

SUPPORT SERVICES COMMITTEE MEETING
INFORMATION TECHNOLOGY AGENDA
FEBRUARY 23, 2026

COMMITTEE MEMBERS: Gilligan, Strough, Turner, Driscoll, Strainer, Maday, Etu

- I. Committee meeting called to order by Chair
- II. Approval of minutes of prior Committee Meeting
- III. Privilege of the floor and public comment
- IV. Action Agenda/New Business Items:
 1. Request: Reserve Fund Transfer
Rationale: Anticipated technology replacements
 2. Request: Create Telecom per-diem position, delete full-time Telecom position
Rationale: Change in departmental needs
 3. Request: Create Help Desk Tech II position
Rationale: Change in departmental needs
 4. Request: Transfer of funds
Rationale: Fund Telecom per-diem position
- V. Discussion Items:
- VI. Referrals/Pending Items:
- VII. Privilege of the floor and public comment
- VIII. Motion to adjourn

Attachments:

20 Miscellaneous – Reserve Fund
11 Create Telecomm
11 Create Help Desk Tech II
10 Transfer of funds

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

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

DEPARTMENT NAME: Information Technology

DATE: February 23, 2026

(a) Purpose of Request: **To appropriate funds from the Computer Reserve Fund to departmental budgets to purchase computers and related equipment and software.**

(b) Details:

Information Technology	A.1680 220.1	\$70,000
Sheriff	A.3110 220.1	\$2,000
OES	A.3640 220.1	\$2,500
Public Works Admin-DPW	A.1490 220.1	\$1,770
Waste Management Containment	A.1628 220.1	\$1,306
County Road-Traffic Control	D. 3310 220.1	\$716
County Road-Engineering	D.5020 220.1	\$1,896
County Road-Maintenance of Roads	D.5110 220.1	\$3,454
Road Machinery-Machinery	DM.5130 220.1	\$2,864
Road Machinery-Motor Fuel Farms	DM.5140 220.1	\$590
Parks & Recreation	A.7110 220.1	\$2,864
OFA	A.6772 220.1	\$10,740
	Total	\$100,700

(c) Previous Resolution Number: N/A

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and amount: **A.895.00 Computer Reserve Fund**

* 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. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: Information Technology/Telecommunications

SIGNED:

DATE: February

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1681 110	Salaries Regular	A.1681 130	Salaries Part Time	\$30,000

Please state reason for transfers requested:

CONTINGENT FUND TRANSFER REQUESTS

<u>FROM CODE</u>	<u>TITLE</u>	<u>TO CODE</u>	<u>TITLE</u>	<u>AMOUNT</u>
A.1990 469	Contingent Account- Other Payments/Contributions			

Please state reason for transfer request:

Change in positions and structure

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