

**PERSONNEL COMMITTEE  
AGENDA  
MARCH 5, 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):  
Workforce Development (Liza Ochsendorf, Director) -  
Request to authorize a temporary compensation in the amount of \$500 per quarter (*total amount not to exceed \$5,000*) to a Senior Employment & Training Counselor to support data analysis goals through June 2028, so long as funding remains available.**
  
  - 3) Referrals from the Support Services Committee (Chaired by Supervisor Gilligan):  
Information Technology (Mike Colvin, Director) -
    - A) Request to amend the Table of Organization and Salary Schedule to create the new position of Telecommunications Analyst - Per Diem, \$45.36/hr and delete the position of Telecommunications Analyst Full-Time, effective March 23, 2026.
    - B) Request to amend the Table of Organization and Salary Schedule to create the new position of Computer Help Desk Tech II #6, *Base Salary \$66,386* and delete the position of Telecommunications Analyst Full-Time, effective March 23, 2026.**
  
  - 4) Requests/Items not Referred by Alternate Standing Committees:
    - A) Request to appoint Patricia Belden as Director of Public Health/Patient Services, *Annual Salary \$134,691*, effective April 4, 2026.
    - B) Request to re-appoint Jacqueline Figueroa as Director of Human Resources for a six year term commencing on April 28, 2026 and extending through April 27, 2032.
    - C) Insurance Reserve Payment Report as of January 31, 2026: Report enclosed.
    - D) Request to appoint members of the Board of Ethics for term commencing January 1, 2026 and terminating December 31, 2026.**
  
  - 5) Personnel/Litigation Matters:  
Discussion Items:
    - A) Request for a motion to enter an executive session, per Public Officers Law §105(1)(f), to engage in discussions of matter leading to the employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person.
    - 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 14<sup>th</sup> 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.
- 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) Corey M. Russell (Pro Se) v. Bailey, NDNY 9:24-cv-1109, filed November 4, 2024. Date of Loss: June 4, 2024. Order dismissing various claims filed October 23, 2024. County Motion to Dismiss filed April 30, 2025. On November 21, 2025, U.S. Magistrate Judge filed recommendations and report recommending dismissal of plaintiff's lawsuit with objections by plaintiff due December 5, 2025. Lawsuit dismissed by Court on January 26, 2026.
- g) 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.

***Lawsuits Covered by Insurance, con't.***

- h) Kristi Truesdell v. Gregory Canale, et al, NDNY 1:24-cv-01309, filed October 25, 2024 and Second Circuit Court of Appeals Case No. 25-2031. The lawsuit was filed by this pro se plaintiff claiming an inability to pay the filing fees required and alleging that members of the Public Defender's Office violated her legal rights under 42 U.S.C. 1983 discriminating against her by failing to appoint counsel for her in a Family Court matter involving her parents. The District Court completed a sua sponte review of the complaint and dismissed all claims against the named County employees working for the Public Defender's Office. When Plaintiff filed a notice of appeal, the County was notified of the appeal, the matter was submitted to the County's insurance carrier, and legal counsel was assigned by Travelers. Plaintiff must perfect her appeal by filing the documents required by the Federal Court of Appeals. On January 22, 2026, appeal dismissed by Second Circuit Court of Appeals. Matter closed.
- i) 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.
- j) 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.
- k) 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.
- l) 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.
- m) 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.

**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.

***Notice of Claims and Administrative Complaints, con't.***

- 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.
- 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.

**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
8/22/2025	Countryside	Laundry Worker-PT (2611)	Dzierba	RS	\$ 38,499.00	\$ 38,499.00	vacant				
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	Painulis	\$42,053.00	\$ 1,324.00	\$ 644.00
12/12/2025	Social Services	Caseworker # 44C (2851)	N/A	N	N/A	\$ 59,131.00	vacant				
12/12/2025	Social Services	Caseworker # 45C (2852)	N/A	N	N/A	\$ 59,131.00	vacant				
12/22/2025	Social Services	Str 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)	N/A	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	\$ 42,755.00	\$ 40,452.00	1/2/2026	LaMountain	\$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/CDDL	N/A	N	N/A	\$ 59,816.00	1/12/2026	Aldrich	\$59,816.00	\$ -	\$ -
1/7/2026	Office for the Aging	Mealsite 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 Assiant 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)	Gurlick	RS	\$ 48,924.00	\$ 48,924.00	vacant				
1/16/2026	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)	Mitell	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	vacant				
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	vacant				
2/24/2026	Office for the Aging	Meal Site Manager # 9 (1949)	Simola	RS	\$ 30,339.00	\$ 29,813.00	vacant				
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	\$ -	\$ -
									<b>TOTALS</b>	<b>\$930.00</b>	<b>\$ (26,905.00)</b>

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

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: Workforce Development**

**DATE: February 24, 2026**

- (a) Purpose of Request:  
**To provide a senior Employment & Training Counselor with a temporary stipend of \$500 per quarter to support data analysis goals through June, 2028 and for a total investment of \$5000, as long as funding is available.**
- (b) Details:  
**With over 25 years experience and exceptional data entry, this Employment Counselor is the most knowledgeable with the required NYSDOL database, the reports, and analyzing trends and errors. This is a more economical way to support the corrective action plan to improve outcomes for the local workforce area without changing job descriptions or adding a new position.**
- (c) Previous Resolution Number:  
**Precedented request is Resolution 621 of 2015 and at least 4 other departments currently have similar compensation for work outside job titles/descriptions.**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount:  
**40.6293 0300 434 WIOA Adult \$2000 40.6293 0310 434 WIOA Youth \$2000  
40.6293 0305 434 WIOA Dislocated Worker \$500 40.6293 0313 WIOA Admin \$500**

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

\* as listed in budget and LOGOS

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

DEPARTMENT NAME: Telecommunications

DATE: February 23, 2026

(a) Title of Requested Position: Telecommunications Analyst Part Diem

(b) Annual **Base** Salary (and Grade if Applicable): \$45.36/hour

(c) Effective Date for New Position\*: 3/23/2026

*\*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):

Telecommunications Analyst Full Time

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.1681 130

(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:

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

DEPARTMENT NAME: Information Technology

DATE: February 23, 2026

(a) Title of Requested Position: Computer Help Desk Tech II #6

(b) Annual **Base** Salary (and Grade if Applicable): \$66,386

(c) Effective Date for New Position\*: 3/23/2025

*\*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):

Telecommunications Analyst Full Time

(e) Where are Funds in the Budget for this Position?

List Budget Code, Object Code, Full Title and Amount:

A.1680 110

(f) Is a Budget Transfer needed?  YES  NO

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

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

(g) Has 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:

**RESOLUTION REQUEST FORM NO. 2*****Request to Appoint or Reappoint County Department Head*****DEPARTMENT NAME: Health Services****DATE: 3/5/2026**

- (a) Name of Employee: **Patricia Belden**
- (b) If this is a Reappointment, list Employee No.:
- (c) If this is a Reappointment, please list the Resolution No. of the last appointment of this individual:
- (d) Address of Employee:
- (e) Title of Appointment:  
**Director of Public Health/Patient Services**
- (f) Effective Date of Appointment:  
**April 4, 2026**
- (g) Termination Date of Appointment:
- (h) Annual **Base** Salary:  
**\$134,691**
- (i) If this is a New Appointment, Name of Person Being Replaced:  
**Ginelle Jones**
- (j) If this is a New Appointment, Reason for Replacement:  
**Retirement**

**RESOLUTION REQUEST FORM NO. 20****MISCELLANEOUS**

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

**DEPARTMENT NAME: Human Resources**

**DATE: February 26, 2026**

- (a) Purpose of Request: **Re-appointment of Jacqueline Figueroa as Director of Human Resources for a six (6) year term commencing on April 28, 2026 and extending through April 27, 2032. This appointment includes the duties of the County Personnel Officer under Civil Service Law section 15(b) as provided by Local Law 2 of 2024.**
- (b) Details: **Current term ends April 27, 2026.**
- (c) Previous Resolution Number: **136 of 2024**
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: **n/a**

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

\* as listed in budget and LOGOS



## ***RESOLUTION REQUEST FORM NO. 1***

### ***Request to Appoint or Reappoint Member of Committee, Board or Agency\****

*\*If more than one person is being appointed, please attach additional sheets*

**DEPARTMENT NAME: County Administrator**

**DATE: 03/05/2026**

- (a) Name of Appointee: **See Below**
- (b) Is this a Reappointment?                      If so, please provide the Resolution No. which authorized the last appointment of this individual
- (c) If a Certificate of Appointment applies, please provide a copy of the prior certificate of appointment, if possible.
- (d) If person is being Appointed as a Representative of a Specific Group/Agency, please list their Affiliation and Title
- (e) Address of Appointee:
- (f) Title of Appointment:  
**Board of Ethics**
- (g) Effective Date of Appointment:  
**01/01/2026**
- (h) Termination Date of Appointment:  
**12/31/2026**
- (i) Name of Person Being Replaced (if applicable):
- (j) ~~Reason for Replacement:~~  
**Appointees:**  
  
**John Duffy**  
**George Gedney**  
**Scott Vanderhoef**  
**Patrick Dowd**  
**Marybeth Mitcham**  
**Harold Wirths**  
**Neil Brandmaier**