

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

JULY 3, 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 rescind Resolution No. 73 of 2020, “*Authorizing the Use of Paid Administrative Leave in the Event of a Medical Quarantine for Disease Prevention*”, due to the State requirement being eliminated as of July 31, 2024.
 - 3) **Request/Item to be Discussed by the Information Technology Director (Mike Colvin, Director):**

Request to appropriate \$160,000 from Budget Code A.895.00, *Computer Reserve Fund*, to Budget Code A.1680.220.1, *Information Technology, Office Equipment-Reserve*, to cover the cost of purchasing computers and related equipment and software.
 - 4) **Referrals from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**

Public Defender (Gregory Canale, Public Defender) -
 - A) Request to amend the Table of Organization & Salary Schedule to decrease the annual salary of 8th Assistant Public Defender from \$96,936 to \$81,921, effective July 22, 2024.
 - B) Request to amend the Table of Organization & Salary Schedule to create the new position of 13th Assistant Public Defender, Annual Salary \$89,318, effective July 22, 2024.
 - 5) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Etu):**

Workforce Development (Liza Ochsendorf, Director) -

Request to amend the Table of Organization & Salary Schedule to create the new position of Fiscal Manager, *Annual Salary \$70,401*, and delete the position of Employment & Training Account Manager, *Grade 13, Base Annual Salary \$61,136*, effective July 22, 2024. **Note: Personnel Officer objects to the new position title and has not approved.**
 - 6) **Referrals from the Health Services Committee (Chaired by Supervisor Strainer):**

Public Health (Ginelle Jones, Director, Public Health/Patient Services) -
 - A) Request to amend the Table of Organization and Salary Schedule to decrease the annual salary of the Public Health Program Coordinator position from \$66,055.08 to \$0.00, effective August 12, 2024.
 - B) Request to amend the Table of Organization & Salary Schedule to increase the annual salary of the Public Health Manager position from \$0.00 to \$71,535, and to transfer the position from Prevention Program (A.4018.110) to Health Education (A.4018.0040.110), effective August 12, 2024.
 - C) Request to amend the Table of Organization & Salary Schedule to create the new position of Early Intervention Service Coordinator #1, *Grade 18, Base Annual Salary \$68,806*, and delete the positions of Early Intervention Service Coordinator Per Diem (10 hrs/week), *Grade 18, Base Annual Salary \$14,377*, and Early Intervention Service Coordinator #3 (Part-Time 30 hrs/week), *Grade 18, Base Annual Salary \$51,611*, effective September 1, 2024.
 - 7) **Referral from the Public Works Committee (Chaired by Supervisor Conover):**

Department of Public Works (Kevin Hajos, Superintendent) -

Request to amend Resolution No. 167 of 2024, “*Amending Table of Organization and Warren County Salary and Compensation Plan for 2024 to create Positions within the Department of Public Works*”, to delete the position of Fiscal Manager #2, *Annual Salary \$65,807 - \$73,327*.
 - 8) **Request/Item to be Discussed by the Clerk of the Board (Amanda Allen, Clerk):**

Request for a transfer of funds in the amount of \$4,910.92 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 an unanticipated bill from Fitzgerald Morris Baker Firth, P.C. for 2023 Bond services.

CONTINUED

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

Action Agenda/New Business Items:

1. **Request:** Transfer of funds in the amount of \$40,460.56 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to Budget Code A.1325 419, *County Treasurer, Settlements*, to pay two defendants in the matter of Cynthia Rich, et al v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
2. **Request:** Create Part-Time Position of Property & Casualty Risk Manager
Reason: To develop, implement and manage County-wide risk management process and programming to reduce loss-related costs and increase County's insurance rating to reduce future premium costs.
3. **Request:** Transfer of funds totaling \$37,220.75 from Budget Code A.1990 469, *Contingent Account - Other Payments/Contributions*, to the various Budget Codes within the County Attorney's Departmental Budget.
Reason: To fund position through remainder of 2024.

Discussion Items:

1. **2024 Tax Foreclosure Lawsuit:**

- a. Lawsuit filed March 4, 2024 against 286 parcels of real property
- b. March 2024 mailing: 760 interest parties received notice by mail.
- c. As of June 27, 2024: 123 parcels remain subject to foreclosure.
- d. Last day to Redeem: July 12, 2024

2. **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, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below:

a. **Lawsuits without Insurance Coverage:**

1. Michael Easterbrooks v. Schenectady County, et al, Albany County Index No. 907013-2021, filed August 10, 2021.
2. Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021.
3. Warren County v. Continental Insurance & Michael Easterbrooks, NDNY 1:22-cv-328, filed February 1, 2022.
4. Warren County v. Continental Insurance & John David Smith, NDNY 1:22-cv-431, filed April 1, 2022.
5. Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022.
6. 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.
 - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.

b. **Lawsuits covered by Insurance:**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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. Dismissed without prejudice: May 21, 2024. June 4, 2024: Notice of Appeal filed.
8. Nicholas Oudekerk v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.

c. Notice of Claims & Administrative Complaints:

1. Notice of Claim served February 22, 2024: Christian Gottschalt & Kimberlee Gottschalt. Date of Loss alleged: November 29, 2023.
2. Notice of Claim served March 7, 2024: Ethan Smith and Jennifer Dees. Date of Loss alleged: November 8, 2023 through March 1, 2024.
3. Notice of Claim served March 27, 2024: Irene Esposito. Date of Loss alleged January 13, 2024.
4. 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.
5. 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:

No Items this Month.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2024 - NOTICE OF INTENT TO FILL TRACKING

ITEM 2A

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	6/1/2024	Mattison	\$38,447.00	\$ -	\$ (1,214.00)
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	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)
3/4/2024	Countryside	Institutional Aide Per Diem	N/A	O	N/A	\$ 47,031.00	vacant				

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

2024 - NOTICE OF INTENT TO FILL TRACKING

ITEM 2A

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
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	6/17/2024	Pratt	\$38,447.00	\$ -	\$ -
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	6/3/2024	Smith	\$48,983.00	\$ -	\$ 6,650.00
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	6/10/2024	Dong	\$45,372.00	\$ 643.00	\$ (2,076.00)
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	6/10/2024	Gallup	\$38,447.00	\$ -	\$ -
4/24/2024	Social Services	Intake Clerk # 8 (2660)	Wick	PR	\$ 39,089.00	\$ 38,447.00	6/3/2024	Dezalia	\$38,447.00	\$ -	\$ (642.00)
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		5/30/2024	Florio	17.4721/HR	\$ -	\$ -
5/10/2024	DPW	MEO (M) #4 (1254)	Moulton	RS	\$ 46,734.00	\$ 46,090.00	6/3/2024	Carpenter	\$46,090.00	\$ -	\$ (644.00)
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
5/22/2024	Countryside	Institutional Aide # 2 PT (1894)	Yetto	RS	\$ 29,596.00	\$ 36,995.00	6/4/2024	Romano	\$29,596.00	\$ (7,399.00)	\$ -

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

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: June 25, 2024

- (a) Purpose of Request: **To request to rescind Resolution 73 of 2020**
- (b) Details: **The NYS requirement for paid covid leave is ending 7/31/2024. This resolution authorizes the County to pay as required by NYS, so can now be rescinded effective 8/1/2024.**
- (c) Previous Resolution Number: **Res. 73 of 2020**
- (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

Warren County Board of Supervisors

RESOLUTION NO. 73 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS SIMPSON, GERAGHTY, FRASIER, BRAYMER, CONOVER, MAGOWAN, MCDEVITT, MERLINO AND WILD

AUTHORIZING THE USE OF PAID ADMINISTRATIVE LEAVE IN THE EVENT OF A MEDICAL QUARANTINE FOR DISEASE PREVENTION

WHEREAS, the County Administrator has requested to allow paid time off for those quarantined pursuant to the order of a public health agency, in the interest of disease prevention, and

WHEREAS, a paid administrative leave code already exists in the payroll system, and

WHEREAS, the Personnel & Administration Committee has approved this request, now, therefore,
be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the use of paid administrative leave in the event a county employee has been quarantined by a public health agency, in the interest of disease prevention, and be it further

RESOLVED, that this resolution be retroactive to January 1, 2020.

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: July 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:

Information Technology	A.1680.220.1	\$160,000
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(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

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Employee Name, Title and Employee No.:
VACANT - Assistant Public Defender (8)
- (b) Current Annual **Base** Salary (and Grade if Applicable):
\$81,921
- (c) Former Annual **Base** Salary (and Grade if Applicable):
\$96,936
- (d) Effective Date for Salary Change*:
**Please do not backdate request unless the purpose is to correct an error*
7/22/2024
- (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:
- (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:
(decrease)
- (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
Revenue already recognized
- (h) Justification of Request:

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

DEPARTMENT NAME: Warren County Public Defender's Office

DATE: 6/25/2024

- (a) Title of Requested Position: **Assistant Public Defender (13)**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$89,318**
- (c) Effective Date for New Position*: **7/22/2024**
*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):
n/a
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1171 4202 110
- (f) Is a Budget Transfer needed? YES NO
If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
If yes, please explain:
Hurrell-Harring mandated Caseload Requirements
- (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:
Hurrell-Harring Contract Funding

ASSISTANT PUBLIC DEFENDER

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Office of the Public Defender. The work involves responsibility for representing indigent defendants as assigned by the Public Defender. Duties include representation of the defendant through every stage of proceedings following arrest through and including any appeals. In addition to actual representation, the Assistant Public Defender assists the Public Defender in the investigation, preparation, conduct and appeal in various court and legal proceedings involving indigent defendants. The work is performed under the general supervision of the Public Defender with wide leeway allowed for the exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Represents and counsels defendants at every stage of proceedings following arrest;
 Initiates such proceedings as are necessary to protect the rights of the accused;
 Assists the Public Defender in the preparation of various court proceedings;
 Confers with defendants, law enforcement personnel, judges, and District Attorney's staff concerning cases;
 Investigates respondent's financial status in family court support matters;
 Prepares cases for trial by responding to motions, preparing for hearings, evaluation case, plea-bargaining and discussing case with District Attorney staff in criminal cases and with attorney for the other party in family court cases;
 Prepares all pleadings, including petitions, answers, discovery demands, motions and orders in Family Court matters;
 Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial charges by judge, prepares witnesses for trial and develops trial strategy;
 Supervises clerical staff in connection with the preparation of cases and the maintenance of appropriate records;
 Tries cases, including jury selection, presentment of cases, questions witnesses at trial, preparing opening statements and preparing closing summations;
 May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in Superior Court;
 May handle appeals by preparing brief, arguing appeal in the Appellate Division, seeking permission of Court of Appeals if not a matter of right, and arguing the appeal in the Court of Appeals.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of NYS and Federal criminal law, New York Family Court Act and court proceedings;
 Good knowledge of judicial procedures and rules of evidence;
 Ability to interpret and work with New York State and Federal criminal code;
 Ability to communicate effectively both orally and in writing;
 Ability to reason quickly and logically in stressful situations;
 Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;
 Ability to analyze and organize facts effectively; ability to prepare for and present cases in court;
 Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: At the time of appointment, possession of a license to practice law in the State of New York.

SPECIAL REQUIREMENT: Possession of an appropriate NYS motor vehicle license at the time of appointment or otherwise demonstrate an ability to meet the transportation needs of the position.

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: Workforce Development****DATE: 06/28/2024**

- (a) Title of Requested Position: **Fiscal Manager**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$70,401 Out of Unit Grade 12**
- (c) Effective Date for New Position*: **July 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):
Employment & Training Account Manager \$61,136 In Unit Grade 13
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
40.6293.0300 110 40.6293.0313 110
40.6293.0305 110 40.6293.0310 110
- (f) Is a Budget Transfer needed? YES NO
 If yes, please complete Resolution Request Form No. 10 – Transfer of Funds
 If no, please provide details on how the increase will be funded with the current budget:
- (g) Has Personnel Officer Reviewed and Approved of the New Position Title? YES NO
*(This is necessary **BEFORE** bringing the request to committee)*
- (h) Is this a mandated position? YES NO
 If yes, please explain:
WIOA requires a designated person for fiscal operations
- (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:

FISCAL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for overseeing and coordinating the accounting and fiscal management functions of a department. Duties involve responsibility for the performance of moderately complex, professional accounting and related fiscal administrative tasks in development, examination, review or analysis activities related to fiscal management of funds and expenditures. The work is performed under administrative direction of the department head. The work entails responsibility for independently maintaining all accounts in proper balance and for furnishing periodic financial statements. Supervision is exercised over the work of clerical employees engaged in account keeping and financial administration activities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops an annual budget in conjunction with department head and division heads for the department;
 Oversees processing of payments to vendors, including quotes, purchase orders, encumbrances and proper coding according to county, state and federal requirements;
 Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of the agencies financial transactions;
 Contacts various federal, state and local representatives regarding program funding and fiscal affairs;
 Oversees and supervises subordinate staff engaged in a variety of financial operations;
 Prepares and/or supervises the preparation of reports;
 Responds to a variety of correspondence regarding fiscal matters of the department.
 May perform duties within the scope of the Fiscal Manager title in matters relating to County nursing home operations and/or close-out interests.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques including budgeting and appropriation practices;
 Good knowledge of methods used in keeping financial accounts and records;
 Good knowledge of modern fiscal terminology, practices and procedures;
 Ability to acquire a working knowledge of agency affairs related to fiscal management;
 Ability to prepare complete and accurate financial reports and statements;
 Ability to plan and supervise the work of others;
 Ability to get along well with others;
 Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree or higher in accounting, business administration or closely related field and two (2) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- B) Associate's degree in the areas defined in (A) above and four (4) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management, or
- D) An equivalent combination of training and experience as defined by the limits of (A) or (B).

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

WC: Amended, 4.19.06, 3.9.15

JC: Competitive

Format Update 2022

EMPLOYMENT AND TRAINING ACCOUNT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Oversees, coordinates, and has charge of the accounting functions of a local Employment and Training Program. These duties involve responsibility for the performance of moderately complex professional accounting and related tasks in development, examination, review or analysis activities related to the accounting functions of Employment and Training Agency funds and expenditures. The work is performed under administrative direction of the Employment and Training Director or other high-level agency administrator. The work entails responsibility for maintaining all Employment and Training accounts in proper balance and for furnishing periodic financial statements. In addition, depending upon whether the Employment and Training Agency subcontracts portions of the program, the position may involve auditing accounts of sub-grantees for compliance with applicable laws, rules and regulations. An incumbent of this position does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Devises and oversees accounting and auditing systems and procedures to provide complete and accurate records of Employment and Training Agency financial transactions;

Contacts various Federal, State, and local representatives regarding Program funding and fiscal affairs;

May oversee and supervise subordinate staff engaged in a variety of financial operations;

Advises agency employees and sub-contractors of current fiscal requirements and reporting;

Keeps ledger and journal accounts, takes trial balances and reconciles bank statements and accounts;

Oversees and coordinates the agency payroll functions for staff and/or clients;

Oversees the administration of rules on vacation and sick leave and keeps appropriate records;

May perform cost analyses to aid in program effectiveness and efficiency;

Implements and oversees Employment and Training accounting and financial transactions to ensure compliance with Federal and State fiscal regulations;

May audit program agent or sub-contract accounts to ensure proper expenditures control of programs funds;

Prepares required fiscal records and reports.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern general and governmental accounting, fiscal and auditing procedures and techniques, including budgeting and appropriation practices;

Good knowledge of methods used in keeping financial accounts and records;

Good knowledge of modern fiscal terminology, practices and procedures;

Ability to acquire a working knowledge of agency affairs related to accounting;

Ability to prepare complete and accurate financial reports and statements;

Ability to plan and supervise the work of others;

Ability to get along well with others;

Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS:

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

- A) Bachelor's Degree in accounting, business administration, economics or other directly related field specifically structured to prepare individuals for work involving accounting, auditing, budgeting and other fiscal related responsibilities; or
- B) Associate's Degree as defined by (A) above and two (2) years of progressively responsible accounting experience; or
- C) Four (4) years of progressively responsible accounting experience.

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

WC: Adopted, 11.17.10

JC: Competitive

Format Update 2022

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: Health Services

DATE: June 25, 2024

- (a) **Purpose of Request: To amend the Health Services Table of Organization to reduce the salary of the Public Health Program Coordinator (Grade 18 , Step 5) from \$66,055.08 to \$0, effective August 12, 2024. (Will utilize this salary to fund Public Health Program Manager position, which is currently unfunded)**
- (b) **Details: Requesting to defund the Public Health Program Coordinator position and fund the Public Health Program Manager position. The WIC Coordinator resigned, effective 6/14/2024. The PH Program Coordinator has been asked to manage the WIC program in addition to the other public health programs.**
- (c) **Previous Resolution Number: N/A**
- (d) **Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: Currently PH Program Coordinator is in Health Education Full Time Salaries (A.4018.0040.110). Requesting to unfund this position (keep title/position, not delete) and keep funds in this line to fund Public Health Program Manager, which will be moved to this code.**

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: Health Services

DATE: June 25, 2024

- (a) Purpose of Request: **To amend the Health Services Table of Organization to increase the funding of the Public Health Manager position from \$0 to \$71, 535 (Grade 21, Step 5) and move the position from Preventive Program Full Time Salary (A. 4018.110) to Health education Full Time Salary (A.4018.0040.110), effective August 12, 2024.**
- (b) Details: **The incumbent in the Public Health Program Coordinator position is being asked to manage the WIC program, due to the WIC Coordinator leaving. These duties will increase the scope of the duties and be in addition to current responsibilities.
The Public Health Program Manager is currently unfunded and in the Preventive Program line.
Plan to defund the Public Health Program Coordinator position and utilize funding to fund the Public Health Program Manager position.**
- (c) Previous Resolution Number: **NA**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: **Public Health Program Manager will move from Preventive Program Full Time Salary (A.4018.110) to Health Education Full Time Salary (A.4018.0040.110).**
- (e) **The Public Health Program Manager (Grade 21, Step 5), will be funded 60% Health Education Full Time Salary (A.4018.0040.110), which is eligible for State Aid, and 40 % WIC Full Time Salary (A. 4013.110), which is fully funded by the WIC grant.**

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

* as listed in budget and LOGOS

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

DEPARTMENT NAME: Health Services

DATE: June 25, 2025

- (a) Title of Requested Position: **Early Intervention Service Coordinator #1**
- (b) Annual Base Salary (and Grade if Applicable): **\$68,806 - Grade 18 Step 11 (9/1/2024)**
- (c) Effective Date for New Position*: **9/1/2024**
**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):
EI Service Coordinator Per Diem (10 hrs/week) \$14,377(Grade 18, Step 0/Entry)
EI Service Coordinator #3 (Part Time 30 hrs/week) \$51,611 (Grade 18, Step 10)
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
Refer to (f) and (h) below. Transfer is needed.
After transfer, funds will be in A.4018.0020.110 Family Health Full Time Salaries and A.4054.110 Preschool Full Time Salaries
- (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:
Amendment not needed as the 10 hr and 30 hr positions are being deleted and the current revenue from those positions will match the anticipated revenue from the new 40 hr position.

EARLY INTERVENTION SERVICE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position identifies, provides, teaches and oversees service delivery to those children from birth through five years of age eligible for and/or receiving specialized health and/or educational or human services. Duties include working closely with these children and their families and those service providers involved in providing care. The incumbent plans for coordination, health, educational and/or social services for all children/families in her/his caseload. This Coordinator also counsels, provides emotional support to families and may refer, facilitate, and follow-up service delivery for children and their families to appropriate agencies, schools, or other community services. The work is performed under the supervision of a higher-level supervisor/administrator with leeway allowed for exercising independent judgment in carrying out the work in accordance with established standards, policies and procedures. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in outreach efforts in order to heighten public awareness of children with special health, educational or social needs from birth through five years of age, and to promote the importance of early intervention on problematic situations;

Works closely with currently existing Warren County Public Health Programs: Child Find, Maternal Child Health and Pediatric Home Care to assure appropriate and timely identification of needs, promote assistive services, and follow through for those identified needs/concerns;

Understands financial eligibility requirements and mechanisms for service payment programs and to identify, promote, and advocate for children and families when appropriate;

Develops supportive relationships with high-risk children and families through interviewing skills, intake screening, and assessment procedures;

Assists families in the understanding of the need to recognize, develop and participate in a plan of intervention services for the child;

Functions as the Warren County representative in all County school districts' Committees for Preschool Special Education (CPSE), understands CPSE procedure, and coordinates/facilitates service efforts on an appropriate and timely basis;

Coordinates service care plan with all service providers involved with the child and family to promote effective intervention while considering the uniqueness of each child's and each family's needs;

Maintains essential and timely case records and reports in accordance with client confidentiality requirements;

Works in conjunction with nursing staff to observe, identify and report to physician pertinent information regarding the child's health, i.e. reactions to drugs, and/or treatments, and new or exacerbated health deficits. This may include communicating to the physician social and physical factors in the environment, which impact the child and/or family functioning;

Plans/identifies with the family and other service providers an appropriate care for a child that is feasible within the physical, financial and emotional resources of the family;

Plans a caseload for coordinated service delivery for children/families including maintenance, records for analysis, planning of services, and the establishment of priorities for care;

Guides families toward self-help in the recognition and solution of physical, emotional, educational and environmental problems; Helps the family accept responsibility for the child's care;

Recognizes attitude and cultural patterns that may be potentially detrimental to intervention efforts and helps families to develop attitudes that allow them to optimize use of health, educational or financial intervention programs;

Provides families with information, support and encouragement which allows the opportunity to adopt attitudes and practices that promote health and reduce anxiety, tension and fatigue;

Helps children and families to accept and adjust positively to physical, mental, social and educational limitations;

Consults with other service providing professionals regarding individual case problems as needed;

Facilitates family acceptance of appropriate medical, social, educational and financial services as needed. Interprets extent and limitations of services available. With family permission, arranges referrals and communicates pertinent information to service providers, including the physician;

Reviews individual cases periodically based upon a written plan of care established in conjunction with the family at the time of child/family's initial involvement with the agency and revises the plan as necessary; Enters/submits timely and accurate documentation/reports into NYS Early Intervention program applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of "normal" growth and development in children with ability to communicate these to family as well as other providers of services to the child;

Thorough knowledge and understanding of the following areas;

- i) Infants and toddlers who may be eligible for EI Services;
- ii) State and federal laws and regulations pertaining to the EI program;
- iii) Principles of family centered services;
- iv) The nature and scope of services available under the EI program and the system of payments for services in the state;

Good knowledge of the administrative organization and services provided in various community facilities;

Ability to identify and positively utilize strengths and weaknesses in family functioning and structure;

Skill in interview and assessment techniques with children and adults;

Ability to communicate effectively with children and adults, both verbally and in writing;

Ability to establish and maintain cooperative working relationships with agency staff, as well as other service providers in the community;

Ability to accept and utilize guidance;

Ability to perform duties in accordance with New York State Public Health and Educational Codes.

MINIMUM QUALIFICATIONS:

- A) A license, certification or registration in the field of education; or
- B) Bachelor's degree in a health or human services field and one (1) year of experience coordinating an infant and toddler support services program in a public health or education setting.

SPECIAL REQUIREMENT: Possession of a valid New York State Driver's License is required at time of appointment.

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. 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: DPW

DATE: 6/28/24

- (a) Purpose of Request: To amend Resolution 167 of 2024
- (b) Details: To delete the position of Fiscal Manager #2
- (c) Previous Resolution Number: 167 of 2024

Warren County Board of Supervisors

RESOLUTION No. 167 OF 2024

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

AMENDING TABLE OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2024 TO CREATE POSITIONS WITHIN THE DEPARTMENT OF PUBLIC WORKS

RESOLVED, that the Tables of Organization and the Warren County Salary and Compensation Plan for 2024 are hereby amended as follows:

DEPARTMENT OF PUBLIC WORKS

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>BASE ANNUAL SALARY</u>
A.1490 110	May 17, 2024	\$65,807 - \$73,327
<u>TITLE:</u> Fiscal Manager #2		

<u>Creating Position of:</u>	<u>EFFECTIVE DATE</u>	<u>ANNUAL SALARY</u>
A.1490 130	May 17, 2024	Not to exceed \$14,000
<u>TITLE:</u> Fiscal Manager - Temporary		

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:** JULY 3, 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	\$4,910.92

Please state reason for transfer request: To pay bill from FMPF for 2023 Bond services

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

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

DEPARTMENT NAME: County Attorney

SIGNED:

DATE: July 3, 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.1325 419	County Treasurer, Settlements	\$40,460.56

Please state reason for transfer request:

To pay the settlement in the matter of Cynthia Rich a/k/a Cynthia Mazam, et al v. Warren County, et al, NDNY, Case No. 1:24-cv-00314
Please file original request with Clerk of the Board and retain copy for your records.

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME:** County Attorney**DATE:** 7/3/24

- (a) Title of Requested Position: **Property & Casualty Risk Manager**
- (b) Annual **Base** Salary (and Grade if Applicable): **Not to exceed \$35,000 (20 hrs/wk) Hourly rate, fringe and benefits will be determined prior to the Personnel Committee meeting**
- (c) Effective Date for New Position*: **July 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):
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A.1420 130 Salaries-Part Time
- (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:
General Fund Unappropriated Surplus
- (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:

PROPERTY & CASUALTY RISK MANAGER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position serves as the principal advisor to the County Attorney concerning the identification and measurement of risks of loss, the selection of appropriate risk management techniques to resolve risk exposures, the development and maintenance of an information system, in coordination with existing systems, for timely and accurate recording of losses, claims, and other risk costs, and providing recommendations and guidance to County Departments regarding compliance with all applicable State and Federal Health and Safety Regulations, controlling claim costs, and, when necessary, managing claims as they occur. This is important financial and operational management work which involves direction, control and management of the County's Property and Casualty Insurance, Risk Management, Compliance and Safety programs, except for the County's Self-Insurance program of workers' compensation. The employee also assists in the procurement and administration of the County's property and casualty insurance program with the assistance of the County's insurance broker preparing and obtaining insurance coverage needed by the County. The employee provides workplace risk and safety training related to property and casualty programs, as needed. The work is performed with the highest ethical standards and involves daily contact with confidential information under the general supervision of the County Attorney with discretion allowed for independent judgment. Performs related work designated by the County Attorney as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in the development and manages the implementation of goals, objectives, policies, and priorities for the County's property and casualty insurance programs;
- Evaluates and assesses probability and severity of potential losses to which the County, its employees and/or the general public may be exposed and reports through the County Attorney to the County Departments on methods to avoid or minimize risks;
- Develops programming to implement and monitor County-wide strategies to prevent and minimize losses including the development of programs and trainings regarding regulatory compliance, and property and casualty insurance, safety and risk;
- Works with representatives from County departments to identify and develop risk mitigation strategies for accidental loss to the County's assets including traveling to any or all County work sites as necessary;
- Works in partnership with County officers and employees to identify and resolve compliance, risk and safety related to property and casualty;
- Develops and implements global and department specific workplace risk and safety training in accordance with state and federal regulations;
- Establishes and manages procedures for submission of property and casualty accident reports and handling of claims by County, and performs related duties as required;
- Monitors and evaluates losses, providing verbal and written information to County Attorney and departments to assist with loss reduction efforts;
- Investigates and manages day-to-day requirements of property and casualty accidents, claims, and lawsuits;
- Reviews appropriate contract language for County contractual agreements awarded by County, and recommends insurance coverage for activities proposed by bid requests and requests for proposals;
- Collects, analyzes and distributes information on County's losses to appropriate committees and departments with recommendations for corrective action;
- Prepares and administers with County insurance broker, specifications for insurance proposals to insurance carriers and makes recommendations for placement;
- Allocates property and casualty insurance program costs to County departments and payment of claims;
- Maintains all insurance policies, endorsements and loss runs;
- Works in partnership with appropriate departments to develop security and video surveillance programming for County buildings;
- Advises the County Attorney, and as directed, represents the County's interests on insurance, risk and safety-related legislative and regulatory issues at the state and federal levels;
- Completes and submits periodic and annual reports to State agencies as required by law or special circumstance;
- Serves on various boards, committees and commissions and attends and participates in professional group meetings as a representative of the County;

Assists the departments in preparing budget lines involving property and casualty-related risk and safety costs and claims identifying potential County insurance reserves costs for the budget year;
 Manages daily administration of the County's NYS LENS Program for the County's insurance program and develops and implements fleet safety program.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of Public Entity Insurance;
 Good knowledge of techniques and procedures involved in claims adjustments;
 Good knowledge of laws and ordinances relating to claims filed by or against municipalities;
 Good knowledge of interviewing techniques;
 Good knowledge of methods for conducting investigations and the identification, collection and review of potential evidence;
 Ability to read and understand complex written material;
 Ability to assess evidence and draw factual conclusions;
 Ability to make recommendations for settlement of claims;
 Ability to determine reserves needed for future claims payments;
 Ability to communicate both verbally and in writing;
 Ability to prepare and deliver written and verbal reports to County officers;
 Ability to prepare, originate, organize and conduct training seminars;
 Ability to investigate and advise on execution of appropriate and prescribed personnel disciplinary actions;
 Ability to establish and maintain effective working relationships with officers and employees throughout County;
 Ability to maintain professional relationships and contacts throughout County departments;
 Personal attributes include: Integrity, initiative, sound judgment, ability to work independently and in teams, objectivity, thoroughness, sensitivity to others, and physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS:

- A) Bachelor's degree, certification as Associate in Risk Management (ARM), and FIVE (5) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administration; or
- B) Associate's degree, certification as Associate in Risk Management (ARM), and SEVEN (7) YEARS of experience involving commercial property and casualty insurance, risk management techniques and safety administration.

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.

NOTE: Possession of the designation for Chartered Property Casualty Underwriters (CPCU) may be substituted for two (2) years of experience.

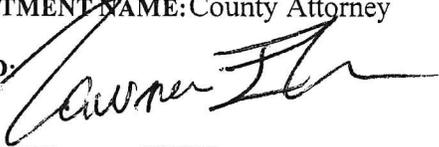
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

TO: AMANDA ALLEN, CLERK, WARREN COUNTY BOARD OF SUPERVISORS

DEPARTMENT NAME: County Attorney

SIGNED:



DATE: 7/3/24

<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-	A.1420 130	Salaries - Part Time	\$35,000.00
		A.1420 830	Social Security	\$2,170.00
		A.1420 831	Medicare	50.75

Other Payments/Contributions

Please state reason for transfer request: To fund the position of Property & Casualty Risk Manager

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

FISCAL COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position oversees the accounting and financial management functions of a municipal department. Areas of responsibility include fiscal management, budget preparation, accounts payable, accounts receivable, purchasing, cost analysis and program/grant contract monitoring. The work is performed under the general supervision of the department head. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Oversees and participates in department's fiscal and accounting processes including fiscal control of program and/or grant funds, accounts payable, accounts receivable and purchasing;

Prepares vouchers, purchase orders, encumbrances and other fiscal documents relating to all applicable Federal, State and locally-funded programs and/or grants with accuracy to ensure maximum appropriations of charges;

Maintains and reconciles ledgers of revenues received with bank statements;

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

Performs all support functions in the preparation of the department's budget, including data collection, preparation of budget forms, reconciliation, analysis and summaries;

Assists and advises department head in formulating, administering and assessing policies relating to fiscal administration of the budget, program expenses and agency procedures;

Prepares departmental financial reports and correspondence; Monitors contracts and service agreements;

Monitors agency adherence to regulations regarding the disbursement of Federal, State and locally-funded programs and/or grants;

Communicates with various Federal, State and local representatives regarding program funding and fiscal affairs within scope of responsibility;

Performs all work related to the efficient execution of the accounting functions of the agency;

Resourcefulness in resolving varied administration problems.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of modern governmental accounting and fiscal procedures and techniques including budgeting and appropriation practices as relates to grant disbursement and general office accounting;

Good knowledge of methods used in keeping financial accounts and records;

Good knowledge of modern fiscal terminology, practices and procedures;

Good knowledge of the laws, rules and regulations related to departmental functions;

Ability to acquire a working knowledge of agency affairs related to fiscal management;

Ability to prepare complete and accurate financial reports and statements;

Ability to present written and oral comments and opinions clearly and concisely;

Good judgment, accuracy, integrity, resourcefulness and tact.

MINIMUM QUALIFICATIONS:

- (A) Bachelor's degree or higher in accounting, business administration or closely related field and one (1) year of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (B) Associate's degree in accounting, business administration or closely related field and three (3) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of business management experience which shall have included substantial responsibility in areas of accounting and fiscal management.

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.