

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

JULY 30, 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) Request from the County Treasurer:

Request to authorize the payment of employees not working while on paid administrative leave after June 17, 2020 without requiring the use of their accruals. These employees were directed to stay home as a safety measure in response to the COVID-19 pandemic.

3) Requests/Items to be Discussed by the County Administrator:

A) Request to amend Resolution No. 484 of 2019, *Adopting Amended Warren County Travel Policy and County Vehicle Use Regulations*, to update the included Authorization to Attend Meeting/Convention form to include online training.

B) On behalf of the Public Defender - Request to authorize rental of office space.

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

5) Informational Item - Chairman Thomas to appoint Michael J. Grasso to the Warren/Washington Counties Industrial Development Agency at the August 21, 2020 Board Meeting. Mr. Grasso's resume is attached.

V. Pending Items:

Personnel - None.

Higher Education - None.

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

Public Defender

- Coordinating Assistant Public Defender, *Annual Salary \$94,475*, due to creation - *original authorization expired and was re-authorized by Committee.*
- 8th Assistant Public Defender, *Annual Salary \$69,891*, due to reassignment.

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 (2618)	N/A	N	N/A	\$ 42,373.00	7/20/2020	Combs	\$ 42,373.00	\$ -	
4/30/2020	Sheriff	Patrol Officer #65 (2619)	N/A	N	N/A	\$ 42,373.00	vacant	Baker II	\$ 42,373.00	\$ -	
4/30/2020	Countryside	Institutional Aide #2 PartTime (1894)	Hanna	PR	\$ 22,421.00	\$ 22,421.00	4/28/2020	Semon	\$ 22,421.00	\$ -	\$ -
7/1/2020	Public Works	Custodian (2620)	N/A	N	N/A	\$ 31,824.00	vacant				
7/1/2020	Office for the Aging	Fiscal Coordinator (2621)	N/A	N	N/A	\$ 42,141.00	vacant				
7/1/2020	Countryside	Cook #5 (2600)	Porter	RS	\$ 29,911.00	\$ 29,333.00	vacant				
7/1/2020	Health Services	WIC Infant Feeding Advocate PT (2081)	Langworthy	RS	\$ 14,013.00	\$ 14,013.00	vacant				
7/1/2020	Health Services	Medical Records Coder (Part Time) (2598)	N/A	N	N/A	18.09/hour	vacant				
7/1/2020	Health Services	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
7/1/2020	Health Services	Public Health Program Manager (2553)	Oxford	RS	\$ 52,283.00	\$ 50,816.00	vacant				
7/1/2020	Office for the Aging	Meal Site Manager #5 (1925)	Ranous	RS	\$ 18,115.00	\$ 17,149.00	vacant				
7/1/2020	Sheriff	Communications Officer #6 (1422)	Moyer	RS	\$ 52,834.00	\$ 41,740.00	vacant				
7/1/2020	Social Services	Caseworker #34 (2407)	Cogdill	RS	\$ 43,390.00	\$ 43,390.00	vacant				
									TOTALS:	\$ 49,047.50	\$ (51,210.00)

* (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: Treasurer

DATE: July 21, 2020

- (a) Purpose of Request: **Authorize the payment of employees not working while on paid administrative leave after June 17, 2020 without requiring the use of their accruals. These employees were directed to stay home as a safety measure in response to the COVID-19 pandemic.**
- (b) Details: **Governor Cuomo's Executive Order 202.39 only provides authorization for local governments to allow non-essential personnel to be paid while staying home and not working without charging accruals prior to June 17, 2020. Warren County has continued allowing employees to stay home and not work without using their accruals after this date.**
- (c) Previous Resolution Number: **N/A**
- (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. 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 Administrator

DATE: 7/30/2020

- (a) Purpose of Request:
To amend Warren County Travel Policy Schedule "A" Authorization to Attend Meeting/Convention to include On-Line Training

- (b) Details:
As there has been a significant shift in training from in-person to on-line, recommend updating Schedule "A" Authorization to Attend Meeting or Convention in the Warren County Travel policy to require authorizations from Department Head, County Administrator & Committee Chair to attend on-line trainings.

- (c) Previous Resolution Number:
484/2019

- (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

SCHEDULE "A"

AUTHORIZATION TO ATTEND MEETING/CONVENTION/TRAINING

Check one:

- Checkboxes for In-State, On-Line, and Out-of-State travel options.

The _____ hereby authorizes _____

(Supervisory Committee)

(Employee Name)

to attend _____

(Name of meeting or organization)

at _____ on _____

(Address)

(Dates)

Meeting/Convention/Training Cost: _____ Mode of transportation to be used: _____

(County Vehicle or Mass Transportation)

If the mode of transportation is not a county vehicle or mass transportation, please explain:

Proper documentation must be attached when submitting for approval.

(Please check documents attached)

Notice of meeting/convention/training including cost. Total Cost of Travel \$ _____

(Include travel and meeting/convention costs)

For Overnight Travel

- Room rate, GSA* Rate, Meal costs, GSA* per diem rate, Funding in Budget, Budget Code.

* www.gsa.gov

Date: _____

Department Head Signature

Date: _____

County Administrator Signature

Date: _____

Committee Chairman Signature

Please refer to the Warren County Travel Policy and County Vehicle Use Regulations for general policy guidelines.

Please check to request a fleet vehicle. REQUEST FOR USE OF FLEET VEHICLE

Filing Instructions:

- 1. Original with voucher to Auditor.
2. Copy to Buildings & Grounds if fleet vehicle is needed.
3. Copy to Clerk of the Board with Resolution Request form if out-of-State travel.
4. Copy to Purchasing with Purchase Order, if required.
5. Copy to Clerk of the Board if credit card will be used.
6. Copy of executed form needs to be included in next agenda for reporting to oversight Committee.

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: Warren County Public Defender's Office

DATE: 7/21/2020

- (a) Purpose of Request:
To request to lease office space at 333 Glen Street, Suite 102, Glens Falls NY 12801.
- (b) Details:
**The Warren County Public Defender's Office is requesting to lease office space using ILS grant funding. More office space is needed as funding continues to be available for hiring attorneys and support staff. COVID-19 social distancing efforts also contribute to the need for additional space.
Details as to what the lease includes and what additional items are needed are included in attachments to this request.**
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:
**A. 1171 410 (Supplies)
Discussion with ILS to utilize current available funds toward leased space while next years budget is finalized.**

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

* as listed in budget and LOGOS

Warren County Public Defender

Leased Office Space at:

333 Glen Street

Suite 102

Glen Falls, NY 12801

Lease (see attached): \$ 1,000/ month

Cleaning fee: \$ 300/ month

(Electric, heating, cooling included. There is space to hold conferences on a first come, first serve basis to tenants. Security is located directly outside of the space being considered. A new ventilation system was installed while the building was primarily shut down due to COVID.)

Internet: \$ 200/ month

Phone: \$ 300/ month

Furniture: \$20,000 total (4 desks (attorney's); 1 desk (support staff); 2 filing cabinets; conference table & chairs)

Equipment: \$ 5,000 total (4 laptops; 1 PC)

Printer contract/ services: \$ 200/ month

All funding will be through the Hurrell-Harring ILS grant.

ILS indicates we are meeting the criteria of what they look for when approving leasing office space in the budget. For HH funding, we need to continue to hire attorneys for Caseload relief and ILS understands the need to expand our current space, especially with the current restrictions COVID has placed on us.

MICHAEL J. GRASSO, CPCU, CIC
23 Rapaport Drive
Lake George, NY 12845

RESUME

PERSONAL

*Separated, one son. Michael Jr.
 Lake George (Queensbury) resident since 1988.*

Graduated College Preparatory Linton High School 1967.

*Bachelor of Science, Business Administration in Marketing 1971.
 Siena College, Loudonville, New York. Top Quartile of Class
 ranking 6th in major.*

Minors: English, Accounting, Psychology

INSURANCE FIELD

*Certified Property and Casualty Underwriters (CPCU) conferred
 October 1982, Continuing Professional Development Program,
 qualified continuously since that date through 2000, to present.*

*Certified Insurance Counselor (CIC) conferred October 1990,
 continuing education requirements met through present.*

*Travelers Agents Advanced Commercial Lines School.
 December 1984.*

*Aetna Casualty & Surety Companies.
 Life Insurance course for New York State January 1989.*

*Hartford Insurance Company Home Office Supervisor's School.
 General Liability 1978.
 Property Adjusting 1979.*

*Crawford & Company Adjusters – Home Office
 Adjuster's Course 1973.
 Auto Appraisers 1975.*

*Siena College, Loudonville, New York.
 New York State Insurance Agent's and Broker's Course 1975.*

LICENSES HELD

*New York State Agent's and Broker's for Property & Casualty Lines
 – 1975 to Present.*

New York State's and Broker's Life & Health Lines 1989 to Present.

Agent/Broker Non Resident State Licenses: Florida; Hawaii; Idaho; Kentucky; Maine; Massachusetts; Nevada; New Hampshire; New Jersey; Pennsylvania; Vermont; Virginia.

New York State Independent Adjuster's License 1973-1978.

Notary Public, State of New York 1985 to Present.

*Attorney in Fact for the following Bond Companies:
CNA; National Grange; Travelers; Hanover; Liberty Mutual;
Philadelphia, Old Republic.*

**PROFESSIONAL
EXPERIENCE:**

*COOL INSURING AGENCY, INC.
Vice President – all lines of insurance and bonds.
1984 to Present.*

*COOL, LLC
Managing Member.
1996 to Present.*

*QUAKER COUNTRY CLUB ASSOCIATES.
Managing Member.
2004 to Present.*

*JOHN I. SHUTTS AGENCY, INC.,
SHUTTS FELDMAN & GRASSO.
Vice President, Marketing Manager, Producer, Broker, Bond Agent.
1980 to 1984.*

*HARTFORD INSURANCE GROUP
Albany Regional Office – Senior Adjuster/Investigator and
Supervisor.
Claims Department – all lines including Bonds.
1975 to 1980.*

*CRAWFORD & COMPANY ADJUSTERS, INC.
Claims Adjuster/Investigator and Appraiser.
1973 to 1975.*

**ORGANIZATIONS/
OFFICES HELD:**

*SCHENECTADY ECONOMIC DEVELOPMENT CORP.
BOARD OF DIRECTORS
Chairman of Loan Review Committee 1989 through 1993.
Governmental Committee 1994 to 1996.*

*CAPITAL DISTRICT REGIONAL PLANNING COMMISSION
1983 to 2000 Commissioner Schenectady County.
Past Chairman, Vice Chairman, Treasurer.*

*SCHENECTADY EAST ROTARY
1978 to 1988.
Board of Directors 3 Years.*

*BIG BROTHERS, BIG SISTERS
1979 to 1984 Board of Directors.
Treasurer 2 Years.*

*SOCIETY OF CPCU NORTHEAST CHAPTER MEMBER
1982 to Present.
1996 President.
1995 Vice President.
1994 Secretary.
1993 Treasurer.*

*DUNHAM'S BAY FISH & GAME CLUB
Board of Directors.
2006 to Present.*

*NRA CERTIFIED INSTRUCTOR
Pistol, Home Defense, Range Officer.*

*OPALESCENT HUNTING CLUB
President 2016 to Present.*

INTERESTS:

*Boating, Scuba Diving, Skiing, Snowmobiling, Golf, Racquetball,
Fishing, Hunting, ATV Riding, Photography.*

AFFILIATIONS:

*Warren County Republican Committee,
Committeeman Ward 1 (Ward 1 Chair).
Former Vice Chairman 2002 to 2005.
Chairman 2005 to Present.*

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: Warren County Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: Coordinating Assistant Public Defender Base Salary of Position: \$94,475 Grade: 4
Filling at Step # (If Known):
Budget code and title: A.1117 110 (Public Defender Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 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.

Administrator Signature Date

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee

- 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

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: Warren County Public Defender Payroll Dept. No: 6.01 A.1171
Title of Position: 8th Assistant Public Defender Base Salary of Position: \$69,891 Grade: 4
Filling at Step # (If Known):
Budget code and title: A.1117 110 (Public Defender Salary - Regular) Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State 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.

Administrator Signature Date

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

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
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