
400's CONTRACTUAL	\$6,318,766.05	\$2,713,915.02	\$5,675,062.46
800's EMPLOYEE BENEFITS	\$1,372,889.50	\$727,300.45	\$1,087,166.90
<b>TOTALS</b>	<b>\$11,346,390.55</b>	<b>\$5,206,135.27</b>	<b>\$9,547,584.15</b>

REVENUES	2024 BUDGETED	2024 YTD ACTUAL	2023 Prior Year Totals
	\$8,318,394.50	\$2,474,494.60	\$6,602,336.11

**Warren County Health Services  
Salaries Comparison  
2024 v 2023**

Total of All Depts	YTD	YTD	YTD 24v23	% Change	Total Budget	Total Actual
	2024	2023			2024	2023
Regular Salaries	\$1,576,535.61	\$1,437,215.08	\$139,320.53	9.69%	\$2,948,660.00	\$2,240,621.4
Overtime Salaries	\$44,008.12	\$35,779.45	\$8,228.67	23.00%	\$106,106.00	\$59,872.8
Part Time Salaries	\$109,324.77	\$163,957.90	(\$54,633.13)	-33.32%	\$370,285.00	\$247,642.1
<b>TOTALS</b>	<b>\$1,729,868.50</b>	<b>\$1,636,952.43</b>	<b>\$92,916.07</b>	<b>5.68%</b>	<b>\$3,425,051.00</b>	<b>\$2,548,136.4</b>
% current YTD Salary to Total Budget	50.51%	64.24%				

\*Source: Detail G/L report for all Salary Category from 1/1/24-8/25/24 payroll dates. General Ledger as of 9/10/24  
 Overall, total salaries are \$92,916.07 or 5.68% over 2023 Salaries. Salaries are consistent to 2023 at this time while they are still waiting for final Union negotiations. Salaries are 50.51% of this years budget , while at this time last year we were at 64.24% of the actual final amounts. Clinic times have decreased in both years. Public Health will still need to be available to follow up on concerns for the Community related to Covid Activities . Public Health is currently doing immunization, Rabies and Flu clinics as needed.

**Revenue and Expense Comparison 2024 vs 2023  
as of 9/10/24**

EXPENSES	2024 YTD Actual as of 9/10/24 G/L	2023 YTD as of 9/9/23 G/L	Variance
Salaries - Regular	\$1,576,535.61	\$1,437,215.08	\$139,320.53
Salaries - Overtime	\$44,008.12	\$35,779.45	\$8,228.67
Salaries - Part Time	\$109,324.77	\$163,957.90	(\$54,633.13)
100's PERSONAL SERVICES	\$1,729,868.50	\$1,636,952.43	\$92,916.07
200's EQUIPMENT	\$35,051.30	\$250,281.71	(\$215,230.41)
400's CONTRACTUAL	\$2,713,915.02	\$3,210,053.14	(\$496,138.12)
800's EMPLOYEE BENEFITS	\$727,300.45	\$708,496.82	\$18,803.63
<b>TOTALS</b>	<b>\$5,206,135.27</b>	<b>\$5,805,784.10</b>	<b>(\$599,648.83)</b>

REVENUES	2024 YTD ACTUAL	2023	Variance
	<b>\$2,474,494.60</b>	<b>\$2,055,683.99</b>	<b>\$418,810.61</b>

**Comments:**

**Salaries:** (please see previous page ) overall are \$92,916.07 or 5.68% above 2023 as of the 8/25/24 payroll. Salaries for 2024 are 50.51% of the budget while were 64.24% of total 2023 Salaries. However to note, Union Negotiations have not been finalized yet for 2024, Full time and Overtime salaries are above 2023 due to a few positions that were filled and promotions for 2024.

Also to note, The Homecare division has two additional nurse on staff since April.

Part time /Per Diem Salaries were below 2023 due to less staff needed for Clinics and Covid Covid Contract Tracing. Few staff are being utilized now even though COVID still remains in the community. Our staff in Public Health still need to be utilized for issues that need to continually be addressed and followed up by our staff and staffing for Clinics are used as needed throughout the year.

**Equipment:** Year to date for 2024 includes Tablets /keyboards utilized by the HomeCare Staff, which were paid in full by previous DSRIP funds received. 2023 Reflects Equipment purchased for the School Grants.

**Contractual Expenses:** At this time, Contractual Expenses are below 2023 expenses due to the fact that 2023 reflects many expenses related to COVID grants that we no longer have.

**Employee Benefits/Fringe:** Employee benefits are slightly over 2023 by \$18,803.63 due to additional staffing.

**Revenues:** Revenues are slightly higher YTD for 2024 vs 2023 this time. We accrued \$127,035 for revenue for the Homecare for July. This was over \$30,000 than the month before. We continue to hold Rabies clinics monthly and soon will be starting fall Vaccine Clinics for Flu and Covid.

Health Services  
2025 Budget Highlights

**Goals**

1. Decrease 2024 Budget by 5%, we really tried! Coming in at about \$200, 000 over last 2024 Adopted Budget. One of the challenges – In comparison to 2023, many of our positions were vacant for the majority of the year, and now that we are fully staffed, we are comparing salaries for example, 3 months vs 12 months for several positions. Last Year, Health Services gave up 9 positions and even after creating a few upgrades, saved \$478, 300 in salaries alone. There is not a lot of excess to cut for 2025. Please know we tried!
2. Eliminate 2 FTE Positions, De fund 1.5 FTE Positions, and Request NO New Positions/or Salary Increases
3. Utilize Public Health Infrastructure Grant to update office with furniture and flooring etc. /\$0 Impact
4. Homecare- Smaller Agency, Fully Staffed, hopefully increase revenues. Focus on Delivering Quality Care and Filling Gaps.
5. Public Health- Maximize State Aid Reimbursement and Seek Community Outreach and Educational Opportunities, including Grant for Child Passenger Safety program
6. WIC- Focus on Cross -Training, Creatively Sharing Health Services Staff to address FLAT WIC Grant Funding

<b>Program</b>	
Health Services (CHHA/ Homecare)	<p><b>Staffing (Total Savings of \$ 66,710)</b></p> <ul style="list-style-type: none"> <li>• Delete 1 vacant FTE Senior Clerk position (Senior Clerk #1) and related fringe/</li> <li>• Decrease part time salaries and related fringe</li> </ul> <p><b>Electronic Medical Record</b></p> <ul style="list-style-type: none"> <li>• Utilizing DSRIP Funding to offset expense</li> <li>• Much Cheaper than previous system. Annual savings is at least \$80,000</li> </ul> <p><b>Program</b></p> <ul style="list-style-type: none"> <li>• Advocate with Homecare Association, NYSACHO, and Elected Officials to increase Medicare and Medicaid reimbursement rates</li> <li>• Seek Increased Reimbursement Rates with Insurance Companies</li> </ul> <p><b>Reimbursement is variable based on caseload. In 2023 the breakdown.</b></p> <ul style="list-style-type: none"> <li>• <b>Traditional Medicare (41.13%),</b></li> <li>• <b>Managed Medicare (33.15%),</b></li> <li>• <b>Medicaid (2.97%),</b></li> <li>• <b>Managed Medicaid (3.68%), and</b></li> <li>• <b>Private Insurance (19.06%).</b></li> </ul> <p>*** NOTE: Retiree Health \$129, 813/ 20.09% of Estimated Loss</p>
Preventive	<p><b>Staffing (Total Savings \$103, 442, Eligible for State Aid Reimbursement - \$28, 435)</b></p> <ul style="list-style-type: none"> <li>• Delete 1 vacant FTE Senior Account Clerk (No assigned number) and related fringe</li> <li>• Decreased funding for Call IN and ON Call</li> </ul> <p>*Expenses are eligible for 36% State Aid reimbursement</p>
WIC	<p><b>Totally Grant Funded with \$0 impact</b></p> <p><b>Staffing (Total Savings of \$101, 727- Good for Program-however does not affect budget)</b></p> <ul style="list-style-type: none"> <li>• UNFUND PTE (Up to 20 hr/wk) Infant Feeding Advocate Position/Mandated Position/Utilizing Existing WIC Staff to cover Peer Counselor Role about 10 hr/wk</li> <li>• UNFUND FTE WIC Coordinator / Mandated Position/Sharing Public Health Program Manager (40%)</li> <li>• CROSS TRAINING all WIC Staff and PH Shared Staff to cover roles for back up</li> <li>• Increase FTE Temp Help via REALLOCATION/ Using Public Health Nurse as back up</li> <li>• Eliminate Temp Help- Part Time</li> </ul> <p><b>Increased Indirect Cost Claim from 9.2% of expenses to 10% expenses (\$54, 550)/ Payment to Sponsoring Agency</b></p>

<p>Bioterrorism</p> <p>Aka BT or Emergency Preparedness</p>	<p><b>Totally Grant funded with \$0 impact</b></p> <p>Grant Amount \$52,099</p> <p><b>Staffing: No changes</b></p>
<p>Early Intervention (0-3 yrs)</p>	<p><b>Entitlement Program- No control over # Annual Referrals or Associated Cost In 2023, Received 251 Referrals, Served 218 Children @ \$2,385 per child after reimbursement</b></p> <p><b>Staffing: No Changes</b></p> <p><b>Reimbursement:</b></p> <ul style="list-style-type: none"> <li>• Medicaid Reimbursement/ % Reimbursement = % Enrolled Medicaid Children in EI Program</li> <li>• EI Administration Grant \$36,315</li> <li>• Expenses are eligible for 49% NYS Reimbursement</li> </ul>
<p>Preschool (3-5 yrs)</p> <p>Aka Committee on Preschool Special Education (CPSE)</p>	<p><b>Entitlement Program- No control over # Annual Referrals or Associated Costs In 2023, Served 374 Children @ \$2,758 average cost per child after reimbursement</b></p> <p><b>Staffing: No changes</b></p> <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Transportation remains the same rate, however is a major expense</li> </ul> <p><b>Reimbursement</b></p> <ul style="list-style-type: none"> <li>• Medicaid Reimbursement/ % Reimbursement = % Enrolled Medicaid Children in Preschool Program</li> <li>• NYS Reimbursement 59.5%</li> </ul>
<p>Special Grants</p>	<p><b>\$0 impact</b></p> <p><b>PH Infrastructure Grant (PHIG)/ 2025 Budget \$221, 130</b></p> <ul style="list-style-type: none"> <li>• All Expenses must be preapproved by NYS; Budget Approved by NYS</li> <li>• Purchase Office Furniture and Flooring</li> <li>• Any additional funding can help offset salaries of 3 eligible employees hired 2023</li> <li>• Staff Recognition/Appreciation/Items/Food/Clothing/ ETC</li> <li>• Total for 2022- 2027 is \$552,825</li> </ul>

Request for Future Consideration

1. Municipal Center Capital Improvements: Please include Carport- lights, staff safety, car protection, eliminate snow removal, allow space for future electric charging stations if needed

Thank you!



# Warren County Health Services

1340 State Route 9, Lake George NY 12845

Ginelle Jones, Director

Phone: 518-761-6580 / Fax: 518-761-6422

Email: [healthservices@warrencountyny.gov](mailto:healthservices@warrencountyny.gov)

Website: [www.warrencountyny.gov](http://www.warrencountyny.gov)

## 2025 BUDGET SUMMARY

### Departmental Request

### 8/30/24

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Patricia Belden  
Assistant Director  
Public Health  
Phone: 518-761-6580  
Fax: 518-761-6422

Tawn Driscoll  
Fiscal  
Manager  
Phone: 518-761-6415  
Fax: 518-761-6562

Valerie Whisenant  
Assistant Director  
Patient Services  
Phone: 518-761-6415  
Fax: 518-761-6562

2023 SUMMARY OF COSTS TO COUNTY

DEPARTMENT: Wyanen County Health Services

(-) is reduction in exp.

BUDGET CODE	Page #	TITLE OF BUDGET AND/OR PROGRAM	TOTAL APPROPRIATION (EXPENSES)	AMOUNT OF MANDATED EXPENSE	AMOUNT OF STATE REVENUE	AMOUNT OF FEDERAL REVENUE	AMOUNT OF OTHER REVENUE	Total Revenue	*Profit or Loss to COUNTY 2023-Budget	2023 Estimated Payroll/Fringe Adjustments	Estimated State Aid Revenue expected on Adjustments if Approved	Profit/Loss after Admns Sheets 2023	Profit or Loss to COUNTY 2024-Adopted Bud	Profit or Loss to COUNTY 2024-Amended Bud	Actual Profit or Loss to County for 2023
A.4010	1-6	Health Services-CHHA Home Care	\$2,889,258	\$0	\$0	\$0	\$1,980,000	\$1,980,000	-\$709,228	-\$66,710	\$0	-\$842,518	-\$693,318	-\$524,813	-\$301,729
A.4010.4300**	7-9	Health Services-DSRRP Program	\$35,000	\$0	\$0	\$0	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.4013*	9-13	IT/IT	\$1,297,227	\$0	\$0	\$1,196,500	\$0	\$1,196,500	-\$101,727	-\$101,727	\$0	\$0	\$0	\$0	\$49,805
A.4018*	14-19	Preventive Program	\$1,170,022	\$162,258	\$70,581	\$0	\$79,561	-\$593,461	-\$103,442	-\$28,436	-\$515,424	-\$555,952	-\$363,440	-\$272,680	-\$368
A.4018.0020	20-22	Preventive Pgm-Family Health	\$63,382	\$0	\$4,500	\$58,472	\$0	\$60,972	-\$2,360	\$0	\$0	-\$2,360	-\$1,284	-\$3,534	-\$368
A.4018.0030**	23-29	Preventive Pgm-Disease Control	\$493,591	\$493,591	\$282,743	\$38,500	\$49,200	\$346,743	-\$144,848	-\$48,538	-\$117,058	-\$128,536	-\$198,538	-\$107,230	\$107,230
A.4018.0040	30-34	Preventive Pgm-Health Education	\$202,478	\$0	\$154,478	\$0	\$2,000	\$156,478	-\$105,997	\$0	\$0	-\$105,997	-\$116,306	-\$149,017	-\$3,294
A.4018.0055	35-36	Preventive Pgm-Tobacco Entitlement	\$7,500	\$0	\$0	\$0	\$0	-\$7,500	\$0	\$0	\$0	-\$7,500	-\$7,500	-\$9,450	-\$7,891
A.4018.0067	37-38	Preventive Pgm-JULI Settlement	\$190,942	\$0	\$0	\$0	\$190,942	\$190,942	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.4054**	39-42	Edi/Physical/Hand Children(Preschool)	\$3,687,163	\$3,687,163	\$2,082,500	\$0	\$270,000	\$2,352,500	-\$1,314,663	\$0	\$0	-\$1,314,663	-\$1,135,354	-\$1,135,354	-\$1,408,441
A.4054.0060**	43-48	Edi/Phy/Hand Child-Early Intervention	\$310,820	\$310,820	\$220,500	\$36,315	\$50,000	\$316,815	-\$494,035	\$0	\$0	-\$494,035	-\$417,981	-\$410,890	-\$380,226
A.4189*	49-50	Emergency Preparedness (Bioterrorism)*	\$52,099	\$0	\$0	\$52,099	\$0	\$52,099	\$0	\$0	\$0	\$0	\$0	\$0	\$0
A.4197*	51-53	HR/Infrastructure-Workforce-Data Grant	\$221,130	\$0	\$0	\$221,130	\$0	\$221,130	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	54-55	Payroll Adjustments													
	56-55	2023 Budget Personnel Request Forms													
	56	Data Processing Expense Detail 2023													
	56	Consulting Fees 2023													
	56	Vehicle Fleet Detail -Current													
<b>Totals Health Services</b>			<b>\$10,950,556</b>	<b>\$5,133,872</b>	<b>\$3,304,283</b>	<b>\$1,558,318</b>	<b>\$2,587,142</b>	<b>\$7,489,741</b>	<b>-\$3,470,818</b>	<b>-\$312,405</b>	<b>-\$41,181</b>	<b>-\$3,199,385</b>	<b>-\$2,999,177</b>	<b>-\$3,027,996</b>	<b>-\$3,002,091</b>

NOTES:

- \* WIC(A.4015) and Bioterrorism (A.4159) , are fully funded by grants, therefore there is no impact on the county.
- \*\* Also to note the JULI Settlement (4016.0067) and the HR/Infrastructure-Workforce -Data Grant(4197) will also have no impact on the county since all expenses will be covered by revenue.
- \*\*\* The DSRRP Program (A.4010.4300) also has no impact to the county budget. It is balance set forward for the CHHA to continue to utilize another year towards the annual Maintenance for the Home Care Home Base Medical Records system for Homecare (\$20,000) and also for the Realize Training for \$600.
- \*\*\*\* Within the Preventive Program (A.4018), the Public Health Detector and the Medical Advisor (\$4,180) are mandated by the state. This total of these expenses are \$162,258. (This includes Fringe Benefits)
- \*\*\*\*\* Total Mandated Expenses (Disease Program, Preventive Program, Preschool and Early Intervention Program) total \$5,133,872 with a total loss of \$2,441,190 which is 76.30% of the total loss for Health Services after adjustments. Preschool and Early Intervention programs alone are a total loss of \$1,805,858 which is 56.53% of the total budgeted impact after adjustments.
- Our payroll adjustments (which includes all related fringe benefits) are estimated to be an impact of a reduction of (\$312,405) with a State Aid Revenue Impact of (\$41,181).
- Also to note, Total Realize Health Insurance is budgeted to be \$130,787 which is 3.92% of the total loss before payroll adjustments. Retiree health for CHHA is \$129,813 or 20.69 % of the total loss in the CHHA.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Health Services  
 BUDGET ACCOUNT CODE: A.4010

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$992,089.04	\$1,240,896.00	\$1,240,696.00	\$1,195,501.00
200's EQUIPMENT	\$1,986.97	\$500.00	\$500.00	\$2,000.00
400's CONTRACTUAL	\$797,576.42	\$993,002.00	\$982,702.00	\$890,811.00
800's EMPLOYEE BENEFITS	\$515,043.30	\$585,625.00	\$585,625.00	\$600,916.00
<b>TOTALS</b>	<b>\$2,306,695.73</b>	<b>\$2,819,823.00</b>	<b>\$2,809,523.00</b>	<b>\$2,689,228.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$1,404,968.18	\$2,186,510.00	\$2,184,710.00	\$1,980,000.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_



Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4010 - Health Services						
<i>Departmental Income</i>						
1610	Home Nursing Charges	1,404,723.62	2,186,510.00	2,184,710.00	647,451.34	1,980,000.00
<i>Departmental Income Totals</i>		<b>\$1,404,723.62</b>	<b>\$2,186,510.00</b>	<b>\$2,184,710.00</b>	<b>\$647,451.34</b>	<b>\$1,980,000.00</b>
<i>Sale of Property And Compensation for Loss</i>						
2655	Minor Sales, Other	244.56	.00	.00	69.48	.00
<i>Sale of Property And Compensation for Loss Totals</i>		<b>\$244.56</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69.48</b>	<b>\$0.00</b>
Department 4010 - Health Services Totals		<b>\$1,404,968.18</b>	<b>\$2,186,510.00</b>	<b>\$2,184,710.00</b>	<b>\$647,520.82</b>	<b>\$1,980,000.00</b>
<b>REVENUE TOTALS</b>		<b>\$1,404,968.18</b>	<b>\$2,186,510.00</b>	<b>\$2,184,710.00</b>	<b>\$647,520.82</b>	<b>\$1,980,000.00</b>
<b>EXPENSE</b>						
Department 4010 - Health Services						
<i>Personal Services</i>						
110	Salaries - Regular	902,563.09	1,047,667.00	1,047,667.00	538,791.76	1,002,472.00
120	Salaries - Overtime	59,747.30	80,000.00	80,000.00	42,882.02	80,000.00
130	Salaries - Part Time	29,778.65	113,029.00	113,029.00	15,390.10	113,029.00
<i>Personal Services Totals</i>		<b>\$992,089.04</b>	<b>\$1,240,696.00</b>	<b>\$1,240,696.00</b>	<b>\$597,063.88</b>	<b>\$1,195,501.00</b>
<i>Equipment</i>						
220	Office Equipment	.00	500.00	387.00	99.99	500.00
260	Other Equipment	1,986.97	.00	113.00	112.16	1,500.00
<i>Comments</i>						
<i>Level</i>		<i>Comment</i>				
Departmental Request		Anticipating needed Medical equipment for nursing				
<i>Equipment Totals</i>		<b>\$1,986.97</b>	<b>\$500.00</b>	<b>\$500.00</b>	<b>\$212.15</b>	<b>\$2,000.00</b>
<i>Contractual Expense</i>						
410	Supplies	9,369.95	15,000.00	15,000.00	4,763.88	12,000.00
<i>Comments</i>						
<i>Level</i>		<i>Comment</i>				
Departmental Request		Supplies needed for office and do do patient packets printed internally				
411	Rent-Building/Property	67,241.07	38,433.00	38,433.00	38,403.76	38,891.00
418	Ins-General Liability	24,494.39	25,293.00	25,293.00	24,916.55	23,010.00
422	Repair/Maint-Equipment	561.50	600.00	600.00	375.00	600.00
423	Telephone	4,573.97	7,500.00	7,500.00	2,112.61	6,500.00
424	Postage	163.04	300.00	300.00	128.69	300.00
426	Subscriptions	1,387.10	1,700.00	1,700.00	664.94	1,000.00

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Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4010 - Health Services						
Contractual Expense						
427	Memberships & Dues	1,500.00	2,186.00	2,186.00	1,600.00	1,500.00
	Comments					
	Level					
	Departmental Request					Home Care Association Dues
428	Data Processing & Internet Fees	146,702.45	77,490.00	77,490.00	42,988.03	40,510.00
	Comments					
	Level					
	Departmental Request					See attached To Note : HCHB is around \$30,000 /yr we are anticipating one more year of DSRIP funds to cover this expense. Also Relias \$5000 under DSRIP funds too.
435	Medical Fees	14,064.08	30,000.00	26,900.00	10,646.59	26,000.00
	Comments					
	Level					
	Departmental Request					With Anticipation now that CHHA is fully staffed therefore can take more referrals therefore more medical supplies needed for patients
436	Advertising Fees	484.83	4,000.00	4,000.00	.00	4,000.00
437	Consulting Fees	3,500.00	3,500.00	3,500.00	1,750.00	3,500.00
	Comments					
	Level					
	Departmental Request					Medical Advisor (see attached)
441	Auto-Supplies & Repair	3,699.97	10,000.00	10,000.00	2,019.28	8,000.00
442	Automotive - Gas & Oil	7,022.07	11,000.00	11,000.00	2,152.73	10,000.00
444	Travel/Education/Conference	3,563.50	4,000.00	4,000.00	1,090.00	4,000.00
444.01	Job Related Courses	.00	5,000.00	.00	.00	5,000.00
453	Uniforms & Clothing	516.25	.00	1,800.00	1,214.70	.00
469	Other Payments/Contributions	3,667.00	7,000.00	7,000.00	2,133.00	6,000.00
	Comments					
	Level					
	Departmental Request					Cash Assessment paid monthly based on receipts . Therefore if cash increases, so will this expense code.
470	Contract	505,065.25	750,000.00	746,000.00	279,627.00	700,000.00
	Contractual Expense Totals	\$797,576.42	\$993,002.00	\$982,702.00	\$416,586.76	\$890,811.00
Employee Benefits						
810	Retirement	123,505.80	165,998.00	165,998.00	82,963.11	179,520.00
830	Social Security	58,509.23	76,923.00	76,923.00	34,978.12	74,120.00
831	Medicare Contribution	13,683.60	17,990.00	17,990.00	8,180.37	17,336.00
860	Hospitalization	148,746.73	158,961.00	158,961.00	85,540.97	179,067.00

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4010 - Health Services						
Employee Benefits						
865	Dental Insurance	2,665.86	2,784.00	2,784.00	1,579.04	2,784.00
	<i>Employee Benefits Totals</i>	<u>\$347,111.22</u>	<u>\$422,656.00</u>	<u>\$422,656.00</u>	<u>\$213,241.61</u>	<u>\$452,827.00</u>
Other Benefits						
840	Workmen's Compensation	20,556.00	17,187.00	17,187.00	17,187.00	16,776.00
861	Retirees Hospitalization	146,116.25	145,032.00	145,032.00	69,205.76	129,813.00
862	Health Insurance Cost Reimbursement	1,259.83	750.00	750.00	240.17	1,500.00
	<i>Other Benefits Totals</i>	<u>\$167,932.08</u>	<u>\$162,969.00</u>	<u>\$162,969.00</u>	<u>\$86,632.93</u>	<u>\$148,089.00</u>
	Department 4010 - Health Services Totals	<u>\$2,306,695.73</u>	<u>\$2,819,823.00</u>	<u>\$2,809,523.00</u>	<u>\$1,313,737.33</u>	<u>\$2,689,228.00</u>
	<b>EXPENSE TOTALS</b>	<b>\$2,306,695.73</b>	<b>\$2,819,823.00</b>	<b>\$2,809,523.00</b>	<b>\$1,313,737.33</b>	<b>\$2,689,228.00</b>
<b>Fund A - General Totals</b>						
	REVENUE TOTALS	\$1,404,968.18	\$2,186,510.00	\$2,184,710.00	\$647,520.82	\$1,980,000.00
	EXPENSE TOTALS	\$2,306,695.73	\$2,819,823.00	\$2,809,523.00	\$1,313,737.33	\$2,689,228.00
	<b>Fund A - General Totals</b>	<b>(\$901,727.55)</b>	<b>(\$633,313.00)</b>	<b>(\$624,813.00)</b>	<b>(\$666,216.51)</b>	<b>(\$709,228.00)</b>
<b>Net Grand Totals</b>						
	REVENUE GRAND TOTALS	\$1,404,968.18	\$2,186,510.00	\$2,184,710.00	\$647,520.82	\$1,980,000.00
	EXPENSE GRAND TOTALS	\$2,306,695.73	\$2,819,823.00	\$2,809,523.00	\$1,313,737.33	\$2,689,228.00
	<b>Net Grand Totals</b>	<b>(\$901,727.55)</b>	<b>(\$633,313.00)</b>	<b>(\$624,813.00)</b>	<b>(\$666,216.51)</b>	<b>(\$709,228.00)</b>

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2025 Salary Schedule (Position Budgeting)  
Public Health/Health Services

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8655	Briggs, Craig	CHN #9	\$76,200.00	Full Time	CSEA/FT	1/4/1993
	21-30 / \$36.63	N/A / \$36.63				
12869	Brynes, Jodi	Supervising PHN #7	\$86,181.00	Full Time	Out of UnitFT	1/4/2016
	N/A / \$41.43	N/A / \$41.43				
9805	Cameron, Gwendolyn	Medical Records Clerk	\$48,679.00	Full Time	CSEA/FT	3/15/1999
	04-25 / \$23.40	04-26 / \$23.40				
8867	Cote, Theresa	Principal Account Clerk	\$59,644.00	Full Time	CSEA/FT	12/6/1993
	10-30 / \$28.68	N/A / \$28.68				
8844	Decesare, Diane	Sr. Account Clerk - Temp PD	\$27,029.00	Temporary	Per Diem	1/26/2021
	07-25 / \$25.99	N/A / \$25.99				
13337	DiMezza, Stacie	Quality Assurance Eval #1 - PD	\$2,000.00	Per Diem	Per Diem	6/7/2019
	N/A / \$20.00	N/A / \$20.00				
13339	Grover, Dorothy	Quality Assurance Eval #2 - PD	\$2,000.00	Per Diem	Per Diem	6/7/2019
	N/A / \$20.00	N/A / \$20.00				
13912	Jerdon, Kaitlyn	PHN #11	\$74,824.00	Full Time	CSEA/FT	4/8/2024
	22.1-05 / \$35.97	22.1-06 / \$35.97				
10194	McLaughlin, Robin	Supervising PHN #4	\$86,181.00	Full Time	Out of UnitFT	2/5/2001
	N/A / \$41.43	N/A / \$41.43				
12572	Monroe, Laura	PHN #1	\$74,824.00	Full Time	CSEA/FT	5/7/2018
	22.1-07 / \$35.97	22.1-08 / \$35.97				
9762	Morton, Lisa	CHN #27	\$76,700.00	Full Time	CSEA/FT	8/13/2002
	21.1-22 / \$36.88	21.1-23 / \$36.88				
12194	Murphy, Mary	PHN #15	\$79,555.00	Full Time	CSEA/FT	9/17/2012
	22.2-16 / \$38.25	22.2-17 / \$38.25				
13340	Russom, Emily	Quality Assurance Eval #3 - PD	\$2,000.00	Per Diem	Per Diem	6/7/2019
	N/A / \$20.00	N/A / \$20.00				

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Health Services - DSRIP Program  
BUDGET ACCOUNT CODE: A.4010 4300

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT	\$4,573.99	\$0.00	\$4,000.00	\$0.00
400's CONTRACTUAL	\$184,115.71	\$75,000.00	\$71,000.00	\$35,000.00
800's EMPLOYEE BENEFITS				\$0.00
<b>TOTALS</b>	<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$35,000.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$188,689.70	\$75,000.00	\$75,000.00	\$35,000.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4010 - Health Services						
Sub Department 4300 - DSRIP Program						
State Aid						
3426	DSRIP Engagement Funds	188,689.70	75,000.00	75,000.00	.00	35,000.00
Comments						
Level Comment						
Departmental Request Anticipated rollover from 2024						
<i>State Aid Totals</i>		\$188,689.70	\$75,000.00	\$75,000.00	\$0.00	\$35,000.00
Sub Department 4300 - DSRIP Program Totals		\$188,689.70	\$75,000.00	\$75,000.00	\$0.00	\$35,000.00
Department 4010 - Health Services Totals		\$188,689.70	\$75,000.00	\$75,000.00	\$0.00	\$35,000.00
<b>REVENUE TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>
<b>EXPENSE</b>						
Department 4010 - Health Services						
Sub Department 4300 - DSRIP Program						
Equipment						
220	Office Equipment	4,573.99	.00	4,000.00	3,199.92	.00
<i>Equipment Totals</i>		\$4,573.99	\$0.00	\$4,000.00	\$3,199.92	\$0.00
<i>Contractual Expense</i>						
410	Supplies	158.57	5,000.00	2,000.00	.00	.00
428	Data Processing & Internet Fees	183,957.14	70,000.00	69,000.00	33,275.70	35,000.00
Comments						
Level Comment						
Departmental Request Anticipated funds still available to offset Data Processing for CHHA for Annual Fee of \$30,000 for HCHB Nursing /billing system and \$5000 for Relias Online learning						
<i>Contractual Expense Totals</i>		\$184,115.71	\$75,000.00	\$71,000.00	\$33,275.70	\$35,000.00
Sub Department 4300 - DSRIP Program Totals		\$188,689.70	\$75,000.00	\$75,000.00	\$36,475.62	\$35,000.00
Department 4010 - Health Services Totals		\$188,689.70	\$75,000.00	\$75,000.00	\$36,475.62	\$35,000.00
<b>EXPENSE TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$36,475.62</b>	<b>\$35,000.00</b>
<b>Fund A - General Totals</b>						
<b>REVENUE TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>
<b>EXPENSE TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$36,475.62</b>	<b>\$35,000.00</b>
<b>Fund A - General Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$36,475.62)</b>	<b>\$0.00</b>
<b>Net Grand Totals</b>						
<b>REVENUE GRAND TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$0.00</b>	<b>\$35,000.00</b>
<b>EXPENSE GRAND TOTALS</b>		<b>\$188,689.70</b>	<b>\$75,000.00</b>	<b>\$75,000.00</b>	<b>\$36,475.62</b>	<b>\$35,000.00</b>
<b>Net Grand Totals</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$36,475.62)</b>	<b>\$0.00</b>

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: W.I.C.  
 BUDGET ACCOUNT CODE: A.4013

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$328,304.84	\$338,892.00	\$338,892.00	\$367,794.00
200's EQUIPMENT	\$148.00	\$4,000.00	\$4,000.00	\$2,400.00
400's CONTRACTUAL	\$642,660.23	\$714,984.00	\$714,984.00	\$769,923.00
800's EMPLOYEE BENEFITS	\$124,013.47	\$132,297.00	\$132,297.00	\$157,110.00
<b>TOTALS</b>	<b>\$1,095,126.54</b>	<b>\$1,190,173.00</b>	<b>\$1,190,173.00</b>	<b>\$1,297,227.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$1,144,014.72	\$1,195,500.00	\$1,195,500.00	\$1,195,500.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4013 - W.I.C.						
State Aid						
3403	WIC	87,883.06	.00	.00	.00	.00
	<i>State Aid Totals</i>	<u>\$87,883.06</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Federal Aid						
4403	W.I.C.	1,056,131.66	1,195,500.00	1,195,500.00	287,064.00	1,195,500.00
	<i>Federal Aid Totals</i>	<u>\$1,056,131.66</u>	<u>\$1,195,500.00</u>	<u>\$1,195,500.00</u>	<u>\$287,064.00</u>	<u>\$1,195,500.00</u>
	Department 4013 - W.I.C. Totals	<u>\$1,144,014.72</u>	<u>\$1,195,500.00</u>	<u>\$1,195,500.00</u>	<u>\$287,064.00</u>	<u>\$1,195,500.00</u>
	<b>REVENUE TOTALS</b>	<u>\$1,144,014.72</u>	<u>\$1,195,500.00</u>	<u>\$1,195,500.00</u>	<u>\$287,064.00</u>	<u>\$1,195,500.00</u>
<b>EXPENSE</b>						
Department 4013 - W.I.C.						
Personal Services						
110	Salaries - Regular	291,560.33	292,533.00	292,533.00	172,085.70	321,435.00
130	Salaries - Part Time	36,744.51	46,359.00	46,359.00	18,869.96	46,359.00
	<i>Personal Services Totals</i>	<u>\$328,304.84</u>	<u>\$338,892.00</u>	<u>\$338,892.00</u>	<u>\$190,955.66</u>	<u>\$367,794.00</u>
Equipment						
220	Office Equipment	.00	4,000.00	3,800.00	35.32	1,200.00
	<i>Equipment Totals</i>	<u>\$148.00</u>	<u>\$4,000.00</u>	<u>\$4,000.00</u>	<u>\$214.32</u>	<u>\$2,400.00</u>
Contractual Expense						
410	Supplies	3,451.82	5,000.00	4,159.00	1,676.56	21,409.00
411	Rent-Building/Property	23,697.83	25,200.00	25,200.00	25,199.12	25,520.00
418	Ins-General Liability	1,289.62	1,458.00	1,498.00	1,497.76	1,648.00
422	Repair/Maint-Equipment	522.97	500.00	500.00	.00	500.00

Comments  
Level  
Departmental Request

Comment  
Grant \$545,500 and Food Voucher values \$650,000

Need 2 laptops..to replace old ones

Need to replace Hemacue machine

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Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department: 401.3 - W.I.C.					
	Contractual Expense					
423	Telephone	2,369.76	3,500.00	4,900.00	3,276.00	5,000.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Cell phones, office phones and Language Line used to interpret phone calls with non speaking english clients					
424	Postage	1,129.44	2,000.00	2,000.00	667.33	2,000.00
426	Subscriptions	.00	.00	121.00	120.10	121.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	CANVA Subscription for marketing tools					
427	Memberships & Dues	300.00	500.00	600.00	400.00	500.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	WIC Association dues annually					
428	Data Processing & Internet Fees	1,375.48	1,324.00	1,324.00	694.00	1,275.00
435	Medical Fees	1,449.58	2,000.00	2,000.00	191.64	2,000.00
436	Advertising Fees	200.00	2,000.00	1,880.00	200.00	400.00
441	Auto-Supplies & Repair	716.12	800.00	800.00	65.00	1,000.00
442	Automotive - Gas & Oil	743.90	1,000.00	1,000.00	231.44	2,000.00
444	Travel/Education/Conference	900.00	3,000.00	3,000.00	1,105.00	2,000.00
445	Foods	.00	100.00	100.00	.00	.00
446	WIC Food Vouchers	601,526.72	650,000.00	648,600.00	.00	650,000.00
453	Uniforms & Clothing	19.99	.00	700.00	680.85	.00
469	Other Payments/Contributions	.00	16,602.00	16,602.00	.00	54,550.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Indirect payments for grant					
470	Contract	2,967.00	.00	.00	.00	.00
	Contractual Expense Totals	\$642,660.23	\$714,984.00	\$714,984.00	\$36,004.80	\$769,923.00
	Employee Benefits					
810	Retirement	37,240.77	45,540.00	45,540.00	25,117.65	55,371.00
830	Social Security	19,429.58	21,012.00	21,012.00	11,250.36	22,803.00
831	Medicare Contribution	4,544.01	4,914.00	4,914.00	2,631.10	5,333.00
860	Hospitalization	46,367.31	45,412.00	45,412.00	27,127.92	59,844.00

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4013 - W.I.C.						
<i>Employee Benefits</i>						
865	Dental Insurance	848.52	816.00	816.00	478.25	931.00
	<i>Employee Benefits Totals</i>	<u>\$108,430.19</u>	<u>\$117,694.00</u>	<u>\$117,694.00</u>	<u>\$66,605.28</u>	<u>\$144,282.00</u>
<i>Other Benefits</i>						
840	Workmen's Compensation	1,643.00	1,851.00	1,851.00	1,851.00	1,775.00
861	Retirees Hospitalization	13,940.28	12,752.00	12,752.00	6,109.32	11,053.00
	<i>Other Benefits Totals</i>	<u>\$15,583.28</u>	<u>\$14,603.00</u>	<u>\$14,603.00</u>	<u>\$7,960.32</u>	<u>\$12,828.00</u>
Department	<b>4013 - W.I.C. Totals</b>	<u>\$1,095,126.54</u>	<u>\$1,190,173.00</u>	<u>\$1,190,173.00</u>	<u>\$301,740.38</u>	<u>\$1,297,227.00</u>
	<b>EXPENSE TOTALS</b>	<u>\$1,095,126.54</u>	<u>\$1,190,173.00</u>	<u>\$1,190,173.00</u>	<u>\$301,740.38</u>	<u>\$1,297,227.00</u>
<b>Fund A - General Totals</b>						
	REVENUE TOTALS	\$1,144,014.72	\$1,195,500.00	\$1,195,500.00	\$287,064.00	\$1,195,500.00
	EXPENSE TOTALS	\$1,095,126.54	\$1,190,173.00	\$1,190,173.00	\$301,740.38	\$1,297,227.00
Fund	<b>A - General Totals</b>	<u>\$48,888.18</u>	<u>\$5,327.00</u>	<u>\$5,327.00</u>	<u>(\$14,676.38)</u>	<u>(\$101,727.00)</u>
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$1,144,014.72	\$1,195,500.00	\$1,195,500.00	\$287,064.00	\$1,195,500.00
	EXPENSE GRAND TOTALS	\$1,095,126.54	\$1,190,173.00	\$1,190,173.00	\$301,740.38	\$1,297,227.00
	Net Grand Totals	<u>\$48,888.18</u>	<u>\$5,327.00</u>	<u>\$5,327.00</u>	<u>(\$14,676.38)</u>	<u>(\$101,727.00)</u>

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2025 Salary Schedule (Position Budgeting)  
Public Health.W.I.C.

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
9800	Clute, Jamie	WIC Nutrition Aide #2	\$50,814.00	Temporary	Per Diem	7/29/2024
	06-16 / \$24.43	06-17 / \$24.43				
11783	Harrington, Crystal	WIC Assistant #2	\$48,959.00	Full Time	CSEA/FT	6/1/2010
	05-14 / \$23.40	05-15 / \$23.64				
12992	Navatka-Cross, Jolie	WIC Nutrition Facilitator	\$62,081.00	Full Time	CSEA/FT	3/20/2017
	16-07 / \$29.85	16-08 / \$29.85				
11524	Paquette, Bethany	WIC Dietician #2	\$65,400.00	Full Time	CSEA/FT	7/21/2008
	16-16 / \$31.44	16-17 / \$31.44				
10558	Rausch, Cassandra	WIC Assistant - PT	\$24,335.00	Less than Half	Less than P/T	1/20/2012
	05-12 / \$23.40	05-13 / \$23.40				
		Infant Feeding Advocate	\$18,497.00			
	03-00 / \$17.79	N/A / \$17.79				
		WIC - Temp Help	\$3,527.00			
	N/A / \$0.00	N/A / \$0.00				
		WIC Coordinator/Nutritionist	\$65,567.00			
	N/A / \$31.52	N/A / \$31.52				
		<b>8</b>	<b>\$339,180.00</b>			

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Preventive Program

BUDGET ACCOUNT CODE: A.4018

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$563,143.66	\$756,405.00	\$756,405.00	\$804,219.00
200's EQUIPMENT	\$0.00	\$500.00	\$44.00	\$0.00
400's CONTRACTUAL	\$30,453.60	\$37,875.00	\$47,689.00	\$43,983.00
800's EMPLOYEE BENEFITS	\$215,685.37	\$278,065.00	\$278,065.00	\$321,820.00
<b>TOTALS</b>	<b>\$809,282.63</b>	<b>\$1,072,845.00</b>	<b>\$1,082,203.00</b>	<b>\$1,170,022.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$436,702.92	\$518,863.00	\$518,863.00	\$579,561.00

SIGNED:

\_\_\_\_\_  
DEPARTMENT HEAD

TITLE:

\_\_\_\_\_

DATE:

\_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
	Department 4018 - Preventive Program					
	State Aid					
3404	C.H. Assessment - Pub Hlth	436,702.92	518,863.00	518,863.00	158,281.11	579,561.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	state aid					
	<i>State Aid Totals</i>	<u>\$436,702.92</u>	<u>\$518,863.00</u>	<u>\$518,863.00</u>	<u>\$158,281.11</u>	<u>\$579,561.00</u>
	Department 4018 - Preventive Program Totals	<u>\$436,702.92</u>	<u>\$518,863.00</u>	<u>\$518,863.00</u>	<u>\$158,281.11</u>	<u>\$579,561.00</u>
	REVENUE TOTALS	<u>\$436,702.92</u>	<u>\$518,863.00</u>	<u>\$518,863.00</u>	<u>\$158,281.11</u>	<u>\$579,561.00</u>
<b>EXPENSE</b>						
	Department 4018 - Preventive Program					
	Personal Services					
110	Salaries - Regular	563,132.16	753,405.00	753,405.00	363,143.02	801,219.00
120	Salaries - Overtime	11.50	.00	.00	.00	.00
130	Salaries - Part Time	.00	3,000.00	3,000.00	.00	3,000.00
	Personal Services Totals	<u>\$563,143.66</u>	<u>\$756,405.00</u>	<u>\$756,405.00</u>	<u>\$363,143.02</u>	<u>\$804,219.00</u>
	Equipment					
220	Office Equipment	.00	500.00	44.00	43.06	.00
	Equipment Totals	<u>\$0.00</u>	<u>\$500.00</u>	<u>\$44.00</u>	<u>\$43.06</u>	<u>\$0.00</u>
	Contractual Expense					
410	Supplies	787.58	700.00	586.00	526.97	700.00
411	Rent-Building/Property	5,297.00	10,323.00	10,323.00	10,323.00	10,455.00
418	Ins-General Liability	6,992.65	9,191.00	9,191.00	9,191.00	15,110.00
423	Telephone	189.80	400.00	400.00	86.44	400.00
424	Postage	114.66	250.00	100.00	6.08	100.00
426	Subscriptions	.00	.00	120.00	119.90	120.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	CANVA Subscription					
427	Memberships & Dues	3,434.66	4,050.00	4,050.00	4,049.55	4,193.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	NYSACHO Annual dues 1/25					

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4018 - Preventive Program						
<i>Contractual Expense</i>						
428	Data Processing & Internet Fees	560.00	656.00	656.00	574.00	600.00
	Comments					
	Level					
	Departmental Request		See attached			
437	Consulting Fees	6,605.00	6,605.00	6,605.00	3,090.00	6,605.00
	Comments					
	Level					
	Departmental Request		See attached			
440	Legal/Transcript Fees	.00	.00	6,858.00	504.50	.00
442	Automotive - Gas & Oil	.00	100.00	100.00	.00	100.00
444	Travel/Education/Conference	500.00	500.00	500.00	180.00	500.00
445	Foods	.00	100.00	100.00	.00	100.00
453	Uniforms & Clothing	972.25	.00	3,100.00	598.86	.00
470	Contract	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	Comments					
	Level					
	Departmental Request		AHI Adirondack Health Institute -Health Assessment Services -Annually			
	<i>Contractual Expense Totals</i>	<b>\$30,453.60</b>	<b>\$37,875.00</b>	<b>\$47,689.00</b>	<b>\$34,250.30</b>	<b>\$43,983.00</b>
<i>Employee Benefits</i>						
810	Retirement	71,387.49	108,477.00	108,477.00	55,239.40	131,584.00
830	Social Security	33,112.21	46,898.00	46,898.00	21,345.75	49,862.00
831	Medicare Contribution	7,743.97	10,968.00	10,968.00	4,992.11	11,662.00
860	Hospitalization	87,251.07	95,175.00	95,175.00	49,645.92	110,022.00
865	Dental Insurance	1,659.81	1,800.00	1,800.00	960.32	1,920.00
	<i>Employee Benefits Totals</i>	<b>\$201,154.55</b>	<b>\$263,318.00</b>	<b>\$263,318.00</b>	<b>\$132,183.50</b>	<b>\$305,050.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	5,750.00	6,246.00	6,246.00	6,246.00	11,016.00
861	Retirees Hospitalization	8,780.82	8,501.00	8,501.00	3,180.39	5,754.00
	<i>Other Benefits Totals</i>	<b>\$14,530.82</b>	<b>\$14,747.00</b>	<b>\$14,747.00</b>	<b>\$9,426.39</b>	<b>\$16,770.00</b>
	Department 4018 - Preventive Program Totals	<b>\$809,282.63</b>	<b>\$1,072,845.00</b>	<b>\$1,082,203.00</b>	<b>\$539,046.27</b>	<b>\$1,170,022.00</b>

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	<b>A - General</b>					
	EXPENSE TOTALS	\$809,282.63	\$1,072,845.00	\$1,082,203.00	\$539,046.27	\$1,170,022.00
Fund	<b>A - General</b> Totals					
	REVENUE TOTALS	\$436,702.92	\$518,863.00	\$518,863.00	\$158,281.11	\$579,561.00
	EXPENSE TOTALS	\$809,282.63	\$1,072,845.00	\$1,082,203.00	\$539,046.27	\$1,170,022.00
Fund	<b>A - General</b> Totals	(\$372,579.71)	(\$553,982.00)	(\$563,340.00)	(\$380,765.16)	(\$590,461.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$436,702.92	\$518,863.00	\$518,863.00	\$158,281.11	\$579,561.00
	EXPENSE GRAND TOTALS	\$809,282.63	\$1,072,845.00	\$1,082,203.00	\$539,046.27	\$1,170,022.00
	Net Grand Totals	(\$372,579.71)	(\$553,982.00)	(\$563,340.00)	(\$380,765.16)	(\$590,461.00)

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2025 Salary Schedule (Position Budgeting)  
Public Health.Preventive Program (CHA)

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
8133	Belden, Patricia	Deputy Director Health Services	\$107,393.00	Full Time	Out of UnitFT	6/20/1990
	N/A / \$51.63	N/A / \$51.63				
10222	Caldwell, Diane	Office Specialist	\$53,558.00	Full Time	CSEA/FT	4/23/2001
	07-23 / \$25.75	07-24 / \$25.75				
12297	Cooke, Donna	Administrative Assistant	\$54,307.00	Full Time	CSEA/FT	3/25/2013
	08-11 / \$26.11	08-12 / \$26.11				
13478	DeLorenzo, Marie	Business Specialist Public Health	\$60,765.00	Full Time	CSEA/FT	2/16/2021
	18-03 / \$28.83	18-04 / \$29.28				
10699	Driscoll, Tawn	Public Health Fiscal Manager	\$81,709.00	Full Time	Out of UnitFT	2/2/2004
	N/A / \$39.28	N/A / \$39.28				
10491	Durkee, Daniel	Public Health Program Admin	\$86,249.00	Full Time	Out of UnitFT	1/27/2003
	N/A / \$41.47	N/A / \$41.47				
9058	Jones, Ginelle	Director Pub Health/Patient Svc	\$123,137.00	Full Time	Appointed F/T	11/28/1994
	N/A / \$67.66	N/A / \$67.66				
13508	Sylvia, Susan	Public Health Assistant #2	\$48,874.00	Full Time	CSEA/FT	3/13/2023
	10-01 / \$23.23	10-02 / \$23.58				
13919	Woods, Charlene	Sr. Account Clerk #2	\$43,583.00	Full Time	CSEA/FT	5/13/2024
	07-00 / \$20.76	07-01 / \$21.07				
		Call In Pay - Preventive	\$17,500.00			
	N/A / \$0.00	N/A / \$0.00				
		On Call Pay - Preventive	\$33,800.00			
	N/A / \$0.00	N/A / \$0.00				
		Pub Hlth Prev Program Temp Help	\$3,000.00			
	N/A / \$0.00	N/A / \$0.00				
		Public Health Program Coord	\$57,507.00			
	18-00 / \$27.65	N/A / \$27.65				

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	Public Health Program Mgr	\$0.00		
N/A / \$0.00	N/A / \$0.00			
	Senior Account Clerk	\$43,187.00		
07-00 / \$20.76	N/A / \$20.76			
		<b>15</b>	<b>\$814,569.00</b>	

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Preventive Program - Family Health  
 BUDGET ACCOUNT CODE: A.4018 0020

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$32,419.00	\$33,617.00	\$33,617.00	\$34,133.00
200's EQUIPMENT	\$331.97	\$0.00	\$600.00	\$0.00
400's CONTRACTUAL	\$10,272.67	\$11,126.00	\$10,826.00	\$9,360.00
800's EMPLOYEE BENEFITS	\$9,688.10	\$19,057.00	\$19,057.00	\$19,869.00
<b>TOTALS</b>	<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$63,362.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$53,060.64	\$60,516.00	\$60,516.00	\$60,972.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4018 - Preventive Program						
Sub Department 0020 - Family Health						
State Aid						
3406	Family Health	9,487.64	4,044.00	4,044.00	6,699.26	4,500.00
Comments						
Level		Comment				
Departmental Request		state aid				
State Aid Totals		\$9,487.64	\$4,044.00	\$4,044.00	\$6,699.26	\$4,500.00
Federal Aid						
4452	Chldrn w/ Spec Health Care Needs	43,573.00	56,472.00	56,472.00	22,266.00	56,472.00
Comments						
Level		Comment				
Departmental Request		CSHCN Grant				
Federal Aid Totals		\$43,573.00	\$56,472.00	\$56,472.00	\$22,266.00	\$56,472.00
Sub Department 0020 - Family Health Totals		\$53,060.64	\$60,516.00	\$60,516.00	\$28,965.26	\$60,972.00
Department 4018 - Preventive Program Totals		\$53,060.64	\$60,516.00	\$60,516.00	\$28,965.26	\$60,972.00
REVENUE TOTALS		\$53,060.64	\$60,516.00	\$60,516.00	\$28,965.26	\$60,972.00
<b>EXPENSE</b>						
Department 4018 - Preventive Program						
Sub Department 0020 - Family Health						
Personal Services						
110	Salaries - Regular	24,817.81	25,875.00	25,875.00	15,923.06	34,133.00
130	Salaries - Part Time	7,601.19	7,742.00	7,742.00	4,790.35	.00
Personal Services Totals		\$32,419.00	\$33,617.00	\$33,617.00	\$20,713.41	\$34,133.00
Equipment						
220	Office Equipment	.00	.00	600.00	.00	.00
260	Other Equipment	331.97	.00	.00	.00	.00
Equipment Totals		\$331.97	\$0.00	\$600.00	\$0.00	\$0.00
Contractual Expense						
410	Supplies	2,790.53	3,600.00	4,777.00	913.99	3,000.00
411	Rent-Building/Property	3,666.00	1,420.00	1,420.00	1,420.00	1,439.00
418	Ins-General Liability	976.95	1,424.00	1,424.00	1,424.00	696.00
423	Telephone	106.90	400.00	200.00	43.22	300.00
424	Postage	511.09	600.00	600.00	420.35	600.00
426	Subscriptions	.00	100.00	.00	.00	100.00
428	Data Processing & Internet Fees	70.00	82.00	82.00	82.00	75.00
433	Training-Client	.00	450.00	.00	.00	450.00

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Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4018 - Preventive Program						
Sub Department 0020 - Family Health						
<i>Contractual Expense</i>						
435	Medical Fees	.00	100.00	23.00	.00	.00
441	Auto-Supplies & Repair	.00	400.00	.00	.00	100.00
442	Automotive - Gas & Oil	.00	300.00	300.00	.00	100.00
444	Travel/Education/Conference	151.20	500.00	.00	.00	500.00
470	Contract	2,000.00	1,750.00	2,000.00	750.00	2,000.00
	<i>Contractual Expense Totals</i>	<b>\$10,272.67</b>	<b>\$11,125.00</b>	<b>\$10,826.00</b>	<b>\$5,053.56</b>	<b>\$9,360.00</b>
<i>Employee Benefits</i>						
810	Retirement	2,964.21	5,207.00	5,207.00	2,856.05	5,921.00
830	Social Security	1,882.53	2,084.00	2,084.00	1,191.66	2,116.00
831	Medicare Contribution	435.66	487.00	487.00	278.73	495.00
860	Hospitalization	(492.26)	6,500.00	6,500.00	250.08	7,514.00
865	Dental Insurance	(6.64)	86.00	86.00	3.32	86.00
	<i>Employee Benefits Totals</i>	<b>\$4,783.50</b>	<b>\$14,364.00</b>	<b>\$14,364.00</b>	<b>\$4,579.84</b>	<b>\$16,132.00</b>
<i>Other Benefits</i>						
840	Workmen's Compensation	803.00	968.00	968.00	968.00	507.00
861	Retirees Hospitalization	4,101.60	3,725.00	3,725.00	1,784.98	3,230.00
	<i>Other Benefits Totals</i>	<b>\$4,904.60</b>	<b>\$4,693.00</b>	<b>\$4,693.00</b>	<b>\$2,752.98</b>	<b>\$3,737.00</b>
Sub Department 0020 - Family Health Totals		<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$33,099.79</b>	<b>\$63,362.00</b>
Department 4018 - Preventive Program Totals		<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$33,099.79</b>	<b>\$63,362.00</b>
<b>EXPENSE TOTALS</b>		<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$33,099.79</b>	<b>\$63,362.00</b>
<b>Fund A - General Totals</b>						
REVENUE TOTALS		<b>\$53,060.64</b>	<b>\$60,516.00</b>	<b>\$60,516.00</b>	<b>\$28,965.26</b>	<b>\$60,972.00</b>
EXPENSE TOTALS		<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$33,099.79</b>	<b>\$63,362.00</b>
<b>Fund A - General Totals</b>		<b>\$348.90</b>	<b>(\$3,284.00)</b>	<b>(\$3,584.00)</b>	<b>(\$4,134.53)</b>	<b>(\$2,390.00)</b>
<b>Net Grand Totals</b>						
REVENUE GRAND TOTALS		<b>\$53,060.64</b>	<b>\$60,516.00</b>	<b>\$60,516.00</b>	<b>\$28,965.26</b>	<b>\$60,972.00</b>
EXPENSE GRAND TOTALS		<b>\$52,711.74</b>	<b>\$63,800.00</b>	<b>\$64,100.00</b>	<b>\$33,099.79</b>	<b>\$63,362.00</b>
<b>Net Grand Totals</b>		<b>\$348.90</b>	<b>(\$3,284.00)</b>	<b>(\$3,584.00)</b>	<b>(\$4,134.53)</b>	<b>(\$2,390.00)</b>

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Preventive Program - Disease Control  
BUDGET ACCOUNT CODE: A.4018 0030

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$55,386.85	\$268,486.00	\$268,486.00	\$290,354.00
200's EQUIPMENT	\$4,289.45	\$500.00	\$500.00	\$1,000.00
400's CONTRACTUAL	\$91,215.01	\$121,906.00	\$121,769.00	\$127,072.00
800's EMPLOYEE BENEFITS	\$11,930.19	\$62,809.00	\$62,946.00	\$75,165.00
<b>TOTALS</b>	<b>\$162,821.50</b>	<b>\$453,701.00</b>	<b>\$453,701.00</b>	<b>\$493,591.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$270,051.18	\$315,066.00	\$316,866.00	\$348,743.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request	
<b>Fund A - General</b>							
<b>REVENUE</b>							
Department 4018 - Preventive Program							
Sub Department 0030 - Disease Control							
<i>Departmental Income</i>							
1611	PRI/Screen	.00	.00	1,800.00	1,800.00	3,000.00	
	Comments						
	Level						
	Departmental Request					Estimate PRI/Screen 10*\$300=\$3000	
1613	Immunization Revenue	19,421.10	50,000.00	50,000.00	11,167.09	40,000.00	
	Comments						
	Level						
	Departmental Request					Clinics and anticipate more with COVID vaccines to begin again and continue with flu vaccines	
1615	Clinic Revenues	90.00	200.00	200.00	.00	200.00	
	Comments						
	Level						
	Departmental Request					TB Immunization Revenue	
1619	Rabies Clinic Donations	4,537.00	6,000.00	6,000.00	2,458.00	6,000.00	
	Comments						
	Level						
	Departmental Request					Rabies Clinic donations throughout year	
	<i>Departmental Income Totals</i>		\$24,048.10	\$56,200.00	\$58,000.00	\$15,425.09	\$49,200.00
<i>State Aid</i>							
3407	Disease Control - Pub Hlth	216,226.08	235,865.00	235,865.00	219,467.56	262,743.00	
	Comments						
	Level						
	Departmental Request		IAP Grant \$32809 Rabies Grant \$17253	\$212,681 State Aid			
	<i>State Aid Totals</i>		\$216,226.08	\$235,865.00	\$235,865.00	\$219,467.56	\$262,743.00
<i>Federal Aid</i>							
4457	Paint Poison Prevention	29,777.00	23,001.00	23,001.00	15,835.00	36,800.00	
	Comments						
	Level						
	Departmental Request					Lead Grant	
	<i>Federal Aid Totals</i>		\$29,777.00	\$23,001.00	\$23,001.00	\$15,835.00	\$36,800.00

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Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	REVENUE					
	Department 4018 - Preventive Program					
	Sub Department 0030 - Disease Control					
	Sale of Property And Compensation for Loss					
2655	Minor Sales, Other	.00	.00	.00	153.00	.00
	Sale of Property And Compensation for Loss Totals	\$0.00	\$0.00	\$0.00	\$153.00	\$0.00
	Sub Department 0030 - Disease Control Totals	\$270,051.18	\$315,066.00	\$316,866.00	\$250,880.65	\$348,743.00
	Department 4018 - Preventive Program Totals	\$270,051.18	\$315,066.00	\$316,866.00	\$250,880.65	\$348,743.00
	REVENUE TOTALS	\$270,051.18	\$315,066.00	\$316,866.00	\$250,880.65	\$348,743.00
	EXPENSE					
	Department 4018 - Preventive Program					
	Sub Department 0030 - Disease Control					
	Personal Services					
110	Salaries - Regular	23,147.29	124,780.00	124,780.00	31,971.86	146,648.00
120	Salaries - Overtime	.00	26,106.00	26,106.00	.00	26,106.00
130	Salaries - Part Time	32,239.56	117,600.00	117,600.00	13,638.63	117,600.00
	Personal Services Totals	\$55,386.85	\$268,486.00	\$268,486.00	\$45,610.49	\$290,354.00
	Equipment					
220	Office Equipment	98.98	500.00	500.00	.00	1,000.00
	Comments					
	Level					
	Departmental Request					
	laptops for nurses					
260	Other Equipment	4,190.47	.00	.00	.00	.00
	Equipment Totals	\$4,289.45	\$500.00	\$500.00	\$0.00	\$1,000.00
	Contractual Expense					
410	Supplies	3,591.26	7,000.00	6,135.00	2,263.51	5,500.00
411	Rent-Building/Property	12,976.00	25,271.00	25,271.00	25,271.00	25,593.00
418	Ins-General Liability	3,732.18	4,505.00	4,505.00	4,505.00	5,919.00
422	Repair/Maint-Equipment	.00	300.00	300.00	.00	400.00
	Comments					
	Level					
	Departmental Request					
	Recalibration of data loggers					
423	Telephone	1,434.39	3,000.00	3,000.00	1,412.55	3,000.00
424	Postage	2,447.08	2,500.00	2,500.00	1,084.43	2,500.00

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4018 - Preventive Program						
Sub Department 0030 - Disease Control						
Contractual Expense						
427	Memberships & Dues	.00	586.00	586.00	.00	.00
428	Data Processing & Internet Fees	2,227.17	844.00	1,709.00	965.51	1,260.00
435	Medical Fees	56,447.82	65,000.00	63,863.00	30,063.86	65,000.00
436	Advertising Fees	7,178.64	5,000.00	5,000.00	1,764.00	5,000.00
437	Consulting Fees	.00	3,300.00	3,300.00	.00	3,300.00
Comments						
Level Departmental Request See attached.						
441	Auto-Supplies & Repair	133.30	2,000.00	2,000.00	1,178.96	2,000.00
442	Automotive - Gas & Oil	592.62	2,000.00	2,000.00	778.09	2,000.00
444	Travel/Education/Conference	161.20	500.00	500.00	.00	500.00
444.01	Job Related Courses	.00	.00	.00	.00	5,000.00
445	Foods	.00	100.00	100.00	.00	100.00
453	Uniforms & Clothing	114.75	.00	1,000.00	675.84	.00
470	Contract	178.60	.00	.00	1,071.60	.00
Contractual Expense Totals		\$91,215.01	\$121,906.00	\$121,769.00	\$71,034.35	\$127,072.00
Employee Benefits						
810	Retirement	4,537.04	24,463.00	24,463.00	898.32	31,045.00
830	Social Security	3,433.45	16,647.00	16,647.00	2,779.73	18,002.00
831	Medicare Contribution	802.96	3,898.00	3,898.00	650.08	4,215.00
860	Hospitalization	.00	14,500.00	14,500.00	1,671.78	17,180.00
865	Dental Insurance	87.74	240.00	377.00	249.43	408.00
Employee Benefits Totals		\$8,861.19	\$59,748.00	\$59,885.00	\$6,249.34	\$70,850.00
Other Benefits						
840	Workmen's Compensation	3,069.00	3,061.00	3,061.00	3,061.00	4,315.00
Other Benefits Totals		\$3,069.00	\$3,061.00	\$3,061.00	\$3,061.00	\$4,315.00
Sub Department 0030 - Disease Control Totals		\$162,821.50	\$453,701.00	\$453,701.00	\$125,955.18	\$493,591.00
Department 4018 - Preventive Program Totals		\$162,821.50	\$453,701.00	\$453,701.00	\$125,955.18	\$493,591.00
EXPENSE TOTALS		\$162,821.50	\$453,701.00	\$453,701.00	\$125,955.18	\$493,591.00
Fund A - General Totals						

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
	REVENUE TOTALS	\$270,051.18	\$315,066.00	\$316,866.00	\$250,880.65	\$348,743.00
	EXPENSE TOTALS	\$162,821.50	\$453,701.00	\$453,701.00	\$125,955.18	\$493,591.00
Fund A -	General Totals	\$107,229.68	(\$138,635.00)	(\$136,835.00)	\$124,925.47	(\$144,848.00)
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$270,051.18	\$315,066.00	\$316,866.00	\$250,880.65	\$348,743.00
	EXPENSE GRAND TOTALS	\$162,821.50	\$453,701.00	\$453,701.00	\$125,955.18	\$493,591.00
	Net Grand Totals	\$107,229.68	(\$138,635.00)	(\$136,835.00)	\$124,925.47	(\$144,848.00)

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2025 Salary Schedule (Position Budgeting)  
Public Health.Disease Control

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12009	Baker, Dexter N/A / \$20.00	Animal Control Officer #1 - PD N/A / \$20.00	\$450.00	Per Diem	Per Diem	6/19/2017
13057	Cloutier, Cathy N/A / \$20.00	Animal Control Officer #5 - PD N/A / \$20.00	\$450.00	Per Diem	Per Diem	6/19/2017
13052	Converse, Florence N/A / \$20.00	Animal Control Officer #2 - PD N/A / \$20.00	\$450.00	Per Diem	Per Diem	6/19/2017
7717	Hall, Dana 21-30 / \$36.63	CHN #19 N/A / \$36.63	\$38,100.00	Less than Half	Less than P/T	9/14/1988
13852	Jones, Olivia 22-06 / \$35.25	PHN #42 22-07 / \$35.25	\$73,324.00	Full Time	CSEA/FT	10/11/2023
13846	Joseph, Chawna 22-06 / \$35.25	PHN #10 22-07 / \$35.25	\$73,324.00	Full Time	CSEA/FT	9/11/2023
		Animal Control Officer #10 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #3 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #4 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #6 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #7 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #8 - PD N/A / \$20.00	\$450.00			
		Animal Control Officer #9 - PD N/A / \$20.00	\$450.00			

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		Disease Control - Overtime	\$20,406.00		
N/A / \$0.00		N/A / \$0.00			
		On Call Pay	\$5,700.00		
N/A / \$0.00		N/A / \$0.00			
		Public Hlth Disease Per Diem	\$75,000.00		
N/A / \$0.00		N/A / \$0.00			
				16	\$290,354.00

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Preventive Program - Health Education

BUDGET ACCOUNT CODE: A.4018 0040

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$109,616.51	\$176,267.00	\$176,267.00	\$155,069.00
200's EQUIPMENT	\$466.32	\$2,500.00	\$42,675.00	\$1,000.00
400's CONTRACTUAL	\$22,828.31	\$37,186.00	\$52,101.05	\$42,480.00
800's EMPLOYEE BENEFITS	\$39,533.51	\$60,027.00	\$65,127.00	\$63,927.00
<b>TOTALS</b>	<b>\$172,444.65</b>	<b>\$275,980.00</b>	<b>\$336,170.05</b>	<b>\$262,476.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$141,151.10	\$159,374.00	\$187,153.00	\$156,479.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4018 - Preventive Program						
Sub Department 0040 - Health Education						
Departmental Income						
1617	Health Education Classes	1,415.87	2,000.00	5,000.00	1,340.00	2,000.00
	<i>Departmental Income Totals</i>	<u>\$1,415.87</u>	<u>\$2,000.00</u>	<u>\$5,000.00</u>	<u>\$1,340.00</u>	<u>\$2,000.00</u>
Miscellaneous & Local Source						
2716	Grants From Other Sources	.00	.00	2,000.00	.00	.00
	<i>Miscellaneous &amp; Local Source Totals</i>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
State Aid						
3408	Health Education - Pub Hlth	139,735.23	157,374.00	180,153.00	63,444.95	154,479.00
Comments						
	Level					
	Departmental Request					
	State Aid					
	<i>State Aid Totals</i>	<u>\$139,735.23</u>	<u>\$157,374.00</u>	<u>\$180,153.00</u>	<u>\$63,444.95</u>	<u>\$154,479.00</u>
	<b>Sub Department 0040 - Health Education Totals</b>	<u>\$141,151.10</u>	<u>\$159,374.00</u>	<u>\$187,153.00</u>	<u>\$64,784.95</u>	<u>\$156,479.00</u>
	<b>Department 4018 - Preventive Program Totals</b>	<u>\$141,151.10</u>	<u>\$159,374.00</u>	<u>\$187,153.00</u>	<u>\$64,784.95</u>	<u>\$156,479.00</u>
	<b>REVENUE TOTALS</b>	<u>\$141,151.10</u>	<u>\$159,374.00</u>	<u>\$187,153.00</u>	<u>\$64,784.95</u>	<u>\$156,479.00</u>
<b>EXPENSE</b>						
Department 4018 - Preventive Program						
Sub Department 0040 - Health Education						
Personal Services						
110	Salaries - Regular	109,616.51	176,267.00	176,267.00	72,496.80	155,069.00
	<i>Personal Services Totals</i>	<u>\$109,616.51</u>	<u>\$176,267.00</u>	<u>\$176,267.00</u>	<u>\$72,496.80</u>	<u>\$155,069.00</u>
Equipment						
210	Furniture/Furnishings	.00	500.00	500.00	.00	.00
220	Office Equipment	.00	500.00	500.00	.00	500.00
230	Automotive Equipment	.00	.00	10,430.00	9,368.00	.00
230.1	Automotive Equipment - Reserve	.00	.00	18,545.00	17,305.85	.00
260	Other Equipment	466.32	1,500.00	12,700.00	.00	500.00
	<i>Equipment Totals</i>	<u>\$466.32</u>	<u>\$2,500.00</u>	<u>\$42,675.00</u>	<u>\$26,673.85</u>	<u>\$1,000.00</u>
Contractual Expense						
410	Supplies	5,313.46	5,000.00	6,180.25	2,937.17	7,000.00
411	Rent-Building/Property	2,439.00	17,244.00	17,244.00	17,244.00	17,463.00
418	Ins-General Liability	2,649.72	3,616.00	3,616.00	3,616.00	4,092.00
423	Telephone	766.67	1,200.00	1,200.00	564.55	1,200.00
424	Postage	28.45	400.00	400.00	98.36	400.00

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Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4018 - Preventive Program						
Sub Department 0040 - Health Education						
Contractual Expense						
426	Subscriptions	75.97	80.00	780.00	480.00	600.00
Comments						
Level		Comment				
Departmental Request		Canva Marketing Tool and other subscriptions needed for Health Ed				
427	Memberships & Dues	.00	100.00	100.00	.00	100.00
428	Data Processing & Internet Fees	210.00	246.00	246.00	164.00	225.00
433	Training-Client	972.00	2,000.00	2,000.00	874.00	2,000.00
Comments						
Level		Comment				
Departmental Request		CPR training costs				
436	Advertising Fees	860.85	2,000.00	1,134.80	34.80	2,000.00
441	Auto-Supplies & Repair	1,091.77	1,000.00	1,000.00	638.03	1,000.00
442	Automotive - Gas & Oil	624.37	1,000.00	700.00	181.76	1,000.00
444	Travel/Education/Conference	.00	300.00	300.00	190.00	300.00
444.01	Job Related Courses	7,698.88	.00	10,727.00	8,165.24	5,000.00
Comments						
Level		Comment				
Departmental Request		Anticipate Health Educators Job Related Courses for year.				
445	Foods	20.67	3,000.00	5,123.00	1,160.00	100.00
453	Uniforms & Clothing	76.50	.00	600.00	398.91	.00
470	Contract	.00	.00	750.00	.00	.00
<i>Contractual Expense Totals</i>		<b>\$22,828.31</b>	<b>\$37,186.00</b>	<b>\$52,101.05</b>	<b>\$36,746.82</b>	<b>\$42,480.00</b>
<i>Employee Benefits</i>						
810	Retirement	11,469.01	19,037.00	19,037.00	6,149.61	19,384.00
830	Social Security	6,454.13	10,928.00	10,928.00	4,100.90	9,614.00
831	Medicare Contribution	1,509.43	2,556.00	2,556.00	959.08	2,249.00
860	Hospitalization	16,049.58	23,141.00	28,141.00	14,779.17	27,784.00
865	Dental Insurance	372.36	408.00	508.00	319.71	413.00
<i>Employee Benefits Totals</i>		<b>\$35,854.51</b>	<b>\$56,070.00</b>	<b>\$61,170.00</b>	<b>\$26,308.47</b>	<b>\$59,444.00</b>

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4018 - Preventive Program						
Sub Department 0040 - Health Education						
Other Benefits						
840	Workmen's Compensation	2,179.00	2,457.00	2,457.00	2,457.00	2,983.00
862	Health Insurance Cost Reimbursement	1,500.00	1,500.00	1,500.00	209.08	1,500.00
	<i>Other Benefits Totals</i>	<i>\$3,679.00</i>	<i>\$3,957.00</i>	<i>\$3,957.00</i>	<i>\$2,666.08</i>	<i>\$4,483.00</i>
	Sub Department 0040 - Health Education Totals	\$172,444.65	\$275,980.00	\$336,170.05	\$164,892.02	\$262,476.00
	Department 4018 - Preventive Program Totals	\$172,444.65	\$275,980.00	\$336,170.05	\$164,892.02	\$262,476.00
	EXPENSE TOTALS	\$172,444.65	\$275,980.00	\$336,170.05	\$164,892.02	\$262,476.00
Fund A - General Totals						
	REVENUE TOTALS	\$141,151.10	\$159,374.00	\$187,153.00	\$64,784.95	\$156,479.00
	EXPENSE TOTALS	\$172,444.65	\$275,980.00	\$336,170.05	\$164,892.02	\$262,476.00
	Fund A - General Totals	(\$31,293.55)	(\$116,606.00)	(\$149,017.05)	(\$100,107.07)	(\$105,997.00)
Net Grand Totals						
	REVENUE GRAND TOTALS	\$141,151.10	\$159,374.00	\$187,153.00	\$64,784.95	\$156,479.00
	EXPENSE GRAND TOTALS	\$172,444.65	\$275,980.00	\$336,170.05	\$164,892.02	\$262,476.00
	Net Grand Totals	(\$31,293.55)	(\$116,606.00)	(\$149,017.05)	(\$100,107.07)	(\$105,997.00)

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2025 Salary Schedule (Position Budgeting)  
Public Health/Health Education

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13838	Boyle, Katherine	Public Health Educator #2	\$52,244.00	Full Time	CSEA/FT	8/28/2023
	14-01 / \$25.00	14-02 / \$25.38				
13554	Cohen, Olivia	Senior Public Health Educator #2	\$59,904.00	Full Time	CSEA/FT	1/13/2022
	18-02 / \$28.39	18-03 / \$28.83				
13250	Shah, Jignasha	Public Health Program Manager	\$71,535.00	Full Time	CSEA/FT	1/14/2019
	21-05 / \$34.39	N/A / \$34.39				
		Public Hlth Program Coordinator	\$0.00			
	N/A / \$0.00	N/A / \$0.00				
		<b>4</b>	<b>\$183,683.00</b>			

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Preventive Program - Tobacco Entitlement  
BUDGET ACCOUNT CODE: A.4018 0055

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL	\$7,290.64	\$7,500.00	\$9,450.00	\$7,500.00
<b>TOTALS</b>	<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$7,500.00</b>

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4018 - Preventive Program						
Sub Department 0055 - Tobacco Entitlement						
<i>Contractual Expense</i>						
410	Supplies	5,265.79	5,300.00	5,275.00	1,794.52	5,300.00
424	Postage	54.85	100.00	100.00	38.81	100.00
436	Advertising Fees	1,950.00	2,000.00	3,950.00	1,950.00	2,000.00
445	Foods	.00	100.00	100.00	.00	100.00
469	Other Payments/Contributions	20.00	.00	25.00	25.00	.00
<i>Contractual Expense Totals</i>		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
Sub Department 0055 - Tobacco Entitlement Totals		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
Department 4018 - Preventive Program Totals		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
<b>EXPENSE TOTALS</b>		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
Fund A - General Totals		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
<b>EXPENSE TOTALS</b>		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
Fund A - General Totals		<b>(\$7,290.64)</b>	<b>(\$7,500.00)</b>	<b>(\$9,450.00)</b>	<b>(\$3,808.33)</b>	<b>(\$7,500.00)</b>
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>EXPENSE GRAND TOTALS</b>		<b>\$7,290.64</b>	<b>\$7,500.00</b>	<b>\$9,450.00</b>	<b>\$3,808.33</b>	<b>\$7,500.00</b>
Net Grand Totals		<b>(\$7,290.64)</b>	<b>(\$7,500.00)</b>	<b>(\$9,450.00)</b>	<b>(\$3,808.33)</b>	<b>(\$7,500.00)</b>

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Preventive Program - JUUL Settlement  
 BUDGET ACCOUNT CODE: A.4018 0057

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES				\$0.00
200's EQUIPMENT				\$0.00
400's CONTRACTUAL				\$190,942.00
800's EMPLOYEE BENEFITS				\$0.00
<b>TOTALS</b>				<b>\$190,942.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$0.00			\$190,942.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4018 - Preventive Program						
Sub Department 0057 - JUUL Settlement						
<i>Sale of Property And Compensation for Loss</i>						
2396	JUUL Settlement	.00	.00	.00	.00	190,942.00
Comments						
Level Comment						
Departmental Request		JUUL Settlement total is \$381,885.14 . They are paying Warren County in 8 installments ..we will therefore assume for 2025 we will be total receiving \$190,942 which is 4 installments total for 2024-2025. Expect nothing to be spend in 2024.				
<i>Sale of Property And Compensation for Loss Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Sub Department 0057 - JUUL Settlement Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Department 4018 - Preventive Program Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
<b>EXPENSE</b>						
Department 4018 - Preventive Program						
Sub Department 0057 - JUUL Settlement						
<i>Contractual Expense</i>						
410	Supplies	.00	.00	.00	.00	30,000.00
424	Postage	.00	.00	.00	.00	3,000.00
436	Advertising Fees	.00	.00	.00	.00	127,942.00
444	Travel/Education/Conference	.00	.00	.00	.00	5,000.00
470	Contract	.00	.00	.00	.00	25,000.00
<i>Contractual Expense Totals</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Sub Department 0057 - JUUL Settlement Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Department 4018 - Preventive Program Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
<b>Fund A - General Totals</b>						
REVENUE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
EXPENSE TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Fund A - General Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
EXPENSE GRAND TOTALS		\$0.00	\$0.00	\$0.00	\$0.00	\$190,942.00
Net Grand Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Ed/Physically Hand.Children  
 BUDGET ACCOUNT CODE: A.4054

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$95,632.55	\$96,427.00	\$102,427.00	\$113,250.00
200's EQUIPMENT	\$425.00	\$300.00	\$300.00	\$500.00
400's CONTRACTUAL	\$3,102,490.87	\$3,118,460.00	\$3,113,460.00	\$3,507,382.00
800's EMPLOYEE BENEFITS	\$40,007.22	\$44,302.00	\$45,433.00	\$46,031.00
<b>TOTALS</b>	<b>\$3,238,555.64</b>	<b>\$3,259,489.00</b>	<b>\$3,261,620.00</b>	<b>\$3,667,163.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$1,773,115.13	\$2,126,266.00	\$2,126,266.00	\$2,352,500.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4054 - Ed/Physically Hand.Children						
<i>Departmental Income</i>						
1603	Ed PHC Preschool- 3-5 yrs	270,066.11	275,000.00	275,000.00	114,515.84	270,000.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	Medicaid payments					
	<i>Departmental Income Totals</i>	<i>270,066.11</i>	<i>275,000.00</i>	<i>275,000.00</i>	<i>114,515.84</i>	<i>270,000.00</i>
<i>State Aid</i>						
3277	Education of Handicapped Child	1,503,049.02	1,851,266.00	1,851,266.00	480,812.45	2,082,500.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	AVL billings to State at 59.50% reimbursement					
	<i>State Aid Totals</i>	<i>1,503,049.02</i>	<i>1,851,266.00</i>	<i>1,851,266.00</i>	<i>480,812.45</i>	<i>2,082,500.00</i>
	Department 4054 - Ed/Physically Hand.Children Totals	<i>1,773,115.13</i>	<i>2,126,266.00</i>	<i>2,126,266.00</i>	<i>595,328.29</i>	<i>2,352,500.00</i>
	<b>REVENUE TOTALS</b>	<b>1,773,115.13</b>	<b>2,126,266.00</b>	<b>2,126,266.00</b>	<b>595,328.29</b>	<b>2,352,500.00</b>
<b>EXPENSE</b>						
Department 4054 - Ed/Physically Hand.Children						
<i>Personal Services</i>						
110	Salaries - Regular	52,558.93	52,558.00	58,558.00	32,343.98	113,250.00
130	Salaries - Part Time	43,073.62	43,869.00	43,869.00	27,145.54	.00
	<i>Personal Services Totals</i>	<i>95,632.55</i>	<i>96,427.00</i>	<i>102,427.00</i>	<i>59,489.52</i>	<i>113,250.00</i>
<i>Equipment</i>						
260	Other Equipment	425.00	300.00	300.00	.00	500.00
	<i>Equipment Totals</i>	<i>425.00</i>	<i>300.00</i>	<i>300.00</i>	<i>0.00</i>	<i>500.00</i>
<i>Contractual Expense</i>						
410	Supplies	198.01	500.00	500.00	146.30	500.00
411	Rent-Building/Property	4,070.00	4,096.00	4,096.00	4,096.00	4,148.00
418	Ins-General Liability	1,300.26	1,978.00	1,978.00	1,978.00	2,309.00
423	Telephone	47.45	100.00	100.00	21.61	100.00
424	Postage	141.64	250.00	250.00	159.69	250.00
428	Data Processing & Internet Fees	140.00	164.00	164.00	82.00	75.00
444	Travel/Education/Conference	3,096,512.01	3,111,372.00	3,106,072.00	1,795,056.51	3,500,000.00
453	Uniforms & Clothing	81.50	.00	300.00	194.95	.00
	<i>Contractual Expense Totals</i>	<i>3,102,490.87</i>	<i>3,118,460.00</i>	<i>3,113,460.00</i>	<i>1,801,735.06</i>	<i>3,507,382.00</i>
<i>Employee Benefits</i>						
810	Retirement	9,624.83	13,620.00	14,292.00	7,983.94	17,529.00
830	Social Security	5,490.01	5,979.00	6,351.00	3,419.41	7,022.00

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4054 - Ed/Physically Hand.Children						
Employee Benefits						
831	Medicare Contribution	1,283.97	1,398.00	1,485.00	799.68	1,642.00
860	Hospitalization	22,190.85	21,673.00	21,673.00	11,902.66	17,867.00
865	Dental Insurance	299.16	288.00	288.00	177.28	288.00
	<i>Employee Benefits Totals</i>	<u>\$38,888.82</u>	<u>\$42,958.00</u>	<u>\$44,089.00</u>	<u>\$24,282.97</u>	<u>\$44,348.00</u>
Other Benefits						
840	Workmen's Compensation	1,069.00	1,344.00	1,344.00	1,344.00	1,683.00
862	Health Insurance Cost Reimbursement	49.40	.00	.00	.00	.00
	<i>Other Benefits Totals</i>	<u>\$1,118.40</u>	<u>\$1,344.00</u>	<u>\$1,344.00</u>	<u>\$1,344.00</u>	<u>\$1,683.00</u>
Department 4054 - Ed/Physically Hand.Children Totals		<u>\$3,238,555.64</u>	<u>\$3,259,489.00</u>	<u>\$3,261,620.00</u>	<u>\$1,886,851.55</u>	<u>\$3,667,163.00</u>
EXPENSE TOTALS		<u>\$3,238,555.64</u>	<u>\$3,259,489.00</u>	<u>\$3,261,620.00</u>	<u>\$1,886,851.55</u>	<u>\$3,667,163.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$1,773,115.13	\$2,126,266.00	\$2,126,266.00	\$595,328.29	\$2,352,500.00
EXPENSE TOTALS		\$3,238,555.64	\$3,259,489.00	\$3,261,620.00	\$1,886,851.55	\$3,667,163.00
Fund A - General Totals		(\$1,465,440.51)	(\$1,133,223.00)	(\$1,135,354.00)	(\$1,291,523.26)	(\$1,314,663.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$1,773,115.13	\$2,126,266.00	\$2,126,266.00	\$595,328.29	\$2,352,500.00
EXPENSE GRAND TOTALS		\$3,238,555.64	\$3,259,489.00	\$3,261,620.00	\$1,886,851.55	\$3,667,163.00
Net Grand Totals		(\$1,465,440.51)	(\$1,133,223.00)	(\$1,135,354.00)	(\$1,291,523.26)	(\$1,314,663.00)

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2025 Salary Schedule (Position Budgeting)  
 Public Health.Educ Phys Handicapped Children

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12234	LaLone, Emily	EI Service Coordinator #1	\$68,815.00	Part Time	CSEA/PT	8/5/2013
	18-11 / \$33.08	N/A / \$33.08				
11846	Toolan, Deborah	Principal Clerk	\$52,693.00	Full Time	CSEA/FT	9/20/2010
	07-14 / \$25.27	07-15 / \$25.51				
		<b>2</b>	<b>\$121,508.00</b>			

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Ed/Physically Hand.Children - Ed.Phys.Hndcpdd/Early Intervnt  
 BUDGET ACCOUNT CODE: A.4054 0060

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$234,403.20	\$252,015.00	\$246,015.00	\$238,506.00
200's EQUIPMENT	\$0.00	\$500.00	\$500.00	\$500.00
400's CONTRACTUAL	\$400,348.44	\$468,433.00	\$468,433.00	\$468,261.00
800's EMPLOYEE BENEFITS	\$88,062.97	\$95,684.00	\$94,553.00	\$103,553.00
<b>TOTALS</b>	<b>\$722,814.61</b>	<b>\$816,632.00</b>	<b>\$809,501.00</b>	<b>\$810,820.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$342,588.64	\$398,671.00	\$398,671.00	\$316,815.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
REVENUE						
Department 4054 - Ed/Physically Hand.Children						
Sub Department 0060 - Ed.Phys.Hndcppd/Early Intervnt						
Departmental Income						
1604	Ed PHC - Early Intervnt 0-2 Yrs.	71,519.95	70,000.00	70,000.00	3,728.92	60,000.00
	<i>Departmental Income Totals</i>	<u>71,519.95</u>	<u>70,000.00</u>	<u>70,000.00</u>	<u>3,728.92</u>	<u>60,000.00</u>
State Aid						
3278	PH Early Intervnt - Per Child	200,294.90	292,356.00	292,356.00	43,837.75	220,500.00
	<i>State Aid Totals</i>	<u>200,294.90</u>	<u>292,356.00</u>	<u>292,356.00</u>	<u>43,837.75</u>	<u>220,500.00</u>
Federal Aid						
4451	Early Intervention	38,018.00	36,315.00	36,315.00	19,364.00	36,315.00
	Comments					
	Level					
	Departmental Request					
	Comment					
	El Grant					
	<i>Federal Aid Totals</i>	<u>38,018.00</u>	<u>36,315.00</u>	<u>36,315.00</u>	<u>19,364.00</u>	<u>36,315.00</u>
Sale of Property And Compensation for Loss						
2655	Minor Sales, Other	60.00	.00	.00	90.00	.00
2685	Covered Lives Insurance Assessment	32,695.79	.00	.00	105.04	.00
	<i>Sale of Property And Compensation for Loss Totals</i>	<u>32,755.79</u>	<u>0.00</u>	<u>0.00</u>	<u>195.04</u>	<u>0.00</u>
	Sub Department 0060 - Ed.Phys.Hndcppd/Early Intervnt Totals	<u>342,588.64</u>	<u>398,671.00</u>	<u>398,671.00</u>	<u>67,125.71</u>	<u>316,815.00</u>
	Department 4054 - Ed/Physically Hand.Children Totals	<u>342,588.64</u>	<u>398,671.00</u>	<u>398,671.00</u>	<u>67,125.71</u>	<u>316,815.00</u>
	<b>REVENUE TOTALS</b>	<u>342,588.64</u>	<u>398,671.00</u>	<u>398,671.00</u>	<u>67,125.71</u>	<u>316,815.00</u>
EXPENSE						
Department 4054 - Ed/Physically Hand.Children						
Sub Department 0060 - Ed.Phys.Hndcppd/Early Intervnt						
Personal Services						
110	Salaries - Regular	176,879.85	237,638.00	237,638.00	146,235.17	238,506.00
130	Salaries - Part Time	57,523.35	14,377.00	8,377.00	5,923.45	.00
	<i>Personal Services Totals</i>	<u>234,403.20</u>	<u>252,015.00</u>	<u>246,015.00</u>	<u>152,158.62</u>	<u>238,506.00</u>
Equipment						
220	Office Equipment	.00	500.00	500.00	.00	500.00
	<i>Equipment Totals</i>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>	<u>0.00</u>	<u>500.00</u>
Contractual Expense						
410	Supplies	1,058.14	1,000.00	986.00	341.43	1,000.00
411	Rent-Building/Property	3,402.00	7,069.00	7,069.00	7,069.00	7,159.00
418	Ins-General Liability	2,806.20	5,135.00	5,135.00	5,135.00	4,862.00
422	Repair/Maint-Equipment	1,440.00	1,440.00	1,440.00	960.00	1,440.00
423	Telephone	284.70	500.00	500.00	98.61	400.00

# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>EXPENSE</b>						
Department 4054 - Ed/Physically Hand.Children						
Sub Department 0060 - Ed.Phys.Hndcppd/Early Intervnt						
Contractual Expense						
424	Postage	291.83	500.00	500.00	193.06	500.00
426	Subscriptions	.00	.00	514.00	480.00	.00
428	Data Processing & Internet Fees	280.00	410.00	410.00	328.00	300.00
435	Medical Fees	.00	100.00	100.00	.00	100.00
441	Auto-Supplies & Repair	975.54	1,500.00	1,500.00	300.70	1,500.00
442	Automotive - Gas & Oil	195.22	1,000.00	1,000.00	80.14	1,000.00
444	Travel/Education/Conference	389,418.56	449,779.00	448,579.00	256,377.43	450,000.00
453	Uniforms & Clothing	196.25	.00	700.00	488.89	.00
	<i>Contractual Expense Totals</i>	<u>\$400,348.44</u>	<u>\$468,433.00</u>	<u>\$468,433.00</u>	<u>\$271,852.26</u>	<u>\$468,261.00</u>
Employee Benefits						
810	Retirement	22,887.12	34,139.00	33,467.00	19,135.33	37,074.00
830	Social Security	13,631.18	15,625.00	15,253.00	8,848.42	14,788.00
831	Medicare Contribution	3,187.94	3,653.00	3,566.00	2,069.37	3,458.00
860	Hospitalization	45,034.61	37,880.00	37,880.00	27,060.00	43,789.00
865	Dental Insurance	1,014.12	898.00	898.00	602.44	898.00
	<i>Employee Benefits Totals</i>	<u>\$85,754.97</u>	<u>\$92,195.00</u>	<u>\$91,064.00</u>	<u>\$57,715.56</u>	<u>\$100,007.00</u>
Other Benefits						
840	Workmen's Compensation	2,308.00	3,489.00	3,489.00	3,489.00	3,546.00
	<i>Other Benefits Totals</i>	<u>\$2,308.00</u>	<u>\$3,489.00</u>	<u>\$3,489.00</u>	<u>\$3,489.00</u>	<u>\$3,546.00</u>
	Sub Department 0060 - Ed.Phys.Hndcppd/Early Intervnt Totals	<u>\$722,814.61</u>	<u>\$816,632.00</u>	<u>\$809,501.00</u>	<u>\$485,215.44</u>	<u>\$810,820.00</u>
	Department 4054 - Ed/Physically Hand.Children Totals	<u>\$722,814.61</u>	<u>\$816,632.00</u>	<u>\$809,501.00</u>	<u>\$485,215.44</u>	<u>\$810,820.00</u>
	EXPENSE TOTALS	<u>\$722,814.61</u>	<u>\$816,632.00</u>	<u>\$809,501.00</u>	<u>\$485,215.44</u>	<u>\$810,820.00</u>
<b>Fund A - General Totals</b>						
	REVENUE TOTALS	\$342,588.64	\$398,671.00	\$398,671.00	\$67,125.71	\$316,815.00
	EXPENSE TOTALS	\$722,814.61	\$816,632.00	\$809,501.00	\$485,215.44	\$810,820.00
	Fund A - General Totals	(\$380,225.97)	(\$417,961.00)	(\$410,830.00)	(\$418,089.73)	(\$494,005.00)
<b>Net Grand Totals</b>						
	REVENUE GRAND TOTALS	\$342,588.64	\$398,671.00	\$398,671.00	\$67,125.71	\$316,815.00
	EXPENSE GRAND TOTALS	\$722,814.61	\$816,632.00	\$809,501.00	\$485,215.44	\$810,820.00
	Net Grand Totals	(\$380,225.97)	(\$417,961.00)	(\$410,830.00)	(\$418,089.73)	(\$494,005.00)

*HT*

2025 Salary Schedule (Position Budgeting)  
 Public Health.Educ Phys Hand Children- EI

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12417	Bellizzi-Sharron, Cheryl	EI Service Coordinator	\$66,055.00	Full Time	CSEA/FT	4/24/2017
	18-07 / \$31.76	18-08 / \$31.76				
11436	Gillis, Diana	Senior Account Clerk #3	\$53,058.00	Full Time	CSEA/FT	4/14/2008
	07-16 / \$25.51	07-17 / \$25.51				
11542	Mastrianni, Erik	Children Special Needs Prog Adm	\$86,249.00	Full Time	Out of UnitFT	9/8/2008
	N/A / \$41.47	N/A / \$41.47				
11753	McClenahan, Molly	EI Service Coordinator #2	\$59,019.00	Full Time	CSEA/FT	1/3/2023
	18-01 / \$27.96	18-02 / \$28.39				
		4	<b>\$264,381.00</b>			

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: Public Health-Bio Terrorism  
 BUDGET ACCOUNT CODE: A.4189

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$42,571.78	\$43,246.00	\$43,246.00	\$43,080.00
200's EQUIPMENT	\$49.98			\$0.00
400's CONTRACTUAL	\$1,397.60	\$3,360.00	\$3,460.00	\$3,767.00
800's EMPLOYEE BENEFITS	\$5,302.39	\$5,493.00	\$5,493.00	\$5,252.00
<b>TOTALS</b>	<b>\$49,321.75</b>	<b>\$52,099.00</b>	<b>\$52,199.00</b>	<b>\$52,099.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$49,321.75	\$52,099.00	\$52,099.00	\$52,099.00

SIGNED: \_\_\_\_\_  
 DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
<b>Fund A - General</b>						
<b>REVENUE</b>						
Department 4189 - Public Health-Bio Terrorism						
<i>Federal Aid</i>						
4401	Public Hlth - Bio Terrorism	49,321.75	52,099.00	52,099.00	23,654.00	52,099.00
	<i>Federal Aid Totals</i>	<u>\$49,321.75</u>	<u>\$52,099.00</u>	<u>\$52,099.00</u>	<u>\$23,654.00</u>	<u>\$52,099.00</u>
Department 4189 - Public Health-Bio Terrorism Totals						
	<b>REVENUE TOTALS</b>	<u>\$49,321.75</u>	<u>\$52,099.00</u>	<u>\$52,099.00</u>	<u>\$23,654.00</u>	<u>\$52,099.00</u>
<b>EXPENSE</b>						
Department 4189 - Public Health-Bio Terrorism						
<i>Personal Services</i>						
110	Salaries - Regular	13,153.65	12,937.00	12,937.00	7,961.57	10,350.00
130	Salaries - Part Time	29,418.13	30,309.00	30,309.00	17,603.62	32,730.00
	<i>Personal Services Totals</i>	<u>\$42,571.78</u>	<u>\$43,246.00</u>	<u>\$43,246.00</u>	<u>\$25,565.19</u>	<u>\$43,080.00</u>
<i>Equipment</i>						
220	Office Equipment	49.98	.00	.00	.00	.00
	<i>Equipment Totals</i>	<u>\$49.98</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
<i>Contractual Expense</i>						
410	Supplies	28.12	1,373.00	1,373.00	33.90	1,787.00
423	Telephone	967.61	1,500.00	1,500.00	271.47	1,500.00
424	Postage	.00	25.00	25.00	.00	25.00
428	Data Processing & Internet Fees	385.38	412.00	412.00	351.90	405.00
435	Medical Fees	.00	.00	100.00	.00	.00
442	Automotive - Gas & Oil	16.49	50.00	50.00	.00	50.00
	<i>Contractual Expense Totals</i>	<u>\$1,397.60</u>	<u>\$3,360.00</u>	<u>\$3,460.00</u>	<u>\$657.27</u>	<u>\$3,767.00</u>
<i>Employee Benefits</i>						
810	Retirement	2,045.67	2,186.00	2,186.00	1,389.52	1,956.00
830	Social Security	2,639.40	2,681.00	2,681.00	1,585.03	2,671.00

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4189 - Public Health-Bio Terrorism						
Employee Benefits						
831	Medicare Contribution	617.32	626.00	626.00	370.76	625.00
	Employee Benefits Totals	\$5,302.39	\$5,493.00	\$5,493.00	\$3,345.31	\$5,252.00
	Department 4189 - Public Health-Bio Terrorism Totals	\$49,321.75	\$52,099.00	\$52,199.00	\$29,567.77	\$52,099.00
	EXPENSE TOTALS	\$49,321.75	\$52,099.00	\$52,199.00	\$29,567.77	\$52,099.00
Fund A - General Totals						
	REVENUE TOTALS	\$49,321.75	\$52,099.00	\$52,099.00	\$23,654.00	\$52,099.00
	EXPENSE TOTALS	\$49,321.75	\$52,099.00	\$52,199.00	\$29,567.77	\$52,099.00
Fund A - General Totals						
		\$0.00	\$0.00	(\$100.00)	(\$5,913.77)	\$0.00
Net Grand Totals						
	REVENUE GRAND TOTALS	\$49,321.75	\$52,099.00	\$52,099.00	\$23,654.00	\$52,099.00
	EXPENSE GRAND TOTALS	\$49,321.75	\$52,099.00	\$52,199.00	\$29,567.77	\$52,099.00
	Net Grand Totals	\$0.00	\$0.00	(\$100.00)	(\$5,913.77)	\$0.00

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2025 Salary Schedule (Position Budgeting)  
Public Health.Bioterrorism

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13159	Stack, Donald	Public Health Assistant #1- PT	\$32,730.00	Part Time	CSEA/PT	1/6/2020
	10-04 / \$24.30	10-05 / \$26.30				
		<b>1</b>	<b>\$32,730.00</b>			

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PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

**PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS**

**REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS**

NAME OF DEPARTMENT: PH Infrastructure-Workforce-Data  
BUDGET ACCOUNT CODE: A.4197

<b>OBJECT CODES</b>	<b>2023 EXPENDITURES</b>	<b>2024 ADOPTED</b>	<b>2024 AMENDED</b>	<b>2025 DEPARTMENT REQUESTS</b>
100's PERSONAL SERVICES	\$0.00	\$0.00	\$18,000.00	\$0.00
200's EQUIPMENT	\$0.00	\$96,565.00	\$176,565.00	\$195,942.00
400's CONTRACTUAL	\$0.00	\$14,000.00	\$25,188.00	\$25,188.00
800's EMPLOYEE BENEFITS	\$0.00	\$0.00	\$1,377.00	\$0.00
<b>TOTALS</b>	<b>\$0.00</b>	<b>\$110,565.00</b>	<b>\$221,130.00</b>	<b>\$221,130.00</b>

<b>2023 REVENUES</b>	<b>2024 ADOPTED REVENUES</b>	<b>2024 AMENDED REVENUES</b>	<b>2025 DEPARTMENT REQUESTS</b>
\$0.00	\$110,565.00	\$221,130.00	\$221,130.00

SIGNED: \_\_\_\_\_  
DEPARTMENT HEAD

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	REVENUE					
	Department 4197 - PH Infrastructure-Workforce-Data					
	Federal Aid					
4416	PH Infrastructure, Workforce and Data Systems	.00	110,565.00	221,130.00	.00	221,130.00
	Federal Aid Totals	\$0.00	\$110,565.00	\$221,130.00	\$0.00	\$221,130.00
	Department 4197 - PH Infrastructure-Workforce-Data	\$0.00	\$110,565.00	\$221,130.00	\$0.00	\$221,130.00
	Totals					
	REVENUE TOTALS	\$0.00	\$110,565.00	\$221,130.00	\$0.00	\$221,130.00
	EXPENSE					
	Department 4197 - PH Infrastructure-Workforce-Data					
	Personal Services					
110	Salaries - Regular	.00	.00	18,000.00	.00	.00
	Personal Services Totals	\$0.00	\$0.00	\$18,000.00	\$0.00	\$0.00
	Equipment					
210	Furniture/Furnishings	.00	36,565.00	36,565.00	4,708.00	55,942.00
220	Office Equipment	.00	10,000.00	80,000.00	.00	80,000.00
260	Other Equipment	.00	50,000.00	60,000.00	.00	60,000.00
	Equipment Totals	\$0.00	\$96,565.00	\$176,565.00	\$4,708.00	\$195,942.00
	Contractual Expense					
410	Supplies	.00	2,000.00	3,270.00	.00	3,270.00
436	Advertising Fees	.00	5,000.00	7,918.00	.00	7,918.00
444	Travel/Education/Conference	.00	2,000.00	4,000.00	.00	4,000.00
445	Foods	.00	2,000.00	4,000.00	.00	4,000.00
453	Uniforms & Clothing	.00	3,000.00	6,000.00	.00	6,000.00
	Contractual Expense Totals	\$0.00	\$14,000.00	\$25,188.00	\$0.00	\$25,188.00

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# Budget Worksheet Report

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 4197 - PH Infrastructure-Workforce-Data						
Employee Benefits						
830	Social Security	.00	.00	1,116.00	.00	.00
831	Medicare Contribution	.00	.00	261.00	.00	.00
<i>Employee Benefits Totals</i>		<u>\$0.00</u>	<u>\$0.00</u>	<u>\$1,377.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
Department 4197 - PH Infrastructure-Workforce-Data Totals		<u>\$0.00</u>	<u>\$110,565.00</u>	<u>\$221,130.00</u>	<u>\$4,708.00</u>	<u>\$221,130.00</u>
EXPENSE TOTALS		<u>\$0.00</u>	<u>\$110,565.00</u>	<u>\$221,130.00</u>	<u>\$4,708.00</u>	<u>\$221,130.00</u>
Fund A - General Totals						
REVENUE TOTALS		\$0.00	\$110,565.00	\$221,130.00	\$0.00	\$221,130.00
EXPENSE TOTALS		\$0.00	\$110,565.00	\$221,130.00	\$4,708.00	\$221,130.00
Fund A - General Totals		\$0.00	\$0.00	\$0.00	(\$4,708.00)	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$0.00	\$110,565.00	\$221,130.00	\$0.00	\$221,130.00
EXPENSE GRAND TOTALS		\$0.00	\$110,565.00	\$221,130.00	\$4,708.00	\$221,130.00
Net Grand Totals		\$0.00	\$0.00	\$0.00	(\$4,708.00)	\$0.00

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Warren County Health Services- CHHA, Preventive, Disease and WIC Programs  
 Changes Requested for Payroll/Fringe  
 Budget 2025

		2025 adjustments			
		G/L Code	Listed	Should Be	Adjustments
<b>1. CHHA: Eliminate Sr. Clerk #1 Full time Position</b>					
Eliminate a Full time Sr. Clerk within the CHHA					
	Health Services(CHHA) - Full Time Salaries	A.4010.110	\$38,447	\$0	(\$38,447)
	Health Services (CHHA)-Retirement	A.4010.810	\$4,805	\$0	(\$4,805)
	Health Services (CHHA)-Social Security ( 6.2%)	A.4010.830	\$2,384	\$0	(\$2,384)
	Health Services (CHHA)-Medicare (1.45%)	A.4010.831	\$657	\$0	(\$657)
	Health Services (CHHA)-Hospitalization Expense	A.4010.860	\$8,381	\$0	(\$8,381)
	Health Service (CHHA) - Dental Expense	A.4010.865	\$120	\$0	(\$120)
					<b>(\$64,695) CHHA</b>
<b>2. CHHA: Reduce Per Diem -PH Health Services Part time Hourly</b>					
Reduce Per Diem Allocation from \$80,000 to \$70,000					
	Health Services(CHHA) - Part Time Salaries	A.4010.120	\$80,000	\$70,000	(\$10,000)
	Health Services (CHHA)-Retirement	12.60% A.4010.810	\$10,000	\$8,750	(\$1,250)
	Health Services (CHHA)-Social Security ( 6.2%)	6.20% A.4010.830	\$4,900	\$4,340	(\$620)
	Health Services (CHHA)-Medicare (1.45%)	1.46% A.4010.831	\$1,160	\$1,015	(\$145)
					<b>(\$12,015) CHHA</b>
<b>3. WIC: Eliminate Temp Help-Part time</b>					
Note: Will eliminate Temp Help and replace with Temp Help that is FT status from Payroll Allocation from Disease Program					
	WIC - Part Time Salaries	A.4013.130	\$3,527	\$0	(\$3,527)
	WIC-Retirement	12.50% A.4013.810	\$441	\$0	(\$441)
	WIC-Social Security ( 6.2%)	A.4013.830	\$219	\$0	(\$219)
	WIC -Medicare (1.45%)	A.4013.831	\$61	\$0	(\$61)
					<b>(\$4,238) WIC</b>
<b>4. WIC: Add additional Salary to Full time for Temp Help reallocation</b>					
Note: Need to add Full time salary for PH Nurse who will be assisting in WIC clinics					
	WIC- Full time Salaries	A.4013.110	\$0	\$10,000	\$10,000
	WIC-Retirement	12.30% A.4013.810	\$0	\$1,260	\$1,260
	WIC-Social Security ( 6.2%)	A.4013.830	\$0	\$620	\$620
	WIC -Medicare (1.45%)	A.4013.831	\$0	\$145	\$145
					<b>\$12,015 WIC</b>
<b>5. WIC: Unfund Infant Feeding Advocate</b>					
Note: At this time we need to keep the position available we will just unfund it at this time -State Mandated to have position					
	WIC - Part time Salaries	A.4013.130	\$18,497	\$0	(\$18,497)
	WIC-Retirement	A.4013.810	\$2,312	\$0	(\$2,312)
	WIC-Social Security ( 6.2%)	A.4013.830	\$1,147	\$0	(\$1,147)
	WIC -Medicare (1.45%)	A.4013.831	\$268	\$0	(\$268)
					<b>(\$22,224) WIC</b>
<b>6. WIC: Unfund WIC Coordinator/Instructor Full Time</b>					
Note: At this time we need to keep the position available we will just unfund it at this time -State Mandated to have position					
However we are utilizing the Public Health Program Manager position at 40% to cover these job duties for the grant year					
	WIC - Full time Salaries	A.4013.110	\$65,567	\$0	(\$65,567)
	WIC-Retirement	A.4013.810	\$8,196	\$0	(\$8,196)
	WIC-Social Security ( 6.2%)	A.4013.830	\$4,065	\$0	(\$4,065)
	WIC -Medicare (1.45%)	A.4013.831	\$961	\$0	(\$961)
	WIC -Hospitalization Expense	A.4013.860	\$8,381	\$0	(\$8,381)
	WIC-Dental Expense	A.4013.865	\$120	\$0	(\$120)
					<b>(\$87,280) WIC</b>
<b>7. Preventive Program-Eliminate Sr. Account Clerk Position</b>					
Note: At this time, feel we can eliminate this position					
	Health Services-Preventive Program- Full Time Salaries	A.4016.110	\$43,187	\$0	(\$43,187)
	Health Services -Preventive Program-Retirement Expense	12.30% A.4016.810	\$5,398	\$0	(\$5,398)
	Health Services Preventive Program-Social Security Expense	A.4016.830	\$2,678	\$0	(\$2,678)
	Health Services-Preventive Program-Medicare Expense	A.4016.831	\$625	\$0	(\$625)
	Health Services-Preventive Program-Hospitalization Expense	A.4016.860	\$8,381	\$0	(\$8,381)
	Health Services-Preventive Program-Dental Expense	A.4016.865	\$120	\$0	(\$120)
					<b>(\$60,390)</b>

8. Preventive Program-Eliminate PH Preventive Program Temp Help

Note: At this time, feel we can eliminate this position

GL Code	Listed	Should Be	Adjustments
A.4016.110	\$3,000	\$0	(\$3,000)
A.4018.810	\$375	\$0	(\$375)
A.4018.830	\$166	\$0	(\$166)
A.4018.831	\$44	\$0	(\$44)
			(\$3,605)
			(\$3,605)
			(\$1,050) Total State Aid Related Preventive 36%

9. Preventive Program-Reduce "Call In" Pay

Note: At this time, we will reduce the anticipated Call In Pay

GL Code	Listed	Should Be	Adjustments
A.4018.110	\$17,500	\$6,750	(\$10,750)
A.4018.310	\$2,188	\$1,078	(\$1,112)
A.4018.830	\$1,085	\$543	(\$543)
A.4018.831	\$254	\$127	(\$127)
			(\$10,531)
			(\$10,531)
			(\$3,160) State Aid Related Preventive 36%

10. Preventive Program-Reduce On Call Pay

Note: At this time, feel we will reduced the On Call pay budgeted.

GL Code	Listed	Should Be	Adjustments
A.4018.110	\$33,800	\$9,750	(\$24,050)
A.4018.310	\$4,225	\$1,199	(\$3,028)
A.4018.830	\$2,096	\$605	(\$1,492)
A.4018.831	\$490	\$141	(\$349)
			(\$28,916)
			(\$28,916)
			(\$8,558) State Aid Related Preventive 36%

11. Disease Program-Reduce Overtime Expense

Reduce Disease Program Overtime Expense from \$20,400 to \$20,000

GL Code	Listed	Should Be	Adjustments
A.4018.0030.020	\$20,400	\$10,000	(\$10,400)
A.4018.0030.010	\$2,551	\$2,500	(\$51)
A.4018.0030.030	\$1,265	\$1,240	(\$25)
A.4018.0030.031	\$298	\$290	(\$8)
			(\$10,408) Disease Program

12. Disease Program- Reduce Per Diem Salary Expense

Reduce Per Diem Expense to accommodate per diem meals utilized for clinics \$78,800 to \$60,000

GL Code	Listed	Should Be	Adjustments
A.4018.0030.130	\$75,000	\$50,000	(\$25,000)
A.4018.0030.010	\$9,375	\$9,250	(\$125)
A.4018.0030.030	\$4,850	\$3,100	(\$1,550)
A.4018.0030.031	\$1,088	\$725	(\$363)
			(\$30,738) Disease Program

(\$103,442) Total Preventive Program Adjustments  
 (\$78,387) Total Salary only towards State Aid  
 (\$26,435.12) TOTAL State Aid Preventive adj

(\$40,528) TOTAL DISEASE PROGRAM ADJUSTMENTS  
 (\$35,406) Total Salary towards State Aid  
 (\$12,748.16) Total State Aid Disease Program

Warren County Health Services		FINAL NET EFFECT 2025 BUDGET	
Position #	SUMMARY 2025 ADJUSTMENTS w Fringe	GL Dept	State Aid Revenue Effect
1-2	CHHA(Health Svc) (\$95,710)	A.4010	\$0
3-8	PHC (\$1,011,225)	A.4018	\$0
7-10	Preventive Program (\$103,442)	A.4018	(\$28,435)
11-12	Disease Program (\$40,528)	A.4018.0050	(\$12,748)
	Net Effect: (\$312,405)		(\$41,183)

Net State Aid effect to Budget on all Adjustments at 36% of expense

**2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Health Services- WIC

BUDGET CODE: A.4013.130

TITLE OF POSITION: Infant Feeding Advocate (aka Peer Counselor)

**FOR NEW POSITIONS**

Is the requested position:  In Unit  Out of Unit

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

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

**FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: UNFUND Part Time (Up to 20 hour) WIC Infant Feeding Advocate (Grade 3/Entry \$ 18,497 ). Please KEEP position in Health Services Table of Organization, without funding.

Justification for Request: This position has been vacant due to a May 2024 resignation. Currently other staff are covering the roles due to recruiting challenges. The position is 100% funded by the WIC Grant. Should we need to hire for this position in the future, we will modify the WIC Grant budget and request Warren County Resolution to re fund the position. Any change would be budget neutral.

Projected change in Salary Dollars: DECREASE of SALARY \$18,497 and associated FRINGE \$3,727

Is there expected Revenue impact from this change? If so, please explain: This position was covered 100% by the WIC Grant, which is budget neutral. Expenses have increased and the WIC Grant funding has remained the same. Savings from unfunding this position will allow funding to cover other WIC program expenses.

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## INFANT FEEDING ADVOCATE

**DISTINGUISHING FEATURES OF THE CLASS:** Under the supervision of the W.I.C. (Women, Infants and Children) Coordinator the Infant Feeding Advocate promotes breastfeeding as the optimal method of infant feeding among W.I.C. participants. Provides breastfeeding education, follow-up and basic clerical support relating to breastfeeding to promote W.I.C. program operations. Assists W.I.C. staff as assigned by the W.I.C. Coordinator or Breastfeeding Coordinator. An Infant Feeding Advocate must be enthusiastic about the W.I.C. program and breastfeeding and have a desire to share that enthusiasm.

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

Provides information and promotes breastfeeding to W.I.C. participants and the community;  
Evaluates client breast pump needs, issues breast pumps according to policy and provides information to clients on best practices for breast milk collection and storage;  
Conducts or assists with group breastfeeding classes;  
Makes telephone contacts with breastfeeding participants to support breastfeeding and identify clients needing additional assistance to optimize their breastfeeding success;  
Works with W.I.C. Coordinator and Breastfeeding Coordinator in development and implementation of promotional ideas;  
Evaluates and identifies breastfeeding issues that may require referral and continuous follow-up;  
Refers W.I.C. breastfeeding mothers to the Lactation Consultant and/or physician when the problems presented are beyond the Infant Feeding Advocate's scope of breastfeeding knowledge and skills;  
Assists clinic staff with the counseling of W.I.C. clients by telephone or by in-person visits to clinic;  
Documents Infant Feeding Advocate education codes on client's participant form;  
Files W.I.C. Client Detail Records according to policies/procedures;  
Documents Client follow-up contact and progress;  
Accurately documents pump issuance and/or retrieval according to policies/procedures;  
Maintains breastfeeding equipment and pumps according to sanitation/safety and infection control guidelines, manufacturer's equipment instructions and policies/procedures;  
Completes New York State and local agency training and is able to meet training objectives;  
Attends and participates in regularly scheduled Peer Advocate meetings for on-going training and policy updates;  
Shares information obtained from peer advocate meetings/trainings with supervisor and clinic staff;  
Integrates information into daily work/practices;  
Assists with orientation and coaching of new staff on breastfeeding skills;  
Successfully passes Infant Feeding Advocate competency evaluations and completes all training modules within six months of employment;  
Performs related tasks as required.

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

Ability to develop and maintain satisfactory working relationships with pregnant women and breastfeeding mothers;  
Ability to get along well with others;  
Ability to communicate effectively both orally and in writing;  
Ability to keep records;  
Ability to work independently;  
Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENT:** Possession of a NYS driver's license at time of appointment.

WC: Adopted, 8.10.09  
JC: Competitive  
Format Update 2022

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2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Health Services- WIC

BUDGET CODE: A.4013.110

TITLE OF POSITION: WIC Coordinator/ Nutritionist

FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

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

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: UNFUND Full Time WIC Coordinator/Nutritionist (Out of Bargaining Unit Grade 1.1/Entry \$ 65,567). Please KEEP position in Health Services Table of Organization, without funding.

Justification for Request: This position is currently as a result of 2024 resignation. Health Services has creatively covered WIC Coordination, creating a savings for Health Education and WIC programs. The position is required by the WIC program. Should we need to hire for this position in the future, we will modify the WIC Grant budget and request Warren County Resolution to re fund the position. Refunding this position would be budget neutral.

Projected change in Salary Dollars: DECREASE of SALARY \$ 65,567 and associated FRINGE \$21,713

Is there expected Revenue impact from this change? If so, please explain: No. This position is 100% funded by the WIC Grant, which is budget neutral. Expenses in the WIC program have increased, while grant funding has remained the same. Savings from unfunding this position will allow funding to be utilized to cover other WIC program expenses.

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## W.I.C. COORDINATOR NUTRITIONIST

**DISTINGUISHING FEATURES OF THE CLASS:** This person will implement the directives of Federal and State agencies relative to the Women, Infants and Children Program (W.I.C.). He/she will be responsible for implementing all regulations and for staffing the clinics and other W.I.C. activities optimally. He/she will be responsible and accountable to the Director of Public Health for all actions and activities so delegated.

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

- Interprets the W.I.C. food package budget for individuals on the program and assists them with implementation and additions of new foods in the package;
- Supplements the nurse's knowledge so nutrition information is an integral part of the health education component of the W.I.C. Program;
- Interprets doctor's orders, giving consideration to family practices and economic status;
- Keeps the staff informed of scientific discoveries in nutrition and interprets the practical application of these findings;
- Works with W.I.C. nurse to incorporate nutrition in the total W.I. C. educational program;
- Keeps the agency informed of nutritional status and needs of groups served;
- Conducts classes for W.I.C. participants as necessary to develop a strong nutrition educational component for the program;
- Prepares educational material as needed;
- Evaluates educational material for W.I.C. program use;
- Participates in individual counseling sessions for W.I.C. participants experiencing complicated nutritional problems in their families or in the incorporation of W.I.C. foods in their family regime as the need arises.

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

- Thorough knowledge of the W.I.C. program, its rules, regulations and administrative guidelines;
- Ability to plan and coordinate the activities of individuals associated with the W.I.C. program, namely, the Nutritionist, RN, Clerk and others in order to properly implement the W.I.C. program.

**MINIMUM QUALIFICATIONS:**

- A) Bachelor's Degree in Food-Nutrition and one (1) year of experience in a health agency or related institution which shall have involved program budgeting, consulting, or supervisory experience; or
- B) Bachelor's Degree in Home Economics, Health Education or related field that included at least twenty credits related to nutrition and one (1) year of experience in a health agency or related institution which shall have involved program budgeting, consulting, or supervisory experience.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.

## 2025 BUDGET - PERSONNEL REQUEST

DEPARTMENT NAME: Health Services- CHHA/ Homecare

BUDGET CODE: A.4010.110

TITLE OF POSITION: Senior Clerk #1

### FOR NEW POSITIONS

Is the requested position:  In Unit  Out of Unit

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

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

### FOR OTHER PERSONNEL REQUESTS (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Delete FTE Senior Clerk Position (Grade 4- Entry \$38,447) from Health Services' Table of Organization

Justification for Request: Position has remained vacant due to retirement in Jan 2024 and duties have been successfully reassigned without burden to the staff.

Projected change in Salary Dollars: DECREASE of SALARY \$38,447 (Grade 4/Entry) and associated FRINGE \$16,248

Is there expected Revenue impact from this change? If so, please explain: No

(60)

## SENIOR CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves a variety of moderately difficult clerical tasks that may require a general understanding of specific laws, rules, policies and procedures. Specific duties vary with the needs of the Department. Work may be performed under general supervision as part of a clerical unit or in support of higher-level clerical or professional staff. Supervision may be exercised over the work of lower level clerical staff. Does related work as required.

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

Maintains complex filing systems to ensure accuracy and efficient retrieval of records;  
Makes entries on a variety of control and record cards;  
Checks for clerical accuracy and completeness of papers, forms and records;  
Researches and assembles information in the preparation of reports and in the handling of the work of the office;  
Uses computer applications or other automated systems to perform in work assignments;  
Provides information to the public either personally or by telephone concerning the work of the office;  
Handles routine correspondence;  
Handles incoming and outgoing mail;  
May oversee lower level clerical workers, assist with ensuring unit continuity and coordinate unit coverage;  
Processes checks, codes and files requisitions, claims, vouchers, bills and receipts;  
Issues and records applications, licenses and/or permits;  
Maintains and logs payroll information and data;  
Collects fees and accounts for monies received;  
Checks, receives, stores, and issues office supplies;  
Prepares and maintains a variety of records and reports.

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

Good knowledge of modern office practice and procedures, equipment, terminology and business English;  
Good knowledge of the principals and practices of computerized records maintenance;  
Good knowledge of modern methods used in recordkeeping;  
Ability to organize and maintain accurate records and files;  
Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;  
Ability to understand and interpret oral instructions and/or written directions;  
Ability to establish and maintain effective working relationships with others;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma AND two years of clerical experience.

WC: Amended, 7.9.97,6.18.15

JC: Competitive

Format Update 2022

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**2025 BUDGET - PERSONNEL REQUEST**

DEPARTMENT NAME: Health Services- Preventive Program

BUDGET CODE: A.4018.110

TITLE OF POSITION: Senior Account Clerk (no number)

**FOR NEW POSITIONS**

Is the requested position:  In Unit  Out of Unit

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

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): Click or tap here to enter text.

Is this a mandated position? If so, please explain: Click or tap here to enter text.

Is there expected Revenue from this position? If so, please explain: Click or tap here to enter text.

Is this a new title in your department?  YES  NO

**If this is a new title in your department, the Human Resource Director must review and approve this form prior to being presented to the Budget Team.**

Human Resource Director has approved the above title/classification (if required above) when initialed : \_\_\_\_\_

**FOR OTHER PERSONNEL REQUESTS** (Change in Employee Status FT/PT/Temp/Per Diem)

Description of Change: Delete FTE Senior Account Clerk (no number) position (Grade 7/Entry \$43,187) from Health Services' Table of Organization

Justification for Request: Position has remained vacant since April 2023 resignation and duties have been reassigned without burden.

Projected change in Salary Dollars: DECREASE of SALARY \$43, 187 (Grade 7/Entry) and associated FRINGE \$17, 203

Is there expected Revenue impact from this change? If so, please explain: Yes/ Potential DECREASE in STATE AID reimbursement of \$43,187; Most likely will not be an issue as Health Services receives 100% reimbursement for eligible expenses up to \$577,000, then 36% for expenses over the \$577,000. This position expense will not be vouchered, and will more likely create an overall savings as Health Services exceeds the base State Aid Grant.

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## SENIOR ACCOUNT CLERK

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position independently performs moderately difficult accounting or financial recordkeeping tasks. Employees generally follow a prescribed routine in the performance of duties and in most cases receive only infrequent general instructions. The work may require a general understanding of specific laws, office rules, procedures and policies. The work is performed under the supervision of a higher-level supervisor and although the incumbent may train lower level clerical workers, supervision need not be a responsibility of this position. Does related work as required.

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

Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies;  
Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies/reconciles balance; Tracks, audits and/or monitors a variety of accounts;  
Verifies adjustments are made to correct allocations and issues reports as required;  
Prepares complex financial and statistical summary reports;  
Checks for accuracy of computations and completeness and supervises the preparation of daily, weekly and monthly reports which are compiled into summary reports or claims for state or federal reimbursement;  
Prepares in final format accounting and financial statements, payrolls, statistical tabulations and data, form letters, memoranda, vouchers, reports, requisitions or data from various equipment as the source material;  
Prepares funds for deposits into book accounts, reconciles accounts and prepares reports from information;  
Contacts clients, vendors and other agencies to obtain additional information;  
Provides information orally or in writing in response to inquiries on status of accounts;  
Conducts correspondence on matters where policies and procedures are well defined;  
Processes, sorts, indexes, records and files a variety of control records and reports, or oversee the process;  
Performs complex payroll transactions or may prepare payroll and related reports;  
May supervise employees by assigning and reviewing completed work and instructing new employees in specialized accounting keeping activities;  
May assist in preparation of figures and reports for use in budget preparation;  
Uses computer applications or other automated systems such as spread sheets, word processing, calendar, email and database software in performing work assignments; Performs related work as required.

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

Good knowledge of modern methods of keeping and reviewing financial accounts and records;  
Good knowledge of modern office terminology, procedures and equipment;  
Ability to make complex arithmetic computations accurately; Speed;  
Ability to organize and maintain accurate records and files;  
Ability to analyze and organize data and prepare records and reports;  
Ability to understand and interpret complex oral instructions and/or written directions;  
Ability to perform close, detail work involving considerable visual effort and concentration;  
Ability to establish and maintain effective working relationships with others;  
Ability to communicate effectively, both orally and in writing;  
Ability to operate a computer with a high degree of accuracy and utilize common office software programs including word processing, spreadsheets, and databases to generate necessary reports and input data;  
Ability to analyze data and prepare and maintain detailed records and reports.

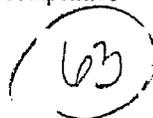
### **MINIMUM QUALIFICATIONS:**

Graduation from high school diploma or possession of a high school equivalence diploma and:

A) Associate's Degree or higher in accounting, business or closely related field; or

B) Two (2) years of experience maintaining financial accounts and records.

**NOTE:** Education beyond the secondary level must be obtained from an institution that is a regionally accredited or New York State registered college or university.



**Health Services-Data Processing Expenses for 2025 Budget**

Vendor	Purpose	Annual Amount
<b>ALL CHHA A.4010.428</b>		
Home Care Home Base (TO BE COVERED BY DSRIP FUNDS IN 2025 \$30,000)	Home Care Home Base Home Health New billing system (Annually) <small>(Annual Fee-Includes Maintenance, Medication users, Hosting, Learning Hub)</small>	\$0.00
Home Care Home Base	Monthly EVV link HHAexchange (\$500/mo)	\$6,000.00
Home Care Home Base	Monthly Transactions fees (\$500/mo)	\$6,000.00
IT-Internal charges	All internet usage internally (\$75/internetx20 users)	\$1,500.00
Verizon-air cards	Currently being used in laptops (2 at avg \$30/mo total)	\$360.00
Inovalon	Needed for billing Medicare(avg \$600/mo)	\$7,200.00
Mobile Help	Genesis Telemed system for all (\$333/mo)	\$4,000.00
Health Financials	To prepare annual Medicare Cost Report (9/25)	\$450.00
Waystar (Zirmed)	To verify claims & eligibility (avg \$225/mo)	\$2,700.00
SHP	Quarterly surveys required by State (Est \$3000/yr)	\$3,000.00
SHP	SHP Annual fee support (OASIS DATA/QBQI Analyzer) (due 7/24)	\$9,300.00
Relias ( TO BE COVERED BY DSRIP FUNDS in 2025 \$5000)	Online training for nurses	\$0.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$40,510.00</b>

<b>WIC Program A.4013.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet) for 7 staff	\$525.00
Lexikeet	Annual Language Service (due 8/24)	\$750.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$1,275.00</b>

<b>Preventive Program A.4018.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet) for 8 people	\$600.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$600.00</b>

<b>Family Health Program A.4018.0020.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet)	\$75.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$75.00</b>

Vendor	Purpose	Annual Amount
<b>Disease Program Data Processing A.4018.0030.428</b>		
Intemp Connect	Annual fee for Vaccine Refrigerator software to keep track of temp	\$50.00
Waystar (ZIRMED)	Service used to bill for immunizations	\$700.00
Verizon-Air Cards	Aircards (MIFI) to be used by Disease Program-2 @ \$15 each (\$30x12)	\$360.00
IT-Internal charges	All internet usage internally (\$75/internet x 2)	\$150.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$1,260.00</b>

<b>Health Education Program A.4018.0040.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet) for 3	\$225.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$225.00</b>

<b>Preschool Program A.4054.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet) for 1	\$75.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$75.00</b>

<b>Early Intervention Program A.4054.0060.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet) for 4 people	\$300.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$300.00</b>

Vendor	Purpose	Annual Amount
<b>Bioterrorism Data Processing A.4189.428</b>		
IT-Internal charges	All internet usage internally (\$75/internet)	\$75.00
Zoom License	Zoom license for 1 year	\$150.00
Verizon -Air Card	Aircard to be used by BT (\$15/mo)	\$180.00
	<b>Total Estimated Needed for Data Processing for 2025</b>	<b>\$405.00</b>

**TOTAL Data Processing for 2025 (.428) \$44,725.00**

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**Warren County Consulting Fees  
Contracts for 2025 Budget .437**

**CHHA**

Dr. Bachman-Medical Advisor- not to exceed \$3500 annually (\$875 quarterly)      A.4010.437      \$3,500      \$3,500

**Preventive Program**

Dr. Borgos-Medical Advisor \$6180 annually (\$1545 quarterly+ meetings)      A.4018.437      \$6,180  
 Patricia Hawley-Charts/Immunization Records Audit      A.4018.437      \$425      \$6,605

**Disease Program**

HHHN TB Consulting(\$750/quarter)      A.4018.0030.437      \$3,000  
 Drug Storage Audit (Marissa Defoe)      A.4018.0030.437      \$300      \$3,300

**TOTAL      \$13,405**

**SUMMARY      \$13,405.00**

<b>CHHA</b>	
A.4010.437	
Bachman	\$3,500

<b>Preventive</b>		<b>Disease</b>	
A.4018.437		A.4018.0030.437	
Borgos	\$6,180	HHHN - TB	\$3,000
Hawley-Records Audit	<u>\$425</u>	RX Audit	<u>\$300</u>
	\$6,605		\$3,300

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## Warren County Health Services Fleet Listing

updated as of 8/1/24

Name/Assigned Drivers	Car #	Plate #	Year	Color	Make	Model	Vehicle ID #	Mileage	2024 Repair \$
WIC Caravan	1140	AG8468	2011	Mango	Dodge	Carava	2D4RN3DG4BR795258	39,487	\$623.98
Loaner Car	1640	AY4665	2016	Black	Hyundai	Accent	KMHCT4AE6GU026705	43,625	\$296.56
WIC Car	1641	AY5914	2016	Silver	Ford	Focus	1FADP3E25GL384459	44,882	\$157.14
Clinic Nurses	1643	AZ2695	2016	Silver	Jeep	Patriot	1C4NJRBB2GD639439	77,276	\$1,312.26
Lalone,Emily	1740	AZ1396	2017	Blue	Hyundai	Accent	KMHCT4AE8HU275749	37,889	\$182.76
Sharron,Cheryl	1741	AZ2558	2017	Black	Hyundai	Accent	KMHCT4AE1HU275687	46,458	\$586.96
Wilkie, Molly	1840	AG8447	2018	Grey	Ford	Focus	1FADP3E25JL200175	30,079	\$706.16
Jerdon, Katie	1841	AG8453	2018	Blue	Ford	Escape	1FMCU9GD8JUC87768	54,935	\$2,433.39
Briggs,Craig	1940	AG8469	2019	Grey	Ford	Escape	1FMCU9GDXXKUA66724	54,869	\$512.54
Mastrianni,Eric	1941	BC4167	2019	Silver	Hyundai	Accent	3KPC24A34KE065225	21,658	\$213.15
Stack,Don	2040	BD2947	2020	Grey	Hyundai	Accent	3KPC24A62LE113350	22,487	\$486.41
Monroe,Laura	2041	BD2948	2020	Silver	Hyundai	Tucson	KM8J2CA4XLU150319	41,428	\$1,861.51
Morton,Lisa	2140	BD7398	2021	Blue	Subaru	Legacy	4S3BWAA67M3002090	34,307	\$191.31
PH Nurses	2141	BE3677	2021	Silver	Hyundai	Accent	3KPC24A67ME132610	10,897	\$249.05
Sokol,Amy-Jo	2142	BE3676	2021	Black	Hyundai	Accent	3KPC24A69ME139302	5,396	\$234.54
Murphy Mary	2143	BE4246	2021	Blue	Ford	Escape	1FMCU9G1MUA68365	32,947	\$163.59
Boyle,Katie	2240	BF9967	2022	Blue	Ford	Escape	1FMCU9F64NUB55437	10,023	\$204.98
Durkee/Cohen	2340	BK4281	2023	Black	Ford	Escape	1FMCU9GN8PUB24751	735	

Public Health Vehicles  
WIC Vehicles  
CHHA -Homecare  
Vehicles  
Loaner Cars-CHHA

*lele*

**Warren County Health Services**  
**Patient Referrals/SOC (May or May not have become Patients)**  
**CHHA Division**

CATEGORY	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	
SN Referral/SOC	30	34	35	26	38	29	33	21	29	21	21	19	
PRI	2	0	0	0	3	2	1	2	1	2	1	0	
<b>SN Referral/SOC per month</b>	<b>32</b>	<b>34</b>	<b>35</b>	<b>26</b>	<b>41</b>	<b>31</b>	<b>34</b>	<b>23</b>	<b>30</b>	<b>23</b>	<b>22</b>	<b>19</b>	
PT Referral/SOC	29	20	26	22	28	33	28	13	14	13	12	10	
<b>SN and PT Referral/SOC per month</b>	<b>61</b>	<b>54</b>	<b>61</b>	<b>48</b>	<b>69</b>	<b>64</b>	<b>62</b>	<b>36</b>	<b>44</b>	<b>36</b>	<b>34</b>	<b>29</b>	<b>598</b>

CATEGORY	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	
SN Referral/SOC	33	25	32	24	26	37	32	27					
PRI	0	0	0	0	0	0	0	0					
<b>SN Referral/SOC per month</b>	<b>33</b>	<b>25</b>	<b>32</b>	<b>24</b>	<b>26</b>	<b>37</b>	<b>32</b>	<b>27</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>330</b>
PT Referral/SOC	9	12	8	13	9	17	10	16					
<b>SN and PT Referral/SOC per month</b>	<b>42</b>	<b>37</b>	<b>40</b>	<b>37</b>	<b>35</b>	<b>54</b>	<b>42</b>	<b>43</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>330</b>

**23 vs 24 (%)**      -31%    -31%    -34%    -23%    -49%    -16%    -32%    19%

VISITS	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023	
SN visits	284	266	329	256	326	316	286	278	241	323	246	223	
LPN visits	5	0	0	0	0	0	0	0	0	0	0	0	
PT visits	211	136	175	155	161	206	213	189	190	240	239	192	
OT visits	20	19	16	12	13	19	14	16	14	20	15	17	
Speech visits	1	1	1	4	1	1	0	4	2	0	0	0	
<b>Total visits per month</b>	<b>521</b>	<b>422</b>	<b>521</b>	<b>427</b>	<b>501</b>	<b>542</b>	<b>513</b>	<b>487</b>	<b>447</b>	<b>583</b>	<b>500</b>	<b>432</b>	

VISITS	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024	
SN visits	253	262	282	279	263	318	371	347					
LPN visits	0	0	0	0	0	0	0	0					
PT visits	212	239	242	258	234	237	275	217					
OT visits	12	18	20	15	18	14	22	22					
Speech visits	2	0	0	4	10	34	36	23					
<b>Total visits per month</b>	<b>479</b>	<b>519</b>	<b>544</b>	<b>556</b>	<b>525</b>	<b>603</b>	<b>704</b>	<b>609</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**23 VS 24 (%)**      -8%    23%    4%    30%    5%    11%    37%    25%

Numbers current as of 9/6/2024

Attachment 8A

Attachment 8A

Warren County Health Services  
 Patient Served by Town  
 CHHA Division

Town	01/2023	02/2023	03/2023	04/2023	05/2023	06/2023	07/2023	08/2023	09/2023	10/2023	11/2023	12/2023
Adirondack	3	1	0	0	0	0	0	0	0	0	1	1
Athol	2	2	1	0	0	1	0	0	0	0	0	0
Bakers Mills	1	1	1	1	1	1	1	1	0	0	0	0
Bolton Landing	1	2	3	2	3	3	4	4	4	4	2	1
Brant Lake	0	2	3	2	4	5	5	2	0	1	4	2
Chestertown	4	2	4	4	4	2	2	3	6	10	13	9
Cleverdale	0	0	0	0	0	0	0	0	0	0	0	0
Diamond Point	0	0	0	1	1	2	2	2	0	1	0	0
Glens Falls	17	12	13	14	18	20	21	17	12	16	12	16
Hague	0	1	1	1	1	1	2	3	2	4	3	2
Johnsburg	3	3	4	3	4	4	3	2	1	0	0	1
Katskill Bay	0	0	0	0	1	1	1	0	0	1	1	0
Lake George	5	4	7	10	11	11	4	5	6	5	3	4
Lake Luzerne	4	3	3	1	1	2	6	6	5	8	5	7
North Creek	1	3	3	3	4	5	5	2	1	0	3	3
North River	0	0	0	0	0	0	0	0	0	0	0	0
Olmstedville	0	0	0	0	0	0	0	0	0	0	0	0
Pottersville	3	3	4	2	3	3	3	2	2	2	2	2
Queensbury	35	34	43	37	34	34	36	27	22	34	36	32
Riparius	0	0	0	1	0	0	0	0	0	0	0	0
Silver Bay	0	0	0	0	0	0	0	1	2	2	0	0
Stony Creek	3	2	1	2	2	2	1	1	2	2	2	1
Warrensburg	11	9	8	6	7	6	6	7	10	10	9	5
Wevertown	0	0	0	1	1	2	2	1	1	1	2	3
Total	93	84	99	91	100	105	104	86	76	101	98	89

Town	01/2024	02/2024	03/2024	04/2024	05/2024	06/2024	07/2024	08/2024	09/2024	10/2024	11/2024	12/2024
Adirondack	0	1	1	1	1	3	3	0				
Athol	0	0	1	1	0	0	0	0				
Bakers Mills	0	0	0	0	0	0	0	0				
Bolton Landing	2	1	1	1	2	3	3	1				
Brant Lake	0	1	2	2	1	2	3	2				
Chestertown	7	5	6	6	4	1	5	5				
Cleverdale	0	0	0	2	1	1	0	0				
Diamond Point	1	2	2	2	1	0	1	2				
Glens Falls	22	25	18	23	20	19	21	20				
Hague	1	1	1	0	1	3	2	2				
Johnsburg	1	0	0	1	1	1	0	0				
Katskill Bay	1	0	0	0	0	0	0	0				
Lake George	7	9	16	13	6	7	8	2				
Lake Luzerne	4	4	3	1	0	5	5	3				
North Creek	3	2	1	1	4	3	3	4				
North River	1	0	1	0	0	0	0	0				
Olmstedville	0	0	0	1	1	1	0	0				
Pottersville	1	1	1	1	1	2	3	2				
Queensbury	37	30	45	39	40	44	55	49				
Riparius	0	0	0	0	0	0	0	0				
Silver Bay	0	0	0	0	0	1	1	0				
Stony Creek	1	1	1	1	1	1	0	0				
Warrensburg	9	11	8	7	9	14	11	7				
Wevertown	2	2	2	3	2	1	1	1				
Total	100	96	110	106	96	112	125	100	0	0	0	0

Attachment 8B

**BT ACTIVITY SHEET**  
**BP1 (new) 7/1/24 – 6/30/2025**

Page 1

8/13	In Person	Monthly BT Coordinators Meeting Host County	Dan Durkee Don Stack	Planning, Networking
8/21	In Person	GFH TTX Fertilizer Plant Explosion	Dan Durkee Don Stack	Exercise
8/21	In Person	Chempack Exercise Planning Meeting	Dan Durkee Don Stack	Planning
9/10	In Person	Monthly BT Coordinators Meeting	Dan Durkee	Planning Networking
9/13	In Person	Chempack Exercise	Dan Durkee	Exercise
9/16	Virtual	Quarterly Volunteer Management Meeting	Dan Durkee	Planning
9/23	Webinar	Integrated Preparedness Plan (deliverable)	Dan Durkee	Planning
9/25	In Person	Health emergency Preparedness Coalition Mandatory Quarterly Meeting	Dan Durkee	Planning, Networking
9/26	Webinar	Discussion Based Exercise Training (deliverable)	Dan Durkee	Training

**Warren County Public Health  
Rabies Program  
August 2024**

Town	Different Address Owner/Victim <small>*Follow up by Town ACO</small>				Same Address Owner/Victim <small>* Follow up by Public Health</small>				Out of Town Owner <small>*Follow Up by Public Health</small>				Strays or Unknown Owner <small>Follow Up by Public Health</small> • Vet's Office • Victim Offered Rabies PEP • Euthanized and tested			
	Cats		Dogs		Cats		Dogs		Cats		Dogs		Vet	Treated with PEP	Refused PEP	Euthanized & Tested
	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD	UTD	NOT UTD				
<b>Bolton</b>																
<b>Chester</b>																
<b>Glens Falls</b>		1				1								1		
<b>Hague</b>																
<b>Horicon</b>																
<b>Johnsburg</b>			1													
<b>Lake George</b>															1	
<b>Lake Luzerne</b>															1	
<b>Queensbury</b>			2		3		2									
<b>Stony Creek</b>																
<b>Thurman</b>																
<b>Warrensburg</b>								1			1					1
<b>Totals</b>		1	3		3	1	2	1			1			1	2	1

\*UTD- Up to date  
\*PEP- Post exposure prophylaxis

Total Bites for this month – 16  
Specimens tested for rabies this month – 9  
Positive specimens for rabies – 0  
People pre-approved for rabies post exposure treatment – 18 (two refused).  
**Rabies vaccination clinics: September 14<sup>th</sup>, October 19<sup>th</sup>, November 2<sup>nd</sup>**

# WARREN COUNTY PUBLIC HEALTH



## Rabies Vaccination Clinics

<b>Saturday</b>	<b>May 4<sup>th</sup></b>	<b>Queensbury Community Center 742 Bay Road</b>	<b>10:00 - Noon</b>
<b>Saturday</b>	<b>July 13<sup>th</sup></b>	<b>Chester Fire House State Route 8</b>	<b>10:00 - Noon</b>
<b>Saturday</b>	<b>August 10<sup>th</sup></b>	<b>Queensbury Community Center 742 Bay Road</b>	<b>10:00 - Noon</b>
<b>Saturday</b>	<b>September 14<sup>th</sup></b>	<b>Chester Fire House State Route 8</b>	<b>10:00 - Noon</b>
<b>Saturday</b>	<b>October 19<sup>th</sup></b>	<b>Queensbury Community Center 742 Bay Road</b>	<b>10:00 - Noon</b>
<b>Saturday</b>	<b>November 2<sup>nd</sup></b>	<b>Queensbury Community Center 742 Bay Road</b>	<b>10:00 - Noon</b>

A \$10.00 donation is requested for each pet. No one is turned away due to financial hardship.



Protect your Pets  
Get them Vaccinated



Pets must be 3 months of age to receive their first immunization, which will afford them protection for one year. The next shot (booster) will afford protection for 3 years and is required one year after the first shot was given. From then on, every three years a booster should be given to protect your pet. Both initial and booster shots will be given at all clinics scheduled by Warren County Public Health.

Call with questions to Warren County Public Health 518-761-6580



## PROTECT YOURSELF AND YOUR FAMILY FROM RABIES EXPOSURE



### ***What is rabies?***

Rabies is a virus that affects the brain and nerves in mammals.

### ***How is rabies spread?***

The rabies virus is spread through the saliva of a rabid animal usually because a rabid animal bites another person or animal. The virus may also get into the body through open cuts or wounds, or through eyes, nose, or mouth.

### ***What animals can spread rabies?***

Rabies is spread mostly by wild animals. In the United States rabies is usually found in raccoons, skunks, foxes, coyotes, and bats. Domestic animals and farm animals can get rabies from wild animals. This is why it's so important to vaccinate pets and livestock. These are the animals that people are around the most. Pets and stray animals can be the link between wild animals and people. Any mammal can get rabies. Although it is possible for rodents to get the disease, animals like mice, rats, and squirrels almost never carry rabies.

### ***How can I tell if an animal has rabies?***

You can't tell if an animal has rabies. When an animal is sick with rabies, it may behave strangely, but a rabid animal may also appear healthy or even tame. The only way to tell if an animal has rabies is by testing it in a laboratory, or for some pets and livestock, by a quarantine to see if rabies develops.

### ***What can I do to prevent rabies?***

- Vaccinate your pets!
- Do not attempt to stop fights between your pet and a wild animal.
- Do not feed or handle wild animals. Teach children that although a baby skunk or raccoon may look cute and friendly, it can be very dangerous.
- Do not feed or touch stray animals and avoid all sick, strange-acting, even friendly animals.
- Cover your garbage cans and don't leave pets' food outside where it can attract wild animals.
- Do not keep wild animals as pets. Not only is this dangerous for you and the animal, it's against the law.
- Do not touch or pick up dead animals.
- Leave bats alone.
- Never handle a bat, especially with bare hands. Use thick gloves, tongs, or a shovel to remove a dead bat, or call in bat removal experts. Don't crush the bat with a tennis racquet or other object.
- Do not let your pet play with bats.
- Report dead bats to Warren County Public Health office.
- Keep bats out of the house or other buildings by closing or covering the attic or other dark sheltered areas. Put screens on windows.

### ***What should I do if my pet or I am exposed to an animal that might have rabies?***

If you have been bitten, or exposed to an animal's saliva:

- Wash the wound right away with soap and water for ten minutes.
- Call Warren County Public Health office.
- Get a description of the animal that bit you.

If your pet has been bitten, or exposed to an animal's saliva:

- Try to find out what type of animal bit your pet. **Do not touch the attacking animal.**
- Use gloves or a hose to wash your pet's wound. **Do not touch your pet with your bare hands.** There may be saliva from the rabid animal still on your pet even if you don't see a bite or wound.
- Call your veterinarian.
- Call Warren County Public Health office. He or she will know the right steps to protect you and your pet.

### ***What about bats and rabies?***

Bats are carriers of rabies and their bite may be too small to notice. In fact, people sleeping in the same room where a bat is found, or children who have been alone in a room with a bat, should contact Warren County Public Health office.

### ***What do I do if I find a bat in my house?***

- Close the windows, closet doors, and the door to the room.
- Turn on the lights if the room is dark and wait for the bat to land.
- Wear thick gloves and cover the bat with a coffee can or other hard container. It may be necessary to use a fly swatter or tennis racquet to stop the bat and knock it to the floor.
- Slide a piece of cardboard under the can trapping the bat.
- Tape the cardboard tightly to can.
- Contact your County Public Health office to determine if the bat needs to be tested.



**Any live or dead bat that may have had contact with a person should be captured and reported to Warren County Public Health office @ 518-761-6580.  
Website: [www.warrencountyny.gov/healthservices](http://www.warrencountyny.gov/healthservices)**





**Tourism & Occupancy Tax Coordination Committee**  
**AGENDA**  
**September 24, 2024**

Committee Members: MERLINO, Strough, Runyon, Bean, Geraci, Crocitto and Strainer

*Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.*

---

- I. Committee meeting called to order by Chairman Merlino.
  - II. Motion to approve minutes of the August 20, 2024 Tourism & Occupancy Tax Coordination Committee meeting.
  - III. Privilege of the floor and public comment
  - IV. Action Agenda/New Business Items:
    - a. **Resolution Request:** Extend and amend existing contract with Lyme Adirondack Forest Company, LLC  
**Rationale:** Extend contract with Lyme Adirondack Forest Company LLC, and amend the amount called for in the contract from \$2,625 to **\$2,704** annually to provide access over a parcel owned by Lyme to the Swede Mountain fire tower owned by Warren County.
  - V. Discussion Items:
    - a. Tourism Department Budget Review
    - b. Treasurer Report
  - VI. Referrals: None
  - VII. Privilege of the floor and public comment
  - VIII. Motion to adjourn
- 

**Attachment #1:** Resolution Request Form 4 Extend and amend contract with Lyme Adirondack Forest Company, LLC

**Attachment #2:** Resolution 462 of 2023

**Attachment #3:** Warren County Budget Summary

## ***RESOLUTION REQUEST FORM NO. 4***

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

**DEPARTMENT NAME: Tourism Department**

**DATE: September 24, 2024**

- (a) Purpose of Contract Change: **Extend and amend the existing contract with Lyme Adirondack Forest Company LLC**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **462 of 2023**
- (c) Name of Contractor: **Lyme Adirondack Forest Company LLC**
- (d) Address of Contractor: **123 Quaker Road, Suite 107, Queensbury, NY 12804**
- (e) Contractor's Contact Person and Telephone Number: **Ed Konwinski,  
518-793-4481**
- (f) Commencement Date of Extension: **November 1, 2024**
- (g) Termination Date of Extension: **October 31, 2025**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount
  - iii) total amount not to exceed **\$2,704**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (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.6417.0002 480.03 Tourism/Occupancy, Occupancy Tax, Tourism-Special Events Discretionary Fund. \$2,704**

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

\*as listed in budget and LOGOS



August 27, 2024

Kevin Geraghty  
Chairman of the Board  
County of Warren, New York  
Warren County Municipal Center  
1390 State Route 9  
Lake George, New York 12845

**Re: Extension of License Agreement Renewal**

Chairman Geraghty,

Lyme Adirondack Timberlands I, LLC ("Lyme") and The County of Warren, New York ("Warren County") entered into a license agreement dated as of December 16, 2019 to provide access over a parcel owned by Lyme to a fire tower owned by Warren County (the "Agreement"). The executed license agreement has been amended annually to extend the Term and maintain an active agreement.

Lyme is willing to extend the term of the Agreement for an additional period (running from **November 1, 2024** through **October 31, 2025**) provided that:

1. Warren County remits the annual rental payment (**\$2,704**) along with a countersigned version of this letter amendment ("Amendment") indicating its acceptance of the terms of this Amendment; and
2. The period of permissible public access, as provided in Section 3(a) of the Agreement, will be **December 16, 2024** through **September 10, 2025**.

In the event a conflict between the terms of the Agreement and the terms of the Amendment, the terms of this Amendment shall control. Except as set forth herein, Lyme and Warren County agree that all of the other terms and conditions contained in the Agreement remain in full force and effect.

Please let us know if you have any questions or want to discuss.

Very truly yours,

*Edward R. Konwinski Jr.*  
Edward R. Konwinski  
Leasing and Project Manager  
Lyme Adirondack Forest Company, LLC

Accepted by:  
County of Warren, New York

By: \_\_\_\_\_  
Name:  
Its:  
Dated:

# Warren County Board of Supervisors

## RESOLUTION No. 462 OF 2023

**RESOLUTION INTRODUCED BY SUPERVISORS CONOVER, DICKINSON, BRUNO, THOMAS, MERLINO, BRAYMER AND ETU**

**AMENDING AGREEMENT WITH LYME ADIRONDACK TIMBERLANDS I, LLC FOR  
HIKING TRAIL LOCATED IN THE TOWN OF HAGUE,  
TO INCREASE THE NOT TO EXCEED AMOUNT**

WHEREAS, Resolution No. 392 of 2019 authorized an agreement with Lyme Adirondack Timberlands I, LLC, to use their property to create a public hiking trail to the Swede Fire Tower located in the Town of Hague, for an amount not to exceed Two Thousand Five Hundred Dollars (\$2,500) annually, for a term commencing upon execution by both parties and continuing unless terminated upon thirty (30) days written notice, and

WHEREAS, the Public Works Committee has approved the request to increase the not to exceed amount from Two Thousand Five Hundred Dollars (\$2,500) annually to Two Thousand Six Hundred Twenty-Five Dollars (\$2,625) annually, for a term commencing November 1, 2023 and terminating October 31, 2024, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to execute an amendment agreement with Lyme Adirondack Timberlands I, LLC, 123 Quaker Road, Suite 107, Queensbury, New York 12804, as described in the preambles of this resolution, in a form approved by the County Attorney, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 392 of 2019 will remain the same.

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Tourism/Occupancy - Occupancy Tax  
BUDGET ACCOUNT CODE: A.6417 0002

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
400's CONTRACTUAL	\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$5,159,047.00
<b>TOTALS</b>	<b>\$8,170,228.54</b>	<b>\$4,666,307.00</b>	<b>\$5,479,214.29</b>	<b>\$5,159,047.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$5,671,423.19	\$4,435,307.00	\$4,435,307.00	\$5,159,047.00

SIGNED: *Walter Benzl*  
DEPARTMENT HEAD  
TITLE: *Director of Tourism*  
DATE: *9/9/2024*

# 2025 Occupancy Tax Budget

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
REVENUE						
Department 6417 - Tourism/Occupancy						
Sub Department 0002 - Occupancy Tax						
Non-Property Tax Items						
1113	Tax - Hotel Room Occupancy	5,668,491.52	4,435,307.00	4,435,307.00	.00	5,159,047.00
	<i>Non-Property Tax Items Totals</i>	<b>\$5,668,491.52</b>	<b>\$4,435,307.00</b>	<b>\$4,435,307.00</b>	<b>\$0.00</b>	<b>\$5,159,047.00</b>
Use of Money & Property						
2401	Interest & Earnings	2,931.67	.00	.00	1,569.65	.00
	<i>Use of Money &amp; Property Totals</i>	<b>\$2,931.67</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,569.65</b>	<b>\$0.00</b>
	Sub Department 0002 - Occupancy Tax Totals	<b>\$5,671,423.19</b>	<b>\$4,435,307.00</b>	<b>\$4,435,307.00</b>	<b>\$1,569.65</b>	<b>\$5,159,047.00</b>
	Department 6417 - Tourism/Occupancy Totals	<b>\$5,671,423.19</b>	<b>\$4,435,307.00</b>	<b>\$4,435,307.00</b>	<b>\$1,569.65</b>	<b>\$5,159,047.00</b>
	REVENUE TOTALS	<b>\$5,671,423.19</b>	<b>\$4,435,307.00</b>	<b>\$4,435,307.00</b>	<b>\$1,569.65</b>	<b>\$5,159,047.00</b>

# 2025 Occupancy Tax Budget

Budget Year 2025

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 6417 - Tourism/Occupancy						
Sub Department 0002 - Occupancy Tax						
<i>Contractual Expense</i>						
469	Other Payments/Contributions	2,387,070.92	1,883,007.00	1,883,007.00	1,539,997.94	2,400,000.00
469.05	Municipal Application Funding	93,533.45	50,000.00	50,000.00	.00	50,000.00
471	Administration	207,000.00	462,000.00	462,000.00	.00	232,000.00
480	Tourism-Special Events	3,666,107.11	500,000.00	1,044,407.29	239,877.20	725,622.00
480.02	Tourism - Convention Event Development Fund	250,000.00	250,000.00	250,000.00	125,000.00	250,000.00
480.03	Tourism - Special Event Discretionary Fund	2,625.00	2,500.00	2,500.00	.00	2,625.00
480.04	Tourism - Warren County Projects	430,892.06	579,800.00	842,300.00	181,846.25	634,800.00
480.05	Tourism - Business Promotion	658,000.00	714,000.00	720,000.00	523,946.90	739,000.00
480.07	Warren County Environmental Projects	125,000.00	125,000.00	125,000.00	125,000.00	125,000.00
480.08	Tourism - Civic Center Capital Costs	350,000.00	100,000.00	100,000.00	100,000.00	.00
<i>Contractual Expense Totals</i>		<b>\$8,170,228.54</b>	<b>\$4,666,307.00</b>	<b>\$5,479,214.29</b>	<b>\$2,835,668.29</b>	<b>\$5,159,047.00</b>
Comments						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
469	Departmental Request	1,950,000 (25% to towns) based upon \$7,800,000 in revenue plus \$450,000 Spending Plan				
469.05	Departmental Request	For town needs above the 25% and Spending Plan amounts				
471	Departmental Request	Treasurer's fee: 3% of 2023 Occupancy Tax collections of \$7,719,992				
480.02	Departmental Request	Civic Center promotion				
480.03	Departmental Request	Lyme Adirondack Forest Company LLC - access to Hague fire tower				
480.04	Departmental Request	Festival Commons Promotion 10,000; Planning Projects/Outdoor 50,000, Lake George TV (11/2022-10/2025) 274,800/yr; ACC (2024-2028) 100,000/yr.; DPW(50,000), Sheriff OT (150,000)				
480.05	Departmental Request	Annual Contracts: CVB 650,000; Granicus 40,000, Lake George Radio 24,000; Visitor Center \$25,000				
480.07	Departmental Request	Invasive Species funding for Towns of Chester, Horicon and Lake Luzerne				
480.08	Departmental Request	Contract has been completed. No longer applies.				
Sub Department 0002 - Occupancy Tax Totals		\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$2,835,668.29	\$5,159,047.00
Department 6417 - Tourism/Occupancy Totals		\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$2,835,668.29	\$5,159,047.00
EXPENSE TOTALS		\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$2,835,668.29	\$5,159,047.00
Fund A - General Totals						
REVENUE TOTALS		\$5,671,423.19	\$4,435,307.00	\$4,435,307.00	\$1,569.65	\$5,159,047.00
EXPENSE TOTALS		\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$2,835,668.29	\$5,159,047.00
Fund A - General Totals		(\$2,498,805.35)	(\$231,000.00)	(\$1,043,907.29)	(\$2,834,098.64)	\$0.00
Net Grand Totals						
REVENUE GRAND TOTALS		\$5,671,423.19	\$4,435,307.00	\$4,435,307.00	\$1,569.65	\$5,159,047.00
EXPENSE GRAND TOTALS		\$8,170,228.54	\$4,666,307.00	\$5,479,214.29	\$2,835,668.29	\$5,159,047.00
Net Grand Totals		(\$2,498,805.35)	(\$231,000.00)	(\$1,043,907.29)	(\$2,834,098.64)	\$0.00



PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

**WARREN COUNTY BUDGET SUMMARY SHEET**

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2025 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Tourism/Occupancy - Tourism  
 BUDGET ACCOUNT CODE: A.6417 0001

OBJECT CODES	2023 EXPENDITURES	2024 ADOPTED	2024 AMENDED	2025 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$344,485.99	\$576,837.00	\$576,837.00	\$544,753.00
200's EQUIPMENT	\$8,564.27	\$2,000.00	\$13,745.63	\$3,500.00
400's CONTRACTUAL	\$1,638,763.43	\$2,038,316.00	\$2,205,586.24	\$2,069,242.00
800's EMPLOYEE BENEFITS	\$122,743.54	\$153,800.00	\$153,800.00	\$153,458.00
<b>TOTALS</b>	<b>\$2,114,557.23</b>	<b>\$2,770,953.00</b>	<b>\$2,949,968.87</b>	<b>\$2,770,953.00</b>

2023 REVENUES	2024 ADOPTED REVENUES	2024 AMENDED REVENUES	2025 DEPARTMENT REQUESTS
\$2,114,557.23	\$2,766,198.00	\$2,766,198.00	\$2,770,953.00

SIGNED: *Heather D. Boyle*  
 DEPARTMENT HEAD  
 TITLE: *Director of Tourism*  
 DATE: *9/9/2024*

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	<b>REVENUE</b>					
	Department 6417 - Tourism/Occupancy					
	Sub Department 0001 - Tourism					
	<i>Non-Property Tax Items</i>					
1113	Tax - Hotel Room Occupancy	2,051,500.23	2,636,198.00	2,636,198.00	2,789,775.27	2,640,953.00
	<i>Non-Property Tax Items Totals</i>	<b>\$2,051,500.23</b>	<b>\$2,636,198.00</b>	<b>\$2,636,198.00</b>	<b>\$2,789,775.27</b>	<b>\$2,640,953.00</b>
	<i>Departmental Income</i>					
2089	Tourism	6,900.00	50,000.00	50,000.00	6,460.00	50,000.00
	<i>Departmental Income Totals</i>	<b>\$6,900.00</b>	<b>\$50,000.00</b>	<b>\$50,000.00</b>	<b>\$6,460.00</b>	<b>\$50,000.00</b>
	<i>State Aid</i>					
3715	Tourism Promotion	56,157.00	80,000.00	80,000.00	60,708.00	80,000.00
	<i>State Aid Totals</i>	<b>\$56,157.00</b>	<b>\$80,000.00</b>	<b>\$80,000.00</b>	<b>\$60,708.00</b>	<b>\$80,000.00</b>
	Sub Department 0001 - Tourism Totals	<b>\$2,114,557.23</b>	<b>\$2,766,198.00</b>	<b>\$2,766,198.00</b>	<b>\$2,856,943.27</b>	<b>\$2,770,953.00</b>
	Department 6417 - Tourism/Occupancy Totals	<b>\$2,114,557.23</b>	<b>\$2,766,198.00</b>	<b>\$2,766,198.00</b>	<b>\$2,856,943.27</b>	<b>\$2,770,953.00</b>
	<b>REVENUE TOTALS</b>	<b>\$2,114,557.23</b>	<b>\$2,766,198.00</b>	<b>\$2,766,198.00</b>	<b>\$2,856,943.27</b>	<b>\$2,770,953.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund A - General						
EXPENSE						
Department 6417 - Tourism/Occupancy						
Sub Department 0001 - Tourism						
Personal Services						
110	Salaries - Regular	298,381.94	523,575.00	523,575.00	239,471.18	491,491.00
120	Salaries - Overtime	2,044.57	1,000.00	1,000.00	332.33	1,000.00
130	Salaries - Part Time	44,059.48	52,262.00	52,262.00	25,248.56	52,262.00
<i>Personal Services Totals</i>		<b>\$344,485.99</b>	<b>\$576,837.00</b>	<b>\$576,837.00</b>	<b>\$265,052.07</b>	<b>\$544,753.00</b>
Equipment						
210	Furniture/Furnishings	3,212.53	1,000.00	9,795.63	8,895.63	.00
220	Office Equipment	5,351.74	1,000.00	3,950.00	3,902.95	3,500.00
<i>Equipment Totals</i>		<b>\$8,564.27</b>	<b>\$2,000.00</b>	<b>\$13,745.63</b>	<b>\$12,798.58</b>	<b>\$3,500.00</b>
Contractual Expense						
410	Supplies	2,895.42	2,800.00	4,800.00	3,595.68	4,300.00
423	Telephone	1,157.61	1,500.00	1,500.00	493.86	1,500.00
424	Postage	13,312.73	15,703.00	15,703.00	13,829.65	19,000.00
426	Subscriptions	7,881.54	9,750.00	36,209.95	36,085.00	47,168.00
427	Memberships & Dues	1,985.00	6,935.00	6,935.00	4,835.67	9,940.00
428	Data Processing & Internet Fees	22,560.00	22,660.00	22,660.00	17,238.00	22,838.00
444	Travel/Education/Conference	4,500.47	22,500.00	22,500.00	8,808.99	22,500.00
470	Contract	389,007.50	510,768.00	644,522.24	223,235.24	573,296.00
481	Tourism Promotion	1,195,463.16	1,445,700.00	1,450,756.05	868,223.93	1,368,700.00
<i>Contractual Expense Totals</i>		<b>\$1,638,763.43</b>	<b>\$2,038,316.00</b>	<b>\$2,205,586.24</b>	<b>\$1,176,346.02</b>	<b>\$2,069,242.00</b>
Employee Benefits						
810	Retirement	46,610.27	57,262.00	57,262.00	25,559.97	61,561.00
830	Social Security	20,899.75	32,810.00	32,810.00	15,915.10	33,776.00
831	Medicare Contribution	4,887.85	7,674.00	7,674.00	3,722.10	7,900.00
860	Hospitalization	18,673.02	34,528.00	34,528.00	21,024.17	46,306.00
865	Dental Insurance	457.38	720.00	720.00	383.46	720.00
<i>Employee Benefits Totals</i>		<b>\$91,528.27</b>	<b>\$132,994.00</b>	<b>\$132,994.00</b>	<b>\$66,604.80</b>	<b>\$150,263.00</b>
Other Benefits						
840	Workmen's Compensation	2,310.00	2,515.00	2,515.00	2,515.00	1,695.00
850	Unemployment Insurance	11,328.00	.00	.00	.00	.00
861	Retirees Hospitalization	16,543.06	16,041.00	16,041.00	5,136.27	.00
862	Health Insurance Cost Reimbursement	1,034.21	2,250.00	2,250.00	1,093.95	1,500.00
<i>Other Benefits Totals</i>		<b>\$31,215.27</b>	<b>\$20,806.00</b>	<b>\$20,806.00</b>	<b>\$8,745.22</b>	<b>\$3,195.00</b>

Account	Account Description	2023 Actual Amount	2024 Adopted Budget	2024 Amended Budget	2024 Actual Amount	2025 Departmental Request
Fund	A - General					
	EXPENSE					
	Department 6417 - Tourism/Occupancy					
	Sub Department 0001 - Tourism					
	Sub Department 0001 - Tourism Totals	\$2,114,557.23	\$2,770,953.00	\$2,949,968.87	\$1,529,546.69	\$2,770,953.00
Department	6417 - Tourism/Occupancy Totals	\$2,114,557.23	\$2,770,953.00	\$2,949,968.87	\$1,529,546.69	\$2,770,953.00
	EXPENSE TOTALS	\$2,114,557.23	\$2,770,953.00	\$2,949,968.87	\$1,529,546.69	\$2,770,953.00
Fund	A - General Totals					
	REVENUE TOTALS	\$2,114,557.23	\$2,766,198.00	\$2,766,198.00	\$2,856,943.27	\$2,770,953.00
	EXPENSE TOTALS	\$2,114,557.23	\$2,770,953.00	\$2,949,968.87	\$1,529,546.69	\$2,770,953.00
Fund	A - General Totals	\$0.00	(\$4,755.00)	(\$183,770.87)	\$1,327,396.58	\$0.00
	Net Grand Totals					
	REVENUE GRAND TOTALS	\$2,114,557.23	\$2,766,198.00	\$2,766,198.00	\$2,856,943.27	\$2,770,953.00
	EXPENSE GRAND TOTALS	\$2,114,557.23	\$2,770,953.00	\$2,949,968.87	\$1,529,546.69	\$2,770,953.00
	Net Grand Totals	\$0.00	(\$4,755.00)	(\$183,770.87)	\$1,327,396.58	\$0.00

**Tourism Contracts**

	Amount	Currently Expires	
Broadcast Media/Social Media	1,000,000.00	12/31/24	to be bid
Wine, Water & Wonders	15,000.00	12/31/25	2 year contract; \$15,000 per year
	<b>under .481 Promotion</b>		
Matching Funds	80,000.00		yearly contract
Cenergy Studios LLC	286,118.00	5/31/25	with option to renew for 3 additional years
Famous Destination Marketing, Inc.	19,500.00	12/31/24	with option to renew for 1 additional year
New York Welcomes You	15,000.00	12/31/24	yearly contract
Rooted Rock	42,950.00	4/30/25	with option to renew for 3 additional years
Rove Marketing, Inc.	32,025.00	12/31/24	
Simpleview	37,000.00	6/30/25	with option to renew for 2 additional years
Smith Travel Research	7,485.00	12/31/24	yearly contract
Chapman Museum	1,000.00	12/31/24	
Sidekick Creative	5,000.00	12/31/24	
Working Pictures	3,000.00	12/31/24	
Brochure Distribution contracts - miscellaneous locations*	<u>18,000.00</u>	12/31/24	yearly contracts
<b>Total Existing Contracts</b>	<b>547,078.00</b>		
<b>Miscellaneous</b>			
Public Relations/Research/International	26,218.00		
<b>Total in .470</b>	<b>573,296.00</b>		

**Brochure Distribution contracts - 2024**

Brand Connect - 3 markets	3,765.00
Brand Connect - Preble	450.00
Brand Connect - Interstate 81	350.00
business Services Corp. - Exit 9	1,525.00
Chautauqua Cty Visitor's Bureau	250.00
Getaways on Display	1,364.00
Merchantry dba Anderson's	925.00
NYSTIA shows	3,500.00
Pennsylvania on Display	2,880.00
ROOST -Lake Placid Chamber of Commerce	300.00
Saratoga Convention & Tourism	150.00
Vermont Information Center Division	<u>869.00</u>
	16,328.00

2025 Salary Schedule (Position Budgeting)  
Tourism

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
13784	Bagshaw, Heather N/A / \$46.11	Director of Tourism N/A / \$46.11	\$95,912.00	Full Time	Out of UnitFT	4/24/2023
11255	Cafaro, Magdalena 03-17 / \$22.13	Keyboard Specialist #1 03-18 / \$22.13	\$17,262.00	Less than Half	Less than P/T	2/13/2007
13883	Davis, Erin N/A / \$27.03	Assistant Tourism Coordinator N/A / \$27.03	\$56,219.00	Full Time	Out of UnitFT	1/16/2024
13660	Ellis, Jaynie 15-02 / \$26.03	Social Media Manager 15-03 / \$26.43	\$54,712.00	Full Time	CSEA/FT	4/13/2022
13921	Frenette, Kyle 12-00 / \$23.55	Communications Specialist 12-01 / \$23.86	\$49,354.00	Full Time	CSEA/FT	5/20/2024
9949	Grant, Leisa 10-22 / \$28.19	Principal Account Clerk - PD N/A / \$28.19	\$35,000.00	Per Diem	Per Diem	4/4/2022
13406	O'Brien, Kacey N/A / \$31.64	Marketing Coordinator N/A / \$31.64	\$65,807.00	Full Time	Out of UnitFT	12/11/2019
13965	Slattery, Kevin 09-00 / \$22.16	Communications Asst. - Tourism 09-01 / \$22.47	\$46,412.00	Full Time	CSEA/FT	6/24/2024
13187	Tackett, Paul N/A / \$33.85	Tourism Coordinator N/A / \$33.85	\$70,401.00	Full Time	Out of UnitFT	5/14/2018
	15-00 / \$25.32	Fiscal Coordinator N/A / \$25.32	\$52,674.00			
	N/A / \$0.00	Tourism-Overtime N/A / \$0.00	\$1,000.00			
			<b>11</b>			<b>\$544,753.00</b>