

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

JULY 1, 2020

Committee Members: *Simpson, Geraghty, Frasier, Braymer, Conover, Magowan, McDevitt, Merlino and Wild*

I. Committee meeting called to order by Chairman.

II. Motion to approve minutes of prior Committee meetings.

III. Privilege of the Floor

IV. Action Agenda

1) Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:

Human Resources-

Review of report on tracking of vacancies filled.

2) Referral from the County Facilities Committee - *Buildings & Grounds:*

Request to amend the Departmental Table of Organization and salary schedule to create and fill the new position of Custodian, *Grade 6, Annual Salary \$31,824*, as well as to delete the position of Building Maintenance Worker II, *Grade 12, Annual Salary \$49,959*, effective July 19, 2020.

3) Referral from the Health Services Committee - *Office for the Aging:*

Request to amend the Departmental Table of Organization and salary schedule to create and fill the new position of Fiscal Coordinator, *Grade 15, Base Annual Salary \$42,141*, and delete the position of Fiscal Manager effective July 19, 2020.

4) Requests/Items to be Discussed by the Clerk of the Board:

Request to rescind Resolution No. 529 of 2019, *Authorizing Agreement with Cornell Cooperative Extension Association of Warren County for Youth Camping Program at Skye Farm Camp*, as the youth camping program has been cancelled for 2020.

5) Requests/Items to be Discussed by the County Administrator: None

6) Requests/Items to be Discussed by the County Attorney: None.

7) Warren-Washington Counties Industrial Development Agency (IDA) Appointments.

V. Pending Items:

Personnel - None.

Higher Education - None.

VI. Positions authorized for filling by Standing Committees since last meeting:

Countryside

- Cook #5, *Grade 4, Base Annual Salary \$29,333*, due to resignation.

Health Services

- WIC Infant Feeding Advocate PT, *Grade 3, Hourly Rate \$13.47*, due to resignation - *original authorization expired and was re-approved by Committee.*

- Medical Records Coder PT, *Grade 10, Hourly Rate \$18.09*, due to creation in 2020 Budget - *original authorization expired and was re-approved by Committee.*

- Public Health Nurse #35, *Grade 21, Base Annual Salary \$50,816*, due to retirement - *original authorization expired and was re-approved by Committee.*

- Public Health Program Manager, *Grade 21, Base Annual Salary \$50,816*, due to resignation.

Office for the Aging

- Meal Site Manager #5, *Grade 2, Base Annual Salary \$27,438*, due to resignation.

Sheriff

- Communications Officer #6, *Annual Salary \$41,740*, due to resignation.

Social Services

- Caseworker #34, *Grade 16, Base Annual Salary \$43,390*, due to resignation.

2020 - INTENT TO FILL VACANT POSITIONS

Personnel Cmte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2020	Public Defender	Data Officer- Indigent Legal Services (2590)	N/A	N	N/A	\$ 55,930.00	1/1/2020	Brothers	\$ 55,930.00	\$ -	\$ -
12/21/2019	Veterans' Services	Peer to Peer Program Coordinator	Taylor	RS	\$ 21,684.00	\$ 21,684.00	vacant				
1/1/2020	Social Services	Principal Social Welfare Examiner #2 (2599)	N/A	N	N/A	\$ 42,141.00	1/1/2020	Klaiber	\$ 52,234.00	\$ 10,093.00	
1/1/2020	Countryside	Cook #5 (2600)	N/A	N	N/A	\$ 29,333.00	1/1/2020	Porter	\$ 29,333.00	\$ -	\$ -
1/1/2020	Countryside	Leisure Time Activities Aide #2 (2601)	N/A	N	N/A	\$ 28,026.00	1/1/2020	Tennant	\$ 29,594.00	\$ 1,568.00	\$ -
1/1/2020	District Attorney	Legal Clerk #5 (2585)	N/A	N	N/A	\$ 30,520.00	1/21/2020	Cogdill	\$ 30,520.00	\$ -	\$ -
1/1/2020	District Attorney	8th ADA (2589)	N/A	N	N/A	\$ 66,563.00	1/24/2020	Smith	\$ 66,563.00	\$ -	\$ -
1/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	vacant				
1/1/2020	Sheriff	Communications Officer #21	N/A	N	N/A	\$ 41,740.00	2/18/2020	Wells II	\$ 41,740.00	\$ -	\$ -
1/1/2020	Sheriff	Investigative Sergeant #1	N/A	N	N/A	\$ 78,519.00	1/1/2020	Lail Jr.	\$ 78,519.00	\$ -	
1/1/2020	Sheriff	Patrol Lieutenant #3	N/A	N	N/A	\$ 99,174.00	1/1/2020	Smith	\$ 99,174.00	\$ -	
1/1/2020	Sheriff	Communications Officer #15 (1435)	Rivers	O	\$ 40,564.00	\$ 41,740.00	1/13/2020	Stanton	\$ 41,740.00	\$ -	\$ 1,176.00
1/1/2020	Sheriff	Patrol Officer #57	Dunn	PR	\$ 71,319.00	\$ 55,517.00	1/8/2020	Perilli	\$ 55,517.00	\$ -	\$ (15,802.00)
1/1/2020	Sheriff	Investigator #7	Lail Jr.	PR	\$ 77,519.00	\$ 72,561.00	1/20/2020	Stillman	\$ 77,519.00	\$ 4,958.00	\$ -
1/1/2020	Sheriff	Patrol Officer #38 (1389)	Stillman	PR	\$ 71,319.00	\$ 42,373.00	vacant				
1/1/2020	Sheriff	Patrol Sergeant #1	Smith	PR	\$ 78,519.00	\$ 78,519.00	1/6/2020	Dunn	\$ 78,519.00	\$ -	\$ -
1/28/2020	Weights & Measures	Weights & Measures Inspector- PD #2 (2559)	N/A	N	N/A	28.9285/hour	1/28/2020	Levin	28.9285/hour	\$ -	\$ -
1/30/2020	Public Defender	Coordinating Assistant Public Defender (2588)	N/A	N	N/A	\$ 94,475.00	vacant				
1/30/2020	Public Defender	Legal Clerk (2577)	N/A	N	N/A	\$ 30,520.00	2/24/2020	Plumley	\$ 30,520.00	\$ -	\$ -
1/30/2020	Social Services	Sr. Social Welfare Examiner (1701)	Rheel	O	\$ 47,786.00	\$ 38,225.00	2/10/2020	Rowland	\$ 44,656.00	\$ 6,431.00	\$ (3,130.00)
1/30/2020	Public Works	MEO (L) #16 (1260)	Bunting	PR	\$ 34,767.00	\$ 33,600.00	3/16/2020	Rounds	\$ 33,600.00	\$ -	\$ (1,167.00)
1/30/2020	Sheriff	Patrol Officer #32 (1347)	LaVallie	PR	\$ 66,361.00	\$ 42,373.00	vacant				
1/30/2020	Social Services	Support Investigator #6 (1745)	Diamond	PR	\$ 43,611.00	\$ 34,988.00	3/16/2020	Meade	\$ 35,567.00	\$ 579.00	\$ (8,044.00)
1/30/2020	Social Services	Resource Clerk #3 (1636)	Stoller	PR	\$ 30,947.00	\$ 29,333.00	3/2/2020	Johnson	\$ 29,333.00	\$ -	\$ (1,614.00)
1/30/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
1/30/2020	Health Services	RPN #31 (1597)	Carpenter	RS	\$ 55,376.00	\$ 47,523.00	3/30/2020	Bogardus	\$ 48,101.00		
1/30/2020	Health Services	Infant Feeding Advocate- PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
1/30/2020	Public Defender	3rd APD (1076)	Pucciarelli	RS	\$ 65,178.00	\$ 63,393.00	6/22/2020	Barnes	\$ 63,393.00	\$ -	\$ (1,785.00)
1/30/2020	Public Works	MEO (M) #23 (2193)	Comstock	RS	\$ 38,072.00	\$ 36,214.00	3/2/2020	Moffitt	\$ 37,427.00	\$ 1,213.00	\$ (645.00)
1/30/2020	Social Services	Caseworker #23 (1672)	Campbell	RS	\$ 43,968.00	\$ 43,390.00	2/18/2020	Williams	\$ 43,390.00	\$ -	\$ (578.00)
1/30/2020	Social Services	Caseworker #16 (1670)	Foley	RS	\$ 43,390.00	\$ 43,390.00	2/18/2020	Lehrer	\$ 50,609.00	\$ 7,219.00	\$ 7,219.00
1/30/2020	Public Works	Cleaner #10 (1163)	Prosser	RT	\$ 35,037.00	\$ 27,438.00	2/24/2020	Miller	\$ 27,438.00	\$ -	\$ (7,599.00)
1/30/2020	Public Works	MEO (L) #5 (1264)	Wallace	RT	\$ 39,324.00	\$ 33,600.00	5/11/2020	Lamb	\$ 33,600.00	\$ -	\$ (5,724.00)
1/30/2020	Sheriff	Patrol Sergeant #2 (1354)	Rawson	RT	\$ 78,519.00	\$ 78,519.00	1/31/2020	LaVallie	\$ 73,561.00	\$ (4,958.00)	\$ (4,958.00)
1/30/2020	Sheriff	Communications Officer #14 (1430)	DeLorenzo	RT	\$ 57,836.00	\$ 41,740.00	2/5/2020	Oswald	\$ 41,740.00	\$ -	\$ (16,096.00)
2/24/2020	Public Defender	9th APD (2608)	N/A	N	N/A	\$ 69,891.00	3/30/2020	DiPresso	\$ 69,891.00	\$ -	
2/24/2020	Social Services	Caseworker- PT- Temp. (2607)	N/A	N	N/A	\$ 21,695.00	2/24/2020	Johnson	\$ 21,695.00	\$ -	\$ -
2/24/2020	Office of Emergency Services	County Fire Coordinator- Temp. (2609)	N/A	N	N/A	45.6093/hour	vacant				
3/5/2020	Assigned Counsel	Clerk- PT (2375)	DeLarm	O	\$ 13,719.00	\$ 13,719.00	2/3/2020	Corcoran	\$ 13,719.00	\$ -	\$ -
3/5/2020	Treasurer	Account Clerk #1 (19 hours) 2221	Callanan	O	\$ 13,933.00	\$ 13,933.00	3/31/2020	Runyon	\$ 13,933.00	\$ -	\$ -
3/5/2020	Treasurer	Principal Account Clerk #4 (2566)	Toll	O	\$ 37,633.00	\$ 37,633.00	2/4/2020	Toll	\$ 38,213.00	\$ 580.00	\$ 580.00
3/5/2020	Countryside	Institutional Aide #1 (1882)	Smith	PR	\$ 36,210.00	\$ 28,026.00	3/31/2020	Hanna	\$ 28,026.00	\$ -	
3/5/2020	Social Services	Social Welfare Examiner #8 (1712)	Rowland	PR	\$ 40,922.00	\$ 34,988.00	3/2/2020	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
3/5/2020	Buildings & Grounds	Cleaner #11 (2264)	Kelly	RS	\$ 27,438.00	\$ 27,438.00	3/31/2020	Mahoney	\$ 27,438.00	\$ -	\$ -
3/5/2020	County Clerk	Motor Vehicle License Reg. Clerk #7 (1124)	Sherman	RS	\$ 36,179.00	\$ 34,988.00	vacant				
3/5/2020	Health Services	WIC Assistant (1582)	Stockwell	RS	\$ 31,099.00	\$ 30,520.00	vacant				
3/5/2020	Sheriff	Communication Officer #11 (1425)	Thomas	RS	\$ 41,740.21	\$ 41,740.21	4/1/2020	Myers	\$ 41,740.21	\$ -	\$ -

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

Personnel Cnte./ Approval Date	Department	Position	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
3/5/2020	Office for the Aging	Meal Site Cook #2 (1950)	Cummins	RT	\$ 27,028.00	\$ 17,148.00	vacant				
3/5/2020	Office for the Aging	Meal Site Manager #4 (1947)	Husson	RT	\$ 26,653.00	\$ 20,578.50	3/27/2020	Cummins	\$ 27,027.00	\$ 6,448.50	\$ 374.00
3/15/2020	Countryside	Laundry Worker (PT) (2611)	N/A	N	N/A	\$ 13,719.00	5/4/2020	Dzierba	\$ 13,719.00	\$ -	\$ -
3/21/2020	Public Works	Engineer II (2612)	N/A	N	N/A	\$ 73,670.00	vacant				
3/23/2020	Employment & Training	Office Specialist (PT) (2613)	N/A	N	N/A	\$ 26,880.00	vacant				
3/23/2020	Employment & Training	Employment & Training Coordinator (2614)	N/A	N	N/A	\$ 34,988.00	6/1/2020	Kinderman	\$ 34,988.00	\$ -	\$ -
3/23/2020	Social Services	Caseworker #38 (2615)	N/A	N	N/A	\$ 43,390.00	vacant				
3/23/2020	Social Services	Caseworker #39 (2616)	N/A	N	N/A	\$ 43,390.00	vacant				
3/23/2020	Social Services	Principal Account Clerk #2 (1692)	N/A	O	\$ 42,036.00	\$ 46,615.00	3/18/2020	Binder	\$ 46,615.00	\$ -	\$ 4,579.00
4/2/2020	Health Services	RPN #32 (2332)	Wescott	RS	\$ 59,222.00	\$ 47,523.00	vacant				
4/2/2020	Health Services	RPN #36 (1527)	Eichner	O	\$ 57,722.00	\$ 47,523.00	vacant				
4/2/2020	Health Services	Public Health Assistant - PD (2617)	N/A	N	N/A	\$ 37,633.00	3/28/2020	Lebel	\$ 37,633.00	\$ -	\$ -
4/2/2020	Countryside	Institutional Aide #3 PT (2217)	Potash	O	\$ 28,026.00	\$ 28,026.00	6/16/2020	Hanna	\$ 28,026.00	\$ -	\$ -
4/2/2020	Social Services	Principal Account Clerk (1688)	Gonnely	O	\$ 44,611.00	\$ 37,633.00	3/23/2020	Mammone	\$ 46,615.00	\$ 8,982.00	\$ 2,004.00
4/2/2020	Sheriff	Patrol Officer #64	N/A	N	N/A	\$ 42,373.00	vacant				
4/30/2020	Sheriff	Patrol Officer #65	N/A	N	N/A	\$ 42,373.00	vacant				
4/30/2020	Countryside	Institutional Aide #2 PartTime (1894)	Hanna	PR	\$ 22,421.00	\$ 22,421.00	4/28/2020	Semon	\$ 22,421.00	\$ -	\$ -
									TOTALS:	\$ 49,047.50	\$ (51,210.00)

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

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME:****DATE:**

- (a) Title of Requested Position: Custodian
- (b) Annual **Base** Salary (and Grade if Applicable): \$31,824 Grade 6
- (c) Effective Date for New Position:* July 1, 2020
*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): Building Maintenance Worker II, \$49,959 Grade 12
- (e) Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount: A.1624 110 -
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.) Yes
- (g) Is this a mandated position? If so, please explain: No
- (h) Is there expected revenue from this position? If so, please explain: No

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: A.1624
Title of Position: Custodian Base Salary of Position: \$31,824 Grade: 6
Filling at Step # (If Known):
Budget code and title: A.1624 Custodian Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [X] Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[X] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. For 6/15/20
Human Resources Director has approved this form when initialed. 10/10/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/17/20

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee County Facilities
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Verbally approved by Supervisor Beatty Date 6/23/20

RESOLUTION REQUEST FORM NO. 11**Request to Create New Position****DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging****DATE: 06/25/2020**

- (a) Title of Requested Position: **Fiscal Coordinator**
- (b) Annual **Base** Salary (and Grade if Applicable): **\$42,141.00 Grade 15 (Bargaining Unit)**
- (c) Effective Date for New Position:* **7/13/2020**
*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):
Fiscal Manager, Grade 12, \$55,051.00 (Non-Bargaining Position)
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.6772.110 Warren County Salaries Full Time - \$42,141.00
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
NO
- (h) Is there expected revenue from this position? If so, please explain:
NO

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
Title of Position: Fiscal Coordinator Base Salary of Position: \$42,141.00 Grade: 15
Filling at Step # (If Known): _____
Budget code and title: A6772.110 Warren County - Salaries FT Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: _____ Date of Vacancy: 07/11/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 75% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. DJN 6/26/20

Human Resources Director has approved this form when initialed. AP 6/26/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 7/1/20

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 7/8/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 7/13/20

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: CLERK OF THE BOARD

DATE: July 1, 2020

(a) Purpose of Request:

To rescind Resolution No. 529 of 2019, Authorizing Agreement with Cornell Cooperative Extension Association of Warren County for Youth Camping Program at Skye Farm Camp

(b) Details:

Dr. Seeley has advised that the youth camping program has been cancelled for 2020 due to the COVID-19 pandemic, therefore Cornell Cooperative Ext. will not seek the \$25,000 appropriated by the County. Rescinding R529 of 2019 will provide historical documentation that the funds were not expended and for what reason. The \$25,000 budgeted will be returned to the General Fund at the end of 2020.

(c) Previous Resolution Number:

529/2019

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

A.7310 470 - \$25,000

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

* as listed in budget and LOGOS



Cornell University
Cooperative Extension

Warren County
Education Center
377 Schroon River Road
Warrensburg, NY 12885-4807

Tel: 518 623-3291
518 668-4881
Fax: 518 668-4912
E-mail: warren@cornell.edu
Web: www.cce.cornell.edu/warren

June 8, 2020

Andrea Hogan
219 Main Street
North Creek, NY 12853

Dear Mrs. Hogan,

Thank you for your commitment and continued support to the Warren County Campership Program that is administered by Cooperative Extension. The goal of this program is to meet the need of today's youth for a quality leisure experience in a safe and relaxing environment. Youth who attended camp enjoyed numerous activities, interacted with positive role models and participate in decision making processes while increasing their skills, self-esteem and independence.

This season, we received 130 applications from referring organizations, schools, agencies and medical staff. The children come from homes where children were experiencing such hardships as family trauma, incarcerated parent(s), death of a parent, being raised by a grandparent, family mental health issues, homelessness etc. Unfortunately, due to the COVID-19 pandemic, this year's camping season had to be cancelled. The generous funding through the Warren County Board of Supervisors would have provided 47 one week camperships.

Thank you for offering these children an opportunity to attend Camp, and thank you for your continued support of the Warren County Campership Program! We are looking forward to the next season!

Sincerely,

James Seeley
Executive Director

John Bowe
4-H Youth Development Team Leader

Michele Baker
Campership Coordinator
4-H Administrative Assistant

Building Strong and Vibrant New York Communities

Cornell Cooperative Extension provides equal program and employment opportunities, NYS College of Agriculture and Life Sciences, NYS College of Human Ecology, and NYS College of Veterinary Medicine at Cornell University Cooperative Extension associations, county governing bodies, and U.S. Department of Agriculture, cooperating.

Warren County Board of Supervisors

RESOLUTION NO. 529 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS THOMAS, MERLINO, STROUGH, WILD, SOKOL, BEATY, DICKINSON, GERAGHTY, FRASIER, DIAMOND AND McDEVITT

**AUTHORIZING AGREEMENT WITH CORNELL COOPERATIVE
EXTENSION ASSOCIATION OF WARREN COUNTY FOR YOUTH
CAMPING PROGRAM AT SKYE FARM CAMP**

RESOLVED, that Warren County enter into an agreement with Cornell Cooperative Extension Association of Warren County, 377 Schroon River Road, Warrensburg, New York 12885, to provide youth a residential camping experience in Warren County at Skye Farm Camp, East Schroon River Road, Warrensburg, New York 12885, for an amount not to exceed Twenty-Five Thousand Dollars (\$25,000), said funds to be expended from Budget Code A.7310 470 Youth Program 4-H Camp, Contract, for a term commencing January 1, 2020 and terminating December 31, 2020, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreement in the form approved by the County Attorney.

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: COUNTRYSIDE ADULT HOME Payroll Dept. No: 42.00
Title of Position: Cook # 5 Full Time Base Salary of Position: \$29333.00 Grade: 4
Filling at Step # (If Known): _____
Budget code and title: Salaries-FT A6030 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Employee # 13325 Date of Vacancy: 6/6/2020
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal _____% State 50% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PAW 6/11/20
Human Resources Director has approved this form when initialed. AT 6/24/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/24/20

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 7/8/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 07/09/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.01
Title of Position: Part Time Not to Exceed 20 hrs/wk Infant Feeding Advocate Base Salary of Position: \$28,026 (\$13.47/hr) *2019 Contract Grade: 3
Filling at Step # (If Known):
Budget code and title: A.4013 WIC Part Time Salaries Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Lang#13262/ worthy Date of Vacancy: 12/6/19
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State WIC 100 % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

100% Federally funded

Administrator Signature Date 6/10/20

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date 6/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Homecare Payroll Dept. No: 36.00
Title of Position: Medical Records Coder- Part Time 24-26 hrs/wk Base Salary of Position: \$18,09/Budgeted \$27,461 Grade: 10
Filling at Step # (If Known):
Budget code and title: A.4010.130 Health Services Part Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [X]
Employee No./Last Name: New Position 2020 Budget Date of Vacancy:
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal [] State [X] Other % Helps pursue revenue

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring.

Human Resources Director has approved this form when initialed. [Signature] 6/18/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

This position is part of a revenue enhancement plan developed in the 2020 budget.

Administrator Signature [Signature] Date 6/10/20

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.0
Title of Position: Public Health Nurse #35 Base Salary of Position: \$50,816 *2019 Contract Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4010.110 Health Services Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [checked] Retirement [] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13119/Hauser Date of Vacancy: 12/21/2018
Is this position mandated? [] Yes [checked] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [] Federal [] State [checked] Other Insurance Reimbursement % Vaiale based on caseload

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature]

Human Resources Director has approved this form when initialed. [Signature] 6-8-20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

This position exempt from hiring freeze due to medical necessity

Administrator Signature [Signature] Date 6/10/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Hereafter Services

[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Health Services Payroll Dept. No: 36.05
Title of Position: Public Health Program Manager Base Salary of Position: \$50,816 *2019 Contract Grade: 21
Filling at Step # (If Known):
Budget code and title: A.4018.110 Preventive Program Full Time Salaries Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13110/ Oxford Date of Vacancy: 6/12/2020
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [X] State 36 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [X] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other

Actual Impact to Budget Report will be provided monthly by Human Resources Director.

Candidate's qualifications must be approved by Personnel Officer prior to hiring. [Signature] 6/9/20

Human Resources Director has approved this form when initialed. [Signature] 6-8-20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 6/10/20

Exempt from hiring freeze due to essential public health + COVID services.

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 6/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services

[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 6/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01
 Title of Position: Meal Site Manager #5 (Warrensburg) Base Salary of Position: \$27,438(25hr/week) Grade: 2
 Filling at Step # (If Known): _____
 Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 8396/Ranous Date of Vacancy: 06/17/2020
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State ⁷⁵ _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring. POA 6/16/20
Human Resources Director has approved this form when initialed. AS 6/16/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 6/17/20

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature [Signature] Date 6/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 6/22/20

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.09
Title of Position: Communications Officer #6 Base Salary of Position: \$41,740 Grade:
Filling at Step # (If Known):
Budget code and title: A.3020 110 Sheriff's 911 Center Salaries - Regular Union [x] Non-Union []
This position is vacated due to: [x] Retirement [x] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 12911/Moyer Date of Vacancy: 06/01/2020
Is this position mandated? [] Yes [x] No Is the position reimbursable? [] Yes [x] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature Date

Public Safety necessity.

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Date

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety

[x] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date

Verbally approved by Supervisor Leggett

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

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DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.01
Title of Position: Caseworker #34 Base Salary of Position: \$43,390 (2019) Grade: 16
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [checked] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13399/Cogdill Date of Vacancy: 6/25/20
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50% [checked] State 25% [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. [Signature] 6/15/20

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 6/17/20

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 6/19/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Approved by Mr. Driscoll Date 6/22/20
via email - see attached [Signature]