

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MARCH 29, 2024

Committee Members: *Wild, Driscoll, Merlino, Maday, Bean, Etu and Thomas - Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C(4) of the Rules of the Board*

- I. Committee meeting called to order by Chair.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the Floor/Public Comment
- IV. Action Agenda
 - 1) **SUNY Adirondack/Higher Education Information:**
 - A) Request to appoint Manu Davidson and Timothy Collins as members of the Adirondack Community College Board of Trustees.
 - B) SUNY Adirondack representatives to provide an update on the College.
 - 2) **Request/Item to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
Review of report on tracking of vacancies filled.
 - 3) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**
Request to authorize an Intermunicipal Agreement with certain towns for the performance of municipal cooperative activities related to shared services.
 - 4) **Referrals from the Human Services Committee (Chaired by Supervisor Driscoll):**
Department of Social Services (Christina Mastrianni, Commissioner) -
 - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Intake Clerk #12, *Grade 4, Base Annual Salary \$38,447*, and delete the position of Social Welfare Examiner #18, *Grade 8, Base Annual Salary \$44,729*, effective April 22, 2024.
 - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Services, *Annual Salary not to exceed \$91,062*, and delete the position of Case A Supervisor (Services), *Annual Salary \$83,979*, effective April 22, 2024.
 - C) Request to amend the Table of Organization and Salary Schedule to create the new position of Director of Social Services/Public Assistance, *Annual Salary not to exceed \$83,846*, and delete the position of Deputy Commissioner of Social Services, *Annual Salary \$90,947*, effective April 22, 2024.
 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request to amend the Table of Organization and Salary Schedule to create the position of Director of Human Resources, *Annual Salary \$119,726*, and delete the position of County Human Resources Director, *Annual Salary \$101,491*, effective April 22, 2024.
 - B) Request to appoint Jackie Figueroa as Director of Human Resources for a term commencing April 19, 2024 and terminating April 26, 2030, at the annual salary established in the Warren County Salary and Compensation Plan.
 - C) Request to authorize the County Treasurer to transfer funds remaining in the Civil Service Department Account Codes to the Human Resources Department Account Codes due to the consolidation of the departments effective April 22, 2024.

Continued

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

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

V. **Pending Items:**

PERSONNEL:

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

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

Warren County Board of Supervisors

RESOLUTION NO. OF 2024

RESOLUTION INTRODUCED BY SUPERVISORS WILD, DRISCOLL, MERLINO, MADAY, BEAN, ETU AND THOMAS

APPOINTING MEMBERS OF THE ADIRONDACK COMMUNITY COLLEGE BOARD OF TRUSTEES

RESOLVED, that Manu Davidson and Timothy Collins be, and hereby are appointed as members of the Adirondack Community College Board of Trustees for a term commencing July 1, 2024 through June 30, 2031.

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
7/20/2023	Social Services	Medicaid Clerk # 3 (2071)	Smith	PR	\$ 40,408.00	\$ 39,766.00	vacant			\$ -	\$ -
7/28/2023	DPW	MEO (M) # 23 (2193)	Barlow	PR	\$ 52,890.00	\$ 46,090.00	vacant			\$ -	\$ -
8/18/2023	Tourism	Assistant Tourism Coordinator (1907)	Tackett	PR	\$ 58,413.00	\$ 58,413.00	1/16/2024	Davis	\$54,661.00	-\$3,752.00	-\$3,752.00
8/22/2023	Social Services	Sr Account Clerk # 6 (1748)	Phinney	PR	\$ 53,558.00	\$ 43,187.00	2/25/2024	Phinney	\$53,558.00	\$10,371.00	\$ -
9/8/2023	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	vacant			\$ -	\$ -
9/8/2023	DPW	HEO # 2 (1237)	Carpenter	PR	\$ 54,710.00	\$ 47,667.00	vacant			\$ -	\$ -
9/28/2023	DPW	Auto Parts Specialist (2246)	Monroe	RS	\$ 47,438.00	\$ 46,090.00	1/22/2024	LaLuna	\$46,090.00	\$ -	-\$1,348.00
9/28/2023	DPW	MEO (L) # 26 (1225)	Arnold	RS	\$ 43,830.00	\$ 43,187.00	1/16/2024	Rainville	\$43,187.00	\$ -	-\$643.00
11/1/2023	DPW	HEO # 11 (1230)	Moffitt	PR	\$ 56,229.00	\$ 47,667.00	vacant			\$ -	\$ -
11/21/2023	Veteran's Services	Van Driver # 4 (Per-Diem) (2481)	Therio	RS	\$ 36,342.00	\$ 36,342.00	2/12/2024	Nolin	\$36,342.00	\$ -	\$ -
11/21/2023	Social Services	Intake Clerk (1754)	Vitolo	PR	\$ 39,089.00	\$ 38,447.00	1/30/2024	Perez-Torres	\$38,447.00	\$ -	-\$642.00
11/28/2023	DPW	Auto Mechanic # 7 (1278)	Werne	PR	\$ 58,890.00	\$ 48,324.00	2/5/2024	Blydenburgh	\$48,324.00	\$ -	-\$10,566.00
12/12/2023	DPW	MEO (L) # 16 (1260)	Walker	PR	\$ 46,090.00	\$ 43,187.00	vacant			\$ -	\$ -
12/13/2023	Health Services	Senior Public Health Educator (2232)	N/A	PR	N/A	\$ 58,151.00	vacant			\$ -	\$ -
12/14/2023	DPW	MEO (M) # 8 (1251)	Bunting	RS	\$ 52,890.00	\$ 46,090.00	1/14/2024	Krick	\$46,090.00	\$ -	-\$6,800.00
12/14/2023	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	vacant			\$ -	\$ -
12/20/2023	Social Services	Caseworker # 10 (1667)	LaPlant	RS	\$ 54,704.00	\$ 54,061.00	1/22/2024	Howe	\$54,061.00	\$ -	-\$643.00
12/20/2023	Social Services	Caseworker # 43 (2789)	N/A	O	N/A	\$ 54,061.00	vacant			\$ -	\$ -
12/20/2023	Social Services	Principal Clerk # 1 (2792)	N/A	O	N/A	\$ 43,187.00	1/29/2024	Dashnaw	\$43,830.00	\$643.00	\$ -
12/20/2023	Social Services	Case Manager # 3 (2790)	N/A	O	N/A	\$ 51,356.00	2/12/2024	Langworthy	\$54,430.00	\$3,074.00	\$ -
12/20/2023	Social Services	Intake Clerk # 11 (2791)	N/A	O	N/A	\$ 38,447.00	1/29/2024	Finkle	\$38,447.00	\$ -	\$ -
12/28/2023	Social Services	Sr Social Services Investigator # 1 (2744)	Morgan	RS	\$ 60,636.00	\$ 50,300.00	2/26/2024	Biele	\$60,636.00	\$10,336.00	\$ -
12/28/2023	DPW	MEO (M) # 24 (2209)	Russell	RS	\$ 52,890.00	\$ 46,090.00	vacant			\$ -	\$ -
1/2/2024	Social Services	SWE # 11 (1664)	Maranville	RT	\$ 54,807.00	\$ 44,729.00	2/5/2024	Kazlo	\$46,051.00	\$1,322.00	-\$8,756.00
1/3/2024	Health Services	Senior Account Clerk # 2 (2399)	Baker	RS	\$ 53,058.00	\$ 43,187.00	vacant			\$ -	\$ -
1/3/2024	Health Services	RPN # 11 (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	vacant			\$ -	\$ -
1/4/2024	Treasurer	Junior Accountant (1092)	Goard	RS	\$ 75,286.00	\$ 75,286.00	2/5/2024	Urrico	\$72,926.00	-\$2,360.00	-\$2,360.00
1/17/2024	Social Services	Caseworker # 9 (1653)	Hayes	O	\$ 55,547.00	\$ 54,061.00	1/22/2024	York	\$54,061.00	\$ -	-\$1,486.00
1/18/2024	DPW	Solid Waste/Recycle Comp. Coord (2650)	Szabo	RS	\$ 50,633.00	\$ 73,194.00	2/12/2024	Royael	\$73,194.00	\$ -	\$22,561.00
1/22/2024	Social Services	Caseworker # 15 (1665)	Austin-Avon	RS	\$ 54,061.00	\$ 54,061.00	2/20/2024	Mulcahy	\$54,061.00	\$ -	\$ -
1/23/2024	Social Services	Intake Clerk # 9 (2661)	Dashnaw	PR	\$ 39,089.00	\$ 38,447.00	1/29/2024	Mattison	\$38,447.00	\$ -	-\$642.00
1/23/2024	Social Services	Medicaid Clerk # 2 (2094)	Kazlo	PR	\$ 41,002.00	\$ 39,766.00	2/20/2024	Wright	\$41,002.00	\$1,236.00	\$ -
1/29/2024	Treasurer	Payroll Technician (2335)	Urrico	PR	\$ 59,017.00	\$ 56,219.00	2/22/2024	Paddock	\$59,017.00	\$2,798.00	\$ -
1/25/2024	Social Services	Caseworker # 16 (1670)	Ruiz	RS	\$ 54,704.00	\$ 54,061.00	2/26/2024	Herrington	\$54,061.00	\$ -	-\$643.00
2/7/2024	Social Services	SWE # 21 (1729)	Langworthy	O	\$ 47,448.00	\$ 44,729.00	2/12/2024	Licari	\$51,320.00	\$6,591.00	\$3,872.00
2/8/2024	Social Services	SWE # 40 (2101)	Palmatier	RT	\$ 54,807.00	\$ 44,729.00	3/18/2024	Luzzi	\$51,320.00	\$6,591.00	-\$3,487.00
2/13/2024	Tourism	Social Media Manager (2794)	N/A	PR	N/A	\$ 53,316.00	2/12/2024	Ellis	\$53,316.00	\$ -	\$ -
2/13/2024	Social Services	Sr Account Clerk (1703)	Cronin	RT	\$ 49,545.00	\$ 43,187.00	vacant			\$ -	\$ -
2/13/2024	Social Services	Resource Clerk # 3 (1636)	Warner	PR	\$ 39,661.00	\$ 38,447.00	vacant			\$ -	\$ -
2/14/2024	Social Services	SWE # 38 (2082)	Licari	O	\$ 51,320.00	\$ 44,729.00	3/4/2024	Warner	\$44,729.00	\$ -	-\$6,591.00
2/15/2024	Social Services	Principal Account Clerk # 3 (2709)	Phinney	O	\$ 58,644.00	\$ 47,667.00	vacant			\$ -	\$ -
2/20/2024	Tourism	Marketing Coordinator (2798)	N/A	O	N/A	\$ 65,807.00	2/19/2024	O'Brien	\$65,807.00	\$ -	\$ -
2/20/2024	Self Insurance	Insurance Administrator (1974)	Clute	RT	\$ 101,654.00	\$ 83,760.00	2/19/2024	Burnham	\$83,760.00	\$ -	-\$17,894.00
2/20/2024	Social Services	Commissioner (1694)	Hanchett	RT	\$ 112,926.00	\$ 119,048.00	2/19/2024	Mastrianni	\$119,048.00	\$ -	\$6,122.00
2/21/2024	Office for the Aging	Services Assistant # 5 (2799)	N/A	O	N/A	\$ 43,187.00	vacant			\$ -	\$ -
2/22/2024	Social Services	SS Investigator # 2 (1758)	Biele	PR	\$ 58,390.00	\$ 48,324.00	3/25/2024	Lehrer	\$55,468.00	\$7,144.00	-\$2,922.00
2/23/2024	DPW	MEO (M) # 3 (1253)	Smith	RS	\$ 52,890.00	\$ 46,090.00	vacant			\$ -	\$ -

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

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
2/23/2024	DPW	MEO (L) # 13 (1263)	Krick	PR	\$ 43,187.00	\$ 43,187.00	3/4/2024	Norton	\$43,187.00	\$ -	\$ -
2/23/2024	Planning	Office Specialist (1963)	Tucker	RT	\$ 53,558.00	\$ 43,187.00	3/18/2024	Castler	\$43,187.00	\$ -	-\$10,371.00
2/29/2024	Self Insurance	Deputy Ins Administrator (2228)	Burnham	PR	\$ 71,422.00	\$ 62,423.00	3/4/2024	Smith	\$64,115.00	\$1,692.00	-\$7,307.00
3/4/2024	Countryside	Institutional Aide Per Diem	N/A	O	N/A	\$ 47,031.00	vacant				
3/8/2024	Social Services	SWE # 14 (1631)	Luzzi	O	\$ 51,320.00	\$ 44,729.00	vacant				
3/13/2024	Tourism	Communication Specialist (2560)	O'Brien	PR	\$ 51,931.00	\$ 48,893.00	vacant				
3/14/2024	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	vacant				
									TOTALS	\$5,920.00	\$ (103,469.00)

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

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: Information Technology

DATE: 3/29/24

- (a) Is this a Result of a Bid or Request for Proposal? **No**
- (b) Purpose of Contract: **Authorizing an Intermunicipal Agreement with certain Towns for the performance of municipal cooperative activities related to shared services**
- (c) Name of Contractor: **Various Towns**
- (d) Address of Contractor:
- (e) Contractor's Contact Person and Telephone Number:
- (f) Has or will the Contract be provided, if so, please attach:
- (g) Commencement Date of Contract: **Upon execution by both parties**
- (h) Termination Date of Contract: **Upon thirty (30) days written notice by either party**
- (i) Payment Provisions:
 - i) lump sum amount **No cost to the County**
 - ii) hourly rate amount
 - iii) total amount not to exceed
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR Capital Project OR Capital Reserve Project Number, Title, and Amount:**

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

**INTERMUNICIPAL AGREEMENT BETWEEN THE COUNTY OF WARREN AND
THE TOWNS OF XXXXX FOR PERFORMANCE OF MUNICIPAL COOPERATIVE
ACTIVITIES RELATED TO SHARED SERVICES FOR
INFORMATION TECHNOLOGY**

THIS INTERMUNICIPAL AGREEMENT (hereinafter referred to as the “IMA”), made by and between the County of Warren, a municipal corporation and political subdivision established under the laws of the State of New York, having its offices and place of business at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845 (the “County”), and the following municipalities (hereafter, collectively referred to as “Towns”), to wit:

- The TOWN OF __, a municipal corporation and political subdivision established under the laws of the State of New York, having its offices and principal place of business at __, and
- The TOWN OF __, a municipal corporation and political subdivision established under the laws of the State of New York, having its offices and principal place of business at __, and

WHEREAS, the County operates and maintains the Department of Information Technology (hereafter, “County IT”) to provide expertise and support services for the purchase, maintenance, administration, programming and troubleshooting of all information technology assets operated by the County, and

WHEREAS, the Warren County Board of Supervisors having approved Resolution __ of 2024 authorizing a shared services agreement with each of the Towns, pursuant to section 119-o of the General Municipal Law which authorizes the County and Towns to enter into municipal cooperation agreements on a contract basis based upon the amount of services to be rendered or benefits received; and

WHEREAS, each of the Towns having passed a resolution authorizing acceptance of the terms and conditions set forth herein for a shared services IMA for IT services, and

WHEREAS, County IT has inspected and approved the physical computer and network structure for the Towns and determined that the Towns meet the minimum system requirements established for participation in this IMA, and

WHEREAS, the County and the Towns (together the “parties” and each a “party”) desire to enter into this IMA for the purpose of memorializing the terms and conditions of their Shared Service Agreement, and

NOW, THEREFORE, in consideration of the above and the covenants, conditions and terms herein the County and the Towns each agree as follows:

I. SERVICES:

1. The Towns each agree to utilize County IT for the following minimum applications and services (“IT MAAS”) for every employee of the Towns which has access to the computer system for the Towns (hereafter, “User”), at no additional cost to the County, as follows: Endpoint Protection; Remote Access and Patch Management; Cyber-Security Training; and County IT support up to two-hours per User per calendar month, which shall include network management, server management, workstation troubleshooting, vendor system support, and printer/scanner setup and troubleshooting. The IT MAAS monthly fee for each User is enclosed as **Attachment “A”** and incorporated by reference herein. The IT MAAS monthly fee for each User may increase on sixty (60) days written notice to the Towns when the actual cost incurred by County IT increases.

2. The Towns may receive per diem services from the County IT, which are not included in the IT MAAS, on a per diem basis, with the 2024 per diem rates enclosed at Attachment “A.” Per diem services requested by the Towns from the County for any projects outside the scope of IT MASS shall not proceed without a written quote which provides an estimate of the total costs which shall be approved by the individual town before work commences.

3. County IT shall provide IT MAAS and per diem services through remote access whenever possible to limit costs incurred to the Towns.

4. County IT shall provide guidance and recommendations to the Town, upon request, for the purchase of hardware and software, without costs to the Towns.

5. At no time shall the Towns permit, condone or authorize any employee, contractor, vendor, or other third-party to use personal electronic devices to access the Towns computer systems or the Towns computer network. A segmented network for devices not owned by the Towns, if approved by County IT, shall be permitted. Unauthorized access of the Towns computer systems or computer network by any electronic devices other than a Town-owned electronic device and workstation shall be a material breach of this IMA which will authorize the County IT in their sole discretion, to unilaterally cancel the IMA without prior notice.

6. All internal access rights will follow the Principle of Least Privilege (POLP). POLP is the concept that limits users' access rights to only what is strictly required to do their assigned jobs and accomplish their assigned tasks and responsibilities.

7. Any external access to the Towns computer system or network shall utilize Two-Factor-Authentication (2FA). 2FA is an identity and access management security method that requires two forms of identification to access computer and network resources and data.

8. Prior to the effective date for this IMA, County IT shall inspect the physical computer and network structure for the Towns and if remediation is required, then County IT shall provide written estimate for the scope of remediation, the timeline to complete remediation, and the cost. Upon the execution of the IMA by all parties, County IT will complete remediation work

on a per diem basis in accordance with the timeline provided. Should a town fail to approve required remediation, then the IMA shall not proceed between the parties. Any deficiencies in the physical computer or network structure noted by County IT during the term of this IMA shall be remedied within thirty (30) days of written notice from the County IT to the Town Supervisor in which the deficiency was identified.

II. PAYMENT FOR SERVICES:

1. The County shall incur no obligation or responsibility for payment for any IT MAAS, per diem services, hardware or software purchases, or other expenses or obligations incurred by the Towns under this IMA.

2. The Towns shall pay all amounts due to the County for the monthly IT MAAS not later than fifteen (15) calendar days after the first day of each month. The monthly IT MAAS shall not be prorated for any part-month use by a user. Failure to make payment prior to the first calendar day of the following month may result in County IT unilaterally terminating County IT services under the IMA, to include IT MAAS and all per diem services.

3. The Towns shall pay all amounts due to the County for per diem services rendered within forty-five (45) calendar days of the date the invoice for payment was issued by County IT.

III. GENERAL PROVISIONS

1. The Towns shall indemnify, hold harmless, and defend the County and County IT and its officers, employees, agents, servants, and assigns against all actions, claims, demands, liabilities, and/or damages including liabilities and damages related to or arising from the Towns' computer and network systems which may in any manner be imposed on or incurred by the County as a consequence or arising out of any act, default, or omission on the part of the County, its officials, employees, agents, servants, and/or assigns in connection with this IMA.

2. Any type of discrimination and harassment is against Warren County policy and is unlawful. The Town acknowledges and agrees that it has read the entire Warren County Policy Against Discrimination and Harassment (hereinafter the "Policy"), a copy of which can be found at https://www.warrencountyny.gov/sites/default/files/hr/docs/forms/harassment_policy.pdf. The Policy applies to all personnel in a contractual or other business relationship with the County. This Intermunicipal Agreement incorporates the entire Policy as a material term of this Intermunicipal Agreement. The Town shall follow the Policy in its entirety. If a complaint does arise, the Town is to notify Warren County promptly. To the fullest extent permitted by law, the Town shall indemnify, hold harmless and defend Warren County, its Board, officers, employees and volunteers against any and all losses, claims, actions, demands, damages, liabilities, or expenses, including but not limited to attorney's fees and all other costs to defend, resulting from the Town and/or agent's breach of this Policy. The Town shall name the County as an additional insured under any policies of insurance that the Town may have in effect which provide for coverage of the liability assumed hereunder. The Town shall provide evidence of such insurance to the County Attorney's Office. The failure of the Town to provide such Certificate of Insurance shall not be

deemed a waiver by the County of the Town's obligation to provide same insurance coverage. In the event of any defect in any Certificate of Insurance, regardless of when such defect may be discovered, the acceptance by the County of any such Certificate of Insurance shall not be deemed a satisfaction of the requirement that the Town provide insurance coverage as noted anywhere in this IMA.

3. This Intermunicipal Agreement may not be assigned, in whole or in part, by the Towns without prior written approval by the County signed by a duly authorized representative of the County. Consent shall not limit the County's right to enforce this provision on assigned parties.

4. In the event that it is necessary for either party to transmit to either party written notice or communications that are anticipated in accordance with the terms and provisions of this IMA, the same shall be considered delivered upon personal delivery to the County by personal delivery or by ordinary mail to the following persons and/or addresses: Warren County IT Department, ATTN: Michael Colvin, 1340 State Route 9, Lake George, New York 12801, with a copy to Warren County Attorney's Office, 1340 State Route 9, Lake George, NY 12845, and a notification to any town which is a party to this agreement shall be provided to the Town Supervisor at the address listed for the municipality in the preamble to this IMA. Delivery by mail shall be considered accomplished or complete when the notice or communication is appropriately enclosed in an envelope or similar wrapping with postage attached and deposited in a receptacle maintained or owned by the United States Postal Service for the deposit or acceptance of mail.

5. In the event that any provision of this IMA shall be determined by a Court of Law to be illegal and/or unenforceable, the IMA, to the extent the Courts have determined as practical, shall continue in full force and effect between the parties as if the said illegal or unenforceable provision were not contained a part thereof.

6. This IMA contains the entire agreement between the Parties with respect to the subject matter hereof, and supersedes all prior IMAs, if any. This Intermunicipal Agreement cannot be changed or modified except by mutual written agreement.

7. Any dispute under this IMA or related to this IMA shall be decided in accordance with the laws of the State of New York and brought exclusively before the appropriate New York State Court located within the County of Warren.

8. The Parties agrees to retain all records related to this IMA for a period of six (6) years and agrees to allow the other Party, through the appropriate Party officers, and those legally allowed, to review and or audit such records. In the event that a review or audit is requested, the records shall be made available at the offices of the Party whose records are being inspected with the understanding that copies of such records may be made by the designated Party. Records shall be made available upon ten (10) days written notice or within ten (10) days of the delivering of written notice to the other Party.

9. This IMA may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. Documents executed, scanned and transmitted electronically and

electronic signatures shall be deemed original signatures for the purposes of this IMA and all matters related thereto, with such facsimile, scanned and electronic signatures having the same legal effect as original signatures.

Signatures follow immediately on next page

IN WITNESS THEREOF, this Intermunicipal Agreement has been executed by the duly authorized officer of the respective parties.

Approved as to Form:

COUNTY OF WARREN

County Attorney

By: _____
KEVIN B. GERAGHTY
Chair, Board of Supervisors

Dated: _____

Dated: _____

TOWN OF X

By: _____
____, SUPERVISOR

Dated: _____

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Social Services**DATE:** 3/19/24

- (a) Title of Requested Position: **Intake Clerk #12, Grade 4**
- (b) Annual **Base** Salary (and Grade if Applicable): **(2023) \$38,447**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Social Welfare Examiner #18, Grade 8, Annual Base Salary \$44,729
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

INTAKE CLERK

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

TYPICAL WORK ACTIVITIES: (Illustrative only)

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

MINIMUM QUALIFICATIONS: Either:

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

WC: Adopted 5.11.05

JC: Competitive

Format Update 2022

Position Changes
2024

Budget/Personnel Requests

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Social Services****DATE: 3/19/24**

- (a) Title of Requested Position: **Director of Services**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$91,062**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Case A Supervisor (Services), Salary \$83,979
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

DIRECTOR OF SERVICES

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

TYPICAL WORK ACTIVITIES (illustrative only):

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

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

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

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

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

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

Determines staffing patterns within the Services division;

Delegates specific duties to Case Supervisors and other staff;

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

Reviews and determines suitability of new projects within the division;

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

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

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

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

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

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

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

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

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

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

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

Good knowledge of program planning and evaluation techniques;

Good knowledge of case recording and case management techniques;

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

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

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

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

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:** Social Services**DATE:** 3/19/24

- (a) Title of Requested Position: **Director of Social Services/Public Assistance**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$83,846**
- (c) Effective Date for New Position:* **4/22/24**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Deputy Commissioner of Social Services, Salary \$90,947
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Yes, Reimbursed 50% Federal, 25% State
- (h) Is there expected revenue from this position? If so, please explain:

DIRECTOR OF SOCIAL SERVICES – PUBLIC ASSISTANCE

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

TYPICAL WORK ACTIVITIES (illustrative only):

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

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

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

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

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

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

Determines staffing patterns within the Services division;

Delegates specific duties to Unit Supervisors and other staff;

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

Reviews and determines suitability of new projects within the division;

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

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

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

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

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

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

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

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

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

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

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

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

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

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

Good knowledge of program planning and evaluation techniques;

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

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

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

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

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

Ability to prepare clear and accurate records and reports;

Ability to express oneself, both orally and in writing;

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

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

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

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

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENTS:

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

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

- (a) Title of Requested Position: **Director of Human Resources**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$119,726**
- (c) Effective Date for New Position*: **04/22/2024**
**Please do not backdate unless the purpose is to correct an error.*
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
County Human Resources Director \$101,491
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
A.1435 110 Human Resources - Salaries, Regular
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
- (i) Is there expected revenue from this position? YES NO
 If , please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

RESOLUTION REQUEST FORM NO. 2***Request to Appoint or Reappoint County Department Head*****DEPARTMENT NAME: Human Resources****DATE: 3/29/2024**

- (a) Name of Employee: **Jackie Figueroa E#12524**
- (b) If this is a Reappointment, list Employee No.:
- (c) If this is a Reappointment, please list the Resolution No. of the last appointment of this individual:
- (d) Address of Employee:
- (e) Title of Appointment:
Director of Human Resources
- (f) Effective Date of Appointment:
4/22/2024
- (g) Termination Date of Appointment:
4/21/2030
- (h) Annual Base Salary:
\$119,726
- (i) If this is a New Appointment, Name of Person Being Replaced:
130/2020 Appointed Patricia Nenninger through 04/27/2026
- (j) If this is a New Appointment, Reason for Replacement:
Retirement of Patricia Nenninger on 4/19/2024.

Consolidation of the Department of Human Resources and the Department of Civil Service Administration into a single Department of Human Resources under the supervision of the Director of Human Resources and designating the Director of Human Resources as the Personnel Officer.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Administrator

DATE: 3/29/2024

(a) Purpose of Request:

To authorize the County Treasurer to move funds remaining in Civil Service Department (A.1430) Account Codes to the Human Resources Department (A.1435) Account Codes due to the consolidation of the departments effective 4/22/2024.

(b) Details:

(c) Previous Resolution Number:

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

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: County Attorney

DATE: 3/29/24

- (a) Purpose of Request: **Authorize the County Attorney to tender an amount up to the County insurance policy deductible to settle claims by Timothy E. McIntyre & Brenna R. Michalak against the County of Warren and the Warren County Sheriff's Office and authorize the Chair of the Board to sign any settlement agreements and authorize payment**
- (b) Details: **Authorize the County Attorney to coordinate settlement discussions through outside insurance counsel and the carrier and to accept any settlement agreement for an amount less than the self-insured retention amount under current policies of insurance**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS