

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE

AGENDA

NOVEMBER 22, 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 authorize an extension of the contract with Ascentis (formerly Novatime Technology, Inc.), commencing January 1, 2025 and terminating December 31, 2025.

 - 3) **Referral from the Criminal Justice, Public Safety & Emergency Services Committee (Chaired by Supervisor Geraci):**
Probation (Robert Iusi, Director) -
Request to amend the Table of Organization & Salary Schedule to create the new position of Probation Officer Trainee, *Grade 16, Base Annual Salary \$55,602*, and unfund but retain in the Table of Organization the position of Probation Officer, effective December 23, 2024.

 - 4) **Requests/Items to be Discussed by the County Attorney (Larry Elmen, County Attorney):**
Action Agenda/New Business Items:
 - A. Request: To authorize creation, composition and responsibilities of the Warren County Risk and Safety Committee.
Rationale: To assist the Board of Supervisors in promoting risk and safety directives to provide for a safe and healthy working environment for all County officers and employees, to review recent risk events close in time to the incident, and develop recommendations and programming to address patterns identified through committee review.
 - B. Request: Rescinding Resolution No. 279 of 2009.
Rationale: Risk Management Steering Committee and the Employee Health and Safety Committee superceded by Risk & Safety Committee.
 - C. Request: To authorize new policy for Red Flags Identity Theft Prevention to aid in protecting County officers, employees, residents, visitors, contractors, vendors and the County of Warren from the physical and financial dangers and damages which result from the loss, theft or misuse of sensitive information.
Rationale: The County of Warren does not have a written policy to protect against identity theft as part of County business operations.
 - D. Request: To approve the American with Disabilities Act Transition Plan for Warren County and appointing County Attorney as County Compliance Officer.
Rationale: On August 22, 2024, the County was notified by the NYSDOT Office of Diversity and Opportunity that required the County to submit the required Title VI Plan for compliance review. During 2017, the Board of Supervisors authorized the creation of the required transition plan per Resolution 214 of 2017, but the task was not completed. The County received an extension of time to complete the transition plan and to submit it to NYSDOT. Submission of the Title VI Transition Plan is mandated by NYSDOT.
 - E. Request: Amend Resolution No. 214 of 2017.
Rationale: To change the authorization from the County Planner to the County Attorney to undertake actions necessary for Warren County to comply with requirements of Title VI of the Civil Rights Act of 1964.
 - F. Request: Transfer of funds in the amount of \$35.38.
Rationale: To fund the overage of County Attorney, Salaries-Overtime budget code.
 - G. Request: To amend Workplace Violence Prevention Program to reflect the New York State statute and the Department of Labor program recommendations and processes.
Rationale: To accurately reflect the current statutory requirements and agency regulations for public employers having a Workplace Violence Program and to standardize investigation and reporting.

 - 5) **Request/Item to be Discussed by the County Administrator (John Taflan, County Administrator):**
Discussion regarding performance management for County leaders.

CONTINUED

PERSONNEL, ADMINISTRATION & HIGHER EDUCATION COMMITTEE AGENDA

NOVEMBER 22, 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

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	9/3/2024	Livingston	\$55,468.00	\$ 7,144.00	\$ (3,422.00)
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	9/9/2023	DeMarco	\$54,061.00	\$ -	\$ -
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	1/12/2024	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	6/17/2024	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				
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)

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
3/20/2024	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	Necatara	\$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	9/23/2024	Conway	\$63,830.00	\$ 11,156.00	\$ (1,500.00)
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	7/22/2024	Pratt	\$69,983.00	\$ 9,071.00	\$ (3,699.00)
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	8/13/2024	Sacco	\$44,729.00	\$ -	\$ (643.00)
5/13/2024	Mental Health	Program Analyst (1623)	Wright	RS	\$ 74,263.00	\$ 69,393.00	10/28/2024	Barber	\$74,263.00	\$ 4,870.00	\$ -
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)	\$ -
5/23/2024	Treasurer	Principal Account Clerk # 2 (1085)	Labruzzo	RT	\$ 47,667.00	\$ 59,644.00	7/3/2024	Mundell	\$58,644.00	\$ (1,000.00)	\$ 10,977.00
5/29/2024	Office for the Aging	Meal Site Cook # 11 (1952)	Ostrander	RS	\$ 26,031.00	\$ 22,714.00	7/29/2024	Simola	\$22,714.00	\$ -	\$ (3,317.00)
5/29/2024	Probation	Probation Supervisor (1302)	Secor	RS	\$ 83,912.00	\$ 73,194.00	6/3/2024	Lane	\$81,664.00	\$ 8,470.00	\$ (2,248.00)
5/29/2024	Public Defender	3rd Assistant Public Defender (1076)	Kelly-Barnes	RS	\$ 73,116.00	\$ 74,865.00	5/29/2024	Aman	\$74,865.00	\$ -	\$ 1,749.00
6/4/2024	Workforce Development	Job Coach - Temp (2719)	Tucker	O	\$ 41,213.00	\$ 41,213.00	6/26/2024	Tucker	\$41,213.00	\$ -	\$ -
6/3/2024	Planning	Assistant County Planner (2521)	Nelson	O	\$ 78,367.00	\$ 78,357.00	vacant			\$ -	\$ -
5/30/2024	Building Codes	Code Enforcement Officer # 3 (1971)	Gillingham	RT	\$ 68,007.00	\$ 57,962.00	10/28/2024	Perry	\$57,962.00	\$ -	\$ (10,045.00)
5/30/2024	Building Codes	Code Enforcement Officer # 6 (2163)	Farr	RS	\$ 58,780.00	\$ 56,356.00	8/19/2024	Oswald	\$56,356.00	\$ -	\$ (2,424.00)
6/4/2024	Social Services	Resource Clerk # 1 (1635)	Pratt	O	\$ 38,447.00	\$ 38,447.00	6/20/2024	Putney	\$38,447.00	\$ -	\$ -
6/4/2024	Health Services	Infant Feeding Advocate Part Time (2081)	Collums	RS	\$ 18,498.00	\$ 19,024.50	vacant				
6/3/2024	DPW	Fiscal Manager (1206)	Henkel	RT	\$ 79,567.00	\$ 65,807.00	6/3/2024	Barlow	\$69,139.00	\$ 3,332.00	\$ (10,428.00)
6/6/2024	Public Defender	1st Assistant Public Defender (1073)	Pilatzke	O	\$ 118,996.00	\$ 96,376.00	6/3/2024	Komon	\$118,995.00	\$ 22,619.00	\$ (1.00)
6/6/2024	Public Defender	Legal Clerk (2664)	Farone	RS	\$ 39,766.00	\$ 39,766.00	6/13/2024	Bolton	\$39,766.00	\$ -	\$ -
6/10/2024	Social Services	Secretary 1 (2270)	Gallup	O	\$ 38,447.00	\$ 38,447.00	8/19/2024	Beattie	\$38,447.00	\$ -	\$ -
6/10/2024	Social Services	Intake Clerk # 9 (2661)	Mattison	O	\$ 38,447.00	\$ 38,447.00	6/17/2024	Hamelin	\$39,089.00	\$ 642.00	\$ 642.00
6/10/2024	Social Services	Caseworker # 23 (1672)	Petteys	RS	\$ 54,704.00	\$ 54,061.00	7/8/2024	Campbell	\$54,061.00	\$ -	\$ (643.00)
6/10/2024	Social Services	SWE # 41 (2129)	Hamelin	O	\$ 45,372.00	\$ 46,004.00	10/7/2024	Cook	\$46,004.00	\$ -	\$ 632.00
6/10/2024	Social Services	SWE # 19 (1721)	Conde	O	\$ 54,307.00	\$ 44,729.00	9/30/2024	Pratt	\$44,729.00	\$ -	\$ (9,578.00)
6/11/2024	Treasurer	Principal Account Clerk # 4 (2566)	Toll	RS	\$ 54,710.00	\$ 47,667.00	7/29/2024	Smith	\$47,667.00	\$ -	\$ (7,043.00)
6/11/2024	Treasurer	Administrative Secretary (2762)	Redmond	RS	\$ 53,378.00	\$ 53,378.00	7/22/2024	Bennett	\$53,378.00	\$ -	\$ -
6/18/2024	Tourism	Communications Assistant (2417)	Ellis	PR	\$ 46,734.00	\$ 46,090.00	6/24/2024	Slattery	\$46,090.00	\$ -	\$ (644.00)
5/28/2024	Planning	Principal Planner 2 (2811)	N/A	N	N/A	\$ 81,644.00	5/28/2024	Nelson	\$81,644.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 11 (2264)	Egan	RS	\$ 36,342.00	\$ 36,342.00	7/1/2024	Adamezyk	\$36,342.00	\$ -	\$ -
6/25/2024	DPW	Cleaner # 10 (1163)	Miller	RS	\$ 38,613.00	\$ 36,342.00	7/1/2024	Smith	\$36,342.00	\$ -	\$ (2,271.00)
6/28/2024	Social Services	Caseworker # 40 (2665)	Kubricky	RS	\$ 55,547.00	\$ 54,061.00	7/22/2024	Knox	\$54,061.00	\$ -	\$ (1,486.00)
6/28/2024	Social Services	Sr Caseworker # 7 (2268)	Pratt	PR	\$ 66,055.00	\$ 59,146.00	11/4/2024	Chapman	\$67,938.00	\$ 8,792.00	\$ 1,883.00

* (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
7/3/2024	DPW	Sr Building Maint Mechanic # 2 (1161)	Leemans	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Sargent	\$69,314.00	\$ 11,807.00	\$ (500.00)
7/3/2024	DPW	Sr Building Maint Mechanic # 3 (1157)	Miller	RT	\$ 69,814.00	\$ 57,507.00	7/8/2024	Spring	\$57,507.00	\$ -	\$ (12,307.00)
7/3/2024	Probation	Senior Probation Officer # 3 (1300)	Mason	PR	\$ 72,682.00	\$ 60,912.00	7/24/2024	Irwin	\$69,983.00	\$ 9,071.00	\$ (2,699.00)
7/10/2024	DPW	MEO (L) # 13 (1263)	Norton	O	\$ 43,187.00	\$ 43,187.00	7/15/2024	McNeill	\$43,187.00	\$ -	\$ -
7/12/2024	Treasurer	Senior Account Clerk # 4 (1086)	Mundell	PR	\$ 53,558.00	\$ 44,418.00	10/7/2024	Wood	\$44,418.00	\$ -	\$ (9,140.00)
7/12/2024	County Clerk	Pistol Permit Clerk (2812)	N/A	O	N/A	\$ 46,004.00	vacant				
7/15/2024	Health Services	RPN (2025)	Mattes	RT	\$ 76,055.00	\$ 69,983.00	7/22/2024	Sokol	\$69,983.00	\$ -	\$ (6,072.00)
7/15/2024	Social Services	Caseworker # 14 (1655)	Thrasher	RS	\$ 54,704.00	\$ 54,061.00	8/12/2024	Hatin	\$54,061.00	\$ -	\$ (643.00)
7/15/2024	Office for the Aging	Meal Site Manager # 9 (1949)	Brennan	RT	\$ 35,087.00	\$ 27,256.00	9/30/2024	Simola	\$27,256.00	\$ -	\$ (7,831.00)
7/18/2024	Workforce Development	Career Development Specialist (2729)	Graney	RS	\$ 51,999.00	\$ 51,356.00	9/30/2024	Sherman	\$51,356.00	\$ -	\$ (643.00)
7/22/2024	County Attorney	Property & Casualty Risk Manager (2815)	N/A	N	N/A	\$ 34,696.00	7/24/2024	Rivers	\$34,696.00	\$ -	\$ -
7/22/2024	Public Defender	Assistant Public Defender # 8 (2460)	Moore	RS	\$ 96,936.00	\$ 81,920.00	7/22/2024	Cartmell	\$81,920.00	\$ -	\$ (15,016.00)
7/22/2024	Public Defender	Assistant Public Defender # 9 (2608)	Hladik	PR	\$ 81,921.00	\$ 81,920.00	7/22/2024	Aman	\$81,920.00	\$ -	\$ (1.00)
7/22/2024	Public Defender	Assistant Public Defender # 13 (2813)	N/A	N	N/A	\$ 89,318.00	7/22/2024	Hladik	\$89,318.00	\$ -	\$ -
7/23/2024	Health Services	Public Health Program Manager (2553)	N/A	N	N/A	\$ 62,310.00	8/12/2024	Shah	\$71,535.00	\$ 9,225.00	\$ -
8/2/2024	Human Resources	Civil Service Assistant (2568)	N/A	N	N/A	\$ 38,023.00	8/5/2024	Jones	\$38,023.00	\$ -	\$ -
7/29/2024	Social Services	Caseworker # 31 (1677)	Nelson	RS	\$ 55,547.00	\$ 54,061.00	9/16/2024	Hendrie	\$54,061.00	\$ -	\$ (1,486.00)
7/30/2024	Health Services	WIC Nutrition Aide # 2 (1581)	Clute	RT	\$ 50,814.00	\$ 41,213.00	9/9/2024	Harrington	\$50,314.00	\$ 9,101.00	\$ (500.00)
7/30/2024	Health Services	WIC Assistant # 2 (2272)	Harrington	PR	\$ 48,671.00	\$ 39,766.00	9/9/2024	Tarraran-Cassella	\$39,766.00	\$ -	\$ (8,905.00)
8/13/2024	Social Services	Assistant Social Service Attorney # 2 (2370)	Genchi	RS	\$ 84,135.00	\$ 81,920.00	9/16/2024	Destefano	\$84,735.00	\$ 2,815.00	\$ 600.00
8/12/2024	DPW	Building Maintenance Worker # 12 (1191)	Sutliff	RT	\$ 49,545.00	\$ 43,187.00	8/12/2024	Trask	\$43,187.00	\$ -	\$ (6,358.00)
8/12/2024	DPW	MEO (L) # 28 (2320)	Mahler	O	\$ 43,187.00	\$ 43,187.00	8/12/2024	Ortiz	\$43,187.00	\$ -	\$ -
8/12/2024	DPW	Senior Account Clerk (1207)	Kocsis	O	\$ 49,545.00	\$ 49,545.00	6/3/2024	Kocsis	\$49,545.00	\$ -	\$ -
8/19/2024	DPW	MEO (L) # 27 (2256)	Allen	RS	\$ 43,187.00	\$ 44,418.00	vacant				
8/19/2024	DPW	MEO (L) # 26 (1225)	Garelli	RS	\$ 43,187.00	\$ 44,418.00	11/6/2024	Brownell	\$44,418.00	\$ -	\$ 1,231.00
8/19/2024	Social Services	SWE # 44 (2531)	St.John	PR	\$ 54,307.00	\$ 44,729.00	8/26/2024	Luzzi	\$51,320.00	\$ 6,591.00	\$ (2,987.00)
8/19/2024	Social Services	Principal Social Welfare Examiner (1627)	Hill	PR	\$ 65,330.00	\$ 52,674.00	8/26/2024	McKinney	\$63,330.00	\$ 10,656.00	\$ (2,000.00)
8/19/2024	Social Services	Senior Social Welfare Examiner # 7 (1628)	Mckimney	PR	\$ 58,390.00	\$ 48,324.00	8/26/2024	St.John	\$58,390.00	\$ 10,066.00	\$ -
8/20/2024	Social Services	Community Services Worker LTPT (2718)	N/A	O	N/A	\$ 46,004.00	vacant				
8/22/2024	Treasurer	Accounting Technician # 3 (2818)	N/A	N	N/A	\$ 58,652.00	8/19/2024	VanAlen	\$70,118.00	\$ 11,466.00	\$ -
8/26/2024	DPW	Sign Maint. Worker # 2 (1204)	Monroe	PR	\$ 58,890.00	\$ 48,324.00	9/3/2024	Livingston	\$55,468.00	\$ 7,144.00	\$ (3,422.00)
8/28/2024	DPW	HEO # 5 (1226)	Kennedy	RS	\$ 38,817.00	\$ 47,667.00	8/28/2024	Kennedy	\$50,544.00	\$ 2,877.00	\$ 11,727.00
8/29/2024	Countryside	Cook # 5 (2600)	McGrath	RS	\$ 39,089.00	\$ 38,447.00	9/30/2024	Perrelli	\$38,447.00	\$ -	\$ (642.00)
9/10/2024	DPW	Building Maintenance Mechanic # 4 (1155)	Sargent	PR	\$ 63,830.00	\$ 52,674.00	9/13/2024	Ruland	\$60,485.00	\$ 7,811.00	\$ (3,345.00)
9/16/2024	Social Services	Intake Clerk # 4 (1736)	Pratt	PR	\$ 38,447.00	\$ 39,543.00	vacant				
9/16/2024	Social Services	Caseworker # 33 (2080)	Oswald	O	\$ 62,081.00	\$ 55,602.00	10/28/2024	Nevergreen	\$55,602.00	\$ -	\$ (6,479.00)
9/16/2024	Social Services	Assistant Social Services Attorney PT (2535)	Destefano	PR	\$ 65,536.00	\$ 65,536.00	10/28/2024	Leahy	\$74,098.00	\$ 8,562.00	\$ 8,562.00
9/23/2024	DPW	Building Maintenance Worker # 6 (2138)	Gordon	RS	\$ 45,147.00	\$ 43,187.00	9/23/2024	Augusta	\$45,147.00	\$ 1,960.00	\$ -
9/23/2024	Social Services	Caseworker # 43 (2789)	N/A	O	N/A	\$ 54,061.00	9/9/2024	DeMarco	\$54,061.00	\$ -	\$ -
9/26/2024	Social Services	Sr. Account Clerk # 4 (1686)	Monahan	PR	\$ 43,830.00	\$ 44,418.00	10/29/2024	Bramer	\$44,418.00	\$ -	\$ 588.00
9/30/2024	Social Services	Senior Clerk # 2 (2821)	N/A	N	N/A	\$ 38,447.00	9/23/2024	Putney	\$38,447.00	\$ -	\$ -
10/3/2024	DPW	Sr. Building Maintenance Worker (2772)	Ruland	PR	\$ 52,890.00	\$ 47,404.00	10/15/2024	Chervinski	\$47,404.00	\$ -	\$ (5,486.00)
10/3/2024	DPW	Maintenance Mechanic # 1 (2194)	Spring	PR	\$ 46,090.00	\$ 47,404.00	10/7/2024	Curtis	\$48,066.00	\$ 662.00	\$ 1,976.00
10/3/2024	DPW	Cleaner # 12 (2470)	Augusta	PR	\$ 38,060.00	\$ 37,378.00	10/21/2024	Possemato	\$37,378.00	\$ -	\$ (682.00)
10/3/2024	DPW	Custodian (2620)	Hoss	RT	\$ 43,104.00	\$ 42,388.00	10/7/2024	Mihill	\$51,748.00	\$ 9,360.00	\$ 8,644.00
10/3/2024	DPW	Word Processing Operator (1209)	Beadnell	PR	\$ 44,077.00	\$ 39,543.00	10/21/2024	Rounds	\$40,203.00	\$ 660.00	\$ (3,874.00)
10/3/2024	Tourism	Fiscal Coordinator (2817)	N/A	N	N/A	\$ 52,674.00	11/12/2024	Carson	\$54,175.00	\$ 1,501.00	\$ -
10/7/2024	Social Services	SWE # 13 (1710)	Campney	RT	\$ 56,355.00	\$ 44,729.00	11/11/2024	Granger	\$55,855.00	\$ 11,126.00	\$ (500.00)
10/7/2024	Social Services	Caseworker # 20 (1649)	Dolly	RS	\$ 57,129.00	\$ 54,061.00	10/28/2024	Campbell	\$55,602.00	\$ 1,541.00	\$ (1,527.00)
10/10/2024	DPW	Cleaner (2148)	Mihill	PR	\$ 44,783.00	\$ 37,378.00	10/28/2024	Secor	\$37,378.00	\$ -	\$ (7,405.00)
10/10/2024	Veteran's Services	Veteran's Benefits Counselor (2690)	Cooke	RS	\$ 48,790.00	\$ 47,404.00	vacant				
10/10/2024	Real Property	GIS Tax Map Technician (2768)	Tilly	RS	\$ 57,962.00	\$ 57,962.00	vacant				

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

2024 - NOTICE OF INTENT TO FILL TRACKING

Approval Date	Department	Position	Incumbent	Reason for Vacancy *	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
10/11/2024	County Clerk	Senior Motor Vehicle Examiner # 3 (2710)	Conway	PR	\$ 58,144.00	\$ 49,026.00	10/14/2024	Sherman	\$51,205.00	\$ 2,179.00	\$ (6,939.00)
10/11/2024	County Clerk	MV License Registration Clerk (1124)	Sherman	PR	\$ 48,075.00	\$ 46,004.00	10/15/2024	St Germain	\$46,004.00	\$ -	\$ (2,071.00)
10/17/2024	DPW	Fleet & Equipment Manager (2319)	Smith	RT	\$ 88,516.00	\$ 88,516.00	11/4/2024	Bradway	\$88,516.00	\$ -	\$ -
10/28/2024	County Clerk	Recording Clerk # 3 (1286)	Ryan	RT	\$ 50,957.00	\$ 44,418.00	vacant				
10/28/2024	DPW	MEO (M) # 2 (1233)	Huntley	RS	\$ 48,790.00	\$ 47,404.00	vacant				
10/28/2024	Social Services	Medicaid Clerk # 2 (2094)	Warner	RS	\$ 42,791.00	\$ 40,899.00	vacant				
10/28/2024	Workforce Development	Fiscal Coordinator (2832)	N/A	N	N/A	\$ 54,175.00	vacant				
10/30/2024	Social Services	Community Services Worker # 3 PT (2829)	N/A	N	N/A	\$ 46,004.00	vacant				
10/30/2024	DPW	Building Maintenance Worker # 2 (2142)	Curtis	PR	\$ 43,830.00	\$ 44,418.00	11/4/2024	Williams	\$44,418.00	\$ -	\$ 588.00
10/30/2024	Countryside	Cleaner (1881)	Marjanecvic	RS	\$ 41,649.00	\$ 37,378.00	11/5/2024	Burgess	\$37,378.00	\$ -	\$ (4,271.00)
11/1/2024	Social Services	Community Services Worker # 4 PT (2830)	N/A	N	N/A	\$ 46,004.00	vacant				
11/7/2024	DPW	MEO (L) # 17 (1250)	Livingston	PR	\$ 49,545.00	\$ 44,418.00	vacant				
11/8/2024	DPW	MEO (L) # 33 (2563)	Stone	RS	\$ 44,418.00	\$ 44,418.00	vacant				
11/8/2024	DPW	MEO (L) # 5 (1264)	Stockman	PR	\$ 43,187.00	\$ 44,418.00	vacant				
									Totals:	\$241,482.00	\$ (315,426.00)

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

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Human Resources

DATE: November 4, 2024

- (a) Purpose of Contract Change:
To authorize an extension of a contract for service with Ascentis (formerly Novatime Technology, Inc.)
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
R. 519 of 2023
- (c) Name of Contractor:
Ascentis
- (d) Address of Contractor: **11995 Singletree Ln, Ste 400, Eden Prairie, MN 55344**
- (e) Contractor's Contact Person and Telephone Number:
Tim Domaas, Office: (407) 501-6709 x4022
- (f) Commencement Date of Extension: **January 1, 2025**
- (g) Termination Date of Extension: **December 31, 2025**
- (h) Payment Provisions: i) lump sum amount
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.)
\$2.35 PEPM (per employee/ month), billed monthly
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title* and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount:
A.1435.470 Human Resources- Contract

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

*as listed in budget and LOGOS

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

DEPARTMENT NAME: Probation

DATE: November 19, 2024

- (a) Title of Requested Position: Probation Officer Trainee
- (b) Annual **Base** Salary (and Grade if Applicable): \$55,602 Grade 16
- (c) Effective Date for New Position*: ASAP
**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):
 We desire to create position in A.3143 Probation-Pretrial, remove funding from current Probation Officer Position, keep title in code unfunded and use funding for POT position.
- (e) Where are Funds in the Budget for this Position?
 List Budget Code, Object Code, Full Title and Amount:
 A.3143110 Probation-Pretrial Salaries-Regular-\$55,602
- (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 Director of Human Resources Reviewed and Approved of the New Position Title? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* **HR Director Initial** _____
- (h) Had County Administrator Reviewed and Approved Creation of New Position? YES NO
*(approval is necessary **BEFORE** bringing the request to Committee)* **Co. Admin Initial** _____
- (i) Is this a mandated position? YES NO
 If yes, please explain:
- (j) Is there expected revenue from this position? YES NO
 If yes, please explain and complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue:

PROBATION OFFICER 1 TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer (Other Language), or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and ongoing supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior;
- Coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationer's compliance with conditions of probation;
- Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Working knowledge of interviewing and investigative techniques and practices related to probation work;

Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;

Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;

Working knowledge of effective assessment, case planning and management;

Working knowledge of special offender populations such as domestic violence offenders, sex offender, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;

Working knowledge of juvenile and adult risk and needs assessment instruments;

Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;

Working knowledge of tools used to monitor compliance with condition of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices;

Working knowledge of the powers of a Peace Officer;

Working knowledge of the geography of the jurisdiction employed in;

Working knowledge of factors related to crime and delinquency;

Working knowledge of the rules of evidence, arrest laws and custody procedures;

Working knowledge of social sciences, including sociology, psychology and demography;

Working knowledge of community resources;

Working knowledge of employment, training and treatment options available to probationers;

Working knowledge of firearm safety; Skill in the use of firearms where authorized;

Ability to administer accurate and thorough assessments;

Ability to understand and follow oral and written instructions;

Ability to analyze and organize data and prepare records and reports;

Ability to conduct effective case planning;

Ability to refer a probationer to the right types of services within the probation department and the broader community;

Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;

Ability to establish and maintain effective working relationships with others;

Ability to counsel probationers regarding social, emotional and vocational problems;

Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures;

Ability to communicate effectively both orally and in writing;

Ability to administer drug, alcohol testing and collect DNA samples as needed;

Ability to understand and empathize with the needs and concerns of others;

Ability to maintain composure and make rational judgements under stressful conditions;

Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENT: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: *Social Science* includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

NOTE: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

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: 11/22/24

- (a) Purpose of Request: **Authorize creation, composition and responsibilities of the Warren County Risk and Safety Committee**
- (b) Details: **To assist the Board of Supervisors in promoting risk and safety directives to provide for a safe and healthy working environment for all County officers and employees, to review recent risk events close in time to the incident, and developing recommendations and programming to address patterns identified through committee review**
- (c) Previous Resolution Number: **see attached drafted resolution**
- (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. ___ OF 2024

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

AUTHORIZING THE CREATION, COMPOSITION AND RESPONSIBILITIES OF THE WARREN COUNTY RISK AND SAFETY COMMITTEE

WHEREAS, the County Attorney requested and the Personnel, Administration & Higher Education Committee approved the creation, composition and responsibilities of the Warren County Risk and Safety Committee to assist the Warren County Board of Supervisors in promoting the risk and safety directives and to ensure their implementation, now, therefore, be it

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the creation and composition of the Warren County Risk and Safety Committee, which shall consist of fifteen (15) voting members each possessing one vote from the following Warren County titles and positions:

- County Self-Insurance Administrator (Co-Chair);
- Property and Casualty Risk Manager (Co-Chair);
- Self-Insurance Deputy Insurance Administrator;
- Warren County Sheriff;
- Superintendent of Public Works;
- Director of Facilities;
- Director of Human Resources;
- Commissioner of Social Services;
- Commissioner of Public Health and Patient Services;
- Director of Emergency Services;
- Director of Information Technology;
- Assistant County Administrator;
- One Warren County employee-member from Local 857 of the Civil Service Employees Association, Inc.;
- One Warren County employee-member from the Warren County Police Benevolent Association;
- One Warren County employee-member from Teamsters Local 294, and be it further

RESOLVED, that the County Attorney shall serve as an *ex-officio*, non-voting member and the legal advisor to the Warren County Risk and Safety Committee, and it is further

*RESOLUTION NO. ____ OF 2024**PAGE 2 OF 2*

RESOLVED, that the Warren County Risk and Safety Committee is directed to assist the Warren County Board of Supervisors meet the following goals and objectives:

1. Provide a safe and healthy working environment for all County officers and employees in accordance with federal and state regulatory requirements and to assist and respond to those regulatory matters which pertain to risk and safety; and
2. Develop risk and safety programming in response to federal and state regulatory mandates and/or the County's insurance carrier's requests for correction; and
3. Receive and review County incident reports and workplace violence reports in order to participate in the identification and measurement of risks facing the County and the community-at-large from County operations; and
4. Recommend methods to resolve risk and safety-related incidents, inquiries and complaints from citizens, County employees and/or employee bargaining units;
5. Report to the Personnel, Administration and Higher Education Committee and Board of Supervisors, on an as needed basis, regarding Risk and Safety Committee observations recommendations, actions and proposed programming in response to federal and/or state regulatory and compliance mandates, violations and fines set forth therein; and
6. Provide risk and safety policy programming recommendations to the Board of Supervisors for adoption and assist with implementation of risk and safety policy and emergency management programming, once adopted by the County Board of Supervisors,

and it is further

RESOLVED, that the Warren County Risk and Safety Committee shall meet at least quarterly and on such other dates and times as the committee co-chairs deem necessary to complete the programming, goals and objectives assigned to the committee, and it is further

RESOLVED, that the Warren County Risk and Safety Committee may by majority vote create sub-committees consisting of its members to complete specific programming, goals or objectives assigned to the committee.

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: 11/22/24

- (a) Purpose of Request: **Rescinding Resolution No. 279 of 2009**
- (b) Details: **Restructuring and broadening the scope of the newly created Warren County Risk and Safety Committee (previously the Risk Management Steering Committee and the Employee Health and Safety Committee per Resolution No. 279 of 2009)**
- (c) Previous Resolution Number: **279 of 2009**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Attorney

DATE: 11/22/24

- (a) Purpose of Request: **Adopting new policy for Red Flags Identity Theft Prevention**
- (b) Details: **To aid in protecting County officers, employees, residents, visitors, contractors, vendors and the County of Warren from the physical and financial dangers and damages which result from the loss, theft or misuse of sensitive information**
- (c) Previous Resolution Number: **see attached**
- (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

SCHEDULE “A”
Policy and Program for Red Flags Identity Theft Prevention

I. Policy Statement:

The Warren County Policy for Identity Theft Prevention (the “Policy”) is hereby adopted by the Warren County Board of Supervisors (the “County”) to help protect County officers, employees, residents, visitors, contractors, vendors and the County of Warren from physical and financial dangers and damages which result from the loss, theft or misuse of sensitive information, as more fully described by the Federal Trade Commission’s Identity Theft Prevention Red Flags Rule. The Identity Theft Red Flags Rule (“Red Flags Rule”) is a Federal Trade Commission (FTC) regulatory framework that requires organizations that access and store an individual’s personal information to establish a written Identity Theft Program (ITPP) to identify and respond to potential incidents of identity theft. The Fair Credit Reporting Act’s Identity Theft Rule and its subsequent updates are hereby adopted by the County of Warren to govern the safekeeping of personal information stored, maintained and accessed during County business operations in order to combat identity theft and related fraud.

II. Purposes of Policy:

The purposes of the policy are to define sensitive information and its physical security when printed and when stored and transmitted in electronic communications. The goal of this policy is to enable the County to actively comply with state and federal regulations regarding identity theft within County workspaces and computer networks. The policy enables County officers and employees to protect existing customers, retirees, contractors, vendors and employees by reducing risk of identity fraud and minimizing the potential financial loss, physical damage, and reputational damage to the County and its operations as a result of fraudulent activity.

The policy will assist the County:

1. Identify risks that signify potentially fraudulent activity.
2. Detect risks when they occur.
3. Respond to risks to determine if fraudulent activity has occurred and to act accordingly if a breach of the County’s data systems has occurred and/or fraud has been attempted or committed.
4. Update the Policy periodically, including reviewing covered areas and the risks identified as part of the programming set forth by the Policy.

In the event of any conflict between this policy and New York State licensing and vital records requirements, New York State laws and its requirements shall prevail.

III. Definitions:

1. **Department Head:** Each elected and appointed County officer responsible for the administration of their respective departments, agencies and offices which collectively constitute the structure of the County’s governmental operations.
2. **Employee:** an individual employed by the County on a part-time or full-time basis, as well as volunteers and interns.
3. **Identity Theft:** Fraud committed or attempted using the identifying information of another person without their permission.

SCHEDULE "A"

Policy and Program for Red Flags Identity Theft Prevention

4. **Personal Identifiable Information:** Information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means, to include information that directly identifies a person, such as a name, address, social security number, telephone number, email addresses, or by which the County may identify a specific person in conjunction with other data such as gender, race, birth date, or other descriptors.
5. **Red Flag:** A pattern, practice or specific activity that indicates the possible occurrence of identity theft.
6. **Sensitive Information:** Any personal identifiable information collected by the County for a stated purpose in which the risk of identity theft is present.

IV. Preventing Identity Theft Through Security of Data and Documents:

County personnel are encouraged to use common sense judgment in securing personal identifiable information. Any County document marked "Confidential" or "Privileged and Confidential" by an authorized County employee is not for public distribution, except as required by legal process or Freedom of Information Law.

Every County officer and employee shall sign an "***Employee Confidentiality Agreement***" for the County of Warren (***Attachment A***). New officers and employees to the Sheriff's Department will follow the guidelines of the Sheriff's Department Policies and Procedures respectively. All civilian and uniform employee confidentiality agreements will be kept on file in the employee's permanent personnel file.

A. Sensitive Information Location Identification:

The County has identified the following locations where sensitive information is present: (This is a representative list and is not all inclusive of additional locations where confidential information may be present.)

1. Planning and Economic Development: Loan, Grant and Assistance Applications;
2. Human Resources and Self-Insurance Departments: Payroll, Retiree, Employment, and Workers Compensation Records;
3. County Clerk's Office, including Birth Records; Death Records; Marriage Licenses;
4. Sheriff's Office;
5. Department of Social Services;
6. Department of Health Services;
7. County Attorney's Office;
8. County Public Defender's Office;
9. Information Technology Department/Computer Network Security.

B. Guidelines for Securing Sensitive Information:

The following are guidelines for securing personal identifying information or sensitive information which every County employee shall follow and obey:

SCHEDULE “A”
Policy and Program for Red Flags Identity Theft Prevention

1. Hard Copy Document Management:

- a. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use. Keys shall be stored in a secure location with access limited to those individual employees who require access.
- b. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised. A log containing the location of all County documents in storage will be kept by the Records Management Officer.
- c. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use and at the end of each business day.
- d. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.
- e. When working papers containing sensitive information are discarded, they will be shredded by the employee discarding the materials. Documents considered municipal records, however may only be destroyed in accordance with Retention Schedule LGS-1 and with the written permission of the County’s Records Management Officer. The Disposition sheet must also contain the signature of the department head/custodian of those records.
- f. Birth and death records are secured as mandated by New York State Department of Health.
- g. Sheriff Department documents are secured per the Sheriff Department Policy and NYSPIN regulations.
- h. Vault doors must remain closed during business hours in County Offices. Combinations shall be changed periodically as needed and/or after an employee having the combination leaves employment.
- i. A request in writing by an employee for viewing of his/her permanent personnel file shall only be honored with verification of identity as prescribed in Section V of this policy **and in accordance with the “Freedom of Information/Personnel Files” policy found in the County’s Personnel Manual**. A record of the viewing and/or release of such documents evidencing the signature of both the County employee providing the information and the requesting party receiving the information shall be kept in the employee’s permanent personnel file in accordance with the NYS Retention Schedules.
- j. Requests for documents containing sensitive information shall only be honored with verification of identity as prescribed in Section V of this policy and to those individuals prescribed on the request form. A record of the release of such documents evidencing the signature of both the County employee providing the information and the requesting party receiving the information shall be kept by each department in accordance with the NYS Retention Schedules.

2. Electronic Document Management:

- a. The County’s e-mail system is a County-owned system. All e-mails sent and received within the County e-mail system are the property of the County, as more fully set forth by the Warren County **Computer Usage Policy**, approved by Resolution 144 of 2023. E-mails sent through the County e-mail system may be monitored under the provisions of the U.S. Electronics Communication Privacy Act (ECPA) and Computer Usage Policy.
- b. Access to the County’s computer network is authorized and controlled by the Director of Information Technology. Access by an employee to the County’s computer network, to include

SCHEDULE "A"

Policy and Program for Red Flags Identity Theft Prevention

e-mail and stored data, is a privilege enjoyed by employees. No employee possesses any legal rights to access the County's computer network. To obtain access to the County's computer network, to include e-mail and stored data, employees must:

- i. Be classified by Civil Service as full-time, part-time, seasonal, or an intern.
 - ii. Be granted access by the Director of Information Technology, or their designee no sooner than the employees' start date with access terminating no later than the last date of service with the County.
 - iii. A signed "Acknowledgement of Warren County Computer Usage Policy" from the Computer Usage Policy must be obtained by the IT Department before access is granted. The agreement shall be filed in the employee's permanent personnel file. The level of computer access shall depend upon an employee's job requirements as defined by the appointing authority and Civil Service. Times of access shall only be permitted during normal work hours for work-related activities, or at other times as required by the employee's title.
 - iv. A signed "Warren County Confidentiality Agreement"
- c. All computers must be locked out when unattended and logged off of at the end of the workday. If this does not take place within a specified amount of time and lack of use of the workstation is detected, an administrative override will occur and the workstation shall be locked.
 - d. All employees must comply with the "Computer Use Policy," found in Resolution 410 of 2024, and any future updates to the Computer Usage Policy.
 - e. All e-mails sent from the County of Warren must include the following statement:

"Confidentiality/Privilege Notice: This e-mail communication and any files transmitted with it contain privileged and confidential information from the County of Warren and are intended solely for the use of the individual(s) or entity to which it has been addressed. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or taking any other action with respect to the contents of this message is strictly prohibited. If you have received this e-mail in error, please delete it and notify the sender by return e-mail. Thank you for your cooperation."
 - f. Fax machines, copiers, printers, hard drives and other digital devices must have the storage device removed or securely erased prior to being removed from County premises.
 - g. Each County department that performs online financial transactions shall designate one computer for such departmental transactions. The designated computer shall be "white" listed preventing it from accessing any web site addresses that does not have a documented departmental business need.
 - h. All County computers shall be equipped with anti-malware software and or systems that feature automatic updates. New software and hardware patches shall be installed routinely.
 - i. The County shall maintain a cyber block/black list and enforcement shall be on the network perimeter.
 - i. Wireless networks shall never be used when conducting financial transactions.
 - j. With the exception of publicly facing web interfaces, external access to any internal County network must be done with a County approved VPN.
 - k. Administrative passwords shall be periodically changed, including routers, firewalls, other network equipment and software. Factory default passwords shall not to be used on security equipment and systems.
 - l. When conducting financial transactions, the financial institution's web address must start with "https" not "http." The "s" indicates that the web site is secure, using a different method of

SCHEDULE "A"

Policy and Program for Red Flags Identity Theft Prevention

communication than standard internet traffic. Users shall also confirm a valid SSL certificate prior to entering any information.

- m. Links shall never be used to access a financial institution's site. E-mail and search engine links should not be trusted. Always type the financial institution's web address directly into the internet browser's address bar.
- n. Users should learn what the financial institution's web site looks like and what questions are asked to verify identity. The slightest change of a web site in appearance, poor grammar, and/or additional security questions may signify a "man-in-the-middle" attack.
- o. Credit card transactions shall be processed in compliance with the Payment Card Industry Data Security Standard (PCI DSS).
- p. Employees will not use County account passwords or similar passwords for any personal accounts unrelated to County operations. Employees when asked to choose passwords will not use a password or similar password to any passwords they use on personal non-County related accounts.

V. Identification of Red Flags:

Red Flags are categorized into four separate classes: (1) Employee; (2) Management; (3) Public; and (4) Third Party. The County has identified some relevant Red Flags for each category, as follows:

1. Employee Red Flags may include, but are not limited to:
 - a. Lifestyle changes: expensive cars, jewelry, homes, clothes, etc.
 - b. Significant personal debt and credit problems-creditors appearing at the workplace.
 - c. Behavioral changes: may be an indication of drugs, alcohol, gambling, or fear of losing a job.
 - d. High employee turnover, especially in areas more vulnerable to fraud.
 - e. Refusal to take vacation or sick leave.
 - f. Lack of segregation of duties in the vulnerable area.
 - g. Taxpayer complaints that they are receiving non-payment notices.
 - h. Discrepancies between bank deposits and posting.
 - i. Abnormal number of expense items, supplies or reimbursement to an employee.
 - j. Bank Accounts that are not reconciled on a timely basis.
 - k. Falsifying time sheets: inconsistent overtime charged, overtime charged. During a slack period or overtime charged for an employee not normally having overtime wages.
 - l. Purchasing: increased complaints on products, charges without shipping documents, high volume of purchases from new vendors, purchases that bypass normal procedures, vendors without physical addresses or addresses that match employee addresses.
 - m. Refusal to inventory items for sale or inconsistent/sloppy inventory.
 - n. Rewriting records under the guise of neatness in presentation.
 - o. Alteration and/or destruction of original County documents and records not in accordance with procedures indicated above.
 - p. Frequent detection of potentially malicious software on user's workstation which could indicate an attempt to compromise or allow compromise of network security to mask actions or to allow actions of a 3rd party to affect network security.
2. Management Red Flags may include, but are not limited to:

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Policy and Program for Red Flags Identity Theft Prevention

- a. Reluctance to provide information to auditors and/or frequent changes in external auditors.
 - b. Managers engage in frequent disputes with auditors.
 - c. Management decisions are dominated by an individual or small group.
 - d. Managers display significant disrespect for regulatory bodies.
 - e. Weak internal control environment.
 - f. Accounting personnel lax in their duties.
 - g. Decentralization without adequate monitoring.
 - h. Excessive number of checking accounts and/or frequent changes in banking accounts.
 - i. County assets sold under market value.
 - j. Excessive number of year end transactions.
 - k. High employee turnover.
 - l. Photocopies or missing documents.
 - m. Service contracts with no resulting product.
 - n. Request for significant funding in an unused budget line.
3. Public Red Flags may include, but are not limited to:
- a. There is a recent and significant increase in the volume of activity pertaining to an existing account.
 - b. Documents are provided for identification that appear to have been altered or forged.
 - c. The photograph or physical description on an identification presented is not consistent with the appearance of the person presenting the identification.
 - d. Other information in documents provided for identification is not consistent with the individual presenting the information.
 - e. The document presented appears to have been altered or forged or gives the appearance of having been destroyed and recreated.
 - f. A phone number or address provided is invalid, a mail drop or a prison address.
 - g. The personal information presented is not consistent with the personal identification provided.
 - h. Mail sent to the customer is returned as undeliverable although transactions continue to occur with regard to the individual.
4. Third Party Red Flags:
- a. A financial institution identifies a suspicious transaction involving County funds.
 - b. A consumer reporting agency provides a credit freeze in response to a request for a consumer report.

VI. Detection of Red Flags:

1. The County shall require any two of the following three (3) primary forms of identification to verify the identity of the person in question requesting sensitive information:
 - a. A valid NYS Driver's License or Identification Card;
 - b. A valid US Passport;
 - c. A valid US Green Card; and one of the following:

SCHEDULE "A"

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- An original bill from an electric, gas, cable or other utility;
- An original or certified copy of a birth certificate;
- An original or certified copy marriage and/or divorce decree with a notarized signature; and/or
- Court order, subpoena or other judicial documentation demanding access and/or documents.

2. The County shall utilize the following steps to detect employee and management red flags:
 - a. Create and regularly update internal controls for all departments;
 - b. Conduct periodic petty cash audits;
 - c. Regularly inventory files containing sensitive information; and
 - d. Monitor the County budget and report the County's financial position regularly to the County Board of Supervisors.

VII. County's Responses to Red Flags:

In the event that a Red Flag is identified, the employee identifying the Red Flag shall immediately notify their supervisor. The employee's supervisor acting on behalf of the County shall determine whether or not a response is warranted upon a review of the information provided. If the supervisor determines a response is warranted, the supervisor shall notify the County Administrator, Director of Information Technology, Director of Human Resources and County Attorney, immediately after notifying law enforcement so that law enforcement may take all appropriate action.

VIII. Policy Violations:

Any violation of this policy by an employee of the County shall be investigated by the County Attorney's Office with the assistance of the Department of Information Technology and appropriate disciplinary and/or legal action shall be taken by the employee's appointing authority in accordance with collective bargaining agreements, Civil Service Law, section 75 regulations, and/or "employee at will" discipline/termination proceedings.

IX. County Policy Administration and Updating:

The County Attorney along with the Director of Information Technology shall be responsible for developing, implementing and updating this policy. The County Attorney along with the Director of Information Technology shall also responsible for reviewing and updating this policy annually and presenting any changes to the Board of Supervisors for approval as is necessary and appropriate.

Mandatory annual training concerning Red Flags shall be implemented and provided by the Director of Information Technology for all employees granted access to the County's computer network in cooperation with Department Heads. Failure of an employee to complete mandatory training on an annual basis may result in limited access or a denial of access to the County computer network pending completion of the required annual training.

SCHEDULE "A"
Policy and Program for Red Flags Identity Theft Prevention
Attachment A

COUNTY OF WARREN COMPUTER NETWORK CONFIDENTIALITY AGREEMENT

This agreement is made between _____ (hereafter, "employee") and the County of Warren and the employee acknowledges that they received a copy of the Warren County Policy and Program for Red Flags Identity Theft Prevention and read the same and now accept and agree to comply with each and every term stated below in consideration of the employee's continued access and use of the County computer network, to include email and stored data, as follows:

1. The employee acknowledges that, in course of employment for the County of Warren, the employee has, and may in the future, come into the possession of certain confidential information including but not limited to names, addresses, dates of birth, social security numbers, protected health information, passwords, correspondence, and files of a sensitive or proprietary nature and that the employee accepts and agrees that they will at no time during or after their term of County employment, disclose or divulge to another any such confidential information, nor shall the employee use or disseminate for their own benefit or the benefit of another any such confidential information.
2. The employee promises and agrees that upon termination of employment, the employee will return to the County of Warren all physical documents and data relating to the County of Warren' business activities which contain any confidential information and are not available to the public upon the County's website and shall not retain any copies of such material or data to include, but not limited to: correspondence, reports, manuals, correspondence, computer programs, and all other material and all copies of such material obtained by the employee during employment.
3. Violation of this agreement by an employee of the County shall be investigated by the employee's department, Director of Information Technology, and County Attorney's Office and all appropriate disciplinary action may be taken by the employee's appointing authority in accordance with collective bargaining agreements, Civil Service Law, section 75 regulations, and/or "employees at will" disciplinary/termination proceedings.
4. Violations of this agreement by an employee of the County may also result in a criminal action, a civil action for equitable relief and monetary damages, and/or administrative action against the employee.
5. Employees will not use County account passwords or similar passwords for any personal accounts unrelated to County operations. Employees when asked to choose passwords will not use a password or similar password to any passwords they use on personal non-County related accounts.

Employee Signature: _____

Dated: _____

Employee Name (Printed): _____

A copy of this agreement shall be retained and filed in the employee's permanent personnel file.

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: 11/22/24

- (a) Purpose of Request: **To approve the American with Disabilities Act Transition Plan for Warren County**
- (b) Details:
On August 22, 2024, the County was notified by the NYSDOT Office of Diversity and Opportunity that required the County to submit the required Title VI Plan for compliance review. During 2017, the Board of Supervisors authorized the creation of the required transition plan per Resolution 214 of 2017, but the task was not completed. The County received an extension of time to complete the transition plan and to submit it to NYSDOT. Submission of the Title VI Transition Plan is mandated by NYSDOT.
- (c) Previous Resolution Number: **see attached**
- (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

AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN FOR WARREN COUNTY

I. INTRODUCTION

ADA regulations prohibit discrimination against individuals on the basis of disability and require state and local governments to make their programs and services accessible to persons with disabilities. These requirements focus on providing accessibility by addressing and eliminating structural barriers associated with public facilities.

As detailed below, Warren County has made a significant and long-term commitment to improving the accessibility of its public facilities. The purpose of this Plan is to ensure that Warren County identifies prohibited structural barriers to its public facilities, and, where structurally feasible, schedules and implements ADA-required improvements in order to remove those barriers.

II. ADA TRANSITION PLAN

This ADA Transition Plan for Warren County reflects the Warren County Board of Supervisors' long-term commitment to ADA compliance and details the stages of County planning and the associated timeline for: (1) evaluating accessibility by identifying any structural barriers associated with public facilities; (2) identifying accommodations and/or modifications that can be provided to make programs and services accessible; and (3) prioritizing the remediation of any deficiencies and formulating a budget and schedule for those improvements.

The ADA Transition Plan for Warren County (hereafter, "the Plan") will be revised and updated as each of the steps for the Plan are completed. The Warren County Risk and Safety Committee is authorized to approve future revisions and updates to the Plan as deemed appropriate by a majority vote of the committee members.

III. THREE STEPS FOR ADA TRANSITION PLAN

The ADA requires that a Transition Plan include each of the following components:

1. Identification of physical barriers in a public entity's facilities that limit the accessibility of its programs, activities, or services to individuals with disabilities;
2. Identification of the methods to be used to remove any barriers limiting accessibility; and
3. A schedule for completion of the necessary steps to achieve accessibility in public facilities.

STEP 1: IDENTIFICATION OF PHYSICAL BARRIERS IN WARREN COUNTY'S FACILITIES

The first phase of the ADA Transition Plan is to evaluate Warren County's public facilities for accessibility. The department head or their designee from the Department of Public Works, Planning Department, and the County Attorney's Office, as well as the co-chairs for the Warren

County Risk and Safety Committee, will coordinate their experience and their resources to conduct accessibility evaluations of the following types of facilities:

- Sidewalks, crosswalks, and curb ramps;
- Publicly accessible buildings;
- Parking lots serving publicly accessible buildings.

For each facility evaluated, a Survey of Warren County Public Facilities (“the Survey”) will be completed. Any deficiencies, suggested improvements, and observations relating to structural feasibility of improvements will be noted and recorded on the Survey. An Inventory of Public Facilities (“the Inventory”) will also be created, and will serve as the central database for identified structural barriers, suggested improvements, and comments relating to structural feasibility of improvements.

1. Evaluation of Sidewalks, Crosswalks, and Curb Ramps

The Survey will contain the following ratings to assess the condition of each Warren County sidewalk, crosswalk, and curb ramp:

Rating 1 – Not Applicable: A facility not considered to require accessibility, for example, limited-access highways.

Rating 2 – Not Accessible: Significant discontinuity such as steps, no ramps, more than 100 feet of unpaved walkway, heaving, vertical displacement, other severe distress, flooding, etc.

Rating 3 – Partially Accessible: Not designed to current standards, problems with geometry of sidewalks, ramps and landings, no detectable warnings, handrails, etc.

Rating 4 – Accessible: May need additional improvements, for example circuitous routes, insufficient width, etc.

Rating 5 – Fully Accessible: Designed to current standards, but reasonable accommodations may still be required for individual cases.

2. Evaluation of Parking Lots and Publicly Accessible Buildings

For the evaluation of publicly accessible buildings and the parking lots serving those buildings, the Survey will incorporate relevant portions of the ADA Checklist for Existing Facilities (based on the 2010 ADA Standards for Accessible Design), produced by the Institute for Human Centered Design.

3. Schedule for Completion of Step 1

Warren County department head or their designee from the Department of Public Works, Planning Department and County Attorney’s Office, as well as the co-chairs for the Warren County Risk and Safety Committee shall coordinate over the next several months to evaluate public buildings, parking lots, sidewalks, crosswalks, and curb ramps. Numerous facilities will be subject to this evaluation, and consequently this will be a substantial undertaking for the reviewing officials. The

evaluations will be scheduled so as to evaluate outdoor facilities prior to the winter months (to avoid snow cover that may impede a thorough review), with any remaining evaluations of outdoor facilities to be completed within a five (5) year compliance period. Evaluations of indoor facilities will continue during the winter months. Therefore, it is estimated that Step 1 shall be completed by December 30, 2025.

STEP 2: IDENTIFICATION OF METHODS TO REMOVE BARRIERS

The second phase of the Plan is to develop a method to remove barriers. This includes identification of the nature of needed improvements and a determination regarding structural feasibility of improvements under the ADA standards, and prioritization of necessary improvements.

Once the necessary improvements have been identified and prioritized, this information, along with a list of any improvements determined to be physically unfeasible, will be presented at a public meeting of the Warren County's Risk and Safety Committee for approval and public notice of the dates and agendas for any such meeting shall be posted on Warren County's website. This will provide the general public with an opportunity to participate in the formulation of the Plan.

1. Nature of Improvements and Structural Feasibility

The nature of necessary improvements will be determined during Step 1 – the accessibility evaluation of Warren County facilities – and will be incorporated into the Plan after completion of Step 1. Any improvements that Warren County officials determine are not structurally feasible, based on ADA regulations, will also be incorporated into the Plan.

2. Priority of Improvements

A. Sidewalks; Crosswalks; Curb Ramps:

With respect to sidewalks, crosswalks and curb ramps, the primary focus of the Plan is to address all ADA noncompliant facilities, defined as those locations that have a rating of “2” and “3” on the scale discussed above. The priority of improvements to these facilities will be as follows:

- i. Those serving publicly accessible Warren County facilities;
- ii. Those serving commercial and employment centers; and
- iii. Those serving other areas.

B. Parking Lots and Publicly Accessible Buildings:

The priority of improvements to parking lots and publicly accessible spaces in Warren County buildings will be based on the severity of the accessibility barrier and the frequency of public presence at the facility. Notably, the general assessment of the Warren County Building and Code Enforcement Officer is that Warren County facilities where public meetings take place are in substantial compliance with the ADA. All new construction or renovations to existing facilities have complied with ADA standards. As such, the Warren County does not expect that its publicly accessible buildings and parking lots will require major structural improvements.

STEP 3: SCHEDULE FOR COMPLETION OF NECESSARY IMPROVEMENTS

Once the Inventory of Public Facilities has been completed and approved by the Risk and Safety Committee, and necessary improvements have been prioritized as provided above, Warren County will formulate an estimated budget for the improvements. The schedule for improvements will depend heavily upon the number and severity of the deficiencies identified during the accessibility evaluation and the costs associated with the improvements. Warren County however, reiterates its commitment to making its public facilities accessible to all persons, regardless of disability. The Plan will outline a specific schedule for improvements after Completion of Step 2, and this schedule will reflect Warren County's commitment to ADA compliance.

IV. ASSIGNMENT OF WARREN COUNTY ADA COORDINATOR

The Warren County ADA Coordinator shall be the Warren County Attorney:

Lawrence Elmen, Esq.
ADA Coordinator
Warren County Attorney's Office
Warren County Municipal Center
1340 State Route 9, Lake George, NY 12845
Telephone Number: 518.761.6463
Email Address: elmenl@warrencountyny.gov

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: 11/22/24

- (a) Purpose of Request: Amend Resolution No. 214 of 2017
- (b) Details: To change authorization from the County Planner to the County Attorney to undertake actions necessary for Warren County to comply with requirements of Title VI of the Civil Rights Act of 1964
- (c) Previous Resolution Number: 214 of 2017
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

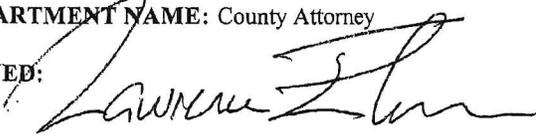
RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED:



DATE: November 22, 2024

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1420 439	County Attorney, Miscellaneous	A.1420 120	County Attorney, Salaries-Overtime	\$35.38

Please state reason for transfers requested: To fund overage of account

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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Other Payments/Contributions

Please state reason for transfer request:

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

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: 11/22/24

- (a) Purpose of Request: **Amending Workplace Violence Prevention Program**
- (b) Details: **To reflect the New York State Department of Labor program recommendations and processes**
- (c) Previous Resolution Number: **see attached (previous Resolution No. 10 of 2022)**
- (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

Workplace Violence Protection Program

I. Purpose and Goals

The Warren County Board of Supervisors is dedicated to the security, safety and overall well-being of all County officers and employees. The County's objective is to ensure that the risk of workplace assaults and homicides is evaluated and that this workplace violence protection program prevents and minimizes the hazard of workplace violence to County officers and employees.

Conduct that constitutes violence towards any member of the County workforce will not be tolerated from any County officer, employee, representative, volunteer, intern or community member within a County workspace. Instances involving assault, criminal conduct or any other tortuous conduct by a County officer, employee, representative, volunteer, intern or community member will be dealt with in accordance with the law and County policies and procedures. Incidents pertaining to "employee to employee" issues regarding perceived or alleged workplace violence shall be reported without delay to the employee's Department Head and the Director of Human Resources with a copy of any written complaint forwarded to the County Attorney.

The County's written workplace violence program shall be proactive, capable of assessing potential threats before they occur, and capable of immediately responding to actual incidents as they occur.

II. Definitions

1. **Department Head:** County officers or employees given the supervisory title of Department Head.
2. **Employee:** A person employed by the County of Warren on a full-time, part-time, or seasonal basis, and includes volunteers and interns, whether paid or unpaid.
3. **Employee Representative:** A person authorized to represent a County employee which belongs to a labor union recognized by the County of Warren and engages in negotiations on behalf of its members.
4. **Employer:** The County of Warren ("County").
5. **Officer:** A person holding the right, authority and duty created and conferred by law for a given period of time which is either fixed in law or at the pleasure of the appointing authority which provides some portion of the sovereign's governmental functions to be exercised for the benefit of the public.
6. **Supervisor:** A person within employer's organization who has the authority to direct and control the work performance of an employee, or who has authority to take corrective action regarding the violation of a law, rule or regulation to which an employee submits written notice.
7. **Retaliatory Action:** The discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

8. **Workplace:** Any location away from an employee's permanent or temporary domicile, where an employee performs any work-related duty in the course of their employment by the employer.
9. **Workplace Violence:** Any physical assault, threatening behavior, or verbal abuse occurring in the workplace and directed at a County officer or employee, which is engaged in by another County officer or employee, strangers, customers, or other persons with whom the employee has a pre-existing relationship outside of the workplace. The National Institute for Occupational Safety & Health (NIOSH) defines workplace violence as "violent acts (including physical assaults and threats of assaults) directed toward persons at work or on duty."

III. Risk Areas as Identified by the NYS Department of Labor (DOL)

While workplace violence can occur in any workplace setting, examples of employment situations that may pose a higher risk(s) include:

1. Contact with the public;
2. Duties that involve the exchange of money;
3. Delivery of passengers, goods or services;
4. Duties that involve mobile workplace assignments;
5. Working with unstable or volatile persons in healthcare, social service or criminal justice settings;
6. Working alone or in small numbers;
7. Working late at night or during early morning hours;
8. Working in high crime areas;
9. Duties that involve guarding valuable property or possessions;
10. Working in community-based settings;
11. Working in areas with previously identified security problems; and
12. Uncontrolled access to the workplace.

IV. NYS DOL Program Requirements

The NYS DOL Law requires public employers to perform a risk evaluation of their workplace to:

1. Determine the presence of factors or situations that might place employees at risk from occupational assaults and homicides;
2. Prepare a workplace violence protection program; and
3. Inform and train employees on the requirements of the NYS DOL Law and the workplace risk factors that were identified.

To comply with the requirements set forth by the NYS DOL, the County shall:

1. Conduct workplace risk evaluation, through the Risk and Safety Committee to evaluate on an annual basis per New York State Department of Labor (DOL) Public Employee Health and Safety regulations (PESH) to:

- a. Determine the presence of factors or situations that might place employees at risk from occupation-related assaults and homicides;
 - b. Prepare and review annually the Workplace Violence Protection Program; and
 - c. Inform and train employees on the requirements of the NYS DOL PESH Law and the workplace risk factors that were identified.
2. Report issues involving workplace safety to the Risk and Safety Committee for review and remediation, to include providing recommendations to Department Heads and the Board of Supervisors.
 3. Provide employee workplace violence prevention training at the time of job assignment and annually thereafter.

V. Workplace Violence Risk Factors Identified

The County recognizes the dynamics of the provisions of public service to the community at large. It adopts the risk factors identified by the NYS Department of Labor Safety and Health Division. Additional risk factors shall be identified and addressed on an ongoing basis through the Risk and Safety Committee with recommendations made to departments and the Board of Supervisors on a periodic and an as-needed basis. Opportunities for improvement and proposed solutions will be periodically reported by the Risk and Safety Committee to the Board of Supervisors.

VI. Methods of Workplace Violence Protection

As they pertain to this policy, the County shall address risk factors involving workplace violence protection initiatives as follows:

1. County Owned, Leased and/or Maintained Property:

County owned buildings shall be secured using the following protocols:

- a. Doors should never be propped open. Locations having money and/or secure information shall be kept locked and separate from general entry.
- b. Security card entry systems have been installed within County buildings to limit access to secured areas.
- c. Concealed weapons are strictly prohibited in/on all County owned and maintained buildings/properties and appropriate signage shall be installed and maintained. (County law enforcement officers and peace officers shall be exempt from this provision.)
- d. Security cameras shall be installed with a direct feed to the Sheriff Department for County owned buildings identified as being at high risk, when feasible.

2. Identification Cards:

- a. Employees shall be issued an identification card by the Human Resource Department and shall be required to display the identification card with a current color picture visible on the front side of the badge itself along with the County seal and employee name.

- b. County issued identification cards must be always worn within the workplace.
 - c. Identification cards should also be carried at all times by employees who work outside of the traditional workplace setting, i.e. Sheriff, Corrections, and Public Works.
 - d. Whenever an employee's appearance changes substantially, the identification card picture should be updated.
 - e. All County identification cards shall be issued upon employment and rescinded upon separation, without exception, by the Human Resource Department.
3. **Bomb Threat Protocol:** The County has adopted the Federal Bureau of Investigation's protocols for Bomb Threats.
4. **Security Cameras:** The County shall install and maintain security systems to protect County owned buildings, properties, and the employees who work within them. Security camera systems will send video feed to the County's Sheriff Department whenever feasible. For ancillary worksites where a direct connection to the County's Sheriff Department is not possible, steps will be taken to record and save the video feed for law enforcement use.
5. **Panic Buttons:**
- a. Department heads will be consulted to determine how the Workplace Violence Protection Program may best meet the needs of the employees working within that department on both an initial and ongoing basis. If there is a quantitative determination made that panic buttons are needed within a particular County owned, leased or maintained workplace, the Risk and Safety Committee shall make the determination as to how best to accommodate the request. Panic Button Technology within County buildings and other pertinent County owned locations shall be mutually owned and maintained by the County Building and Grounds Office.
 - b. Any department or individual requesting the installation of a panic button shall make a formal written inquiry to the County Building and Grounds Office. The Director of Facilities shall forward the request for panic button technology to Sheriff Department personnel assigned to the task of reviewing the request and conducting a security assessment of the location requesting the technology.
 - c. The Sheriff Department and Director of Facilities will discuss the security assessment with the requestor and collectively decide the best use of technology available. All final determinations for requests for panic button technology will be brought to the Risk and Safety Committee as part of the County's Workplace Violence Protection Programming.
 - d. Each panic button installed shall be tested regularly under the direction and in coordination with Sheriff Department personnel. It will be the responsibility of everyone assigned a panic button to initiate the activation when asked to do so. Department Heads shall be

responsible for ensuring employees within their control regularly manage the technology governed by this policy.

6. **Training:** Employee training shall include: (a) the measures employees can take to protect themselves from such workplace risks, including specific procedures the employer has implemented to protect employees, such as appropriate work practices, emergency procedures, use of security alarms and other devices, and (b) the details of this written workplace violence protection program which shall be provided to all County officers and employees.

VII. Reporting Serious Violations of Workplace Violence Protection Program and When an Imminent Danger of Violence Exists

1. Any County officer or employee or employee representative who believes that a serious violation of the workplace violence protection program exists or that an imminent danger exists shall bring such matter to the attention of a supervisor in the form of a written notice and shall afford the employer a reasonable opportunity to correct such activity, policy or practice.
2. Complaints of serious violations of the Workplace Violence Protection Program that occur within a County officer's or employee's employment with the County of Warren should be made on the reporting form attached herein as *Attachment A* titled "**Warren County Workplace Violence Complaint Form**" and submitted to the Human Resources Department.
3. Complaints shall be submitted only by County officers, employees, and employee representatives.
4. Upon receipt of a written complaint, the Director of the Human Resources Department shall treat the matter as confidential and shall:
 - a. Conduct a prompt review of the confidential matter and allegations, assess the appropriate scope of the investigation, and take any interim actions (for example, instructing the individual(s) about whom the complaint was made to refrain from communications with the County officer or employee who reported the workplace violence), as appropriate. If the complaint is verbal, then request that the officer or employee who made the verbal complaint to submit a written complaint form; and
 - b. Maintain a confidential log which assigns each written complaint a number (i.e. #2025-1), and record the following data: the date of the claimed incidents(s); the date received; the department(s) involved; the employee(s) who submitted the complaint; the employee(s) against whom the complaint was submitted; and the date the written complaint was forwarded to the County Attorney's Office; and
 - c. Forward every written complaint to the County Attorney's Office.

Upon receipt of a written Workplace Violence Complaint Form, the County Attorney or a designee shall:

1. Take steps to obtain, review, and preserve documents sufficient to assess the allegations, including documents, emails or phone records that may be relevant to the investigation.
2. Implement appropriate document requests, review, and enact preservation measures, including electronic communications;
3. Seek to interview all parties involved, including any relevant witnesses;
4. Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - a. A list of all documents reviewed, along with a detailed summary of relevant documents;
 - b. A list of names of those interviewed, along with a detailed summary of their statements;
 - c. A timeline of events;
 - d. A summary of any prior relevant incidents disclosed in the investigation, reported or unreported; and
 - e. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
5. Promptly notify, in writing, the individual(s) who reported the workplace violence and the individual(s) about whom the complaint was made that the investigation has been completed and forward a summary along with any recommended corrective actions identified in the written document to the co-chairs for the Risk and Safety Committee for review and implementation, if appropriate;
6. When required by the circumstances surrounding the incident, prepare a summary report of the incident, to include recommended corrective actions for confidential review by the co-chairs of the Risk and Safety Committee;
7. Review the confidential matter with the County's Personnel, Administration and Higher Education Committee during an Executive Session; and
8. Maintain written documentation and documents in a secure and confidential location, during the County's record retention period.

VIII. Conclusion

The policy outlined above is aimed at providing employees at the County and covered individuals an understanding of their right to a safe and violence free workplace. All employees should feel safe at work. The Risk and Safety Committee will assist Department Heads with Workplace Violence Protection Program initiatives and identify any trends that may pose a liability or financial risk to the County.