

**PERSONNEL COMMITTEE
AGENDA
APRIL 2, 2026**

Committee Members: *Runyon, Crocitto, Driscoll, Etu, Maday, Turner, Conover- 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) Notice of Intent to Fill Tracking Report - provided for informational purposes
 - 2) **Referral from the Economic Growth & Development Committee (Chaired by Supervisor Wild):**
Planning and Community Development -
Request to amend the Table of Organization and Salary Schedule to create the position of Senior Planner, *Grade 18, Base Annual Salary \$62,900*, and delete the position of Principal Planner #2, *Annual Salary \$84,093*, effective April 20, 2026.
 - 3) **Referrals from the Support Services Committee (Chaired by Supervisor Gilligan):**
County Clerk/DMV (Carrie Black, County Clerk) -
A) Request to amend the Table of Organization and Salary Schedule to fund the position of Principal Legal Recording Clerk, *Grade 15, Base Annual Salary \$67,589*, and unfund but retain the Legal Recording Clerk position, effective April 20, 2026.
County Administrator (John Taflan, County Administrator) -
B) Request to amend the Table of Organization and Salary Schedule to increase the salary of the Property & Casualty Risk Manager position from \$77,840 (*pro-rated to 30 hours/week - \$58,381 annually*) to \$89,077 (*pro-rated to 30 hours/week - \$66,808 annually*).
 - 4) **Referrals from the Warren County Risk and Safety Committee:**
A) Request to adopt the Warren County First Amendment Audit Protocol Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws.
B) Request to adopt the Warren County Family and Medical Leave (FMLA) Policy as recommended by the Warren County Risk and Safety Committee on March 4, 2026, to ensure compliance with New York State laws.
 - 5) **Request/Item not Referred by Alternate Standing Committee:**
Request to amend the contract with Ascentis (formerly known as Novatime Technology, Inc.) to allow for up to two NovaTime SQL database exports.
 - 6) **Personnel/Litigation Matters:**
Discussion Items:
A) Insurance Reserve Payment Report as of February 28, 2026: Report enclosed.
B) Request for a motion to enter an executive session, per Public Officers Law § 105(1)(d), to engage in discussions of proposed, pending and current litigation and to provide attorney-client communications per Public Officers Law § 108(3), concerning one or more of the matters listed below which shall be identified at the time of the meeting:
 1. **Lawsuits Without Insurance Coverage:**
 - a) Joshua Rouse v. Berkshire Farms Center for Youth, et al, Warren County Index No. EF2021-69346, filed August 10, 2021. Discovery ongoing. Plaintiff's deposition completed August 26, 2025. County employee depositions and co-defendant depositions being scheduled through Winter 2026.
 - b) Kathleen Innes v. Warren County and Correctional Medical Care, NDNY 1:22-cv-00641-BKS-TWD, filed June 15, 2022. Discovery completed. Summary judgment motions fully submitted on May 15, 2025. Summary Judgment Decision and Order issued February 23, 2026. Motion granted in part and denied in part. Court to schedule trial date for lawsuit.
 - c) Estate of Ann Alice Hennessey v. County of Warren & Christine Norton, as County Treasurer, NDNY 1:24-cv-314-AMN-CFH, filed March 6, 2024.
 - Alleging violations of federal constitutional rights under 5th Amendment, 8th Amendment, and 14th Amendment, as well as section 1983 claims for deprivation of civil rights, and State law claim for unjust enrichment.
 - March 22, 2024: Insurance Coverage Denied through Travelers-claims made.

CONTINUED

Lawsuits Without Insurance Coverage, con't.

- New York Tax Foreclosure Surplus Litigation: Multi-District Litigation (MDL) No. 3117: Plaintiffs motion to join all 37 counties subject to individual lawsuits. Responses filed 5/7/2024. Decision pending.
 - May 31, 2024: Motion to Dismiss against remaining plaintiff, Estate of Ann Alice Hennessey, filed with Federal District Court.
 - July 19, 2024: Plaintiff filed opposition papers to County's Motion to Dismiss.
 - July 25, 2024: County filed reply brief in response to plaintiff's opposition papers.
 - October 8, 2024: Court conference in Federal District Court regarding pending motions to dismiss. All separately filed lawsuits consolidated into a single matter following court conference.
 - No new activity.
- d) Village of Hudson Falls v. Town of Queensbury, Town of Kingsbury, County of Washington & County of Warren, Index No. 2024-37927, filed December 10, 2024. Action to Quiet Title on Village/Town Boundary Line along Warren Street and Quarry Crossing between Dix Avenue and River Street. Hearing on Motion for Preliminary Injunction held March 20, 2025. October 20, 2025-Plaintiff's motion for temporary restraining order denied by Court.
- e) Arna Moore v. Warren County Department of Social Services & Christina Mastrianni, as Commissioner of DSS, Warren County Supreme Court, Index No. EF2026-75259. Filed January 21, 2026 alleging defects in section 75 disciplinary hearing and termination of employment. Motion to Dismiss Pre-Answer filed by County on February 23, 2026.

2. Lawsuits Covered by Insurance:

- a) Patricia Zahaba v. County of Warren and Town of Queensbury, Warren County Index No. EF2022-70243, filed June 13, 2022. Date of Loss alleged: June 11, 2021. Notice of Claim served September 8, 2021. Depositions and discovery ongoing.
- b) John Werner v. Bernice Conlon & Warren County, Warren County Index No. EF2022-70247, filed June 15, 2022. Date of Loss alleged: August 15, 2021. Notice of Claim served November 8, 2021. Further depositions of County witnesses scheduled for July. Third Party Depositions and discovery ongoing.
- c) Timothy McIntyre & Brenna Michalak v. County of Warren, Warren County Index No. EF2023-72092, filed December 11, 2023. Date of Loss alleged: September 18, 2022. Notice of Claim, served December 19, 2022. Settlement pending for McIntyre claims only as of March 6, 2026 (payment from insurance reserve).
- d) Nicholas Oudekerk (Pro Se) v. Sergeant Brandon Thomas & Corrections Officer Nicholas Crum, NDNY 9:24-cv-00109-AMN-TWD, filed March 13, 2024.
- September 13, 2024: Motion to Dismiss filed.
 - October 10, 2024/October 24, 2024/December 4, 2024: Court provides Pro Se Plaintiff additional time and opportunity to file opposition papers to Motion to Dismiss.
 - December 19, 2024: Pro Se Plaintiff files opposition papers.
 - February 11, 2025: Awaiting Decision & Order.
 - June 9, 2025: Motion to Dismiss denied. Discovery to follow.
 - December 2, 2025: Deposition of Plaintiff scheduled at jail.
- e) James Condon v. Warren County Deputy Sheriffs Ortiz & Duggan, NDNY 1:24-cv-1172, filed September 25, 2024. Discovery started. Court Ordered Mediation Sessions: July 30, 2025. Depositions of named County employees completed. Plaintiff's deposition completed. Depositions for two sheriff deputies completed. Third-party depositions completed.
- f) Daniel S. Murray v. County of Warren, NDNY 9:25-cv-00622, filed May 16, 2025. Date of Loss: March 2025. Lawsuit alleged medical indifference, per Eighth Amendment to US Constitution for failure to timely replace lost hearing aids, and violations of the Americans with Disabilities Act and Rehabilitation Act. Initial appearances pending. Claim was tendered to Primecare by contractual agreement for defense and indemnification. Plaintiff filed amended complaint naming WCSO employees as defendants. On November 21, 2025, a motion to dismiss the complaint was filed for the County.
- g) Nicholas Oudekerk v. CO Green, NDNY 9:25-cv-01115, filed September 4, 2025, served October 10, 2025. The lawsuit alleges a violation of an incarcerated person's civil rights under 42 USC § 1983 during a Glens Falls City Court proceeding after the presiding judge adjourned the matter and while being escorted, in restraints, to the holding room in the courtroom. Plaintiff alleges that his arm was pulled by the transporting corrections officer and that it hurt. The Federal District Court dismissed all other claims against Warren County, prior to the lawsuit being served upon the County. Discovery started.

Lawsuits Covered by Insurance, con't.

- h) Peter Wilhelm v. Kubricky Construction v Town of Queensbury and County of Warren, Supreme Court-Saratoga County, Index No. EF2024-3821, served November 11, 2025. The lawsuit is a third-party complaint filed by Kubricky Construction Corp. against the County of Warren and Town of Queensbury seeking indemnification and contribution for injuries allegedly received by the plaintiff, Peter Wilhelm, on January 3, 2024 at or near 238 Bay Road, Town of Queensbury. The lawsuit was submitted for insurance coverage and legal counsel was assigned by the carrier.
- i) Michael Relta Thomas v. SGT Spring and six additional named Corrections Officers, NDNY 9:25-cv-1596. File November 13, 2025, served January 9, 2026. Reported to Insurance Carrier. Pro se plaintiff alleges that on August 20, 2025 he was involved in a verbal dispute with Corrections Officer when ordered to go lock himself into his cell and allegedly subjected to physical force to remove him from the cell and alleged excessive use of force. Magistrate Decision & Order granted poor person status and directed the County to submit an answer to the complaint. Insurance legal counsel assigned and filed Answer on March 6, 2026.
- j) Gannan Wright v. John Doe, NDNY 9:25-cv-01769, filed December 16, 2025. Reported to insurance carrier. Pro se Plaintiff alleges that on May 7, 2025, an unknown CO arrived at plaintiff's jail cell to escort him to a court proceeding. Plaintiff claims he was "too weak to get up and needed medical attention." Instead, four COs used force to put handcuffs on the prisoner and caused an abscess on his wrist to break open. The Magistrate Decision & Order approved poor person status for the plaintiff but required him to pay the \$350 filing fee and directed the Warren County Attorney to provide the names of any COs involved in the incident to the Court. On February 26, 2026, names of co-defendants provided to Court per Order. Insurance legal counsel assigned.
- k) Mark Edward Hebert II v. Warren County, Warren County Sheriff, CO Green, and Unnamed COs, NDNY 9:26-cv-0193, filed February 6, 2026. Magistrate Decision & Order on poor person status received February 26, 2026. Reported to insurance carrier. Pro se plaintiff alleges that on November 3, 2025, he was a passenger in a county prisoner transport vehicle when the transport made contact with another vehicle causing him injury and that his injury was ignored. The Magistrate's decision and order dismissed all claims against the County of Warren, the Warren County Sheriff and any claims arising from the motor vehicle accident and deliberate indifference claim. While all claims were dismissed, Plaintiff was granted 30 days from February 24, 2026 to file an amended complaint or the lawsuit would be dismissed without prejudice by the Court Clerk. Pending dismissal by Court.
- l) Dylan Johnson v. SGT Thomas and C.O. Novatarski, NDNY 9:25-cv-1627, summons issued February 27, 2026. Magistrate Decision & Order on poor person status issued December 23, 2025. Pro se Plaintiff alleged civil right violations while detained at Warren County Correctional Facility, to include excessive force and medical indifference. Plaintiff's medical indifference claims were dismissed and the excessive force claims were permitted to proceed. County served March 2, 2026. Lawsuit submitted to insurance carrier and insurance legal counsel assigned.

3. Notice of Claims & Administrative Complaints:

- a) Administrative Complaint: Department of Human Rights for Richie Russo against County of Warren and Warren County DSS, dated May 2, 2024. Date of Loss alleged: November 27, 2023 through March 7, 2024. 2/3/2025: Final Investigation Report and Basis of Determination issued by NYS Division of Human Rights finding probable cause to support allegations of the complaint. Matter to proceed to administrative law judge for hearing.
- b) Notice of Claim served July 21, 2025. Estate of Dylan Calabrese claims the wrongful death of decedent was caused by the negligence of the County of Warren and Town of Queensbury on April 24, 2025 when decedent was operating a motorcycle on Quaker Road traveling eastbound. Decedent approached the intersection of Lafayette Street in the Town of Queensbury and proceeded into the intersection. The notice of claim alleges that decedent's motorcycle was struck by the vehicle operated by Roger Burdo who was traveling westbound on Quaker Road and executing a left hand turn onto Lafayette Street. Completed 50-h examination of Estate Administrator on November 14, 2025.
- c) Notice of Claim, served July 21, 2025. Darcy L. Williams claims ongoing civil rights violations, ADA noncompliance, Family Court retaliation, disability discrimination, DSS misconduct and other unclassified causes of harm to her and her children related to conduct by the Department of Social Services, Warren County Sheriff's Office and Family Court of the State of New York-Warren County. Claimant's 50-h examination scheduled for January 26, 2026 was rescheduled.
- d) Notice of Claim, served February 19, 2026. Darlene Bucinell alleges she suffered injuries following the allegedly negligent manner in which her brother's remains (Robert A. Silvernail) were handled by County Coroners and the Baker Funeral Home during October 2025.

Notice of Claims and Administrative Complaints, con't.

- e) Notice of Claim, served February 23, 2026. Portia White, as the parent of J.S. alleges that the County of Warren and Glens Falls City School District were negligent on November 24, 2025 at the Warren County Head Start located at 11 Pearl Street in Glens Falls, NY when the student's finger was allegedly injured in the door hinge of a closing door in the building, due to the negligent supervision of a teacher known as Heidi Bohne. The alleged injuries included a fractured left index finger which was partially amputated.
- f) Notice of Claim, served March 16, 2026. Lyndon Tatsey claims personal injuries suffered on January 13, 2026 when claimant allegedly slipped and fell on snow and ice on an access road located on the County's municipal center complex. The alleged injuries include injuries to the mind and body to include the neck and spine.

V. Pending Items: None.

VI. Privilege of the Floor/Public Comment

VII. Motion to adjourn

2026 - 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
11/12/2025	Social Services	Assistant SS Attorney # 3 (2831)	Leahy	PR	\$ 95,391.00	\$ 95,391.00	1/5/2026	Russell	\$90,889.00	\$ (4,502.00)	\$ (4,502.00)
12/1/2025	Social Services	Intake Clerk # 8 (2660)	Dezalia	PR	\$ 41,409.00	\$ 40,729.00	2/17/2026	Palutis	\$42,053.00	\$ 1,324.00	\$ 644.00
12/12/2025	Social Services	Caseworker # 44C (2851)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Madia	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Caseworker # 45C (2852)	N/A	N	N/A	\$ 59,131.00	3/9/2026	Williams	\$59,131.00	\$ -	\$ -
12/12/2025	Social Services	Sr Caseworker # 11C (2853)	N/A	N	N/A	\$ 62,900.00	1/5/2026	Nassivera	\$65,600.00	\$ 2,700.00	\$ -
12/22/2025	Social Services	Caseworker # 37 (2558)	Nassivera	PR	\$ 61,696.00	\$ 59,131.00	1/5/2026	York	\$59,131.00	\$ -	\$ (2,565.00)
12/29/2025	Countryside	Laundry Worker # 1 (1871)	N/A	N	N/A	\$ 40,452.00	1/2/2026	LaMontain	\$40,452.00	\$ -	\$ -
12/29/2025	Countryside	Institutional Aide # 19 (2746)	LaMontain	O	\$ 42,755.00	\$ 42,053.00	1/5/2026	LaDouceur	\$42,053.00	\$ -	\$ (702.00)
1/7/2026	County Clerk	MV License Registration Clerk # 10 (1117)	Walker	RS	\$ 48,924.00	\$ 48,924.00	vacant				
1/7/2026	DPW	MEO (M) # 33 (2846) W/CDL	N/A	N	N/A	\$ 59,816.00	1/2/2026	Aldrich	\$59,816.00	\$ -	\$ -
1/7/2026	Office for the Aging	Meal Site Manager # 7 (1943)	Millington	RT	\$ 37,112.00	\$ 29,813.00	1/14/2026	Gardner	\$29,813.00	\$ -	\$ (7,299.00)
1/13/2026	Workforce Development	Fiscal Coordinator (2832)	Wilson	RS	\$ 57,614.00	\$ 57,614.00	1/13/2026	Wood	\$57,614.00	\$ -	\$ -
1/13/2026	Public Defender	15th Assistant Public Defender (2840) Per Diem	N/A	N	N/A	64.37/hr	1/16/2026	Muller	64.37/hr	\$ -	\$ -
1/16/2026	Social Services	Support Investigator # 5 (1739)	Havill	RS	\$ 48,924.00	\$ 48,924.00	vacant				
1/16/2026	Social Services	Social Welfare Examiner # 15 (1718)	Guritek	RS	\$ 48,924.00	\$ 48,924.00	3/9/2026	Perez-Torres	\$50,369.00	\$ 1,445.00	\$ 1,445.00
1/21/2026	DPW	MEO (L) # 27 (2256)	McKeown	RS	\$ 56,653.00	\$ 56,653.00	2/9/2026	Babbie	\$56,653.00	\$ -	\$ -
1/28/2026	Social Services	Caseworker # 42 (2743)	Leonard	RS	\$ 60,756.00	\$ 59,131.00	vacant				
1/28/2026	Social Services	Intake Clerk # 13 (2854)	N/A	N	N/A	\$ 42,053.00	2/9/2026	Alber	\$42,053.00	\$ -	\$ -
1/29/2026	County Attorney	2nd Asst County Attorney (2442)	Dickey	PR	\$ 111,875.00	\$ 115,510.00	vacant				
1/30/2026	Public Defender	14th Asst Public Defender (2822)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Rienzo	\$91,177.00	\$ -	\$ -
1/30/2026	Public Defender	10th Asst Public Defender (2755)	N/A	O	N/A	\$ 91,177.00	1/29/2026	Kurd	\$91,177.00	\$ -	\$ -
2/2/2026	Planning	Principal Planner # 2 (2811)	Nelson	O	\$ 84,093.00	\$ 84,093.00	2/2/2026	Nelson	\$84,093.00	\$ -	\$ -
2/9/2026	DPW	MEO (M) # 4 (1254)	Mitchell	PR	\$ 58,130.00	\$ 59,816.00	2/9/2026	Logue	\$60,520.00	\$ 704.00	\$ 2,390.00
2/9/2026	DPW	MEO (M) # 14 (1261)	Parker	PR	\$ 59,816.00	\$ 59,816.00	2/9/2026	Brownell	\$60,520.00	\$ 704.00	\$ 704.00
2/12/2026	Social Services	Caseworker # 23 (1672)	Mackey	RS	\$ 59,131.00	\$ 59,131.00	vacant				
2/12/2026	DPW	MEO (L) # 26 (1225)	Brownell	PR	\$ 57,357.00	\$ 50,413.00	2/23/2026	Weis	\$50,413.00	\$ -	\$ (6,944.00)
2/13/2026	DPW	MEO (L) # 17 (1250)	Hammond	RS	\$ 56,653.00	\$ 56,653.00	2/17/2026	Miller	\$56,653.00	\$ -	\$ -
2/13/2026	DPW	MEO (L) # 33 (2563)	Logue	PR	\$ 57,357.00	\$ 56,653.00	2/23/2026	Murphy	\$56,653.00	\$ -	\$ (704.00)
2/19/2026	Social Services	SWE # 19 (1721)	Pratt	RS	\$ 50,369.00	\$ 48,924.00	3/16/2026	Finkle	\$50,369.00	\$ 1,445.00	\$ -
2/20/2026	Workforce Development	E&T Counselor II # 1 (2696)	Mender	RT	\$ 61,503.00	\$ 53,576.00	2/23/2026	Rosenfield	\$53,576.00	\$ -	\$ (7,927.00)
2/20/2026	Public Defender	Coordinating Asst PD (2588)	Nicols	RS	\$ 114,986.00	\$ 114,986.00	2/24/2026	Whitney	\$114,986.00	\$ -	\$ -
2/24/2026	Treasurer	Principal Account Clerk #3 (1094)	N/A	N	N/A	\$ 52,138.00	3/16/2026	Thompson	\$52,138.00	\$ -	\$ -
2/24/2026	Office for the Aging	Meal Site Manager # 9 (1949)	Simola	RS	\$ 30,339.00	\$ 29,813.00	3/2/2026	Ostrander	\$29,813.00	\$ -	\$ (526.00)
2/24/2026	Public Defender	5th Assistant Public Defender (1078)	Whitney	PR	\$ 105,949.00	\$ 105,949.00	2/24/2026	Lowe	\$105,949.00	\$ -	\$ -
2/26/2026	Social Services	Intake Clerk (1754)	Perez-Torres	PR	\$ 43,380.00	\$ 42,053.00	vacant				
3/3/2026	Social Services	Medicaid Clerk # 2 (2094)	Finkle	PR	\$ 44,848.00	\$ 43,495.00	vacant				
3/3/2026	DPW	Construction Specialist II (2855)	N/A	N	N/A	\$ 96,589.00	3/9/2026	Johnson	\$96,589.00	\$ -	\$ -
3/11/2026	Social Services	Intake Clerk # 11 (2791)	Howe	PR	\$ 42,755.00	\$ 42,053.00	vacant				
3/11/2026	DPW	MEO (L) # 3 (1249)	Fraser	RS	\$ 57,357.00	\$ 50,413.00	3/16/2026	Carpenter	\$50,413.00	\$ -	\$ (6,944.00)
3/12/2026	Social Services	Intake Clerk # 7 (2406)	Koosis	RS	\$ 43,380.00	\$ 42,053.00	vacant				
3/19/2026	Veterans' Services	Office Specialist (2425)	Aprile	O	\$ 47,238.00	\$ 47,238.00	3/23/2026	Vredenburgh	\$47,238.00	\$ -	\$ -
3/19/2026	DPW	Director of Parks, Recreation (1185)	Moore	RT	\$ 86,669.00	\$ 86,669.00	3/23/2026	Inglee	\$86,669.00	\$ -	\$ -
3/19/2025	Treasurer	Senior Account Clerk #4 (1086)	Thompson	PR	\$ 47,238.00	\$ 47,238.00	vacant				
								Totals:	\$3,820.00	\$	\$ (32,930.00)

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

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

DEPARTMENT NAME: Planning

DATE: 03/10/2026

- (a) Title of Requested Position: Senior Planner
- (b) Annual **Base** Salary (and Grade if Applicable): \$62,900 (Grade 18)
- (c) Effective Date for New Position*: April Board Meeting
*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):
Principal Planner # 2 \$84,093.00
- (e) Where are Funds in the Budget for this Position?
List Budget Code, Object Code, Full Title and Amount:
A. 8021 100 "Personal Services"
- (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 NB for JF 3/10/26
- (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 [Signature]
- (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:

SENIOR PLANNER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position performs moderately-difficult and complex duties in the field of municipal, County, or regional planning. Employees in this class are responsible under general direction for specific phases of moderately-difficult planning projects or may be in charge of a major phase of a more complex study. Projects involve planning on a municipal, County, metropolitan or regional basis. In a smaller planning unit, the Senior Planner would be assigned projects calling for individual leadership to a greater extent than would be the case in larger planning units. The class of Senior Planner differs from Junior Planner by the increased responsibility for specific elements of major studies or individual responsibility for projects of a lesser nature. The incumbent may be required to attend evening meetings in various localities. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts complex feasibility, cost/benefit and other economic analyses of proposed projects in the field of planning on a municipal, County, metropolitan or regional level;

Conducts environmental, sociological, economic and agricultural impact analyses and assessments for projects;

Performs research and prepares applications for Federal, State or local grant funds for municipal, County, metropolitan, regional or citizens groups;

Manages grant funds from Federal, State and/or local sources often involving selection and oversight of professional consultants, multiple community partners and substantial budgets;

Prepares reports, technical documents, administrative, and informational activities, participates in presentations made to public officials, technical committees and other general public to provide and elicit information;

Performs data entry of geographic-related material and maintains inventory of digital map files, digital base coverage information, associated database attribute files, and GIS programs;

Develops and presents training programs for local officials, municipalities, economic development groups and citizen groups regarding environmental review, community development watershed initiatives, land use planning, land use law or other related planning topics;

Leads and/or prepares watershed and highway corridor planning initiatives;

Prepares implementation plans for approved projects through such methods as seeking grants and drafting land use regulations;

Leads and/or participates in education, outreach and community participation opportunities with County, municipal and local officials or citizen groups on planning issues;

May review zoning and subdivision proposals;

Prepares charts, drafts and other illustrative materials;

Frequently represents the agency at meetings and conferences for governmental agencies;

Coordinates support staff in administration of planning and zoning duties;

May utilize geographic information system (GIS) in the development of land use analysis;

Meets with developers, representatives of various professional groups and the general public regarding planning policies, objectives and procedures.

Does related work as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Good knowledge of the purpose, principles, practices, methods and terminology used in municipal, community, County, and/or regional planning;

Good knowledge of techniques used to gather data for statistical analyses and reports;

Good knowledge of the principles and practices of drafting, mapping and graphic visual methods as applied to municipal or community planning;

Good knowledge of basic research methods and techniques;

Ability to prepare complex written reports;

Ability to express oneself clearly and concisely, both orally and in writing;
Ability to understand complex oral and written directions;
Ability to analyze factual data and prepare graphs, diagrams and reports;
Ability to exercise personal discretion and sound judgment especially when dealing with the public;
Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software;
Initiative, tact, resourcefulness.

MINIMUM QUALIFICATIONS:

- A) Master's degree in planning, architecture, landscape architecture, engineering, environmental studies, geography, natural resources, political science or related field and two (2) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning; or
- B) Bachelor's degree in planning, architecture, landscape architecture, engineering, environmental studies, geography, natural resources, political science or related field and three (3) years of full-time work experience (or its part-time equivalence) in municipal, community or regional planning.

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

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

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

DEPARTMENT NAME: County Clerk

DATE: 3/11/2026

- (a) Purpose of Request:
Fund Principal Legal Recording Clerk and unfund Legal Recording Clerk.
- (b) Details:
Last year we voluntarily unfunded the Principal Legal Recording Clerk position in order to hire staff into the role of Legal Recording Clerk. Since our Senior Legal Recording Clerk is now in the position to be promoted, we are requesting to fund the Principal and unfund a Legal Recording Clerk position, bringing us back to our organizational structure of 2025.
- (c) Previous Resolution Number:
2025/436
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
A.1990 4569 Contingency Account - \$15,000

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

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 13***Request to Increase or Decrease Salary of Non-Union Position*****DEPARTMENT NAME: County Attorney****DATE: 03/05/2026**

(a) Employee Name, Title and Employee No.:

Marilyn Rivers (E#13976), Property & Casualty Risk Manager(b) Current Annual **Base** Salary (and Grade if Applicable):**\$89,077 at 30 Hours = \$66,808**(c) Former Annual **Base** Salary (and Grade if Applicable):**\$77,840 at 30 Hours = \$58,381**

(d) Effective Date for Salary Change*:

Please do not backdate request unless the purpose is to correct an error*03/23/2026**(e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position?
List Budget Code (with title), Object Code (with title), and Amount:**A.1420 110 Law (County Attorney) Salaries - Regular \$6,500**(f) Is a Budget Transfer needed? YES NO

If yes, please complete Resolution Request Form No. 10 – Transfer of Funds

If no, please provide details on how the increase will be funded within the current budget:

(g) Is there expected revenue from this position? YES NO

If yes, please complete Resolution Request Form No. 07 – Amend County Budget to recognize revenue

(h) Justification of Request:

Increased responsibilities due to County-wide Risk Management Program deliverables

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: 4/2/26

- (a) Purpose of Request: **Adopting the Warren County First Amendment Audit Protocol Policy**
- (b) Details: **The Risk & Safety Committee approved the proposed Policy for First Amendment Audit Protocol at the March 4, 2026 after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws. The proposed policy will provide uniform and consistent standards for First Amendment Audit Protocol across the County.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

First Amendment Audit Protocol

I. Policy

The purpose of this policy is to establish clear, uniform guidelines and protocols for County officials and employees when interacting with individuals conducting First Amendment audits on County property and within County workplaces. This policy is intended to ensure full respect for and compliance with constitutional rights, including lawful recording and expressive activity in public forums, while maintaining public safety, protecting confidential and restricted information, preserving orderly conduct of County operations, and safeguarding persons and property.

II. Definitions

Auditor: An Auditor or First Amendment Auditor is an individual who seeks to exercise their First Amendment Constitutional right in public by engaging in activities such as recording video or audio in public spaces to test and ensure compliance with First Amendment protections.

Confidential Information Protected information from public disclosure by law, including but not limited to personally identifiable information, protected health information, law enforcement-sensitive materials, attorney-client privileged communications or work product, non-public personnel records, and any information exempt from disclosure by applicable law.

Department Head: County officers or employees given the supervisory title of Department Head.

Disruption: Conduct that materially interferes with or impedes County operations, public safety, or others' lawful use of County facilities, including persistent obstruction of ingress/egress, loud or threatening behavior or refusal to comply with lawful directives in restricted areas.

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.

“Employees Only” Signage: Confidential County workplaces governed by the **Red Flag Identity Theft Prevention Policy**.

Employer: The County of Warren (“County”).

First Amendment Audit: An activity conducted by an Auditor to evaluate and ensure compliance with First Amendment rights, particularly focusing on the freedom of speech and press. A First Amendment Audit is a form of activism that involves recording video and audio in public spaces, such as government buildings or areas where public officials operate, to assess transparency, accountability, and adherence to constitutional protections by public entities and officials.

Nonpublic Areas: Spaces not open to the general public, including, but not limited to secured offices, records rooms, employee-only workspaces, mechanical rooms, IT/server rooms, holding or detention areas, and any area requiring keycard access, escort, or posted authorization.

Public Areas: County owned or controlled spaces open to the general public without the need for an escort or special authorization, such as building lobbies, publicly accessible hallways, public meeting rooms during open sessions, and outdoor areas open to the public, subject to reasonable time, place and manner restrictions.

Red Flags Identity Theft Prevention Policy: County of Warren Resolution 485 of 2024 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 have been adopted by the County to govern the safekeeping of personal information stored, maintained and accessed during County business operations in order to combat identity theft and related fraud.

Workplace: Any location where an employee performs any work-related duty in the course of their employment by the employer including County approved remote work assignments.

III. Guiding Principles

First Amendment Audits are carried out by individuals who equip themselves with video cameras and enter public spaces under the auspices of the First Amendment's right to free speech in order to record staff violations. They may claim a right to film in any space accessible to the public, arguing that they're entitled to do so as taxpayers and citizen journalists.

Recording in public areas where there is no reasonable expectation of privacy is generally permissible, subject to lawful time, place and manner restrictions. County personnel shall not restrict recording or access based on the viewpoint, content, or purpose of the recording. Personnel shall remain calm, courteous, and consistent, avoiding arguments and confrontations.

Reasonable steps may be taken to ensure safety, protect confidential information, and maintain orderly operations, without imposing restrictions broader than necessary. Clear signage and published rules for County facilities should be used to promote understanding and minimize conflict.

IV. Access and Recording Rules

The County has formally adopted privacy protocols associated with workplaces responsible for the provision of services who manage private personal information identified in the **County Red Flag Identity Theft Prevention Policy**. Any County workplace which handles information identified within this policy shall be deemed to be a confidential workplace with prohibited public access. These workplaces shall be labeled as "Employees Only" prohibiting public access.

Recording, photographing, note-taking, and observation in Public Areas are generally allowed if non-disruptive. The County reserves the right to establish reasonable, content-neutral rules to prevent disruption and obstruction to County services and/or entryways.

Open public meetings may be recorded, subject to rules that prevent disruption and protect safety. The County may establish reasonable, content-neutral rules, to ensure meetings are held efficiently and in an orderly manner, as required by federal, state, and local law or resolution.

Access to Non-Public restricted areas is limited to authorized persons. Video and/or audio recording is not permitted within these designated areas. Staff shall politely instruct individuals attempting entry without authorization to stop and return to Public Areas. County departments shall post clear, conspicuous signs distinguishing public and restricted areas.

County officials and employees shall position all screens, files, and materials, to prevent public viewing of Confidential Information.

V. Department Head Responsibilities

Department Heads shall ensure staff are training on this Policy and department-specific procedures. The Department Head shall designate a point of contact for auditor interactions. Department Heads shall identify and clearly mark Non-Public Areas and implement procedures to ensure the protection of Confidential Information. The Department Head and/or their designee shall notify the County Administrator's Office of the First Amendment Auditor's presence as soon as practicable.

VI. Employee Interaction Protocol

County staff should not engage with First Amendment Auditors who are filming in Public Areas not deemed to be "confidential." If asked about recording, County officials and employees shall indicate that recording is generally allowed in Public Areas, but not permitted in restricted areas, or areas designated as such. County officials and employees may specify that the County's public access rules are posted online. County Officials and employees shall not attempt to demand identification, block cameras, demand deletion, or seize equipment.

In the event the behavior of the "auditor" rises to the level of harassment of staff and members of the public, an employee should contact their Department Head, Department Head Designee, Supervisor or County Security Officers for assistance. For the purposes of this policy, harassment of staff and the general public might include the Auditor claiming a right to interrogate and demand answers from any individual inside a County facility, invading the privacy of the general public, or entering an area marked as "Employees Only."

County officials and employees are protected by the County's Workplace Harassment and Workplace Violence Policies in accordance with federal and state laws. Each of the policies should be followed with regard to reporting these types of incidents.

General guidance for staff includes, but is not limited to the following general principles:

- Be professional and polite. If they say they don't need help, do your best to ignore them and go back to your duties.
- Be calm. The best defense is patience.
- Be aware of your tone and body language.
- Don't tell them they can't photograph or video unless in a clearly marked area where it is prohibited.
- Never try to take their camera or recording device.
- Don't argue, use profanity or physically touch anyone.

Should you have any concerns regarding an interaction within your County workspace, please inform your Department Head and/or Supervisor.

VII. Documentation and Record Keeping

Incident notes, detailing the date, time, location, personnel involved, and a factual description of events shall be recorded promptly following any concerning interaction with a First Amendment Auditor or individual who attempts to film or record in any Non-Public Area. All documented occurrences shall promptly be provided to the County Attorney's Office and maintained in accordance with County retention policies.

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: 4/2/26

- (a) Purpose of Request: **Adopting the Warren County Family and Medical Leave (FMLA) Policy**
- (b) Details: **The Risk & Safety Committee approved the proposed Policy for Family and Medical Leave (FMLA) at the March 4, 2026 after identifying the absence of a Board of Supervisors approved policy which establishes protocols to ensure compliance with New York State laws. The proposed policy will provide uniform and consistent standards for Family and Medical Leave (FMLA) across the County.**
- (c) Previous Resolution Number: **224 of 2020**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

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

* as listed in budget and LOGOS

Family and Medical Leave (FMLA) Policy

Warren County recognizes the importance of family and medical responsibilities. Accordingly, the County provides time away from work for eligible employees to recover from an injury, illness or condition or to care for a family member in accordance with the Family and Medical Leave Act of 1993 ("FMLA") and the National Defense Authorization Act for FY 2008 ("NDAA").

The NDAA amended the FMLA to provide two types of military-related family leave for employees who are otherwise FMLA-eligible — "Qualifying Exigency Leave" and "Military Caregiver Leave."

I. Are You Eligible for FMLA Leave?

To be eligible to apply for FMLA leave under this policy:

1. You must have worked for the County:
 - a. for a total of at least twelve (12) months prior to the commencement of leave; **and**
 - b. for at least one thousand two hundred and fifty (1,250) hours during the twelve (12) months immediately preceding the start of the leave; **and**
2. You have not used all the FMLA leave to which you are entitled during a rolling twelve (12) month period.

If you do not meet this eligibility test, you are not eligible for any type of FMLA leave.

II. Qualifying Reasons for FMLA Leave

If you are eligible under the criteria set forth in Section I of this Policy, the County will grant you FMLA leave if you experience one (1) of the six (6) Qualifying Reasons for leave and follow the procedures set forth in this policy.

The six (6) Qualifying Reasons are as follows:

1. The birth of your child if the leave is completed within twelve (12) months of the date of birth of the child;
2. The placement for adoption or foster care of a child with you if the leave is completed within twelve (12) months of the date of placement of the child;
3. To care for an Eligible Family Member if that individual has a Serious Health Condition;
4. For your own Serious Health Condition that renders you unable to perform the essential functions of your job;
5. Qualifying Exigency Leave – this leave is taken because of a Qualifying Exigency arising out of the fact that a Military Member in your family is on Covered Active Duty Status (or has been notified of an impending call or order to such covered Active Duty) in the Armed Forces; or
6. Military Caregiver Leave – this leave is taken because a Covered Servicemember in your family has a Serious Illness or Injury and needs your care.

III. How Long is the Leave Benefit?

You are entitled to a maximum of twelve (12) weeks of unpaid leave during a rolling twelve (12) month period. If you take Qualifying Exigency Leave, you are entitled to a maximum of twelve (12) weeks of Qualifying Exigency Leave during a rolling twelve (12) month period. While you may qualify for leave for more than one (1) Qualifying Reason, your total cumulative FMLA leave cannot exceed twelve (12) total weeks.

If you take Military Caregiver Leave, you are entitled to a maximum of twenty-six (26) weeks within the twelve (12) months following the first day of Military Caregiver Leave, regardless of the rolling twelve (12) month period used by the County for other FMLA leave reasons. The twenty-six (26) weeks are calculated on a per servicemember, per injury basis.

FMLA leave will run concurrently with accrued paid leave. When FMLA Leave is requested due to an employee's own serious health condition, the employee must use any accrued sick leave prior to approval for non-paid leave. When FMLA is requested due to any of the remaining five (5) types of qualifying reasons for FMLA, the employee must comply with the Sick Leave and/or Medical Leave provisions of their collective bargaining agreements. For other qualifying reasons, you may use accrued paid leave as set forth in your Collective Bargaining Agreement once accrued leave is exhausted, remaining FMLA leave will be unpaid.

If an employee would otherwise be required to work overtime – including mandatory overtime, but cannot do so because of FMLA leave, the overtime hours the employee would have worked may also count as FMLA leave. If overtime is voluntary, the overtime an employee is not able to work because of FMLA leave does not count as FMLA leave.

County adopted holidays are counted within the eligible FMLA leave if you are on FMLA leave the entire week in which the holiday falls. If you take FMLA for less than a full workweek in which the holiday falls, the holiday does not count as FMLA leave and is paid as a holiday.

IV. Spouses' Combined Leave

If you and your spouse are both eligible and employed by the County, you are jointly entitled to a combined total of twelve (12) weeks of leave for the birth of your child or for placement for adoption or foster care of a child with you or for the care of a qualifying family member with a Serious Health Condition. Likewise, spouses who are both employed by the County are jointly entitled to a combined total of twenty-six (26) weeks of Military Caregiver Leave to care for a Covered Servicemember.

V. Definitions

To help you better understand if you have an FMLA Qualifying Reason for leave, the following definitions are provided:

Eligible Family Member: An Eligible Family Member is your spouse, child, or parent (but not a parent "in-law").

Child: Any child under the age of eighteen (18) who is your biological, adopted, stepchild, legal ward, or foster child; or a child whom you supervise on a day-to-day basis (*in loco parentis*). A *Child* is also any child over the age of eighteen (18) who is incapable of self-care because of a mental or physical disability. For purposes of Qualifying Exigency Leave or Military Caregiver Leave, the age of the child is not limited.

Parent: Your biological parent, or one who stood in the place of (*in loco parentis*) your biological parent when you were a child.

Spouse: A husband or wife as defined and recognized under state law for the purposes of marriage under the state where the employee resides, including same-sex marriages.

Serious Health Condition: A Serious Health Condition is an illness, injury, impairment or physical or mental condition that requires in-patient care in a hospital, hospice or residential medical care facility or that requires Continuing Treatment by a health care provider. It does not mean short-term conditions in which treatment and recovery are brief; routine physical exams; or voluntary or cosmetic treatments that are not medically necessary, unless in-patient hospital care is required.

Continuing Treatment means:

1. a period of incapacity of more than three (3) consecutive, full calendar days plus treatment by a health care provider twice, or once with a continuing regimen of treatment;

2. any period of incapacity related to pregnancy or for prenatal care;
3. any period of incapacity or treatment for a Chronic Serious Health Condition;
4. a period of incapacity for permanent or long-term conditions for which treatment may not be effective; or
5. any period of incapacity to receive multiple treatments (including recovery from those treatments) for restorative surgery, or for a condition which would likely result in an incapacity of more than three consecutive, full calendar days absent medical treatment.

If the Serious Health Condition is under the period of incapacity of more than three consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition, your first treatment visit (or only visit, if coupled with a regimen of continuing treatment) must take place within seven days of the first day of incapacity.

If the Serious Health Condition involves treatment of two (2) or more times, the two (2) visits to a health care provider must occur within thirty (30) days of the first day of incapacity.

A **Chronic Serious Health Condition** is one that:

1. requires Periodic Visits for treatment by a health care provider or nurse under the supervision of the health care provider,
2. continues over an extended period of time, and
3. may cause episodic rather than continuing periods of incapacity.

Periodic Visits for treatment of a Chronic Serious Health Condition means at least twice a year visits.

Qualified Exigency Leave: This is leave that may be taken by you for any Qualifying Exigency arising out of the fact that a Military Member is on Active Duty Status or on call to that status.

Qualifying Exigency: The most common types of events considered a Qualifying Exigency are attending military-sponsored functions, making appropriate financial and legal arrangements, arranging for alternative childcare, and attending counseling. The child need not be the child of the employee requesting leave (ex. employee's grandchild). This includes certain post-deployment exigencies, including reintegration activities for a period of ninety (90) days following the termination of a Military Member's Active Duty Status.

Qualifying Exigency also means eligible employees may take leave to care for a Military Member's parent who is incapable of self-care when the care is necessitated by the member's Covered Active Duty. Such care may include arranging for alternative care, providing care on an immediate need basis, admitting or transferring the parent to a care facility or attending meetings with staff at a care facility.

Qualifying Exigency also means Rest and Recuperation time an eligible employee can spend with a Military Member. This is available for a maximum of fifteen (15) calendar days.

Military Member: A Military Member for purposes of Qualifying Exigency Leave is your Spouse, Child, or Parent who is on Active Duty Status or on call to that status in the National Guard, Reserves, and the Regular Armed Forces.

Covered Active Duty Status: Covered Active Duty Status for purposes of Qualifying Exigency Leave means when a Military Member is under a call or order to active duty (or has been notified of an upcoming call or order) in support of a contingency operation and will be deployed to a foreign country. Family members of service members in the Regular Armed Forces are not entitled to Qualified Exigency Leave.

Military Caregiver Leave: This is leave that may be taken by you to care for a Covered Servicemember with a Serious Injury or Illness. This care means providing physical or psychological care, transportation for care, and/or

time to make arrangements for care.

Covered Servicemember: For purposes of Military Caregiver Leave, a Covered Servicemember is your Spouse, Child, Parent, or next of kin (your nearest blood relative) who has a Serious Injury or Illness. This leave applies to those servicemembers, including Covered Veterans, of the Regular Armed Forces and the National Guard or Reserves, who are undergoing medical treatment, recuperation, or therapy, including outpatient status or being on the temporary disability retired list for a Serious Injury or Illness incurred in the line of duty on active duty.

Covered Veteran: For purposes of Military Caregiver Leave, a Covered Veteran is an individual who was discharged or released under conditions other than dishonorable at any time during the five (5) year period prior to the first date the eligible employee takes FMLA leave to care for the Covered Veteran. (The period of time between October 28, 2009 and March 8, 2013 is excluded in the determination of the five (5) year period for Covered Veteran status.

Serious Injury or Illness: For purposes of Military Caregiver Leave, Serious Injury or Illness means an injury or illness that was incurred by the servicemember in the line of duty on active duty in the Armed Forces (or that existed before the beginning of the servicemember's active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the servicemember medically unfit to perform the duties of the servicemember's office, grade, rank, or rating; and

For Covered Veterans, it means an injury or illness that was incurred by the member in line of duty on Active Duty in the Armed Forces (or that existed before the beginning of the Active Duty and was aggravated by service in line of duty on Active Duty in the Armed Forces) and that manifested itself before or after the member became a Covered Veteran, and is:

1. A continuation of a serious injury or illness that was incurred or aggravated when the Covered Veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the servicemember's office, grade, rank, or ranking; OR
2. A physical or mental condition for which the covered veteran has received a VA Service Related Disability Rating (VASRD) of 50 percent (50%) or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for caregiver leave; OR
3. A physical or mental condition that substantially impairs the veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service or would do so absent treatment; OR
4. An injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

You or Your: The terms "you" or "your" as used in this Policy shall mean the Warren County employee who this Policy governs.

VI. Notice Requirements

When the need for leave is foreseeable, you must provide the Department of Human Resources with a written request for leave at least thirty (30) days prior to the commencement of FMLA leave. For planned medical treatment you must attempt to schedule the leave to minimize the effect on the County.

When the leave is not foreseeable, you must provide notice to the Department of Human Resources as soon as practicable after you determine you need the leave. You must comply with the County's normal call-in procedures.

You may take leave intermittently (in periods of days or partial days) when medically necessary, occasioned by a Qualified Exigency, or if authorized by the County. Any intermittent leave that is not medically necessary or a Qualified Exigency must be approved by Warren County in advance of the commencement of the leave. If you seek approval for

intermittent leave, you shall coordinate an intermittent leave schedule with your Department Head or designee, which shall be provided to the Director of Human Resources. You must report each absence in advance by the County's standard time off request procedures. Failure to report all absences may result in disciplinary action.

If an employee takes Paid Time Off (PTO), defined as sick, vacation, personal time or a floating holiday, for a condition that progresses into a serious health condition and the employee requests FMLA leave for the same condition as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy to the extent that the earlier leave meets the necessary qualifications.

VII. Certification

You must provide certification for your own serious health condition under FMLA to Human Resources when requested. The certification must be received within fifteen (15) days of the requested leave start date or you will need to provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Human Resources may also require you to obtain a medical certification from the health care provider who is treating you or your family member.

You may obtain the necessary forms from the Department of Human Resources.

Human Resources may directly contact your health care provider for verification or clarification purposes. Human Resources will not use your direct supervisor for this contact. Before such direct contact with the health care provider, you will be given an opportunity to resolve any deficiencies in the medical certification. Failure to resolve any deficiencies may result in delay or denial of leave.

To verify your Serious Health Condition, the County may, at its discretion and expense, require you to obtain the opinion of a second health care provider designated or approved by the Human Resources Department. If there is a conflict between the first and second opinions, the County may, at its discretion and expense, require a third opinion from a different provider chosen jointly by you and Human Resources. The third opinion will be binding.

Within five (5) business days after you have submitted the appropriate certification form, the Department of Human Resources shall complete and provide you with a written response to your request for FMLA leave.

VIII. Certification for Qualifying Exigency Leave

The County will require certification of Qualifying Exigency leave. As is required for other types of FMLA leave, you must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

IX. Certification for Military Caregiver Leave

The County will require certification for the Serious Injury or Illness of the Covered Servicemember. As is required for other types of FMLA leave, you must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

X. Intermittent Leave Certification

If Human Resources requests certification, you will have at least fifteen (15) calendar days to submit the paperwork to Human Resources. If your medical certification is incomplete or insufficient, Human Resources will specify in writing what information is lacking and allow you seven (7) days to cure the deficiency. Human Resources may

insist on a health care provider's estimate of how often you will need time off. Human Resources may wait until that estimate is received to approve intermittent leave.

The County may temporarily transfer you to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when you or your family member's leave is foreseeable and for planned medical treatment, including recovery from a Serious Health Condition or to care for your child after birth, or placement with you of a child for adoption or foster care.

In the case of intermittent Military Caregiver Leave, the County may transfer you, with equivalent pay and benefits, if you need leave on an intermittent or reduced leave schedule to care for a Covered Servicemember that is foreseeable based on planned medical treatment for the servicemember.

XI. Recertification

Human Resources may request recertification for you or your family member's Serious Health Condition every thirty (30) days when circumstances have changed significantly, or if you receive information casting doubt on the reason given for the absence, or if you seek an extension of your leave. Otherwise, Human Resources may only request recertification for your or your family member's Serious Health Condition every six (6) months in connection with an FMLA absence. Human Resources may provide your health care provider with your attendance records and ask whether the need for leave is consistent with your Serious Health Condition.

Certification/recertification must be returned within fifteen (15) days. Failure to provide certification in the requested time period may result in the delay or denial of leave.

XII. Fitness for Duty

The Human Resources Department may require a "fitness for duty" certification upon your return to work, if leave was taken for your own Serious Health Condition. The "fitness for duty" certification must be completed by your health care provider and certify that you are able to return to work and perform the essential functions of your position. A copy of your job description will be supplied with the designation notice.

XIII. GINA Information

To comply with the Genetic Information Nondiscrimination Act of 2008 (GINA), the County will ask your health care provider/s to not provide any genetic information as defined by GINA when responding to a request for your or your family member's medical information, except as allowed by specific GINA exceptions.

XIV. While on Family and Medical Leave

A. Periodic Reporting:

The County may require you to report periodically to the Department of Human Resources as to your leave status and your return to work, once known.

B. Employment While Out on Leave:

An employee's inability to perform job duties while out on FMLA or any other authorized leave of absence for the County, is assumed to extend to any other job duties the employee may have outside of the County's employment as indicated in the employee's medical certification. If an employee is not on an approved FMLA Leave or provides a false or non-validated reason for a leave of absence, termination of employment will be pursued through the New York State Civil Service Law Section 75.

C. Health Insurance Plans:

During leave the County will continue providing health care coverage at the same level of any health benefit plans you are enrolled in at the time you take leave. While on paid leave (i.e. using sick time in conjunction with FMLA), the County will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make these payments to the Warren County Treasurer. The payments must be received no later than the 1st day of each month. Failure to receive payment may result in termination of coverage.

If you choose not to return to work for reasons other than you or your family member's continued Serious Health Condition or a circumstance beyond your control, you must reimburse the County the amount it paid for your premiums during the leave period.

Paid Time Off Benefits: When you are on unpaid leave under this policy, accrual of paid time off benefits such as vacation, sick, and personal is determined by applicable County policy or collective bargaining unit.

D. Life or Disability Insurance:

If you contribute to a life insurance or disability plan, while on leave under this policy, you may request continuation of such benefits and make your portion of the premium payments. If you do not continue these payments, the County may discontinue coverage during the leave.

The County, in the alternative, may choose to maintain such benefits during the leave and pay your share of the premiums. The County may recover the premium costs incurred for paying your share, whether or not you return to work.

E. Leave Taken Under Disability Leave:

Leave taken under a disability leave plan, a workers' compensation plan program, General Municipal Law § 207-c leave, or Civil Service Law § 72 leave, which may also qualify as FMLA leave, shall be taken concurrently and count toward the twelve (12) or twenty-six (26) weeks of protected leave.

XV. When You Return from Leave — Reinstatement

Generally, when you return from FMLA leave, you will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms unless business circumstances have affected the position. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

XVI. Exhaustion of Leave

If an employee fails to return at the expiration of FMLA leave, applicable provisions of New York Civil Service Law §§ 71 or 73 may be initiated.

The protections afforded by USERRA extend to all Military Members (active duty and reserve), and all periods of absence from work due to or necessitated by USERRA-covered service are counted in determining an employee's eligibility for FMLA leave.

XVII. Reporting Violations of this Policy

If you are experiencing any violation of this policy, or if you know of or suspect a violation of the policy by another employee or workplace participant, you must report it immediately to the Department of Human Resources. If you

do not feel comfortable reporting as listed above or if you did report and are not satisfied with the response, then you should direct your report or dissatisfaction to the County Attorney's Office.

Please note that you are not required to confront the person or persons who have given you reason to report. However, if you experience any violation of this policy, or if you know of or suspect violation of the policy by another employee or workplace participant, you must make a reasonable effort to make the violation known as soon as you experience or discover it. Discussing or reporting policy violations to any person not listed above does not constitute a report.

XVIII. Retaliation Prohibited

Retaliation can include, but is not limited to harassment, discrimination, bullying or any other unfair treatment or abuse of power. If you believe you are subjected to retaliation for reporting a violation of this policy, or participating in an investigation of this policy, you should report the retaliation immediately in the manner provided above, regardless of the accused's identity or position. Please note that you do not have to confront the person who is the source of the retaliation before reporting it, but to help prevent retaliation from continuing, you must report it.

Any employee or workplace participant who retaliates against another employee or workplace participant for making a good faith complaint of a violation of this policy, or for assisting in an investigation of a complaint of a violation of this policy, is subject to discipline or termination.

XIX. Workplace Investigations

A report of retaliation for reporting a violation of this policy or a report of a violation of this policy that is made to those listed above will result in an appropriate investigation by the Human Resources Office and/or the County Attorney's Office of the allegations. The County may use third parties to investigate allegations. All employees and workplace participants have a responsibility to cooperate fully with any investigation. The interviews, allegations, statements, and identities will be kept confidential, on a need-to-know basis, consistent with the law and the investigation process and goals. Unreasonable refusal to participate in an investigation may lead to discipline, including termination.

Those found to have violated this policy or to have retaliated against another in violation of this policy are subject to discipline including, but not limited to, termination, consistent with the law, the results of the investigation, the severity of the conduct, and the person's employment history, including any similar reports of prior violations and/or retaliation.

Any employee or workplace participant who makes a knowingly false report of a violation of this policy or retaliation will be subject to discipline, including termination.

XX. Questions About This Policy

If you have questions, suggestions or concerns about this policy, you should direct them to the Department of Human Resources.

RESOLUTION REQUEST FORM NO. 4

Request for Extending, Rescinding or Amending Existing Contract

DEPARTMENT NAME: Human Resources

DATE: April 2, 2026

- (a) Purpose of Contract Change:
To amend the existing contract with Ascentis (formerly Novatime Technology, Inc.) to allow for up to 2 NOVATime SQL database exports
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract:
R 756/2022, R 380/2025
- (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: **04/17/2026**
- (g) Termination Date of Extension: **Until completion**
- (h) Payment Provisions: i) lump sum amount **\$1,000 per export**
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.
- (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



Effective Date: 03-27-2026
 Number of Individuals: 0
 Client Name: WARREN COUNTY
 Contact: Michael Colvin
 Shipping Address: 1340 State Route 9
 Attn: Jackie Figueroa
 Lake George, NY 12845

Quotation Valid Until: 04-26-2026
 Sales Representative: Noah Heinle
 Phone: (518) 761-6429
 Subscription Start Date: 04-01-2026
 Subscription End Date: 04-30-2026

Products and Services Selected

Product	Quantity
SQL.bak: Time	1
Add On PIPM*:	
Total Annual Recurring SaaS Fees:	\$0.00
Total One-Time Fees:	\$1,000.00
Total Clock Rental/Flex Clock Cost per Month (if applicable):	\$0.00
Total Annual Maintenance Fee (if applicable):	\$0.00
First Year Total:	\$1,000.00

**The amount shown has been rounded for display purposes. As many as eight decimal places may be present in the actual amount. The totals for this order were calculated using the actual amount and are the true and binding totals for this Order.*

Agreement and Execution

A description of the Services and related use rights referenced in this Add-On Order Form (as well as other Ascentis Service offerings not purchased hereunder) is available at <https://www.ascentis.com/service-descriptions> (the "Services Description"). All purchases of Services, products or equipment hereunder are governed by the Agreement between Client and Ascentis, a UKG Company.

Total First Year Fees are due net 15 days, or as aligned with your original and initially set payment schedule, whichever comes first, from the date that this Order Form is executed by Client. Late fees may apply to overdue accounts. These Fees do not include applicable sales taxes or hardware delivery. Data Exports require payment in advance.

By signing below, Client agrees that the terms of its existing Agreement with Ascentis, a UKG Company, including its existing billing method, renewal and renewal term, and payment method, shall apply to the products or services referenced on this Order Form. Upon



signature by Client and submission to Ascentis, this Order Form shall become legally binding unless this Order Form is rejected by Ascentis or UKG for any of the following reasons: (1) Ascentis believes that the signatory below does not have the authority to bind Client to this Order Form, (2) changes have been made to this Order Form (other than completion of the signature block), or (3) the requested signature is incomplete or does not match our records or the rest of this Order Form. Subscriptions are not cancelable before the Subscription End Date. Client has accepted and caused this Order Form to be executed by its duly authorized representative as of the Effective Date set forth above.

Client Legal Name: WARREN COUNTY

By:

Printed Name: Michael Colvin

Title:

Date:

