

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

MAY 30, 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 representatives to provide and update on the College.**

 - 2) **Requests/Items to be Discussed by the Human Resources Director (Jackie Figueroa, Director):**
 - A) Review of report on tracking of vacancies filled.
 - B) Request to amend the Table of Organization and Salary Schedule to decrease the hours of the Civil Service Assistant position from 40 hours to 30 hours, *from Annual Salary \$52,038 (40 hours/week), to Annual Salary \$39,028 (30 hours/week)*, effective July 8, 2024.
 - C) Request to amend the Table of Organization and Salary Schedule to increase the hours of the Human Resources Assistant position from 30 hours per week to 40 hours per week, *from Annual Salary \$40,599 (30 hours/week), to Annual Salary \$54,132 (40 hours/week)*, effective July 8, 2024.
 - D) Request to amend the Table of Organization and Salary Schedule to delete the Test Administrator #2 and Test Administrator #3 positions from the Human Resources Department structure and use the Test Administrator position as a “bucket” position to allow for a creation of a pool of per diem people to work weekend civil service tests.

 - 3) **Requests/Items to be Discussed by the Clerk of the Board (Amanda Allen, Clerk of the Board):**
 - A) Request to amend Resolution No. 23 of 2024, *Appointing Members to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation*, to appoint James Nolan to fill the vacancy created due to the resignation of David O’Brien; this is a Washington County appointment which Warren County must mirror by resolution to be effective.
 - B) Request for a transfer of funds in the amount of \$6,500 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1010 437, *Legislative Board, Consulting Fees*, to cover the cost of 2024 BAN advisory services which were not budgeted for.

 - 4) **Request/Item to be Discussed by the Director of Information Technology (Mike Colvin, Director):**

Request to appropriate \$20,000 from Budget Code A.895.00, *Computer Reserve Fund*, to the Board of Elections Budget to cover the cost of purchasing computers and related equipment and software.

 - 5) **Requests/Items to be Discussed by the County Administrator (John Taflan, County Administrator):**
 - A) Request to authorize the Chairman of the Board to execute a five-year Master Internship Affiliation Agreement with SUNY Adirondack.
 - B) On behalf of the Planning & Community Development Department - request to amend the Table of Organization and Salary Schedule to create the position of Principal Planner 2, *Grade 14, Base Annual Salary \$81,644*, and delete the position of Assistant County Planner, *Annual Salary \$78,367*, effective May 28, 2024.

 - 6) **Request from the County Treasurer (Christine Norton, County Treasurer):**

~~Request to amend the Table of Organization & Salary Schedule to create the new position of Principle Account Clerk - Temp, Grade 10, Base Annual Salary \$22.92/hour (would like to pay current Base Annual Salary \$28.68/hour), effective June 24, 2024 to August 30, 2024. Note: Request must also be approved by the Finance & Budget Committee as the proper oversight Committee for the County Treasurer.~~ **REQUEST WITHDRAWN**

 - 7) **Referral from the Legislative, Rules & Governmental Operations Committee (Chaired by Supervisor Strough):**

County Clerk (Carrie Black, County Clerk) -
Request to amend the Table of Organization and Salary Schedule to create the new position of Pistol Permit Clerk, *Grade 8, Base Annual Salary \$44,729*, effective July 1, 2024. **Note: Request Contingent upon approval by the Legislative, Rules & Governmental Operations Committee.**

CONTINUED

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

A) **Action Agenda/New Business Items:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d) discussions of potential, pending and current litigation as stated below, and to provide attorney-client communications concerning the matters below, per Public Officers Law § 108(3):

1. Request: Authorizing the County Attorney to Negotiate, Settle and Bind the County of Warren on all pending claims in the matters of *Warren County v. Continental Insurance & Michael Easterbrooks*, NDNY 1:22-cv-328, filed February 1, 2022 and *Warren County v. Continental Insurance & John David Smith*, NDNY 1:22-cv-431, filed April 1, 2022, and to authorize the Chair of the Board of Supervisors to sign all settlement documents, in a form approved by the County Attorney.

Rationale: To settle claims against Continental Insurance Company.

2. **Discussion Items:**

A. **Warren County Risk & Safety:** Property & Casualty Risk Management Programming

B. **Litigation Update:** Request for a motion to enter into an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of potential and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below:

1. Update on Lawsuits without Insurance Coverage:

- a. *Michael Easterbrooks v. Schenectady County, et al*, Albany County Index No. 907013-2021, filed August 10, 2021.
- b. *Joshua Rouse v. Berkshire Farms Center for Youth, et al*, Warren County Index No. EF2021-69346, filed August 10, 2021.
- c. *Warren County v. Continental Insurance & Michael Easterbrooks*, NDNY 1:22-cv-328, filed February 1, 2022
- d. *Warren County v. Continental Insurance & John David Smith*, NDNY 1:22-cv-431, filed April 1, 2022.
- e. *Kathleen Innes v. Warren County and Correctional Medical Care*, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
- f. *Cynthia Rich (Maxam), David Dellamonica, Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer*, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 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, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.
 - *New York Tax Foreclosure Surplus Litigation:* Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.

2. Update on Lawsuits covered by Insurance:

- a. *Tyson Poulos v. County of Warren, Warren County Sheriff's Office, Warren County District Attorney's Office [as well as 6 employees of Sheriff's Office and 1 employee of District Attorney's Office]*, NDNY 1:21-cv-96-MAD-CFH, filed January 27, 2021. Date of Loss alleged January 20, 2014 through August 8, 2014.
- b. *Patricia Zahaba v. County of Warren and Town of Queensbury*, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021.
- c. *John Werner v. Bernice Conlon & Warren County*, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021.
- d. *Michael Davis v. Cole Palmer, Nicole Palmer, Town of Queensbury & County of Warren*, Warren County Index No. EF2023-71114, filed July 15, 2022. Date of Loss alleged: May 14, 2022. Notice of Claim served July 15, 2022.
- e. *Jasmine Earnest v. Town of Queensbury, County of Warren, Stiling Electric, Inc. & Joanne Levack*, Warren County Index No. EF2022-2111, filed September 29, 2022. Date of Loss alleged: April 12, 2022. Notice of Claim served May 9, 2022.
- f. *Timothy McIntyre & Brenna Michalak v. County of Warren*, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022.
- g. *Jennifer Dees & Ethan Smith v. Michael Zurlo, County of Saratoga, County of Warren, et al.* (including 47 individual defendants and three additional entities), NDNY 1:24-cv-00001-MAD-DJS, filed January 2, 2024. Date of Loss alleged: June 8, 2020 through January 2, 2024.
- h. *Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum*, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024

3. Update of Notice of Claims & Administrative Complaints:
 - a. Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
 - b. Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
 - c. Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
 - d. Notice of Claim served May 15, 2024: Tarrah Rockwell. Date of Loss alleged: September 26, 2023. Claimant filed motion to serve late notice of claim and Court Order, dated May 14, 2024, granted permission to file late notice of claim.
 - e. Administrative Complaint: Department of Human Rights against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024.

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

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
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	\$ -
9/28/2023	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	3/25/2024	Binder	\$49,043.00	\$1,376.00	-\$7,186.00
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	3/25/2024	McGrath	\$43,187.00	\$ -	-\$2,903.00
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	5/20/2024	Secor	\$46,090.00	\$ -	-\$6,800.00
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	5/13/2024	Woods	\$43,187.00	\$ -	-\$9,871.00
1/3/2024	Health Services	RPN/PHN (2548)	Allocco	RS	\$ 67,376.00	\$ 60,912.00	4/8/2024	Jerdon	\$73,324.00	\$12,412.00	\$5,948.00
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	4/15/2024	Merrill	\$43,187.00	\$ -	-\$6,358.00
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	Wamer	\$44,729.00	\$ -	-\$6,591.00
2/15/2024	Social Services	Principal Account Clerk # 3 (2709)	Phinney	O	\$ 58,644.00	\$ 47,667.00	3/25/2024	Stoller	\$54,710.00	\$7,043.00	-\$3,934.00
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	5/20/2024	Pratt	\$43,187.00		
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	3/25/2024	Norton	\$46,090.00	\$ -	-\$6,800.00
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

* (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
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	5/6/2024	Wick	\$45,372.00	\$643.00	-\$5,948.00
3/13/2024	Tourism	Communication Specialist (2560)	O'Brien	PR	\$ 51,931.00	\$ 48,893.00	5/20/2024	Frenette	\$48,983.00	\$90.00	-\$2,948.00
3/14/2024	DPW	MEO (L) # 6 (1259)	Barrett	RS	\$ 43,187.00	\$ 43,187.00	3/25/2024	Janos	\$43,187.00		
3/20/2024	Social Services	Medicaid Clerk # 3 (2071)	Smith	PR	\$ 46,051.00	\$ 39,766.00	3/25/2024	Dong	\$39,766.00	\$ -	-\$6,285.00
3/20/2024	Social Services	SWE # 17 (1722)	Lehrer	PR	\$ 51,320.00	\$ 44,729.00	4/29/2024	Miller	\$47,448.00	\$ 2,719.00	-\$3,872.00
3/20/2024	Social Services	Intake Clerk # 4 (1736)	Dong	PR	\$ 38,447.00	\$ 38,447.00	vacant				
3/20/2024	Social Services	SWE # 28 (1733)	Langford	RS	\$ 44,729.00	\$ 44,729.00	4/29/2024	Johnson	\$47,448.00	\$ 2,719.00	\$ 2,719.00
3/25/2024	DPW	HEO # 9 (1247)	Hayes	RS	\$ 58,144.00	\$ 47,667.00	3/25/2024	Necatera	\$48,311.00	\$ 644.00	-\$9,833.00
3/25/2024	DPW	HEO # 2 (1237)	Carpenter	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Blydenburgh	\$49,043.00	\$ 1,376.00	-\$5,667.00
3/25/2024	DPW	HEO # 11 (1230)	Moffitt	RS	\$ 54,710.00	\$ 47,667.00	3/25/2024	Binder	\$49,043.00	\$ 1,376.00	-\$5,667.00
3/27/2024	Planning	Junior Planner (2483)	Beck	O	\$ 42,333.00	\$ 48,983.00	vacant				
3/28/2024	Countryside	Senior Aide # 1 (2394)	Graves	O	\$ 54,058.00	\$ 43,187.00	3/27/2024	Dawkins	\$43,187.00	\$ -	-\$10,871.00
4/19/2024	Probation	Probation Assistant- Temp (2801)	N/A	O	N/A	\$ 43,187.00	4/22/2024	Bayle	\$43,187.00	\$ -	\$ -
4/19/2024	DPW	MEO (M) # 1 (1245)	Binder	RS	\$ 47,438.00	\$ 46,090.00	4/8/2024	Stockman	\$46,090.00	\$ -	-\$1,348.00
4/11/2024	Social Services	SWE # 31 (1713)	Johnson	O	\$ 47,448.00	\$ 44,729.00	vacant				
4/23/2024	County Clerk	MV Supervisor (1110)	Corcoran	RT	\$ 65,330.00	\$ 52,674.00	vacant				
4/24/2024	Planning	GIS Specialist PT (2800)	N/A	O	N/A	\$31,6827/HR	5/1/2024	Dixon	31.6827/HR	\$ -	\$ -
4/24/2024	Social Services	Caseworker # 13 (1679)	Flower	RS	\$ 55,547.00	\$ 54,061.00	5/20/2024	Gonroff	\$54,704.00	\$ 643.00	-\$843.00
4/24/2024	Social Services	Intake Clerk # 12 (2806)	N/A	O	N/A	\$ 38,447.00	vacant				
4/24/2024	Social Services	Intake Clerk # 8 (2660)	Wick	PR	\$ 39,089.00	\$ 38,447.00	vacant				
4/24/2024	Social Services	Director of SS- Public Asst (2808)	N/A	O	N/A	\$ 83,846.00	4/29/2024	Murray	\$83,846.00	\$ -	\$ -
4/24/2024	Social Services	Director of SS- Child Serv (2807)	N/A	O	N/A	\$ 91,062.00	4/22/2024	Breen	\$91,062.00	\$ -	\$ -
4/29/2024	Social Services	Case Supervisor B # 1 (1641)	Murray	PR	\$ 73,682.00	\$ 60,912.00	vacant				
5/1/2024	Countryside	Institutional Aide # 12 (1870)	Dawkins	PR	\$ 36,995.00	\$ 36,995.00	5/8/2024	Briggs	\$36,995.00	\$ -	\$ -
5/8/2024	DPW	Assistant Naturalist-Temp (2247)	Smith	RS	17,4721/HR		vacant				
5/10/2024	DPW	MEO (M) #4 (1254)	Moulton	RS	\$ 46,734.00	\$ 46,090.00	vacant				
5/13/2024	County Clerk	MV Registration Clerk (1117)	Gonroff	RS	\$ 45,372.00	\$ 44,729.00	vacant				
5/13/2024	Mental Health	Program Analyst (1623)	Wright	RS	\$ 74,263.00	\$ 69,393.00	vacant				
5/15/2024	DPW	Engineer II (2612)	Monroe	RS	\$ 75,880.00	\$ 83,640.00	5/20/2024	Holmes	\$83,640.00	\$ -	\$7,760.00
									Total:	\$36,961.00	(\$184,176.00)

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

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

- (a) Employee Name, Title and Employee No.:
- (b) Current Annual **Base** Salary (and Grade if Applicable):
- (c) Former Annual **Base** Salary (and Grade if Applicable):
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: Human Resources****DATE: May 17, 2024**

- (a) Employee Name, Title and Employee No.:
Human Resources Assistant
- (b) Current Annual **Base** Salary (and Grade if Applicable):
Request increase to \$54,132 (40 hours/week)
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$40,599 (30 hours/week)
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
July 8, 2024
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:
A.1435.110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded within the current budget:
We have funds available from vacant positions
- (g) Is there expected revenue from this position? YES NO
If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue
- (h) Justification of Request:
I am requesting to increase the hours of the Human Resources Assistant from 30/week to 40/week. See additional request to reduce hours for Civil Service Assistant position.

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Human Resources

DATE: 5/22/24

- (a) Purpose of Request: **To delete Test Administrator #2 and Test Administrator #3 from our structure and use the position Test Administrator as a "bucket" position to allow for a creation of a pool of per diem people to work weekend civil service tests.**
- (b) Details: **No change to the funding in our part time salaries.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.1435.130**

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

* as listed in budget and LOGOS

Warren County Board of Supervisors

RESOLUTION NO. OF 2024

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

AMENDING RESOLUTION NO. 23 OF 2024, APPOINTING MEMBERS TO THE WARREN-WASHINGTON COUNTIES INDUSTRIAL DEVELOPMENT AGENCY AND CIVIC DEVELOPMENT CORPORATION, TO FILL A VACANCY DUE TO RESIGNATION

WHEREAS, Resolution No. 23 of 2024 appointed members to the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation for the year 2024, and

WHEREAS, Washington County Representative, David O'Brien, has since tendered his resignation from the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, now therefore, be it

RESOLVED, that James Nolan be, and hereby is, appointed to the vacant position on the Warren-Washington Counties Industrial Development Agency and Civic Development Corporation, for the term commencing immediately and terminating December 31, 2023, and be it further

RESOLVED, that other than the changes noted herein, all other portions of Resolution No. 23 of 2024 shall remain in full force and effect.

RESOLUTION REQUEST FORM NO. 10***Request for Transfer of Funds***TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: CLERK OF THE BOARD

SIGNED:

DATE: 05/31/2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions	A.1010 437	Legislative Board, Consulting Fees	\$6,500.00

Please state reason for transfer request:

To pay fees for 2024 BAN advisory services which were not budgeted for

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



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

May 22, 2024

Ms. Christine Norton
Treasurer
County of Warren
1340 State Route 9
Lake George, NY 12845

Re: \$8,420,000 Bond Anticipation Notes – 2024

Dear Christine:

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

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

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

Sincerely yours,

A handwritten signature in black ink that reads 'Richard R. Tortora'. The signature is written in a cursive, flowing style.

Richard R. Tortora
President



Independent Financial Advisors
 11 Grace Avenue, Suite 308
 Great Neck, NY 11021

Invoice
 # 2919

5/22/2024

Bill To	
Ms. Christine Norton Treasurer County of Warren 1340 State Route 9 Lake George, NY 12845	
Description	Amount
\$8,420,000 Bond Anticipation Notes – 2024	6,500.00
Total:	\$6,500.00

www.capmark.org

Phone 516-487-9815

Fax 516-487-2575

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: Information Technology

DATE: May 2024

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:
Board of Elections A.1450.220.1 \$20,000

(c) Previous Resolution Number: **N/A**

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **A.895.00 Computer Reserve Fund**

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

* as listed in budget and LOGOS



INTERNSHIP AFFILIATION AGREEMENT BETWEEN
COUNTY OF WARREN AND
ADIRONDACK COMMUNITY COLLEGE

This Agreement is made by and between _____, with its office(s) located at _____ (hereinafter referred to as "HOST") and Adirondack Community College, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at 640 Bay Road Queensbury, NY (hereinafter referred to as "College" or "SUNY Adirondack").

WHEREAS, the College has undertaken an educational program in the discipline of applied learning; and

WHEREAS, the College and HOST desire to have an association for the purpose of carrying out said educational program.

NOW, THEREFORE, it is agreed that:

1. The College shall assume full responsibility for planning and executing its educational program in applied learning including programming, administration, curriculum content, faculty appointments, faculty administration, and the requirements for matriculation, promotion, and graduation, and shall bear all costs and expenses in connection therewith. The College further agrees to coordinate the program with HOST's designee.
2. Prior to the commencement of each internship placement, the Internship Faculty of the College shall ensure that a completed Student Internship Site Agreement, (the form template of which is attached hereto), has been executed by the Student, HOST and the College in duplicate. One executed original shall be provided to the HOST and one retained by the College. The Internship Faculty shall additionally ensure that the Student Internship Confidentiality and Outline of Rights Agreement, a form copy of which is also annexed hereto, has been agreed to by the Student through the Banner Registration System of the College. The STUDENT will also be required to agree to comply with HOST's standard employee Confidentiality Agreement should the HOST have one.
3. The HOST agrees to provide copies of any pertinent documentation it requires and required by the College to the College through the Internship Faculty in a timely manner. Such documentation may include, but is not limited to, non-disclosure agreements, liability waivers,

certificates or proof of insurance, etc., to be kept with this agreement. The Internship Faculty shall file all of such documents with the Office of Continuing Education of the College.

4. The College shall be responsible for assigning students to the HOST for the internship program, subject to the HOST's acceptance of the student's internship application. HOST acknowledges that it will be informed by the Internship Faculty of the scope and character of the internship activities to be undertaken by the HOST at its site as is specified in the Student Internship Site Agreement. If the Student is accepted by the HOST, it acknowledges they will provide assignments to complement the student's academic program that will enhance the student's skills and experience. As students are interns in training, they will not be required to sign non-compete agreements with HOST.
5. The College, at its sole cost and expense, shall provide faculty that will be assigned for the teaching and supervision of students assigned to the HOST for the internship program ("Internship Faculty"). HOST is willing and able to work with such Internship Faculty to complete the process of this academic and applied learning endeavor.
6. The College agrees that at all times students are subject to the supervision of the HOST, while at the HOST workplace, and if working off-premises for the HOST during designated work time hours. The students shall be and are considered part of the HOST's workforce for purposes of access to and disclosure of protected health information ("PHI") as defined by 45 CFR 164.501. In addition to all HOST policies and practices, College shall inform students and faculty that they must comply with all rules applicable to both students and faculty while at the HOST's facility, and that failure to comply shall constitute a cause for terminating such student's assignment with the HOST. The HOST will provide copies of, or access to, all policies and procedures to the Student and the Internship Faculty prior to the commencement of the Internship. The College and HOST agree to cooperate with one another's operational, regulatory, licensure and accreditation requirements, including, but not limited to, related surveys, audits, and other reviews.
7. Students and Internship Faculty shall respect the confidential nature of all information that they have access to in accordance with the policies and procedures of the College and the HOST. The HOST acknowledges that the College is an agency of the State of New York, and as such, any and all agreements to which the College is a party are considered public record and subject to disclosure under the New York State Freedom of Information Law ("FOIL").
8. The HOST may terminate any student's assignment from the HOST when a student is unacceptable to the HOST for reasons of health, performance, or which, in the HOST's reasonable judgment, cause the continued presence of such student at the HOST not to be in the best interest of the HOST and/or the Student. Any such action will be reported by the HOST to the College in writing to the Internship Faculty, within two (2) days of such termination. College may also terminate Student's Internship and shall inform HOST of such termination with two (2) days thereof.
9. The HOST, as it deems necessary and proper, shall make available for student experience classrooms and other facilities, including equipment and supplies, libraries, and cafeteria

facilities, consistent with its current policies of availability. The HOST shall also provide orientation for the College faculty and students if deemed necessary by the Internship Faculty.

10. The HOST shall have no responsibility for the transportation of students.
11. The HOST acknowledges coverage of the Student under the HOST's Worker's Compensation Insurance (unless the HOST is a 501(c) (3) organization, see paragraph 21 for additional information required).
12. Each party hereby agrees to indemnify, defend, save and hold harmless the other party, their respective partners, agents, officers, directors, trustees, employees, and representatives, from and against any and all claims, losses, damages, liabilities, and expenses, including without limitation, reasonable attorney's fees and expenses, arising out of the willful acts or negligent acts or omissions of the other party in connection with, arising or alleged to arise from, wholly or in part, from this Agreement. HOST shall provide a copy of its liability and Workers Compensation Coverage to the College prior to the commencement of any internship. The HOST agrees to notify the College in writing of the cancellation, modification, or non-renewal of any insurance coverage no less than 30 days prior thereto.
13. College shall maintain during the term of this Agreement liability insurance, in amounts not less than \$3,000,000 for bodily injury and property damage combined single limit. The persons insured under such policy or policies shall be the students of the College with respect to liability arising out of their participation in the program carried out under this Agreement. The HOST acknowledges that the College's faculty members are covered by the defense and indemnification provisions of section 17 of the Public Officers Law with respect to liability arising out of their participation in the program carried out under this Agreement. The College agrees to notify the HOST in writing of the cancellation, modification or non-renewal of any insurance coverage no less than 30 days prior thereto. Notwithstanding the foregoing, the HOST shall remain liable for direct damages resulting from its negligence, acts or omissions.
14. It is mutually agreed that neither party shall discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, gender expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, or criminal conviction pursuant to Article 23-A of the New York State Corrections Law.
15. In accordance with the provisions of the Family Educational Rights and Privacy Act ("FERPA"), in order for the College to share information about the student from the student's educational records, the HOST must agree not to disclose the information to a third party without the student's consent, and to use the information only for the purposes for which it was disclosed. Notwithstanding anything to the contrary herein, the STUDENT may be treated as a contingent employee of HOST during the term of the Internship. As such, data related to the STUDENT's employment by HOST will be treated in the same manner as other employees similarly situated.

16. This agreement shall be governed by the laws of the State of New York without regard to conflict of law provisions. Any dispute arising under this Agreement shall be resolved in a court of competent jurisdiction in Warren County, New York. This Agreement contains the entire understanding of the parties with respect to the matters contained herein.
17. Each Party agrees that its officers, employees, and agents are not to be considered agents or employees of the other Party for any purpose whatsoever.
18. This Agreement or any of its provisions shall not be assigned, delegated, transferred, conveyed, sublet, or otherwise disposed of without the prior written consents of the College and HOST, not to be unreasonably withheld, and any attempts to assign, delegate, transfer, convey, sublet, or otherwise dispose of this Agreement without said written consents shall be null and void. However, either Party may assign this Agreement to U.S. based affiliates upon written notice.
19. The effective date of this Agreement shall be the date of execution and shall continue in full force and effect **for a five-year period**, or until terminated as set forth in this paragraph. This Agreement may be terminated by either party upon thirty (30) days written notice to the other, provided, however, that no such termination shall take effect until the students already placed in the program have completed their scheduled internship program. Notwithstanding the ability for either party to terminate this agreement as provided for above, the terms of this agreement as it relates to any confidentiality requirements, or responsibility for any costs incurred, shall survive its termination or expiration.
20. Any notifications under this Agreement shall be delivered by hand or served by certified mail return receipt requested and shall be deemed served three (3) calendar days after deposit into an official receptacle for the United States Postal Service. Notifications shall be served as follows:
- | | |
|---|--|
| <p>To the HOST
 County Administrator
 County of Warren
 1340 State Route 9
 Lake George, NY 12845</p> | <p>To the COLLEGE
 SUNY Adirondack
 Office of Continuing Education
 640 Bay Road
 Queensbury, NY 12804</p> |
|---|--|
21. If this is an unpaid internship, HOST, Student, and the College agree that there will be no monetary compensation or benefits pursuant to this Agreement. An unpaid student intern providing services to a for-profit business, a nonprofit, or a government entity is generally considered to be an employee of that organization and should be covered under that organization's workers' compensation insurance policy. Worker's Compensation Law Judges have ruled that the training received by student interns constitutes compensation (even though the student interns may not be receiving actual "cash payments" for their efforts). Exception: student interns (paid or unpaid) providing non-manual services to a religious, charitable, or educational institution (covered under Section 501(c)(3) of the IRS tax code) are exempt from

mandatory coverage on the HOST's behalf. In this scenario, the organization will provide a copy of the Internal Revenue Service 501(c)(3) Determination Letter to the Internship Faculty to be filed with the Office of Continuing Education prior to the commencement of the internship and the student will be covered under the College's policy.

22. If this is a patient-based internship, the College and HOST acknowledge that students and faculty may access patients' protected health information for educational purposes at the Site and as permitted by HIPAA, and the HOST. Information removed from the Site for educational use must be appropriately de-identified as that term is defined in 45 CFR 164.514. Information removed for other purposes as permitted by HIPAA must be removed in a manner approved in writing by the Site prior to removal. Identifiable information removed as permitted by HIPAA may not be used beyond the original purpose unless appropriately de-identified as that term is defined in 45 CFR 164.514. Identifiable information as removed by HIPAA must be destroyed or rendered de-identifiable as soon as practicable once the original purpose for the removal has been satisfied.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the dates set forth below:

HOST: _____

By: _____	_____
Signature	Date
_____	_____
Print Name	Title

Adirondack Community College

By: _____	_____
Signature	Date
Diane Wildey	Associate VP for Academic Affairs

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Planning****DATE: 5/28/2024**

- (a) Title of Requested Position: **Principal Planner 2**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$81,644 (Grade 14)**
- (c) Effective Date for New Position:* **5/28/2024**
*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):
Assistant County Planner, \$78,367.00
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
8021
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
No
- (h) Is there expected revenue from this position? If so, please explain:
No

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Treasurer****DATE: May 23, 2024**

- (a) Title of Requested Position: **Principal Account Clerk - Temp**
- (b) Annual **Base** Salary (and Grade if Applicable): **Base - \$22.92/hour, Grade 10**
We would like to pay Current - \$28.68/hour, Grade 10
- (c) Effective Date for New Position*: **June 24, 2024 to August 30, 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): **None**
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount: **A.1325 130, County Treasurer, Salaries-Part Time, \$9,176.00**
- (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:

PRINCIPAL ACCOUNT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position is responsible for independently performing difficult and complex account-keeping functions and/or planning, assigning and supervising major account-keeping activities for a municipal office. The work is performed under general supervision in accordance with outlined policies or procedures allowing for independent judgment in planning and carrying out the details of the work. Difficult technical or policy problems are referred to a supervisor for decision making or review of recommendations. Supervision may be exercised over the work of clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns, reviews and/or performs the processes relating to maintaining and checking a wide variety of financial records and reports;

Oversees and assists in the classification of a complex variety of receipts and expenditures and the distribution of costs according to prescribed processes and codes;

Directs and/or performs the audit of varied accounts, claims and records and the preparation of reports thereon;

Directs and/or performs the compilation, preparation and analysis of a variety of complex financial and statistical records and reports;

Assists in the preparation of annual operating budgets and ensures the maintenance of necessary financial controls;

Oversees and/or performs the processes related to receiving and accounting for large amounts of money in payment for a variety of bills, taxes and related obligations;

Revises, systematizes and installs account-keeping methods and procedures;

Reconciles ledgers of revenue received with bank statements;

May oversee or participate in the preparation of payroll data for compilation and processing;

May oversee or participate in the preparation of purchase orders and vendor bid processes;

May supervise clerical staff and/or instruct employees in the specialized details of the work;

Conducts correspondence in connection with financial matters;

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

Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of current methods used in keeping and checking financial records and reports;

Thorough knowledge of office terminology, procedures and equipment;

Thorough knowledge of business English;

Good knowledge of current general and government accounting;

Proficiency in the use of computer applications such as spreadsheets, word processing, calendar, e-mail and computer applications used for accounting and financial management;

Ability to plan, assign and supervise the work of account-keeping and clerical assistants;

Ability to understand and carry out complex oral and written directions;

Ability to make arithmetic computations rapidly and accurately;

Ability to prepare correspondence and reports;

Ability to secure the cooperation of others;

Ability to deal effectively with the public;

Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations;

Sound judgment in solving complex account-keeping problems;

A high degree of accuracy, initiative and resourcefulness;

Initiative, tact; courtesy; integrity.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree or higher in accounting, finance, business administration or related field; or
- B) Associate's degree in accounting, finance, business administration or related field and two (2) years of progressively responsible experience in maintaining financial accounts and records; or
- C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of progressively responsible experience in maintaining financial accounts and records.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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

DEPARTMENT NAME: County Clerk

DATE: 5/14/2024

- (a) Title of Requested Position: **Pistol Permit Clerk**
- (b) Annual **Base** Salary (and Grade if Applicable): **44,729 ; Grade 8**
- (c) Effective Date for New Position*: **7/1/2024**
**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):
N/A
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
- (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:

PISTOL PERMIT CLERK

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs a variety of clerical tasks relating to the processing of pistol permit applications and related recordkeeping maintenance. Additionally, the incumbent may perform assigned tasks involving other legal recording matters/duties in the County Clerk's Office. The work is performed under a higher-level supervisor allowing for independent judgment in accordance with prescribed policies and procedures. Incumbents may also lead and guide lower level clerical staff in the performance of described tasks or specialized projects. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs tasks relating to processing of applications for pistol permits and related recordkeeping processes/maintenance;
 Prepares and types correspondence and reports, makes appointments, sets up calendar dates, receives phone calls and other routine office tasks;
 Assists applicants in completing the application and answers questions about the application;
 Interviews applicants, collects fees, performs applicant fingerprinting and photo-taking tasks;
 Inputs and enters pistol permit data and information into a computerized records system;
 Prepares and submits files/documents for Sheriff's Office review, investigation, approval and/or disapproval;
 Inputs and maintains records of all pistol permit processes performed for each applicant;
 Advises interested parties about pistol permit issuance procedures by telephone or written correspondence;
 Maintains records of all pistol permits issues and all changes in pistol ownership;
 Prepares reports relating to pistol permit issuance;
 Participates in the entry and maintenance of all pistol permit data and information into a computerized records system;
 Tracks a variety of Pistol Permit application process requirements, documents progress relating to each requirement and reports problems to supervisor;
 Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Performs tasks relating to other legal recording matters and duties in the County Clerk's Office.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the law and regulations governing the issuance of pistol permits;
 Good knowledge of business arithmetic and English;
 Ability to understand and carry out complex written and oral instructions;
 Ability to handle administrative details independently;
 Ability to establish and maintain effective working relationships;
 Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;
 Ability to maintain confidentiality of sensitive information, cases and files;
 Accuracy; dependability, tact and courtesy.

MINIMUM QUALIFICATIONS:

- 1) Bachelor's degree in business administration, paralegal studies, criminal justice or related field;
- 2) Associate's degree in business administration, paralegal studies, criminal justice or related field and one year of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position; or
- 3) Graduation from high school or a high school equivalency diploma and three years of office clerical experience which shall have included maintaining electronic records or spreadsheet applications as a major function of the position.

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: 5/30/24

- (a) Purpose of Request: **Authorize the County Attorney to negotiate, settle and bind all pending claims in the matters of *Warren County v. Continental Insurance & Michael Easterbrooks and Warren County v. Continental Insurance & John David Smith* and to authorize the Chair of the Board of Supervisors to sign settlement documents**
- (b) Details: **Authorize the County Attorney to conduct settlement discussions with Defendant, through Defendant's counsel, to settle all pending claims**
- (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