

Warren County Board of Supervisors

RESOLUTION No. 69 OF 2025

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

ADOPTING THE WARREN COUNTY MEETING, CONFERENCE AND JOB TRAINING POLICY

WHEREAS, the County Administrator requested, and the Personnel, Administration & Higher Education Committee approved, a Warren County Meeting, Conference and Job Training Policy and recommended that the same be advanced to the Board of Supervisors for consideration and approval, now, therefore, be it

RESOLVED, that the Warren County Meeting, Conference and Job Training Policy, annexed hereto as Schedule "A," be and the same is hereby adopted as the official policy for Warren County, and be it further

RESOLVED, that any and all prior Warren County Meeting, Conference and Job Training Policies, Resolutions or parts thereof inconsistent with the annexed Warren County Meeting, Conference and Job Training Policy are hereby repealed effective February 21, 2025.

SCHEDULE “A”

Warren County Meeting, Conference and Job Training Policy

I. Policy

The Board of Supervisors encourages County officers and employees to participate in job-related conferences, workshops and training to learn and develop skills and knowledge to apply to daily tasks and responsibilities, network and connect with industry leaders and counterparts in other municipal organizations, and to empower professional development throughout the County workforce. Warren County officers and employees shall comply with the requirements of the County Meeting, Conference and Job Training Policy when pursuing potential meeting, conference, and job training opportunities and shall comply with the approval processes and travel requirements set forth by this Policy. All County officers and employees represent the County of Warren, and our residents, when traveling and attending meetings, conferences and job-related trainings and shall conduct themselves as representatives of the County at all times.

II. Policy Definitions

Approval Authority: Department Head approval authority shall be the Chair of the Board of Supervisors for members of the Board of Supervisors.

Continuing Education Credits: Courses taken to comply with educational requirements for continuing certification for a professional license or other license issued by New York State Office of the Professions.

County Vehicle: A vehicle owned, operated, leased or rented by or for the County of Warren.

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.

Employee: An individual employed by the County on a part-time or full-time basis, as well as volunteers and interns.

Incidental Expenses: An expense related to fees and gratuities incurred while conducting County business.

Job Training: Training that materially pertains to an employee’s job functions and excluding higher education courses which may result in the receipt of credits towards a college or graduate degree.

Mass Transportation: The transportation by airplane, bus, subway or train.

Mileage: Mileage from the location of the assigned County workplace to the meeting, conference or job training address using Google maps.

Officer: An individual given the title of Officer for the County of Warren.

III. General Transportation Guidelines

County officers and employees shall use County owned vehicles for County business purposes and not personal vehicles, when practicable. The use of County vehicles to attend meetings, conferences and job-related trainings is governed by the **Warren County Motor Vehicle Use Program Policy**.

The following transportation guidelines apply to the vehicle usage by County employees when attending an offsite meeting, conference or job training.

1. Personal vehicles may be used if a County owned vehicle is unavailable but only with the prior permission of the Department Head.
2. Mass transportation should be used whenever there may be a cost savings unless such use would be impractical given the nature of the trip.
3. Mass transportation should be utilized for travel distances totaling six (6) hours or more.

IV. Meeting, Conference, and Job Training Expenses and Travel Approval Procedures

This County policy provides instruction on obtaining the permissions needed to attend meetings, conferences and/or job training as they directly relate to County business. Permissions for these activities must be obtained **prior** to any attendance or expenditure of funds.

Reimbursement for meetings, conferences, and job training will occur if the County criteria has been met in accordance with the following guidelines:

1. Meeting/conference/job training opportunities available to County offices and employees which do not require travel and where there is no cost to the County shall only require the employee's Department Head approval.
2. Meeting, conference, and/or job training opportunities available to County officers and employees whose total cost for the entire event (whether one session or multiple sessions) is **One Thousand Dollars (\$1,000.00) per person or less** including travel, registration fees, meal costs, and overnight accommodations, and for which the Department's budget contains sufficient funding for the total cost shall be approved by the Department Head **prior** to incurring the expense.
3. Meeting, conference, and/or job training opportunities available to County officers and employees whose total cost for the entire event (whether one session or multiple sessions) is a total combined cost of **more than One Thousand Dollars (\$1,000.00) per person** including travel, registration fees, meal costs, and for which the Department's budget contains sufficient funding for the total cost shall be pre-approved using the attached "Authorization to Attend Meeting/Convention/Training" (Attachment "A" - Approval Form) submitted to their Department Head along with documentation detailing the associated costs and shall require the approval of the Department Head, County Administrator, and the appropriate supervisory Committee Chair, **prior** to incurring the expense.
4. Meeting, conference, and/or job training opportunities available to County officers and employees which will cost the County any amount, and **for which the Department's budget does not contain sufficient funding for the total cost**, will require a Request for Transfer of Funds Form (Attachment "B"). This Request for Transfer of Funds Form shall be required to cover the unfunded cost of the meeting, conference, and/or job training opportunity and be submitted to the Department's oversight committee, along with documentation detailing the associated costs, for approval by the Board of Supervisors **prior** to incurring the expense.
5. An officer or employee may obtain reimbursement for previously approved out of pocket expenses

once the trip has been completed by submitted a completed Warren County Travel Voucher (Attachment “C”) along with original receipts, their Approval Form (as applicable), and a completed/approved County Purchase Order (as applicable).

V. County Reimbursement Rate for Lodging, Meals and Incidental Expenses

The U.S. General Services Administration Domestic Per diem Rates are to be used to determine the maximum reimbursement for lodging, meals and incidental expenses. A listing can be found at www.gsa.gov. This section shall not apply to limit the maximum reimbursement rate where the lodging and/or meals are provided at a facility that is the host of an approved meeting, conference, job-related training or is chosen because of its location proximate to the event and where the reimbursement is less than One Hundred Fifty Dollars (\$150.00) above the maximum daily GSA rate.

VI. County Mileage Reimbursement

The New York State reimbursement rate for employees using their own vehicles for County approved meetings, conferences and job-related training shall be based upon the mileage from the employee’s workplace to and from the location address of the meeting, conference and training based upon the standard mileage allowance established by the Internal Revenue Service and the U.S. General Services Administration (GSA).

VII. Exceptions to this Policy

County officers and employees shall use County owned or rented vehicles for County business purposes and not personal vehicles, when practicable. Personal vehicle usage shall be allowed under this policy subject to Department Head Approval.

Meeting and travel expenses by County Supervisors, the County Administrator, Assistant County Administrator and Department Heads to attend New York State Association of Counties’ conferences do NOT need prior approval under this Policy, provided that the Department has budget appropriations for the expense and there is compliance with the GSA policy herein.

Attachments to this policy include the following:

Attachment A: Authorization to attend Meeting/Conference/Training (Approval Form)

Attachment B: Request for Transfer of Funds

Attachment C: Warren County Travel Voucher

ATTACHMENT "A"

AUTHORIZATION TO ATTEND MEETING, CONFERENCE OR TRAINING

(Use if total cost > \$1,000 per person including all travel costs)

(Must be approved by Department Head, County Administrator & Committee Chair)

_____ is authorized to attend _____
(Employee Name) (Name of meeting or organization)

at _____ on _____
(Address) (Dates)

Notice of Meeting/Conference/Training including cost must be attached when submitting for approval

Total Cost \$ _____ Budget Code: _____

For Overnight Travel: (refer to www.gsa.gov for current allowable rates)

Room rate : \$ _____ GSA rate: \$ _____ Justification if over GSA rate: _____

Meal costs: \$ _____ GSA per diem rate \$ _____

Date: _____

(Department Head Signature)

Date: _____

(County Administrator Signature)

Date: _____

(Committee Chair Signature)

Please refer to the Warren County Meeting, Conference and Job Training Policy for general policy guidelines.



Please utilize the B&G Car Reservation request portal to request a fleet vehicle.



Filing Instructions:

1. Original with Voucher to Auditor
2. Copy to Purchasing with Purchase Order, if required.
3. Copy to Clerk of the Board if County Credit Card will be used.

ATTACHMENT "B"

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME:

SIGNED:

DATE:

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

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
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A.1990 469	Contingent Account- Other Payments/Contributions			
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Please state reason for transfer request:

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

