

PERSONNEL & ADMINISTRATION COMMITTEE

AGENDA

OCTOBER 29, 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) Requests/Items to be Discussed by the Clerk of the Board:

Resolution Tracking Report.

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

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

- A) Litigation update.
- B) Request for a transfer of funds in the amount of \$1,122.28 to cover a negative balance in the part-time salaries code.

4) Items/Requests to be Discussed by the Human Resources Director:

- A) Review of report on tracking of vacancies filled.
- B) Update on terminations and exit interviews.
- C) Request to fill the vacant position of Human Resources Clerk PT, *Base Salary \$21,967, pro-rated to 24 hours per week*, due to resignation.

5) Items/Requests to be Discussed by the Personnel Officer: None.

6) Referral from the Public Safety Committee:

Sheriff -

Request to amend the Departmental Table of Organization and Salary Schedule to create and fill the new position of STOP-DWI Coordinator - Part Time, *Hourly Rate of \$20.3716*.

V. Pending Items: None.

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

DPW - Highway Construction Supervisor I #4, *Grade 12, Base Annual Salary \$38,818*, due to resignation.

Office of Emergency Services - Director of the Office of Emergency Services, *Base Annual Salary \$69,500*, due to creation.

Public Defender - Coordinating Assistant Public Defender, *Annual Salary \$94,475*, - *original authorization expired and was re-authorized by Committee.*

- 8th Assistant Public Defender, *Annual Salary \$69,891*, - *original authorization expired and was re-authorized by Committee.*

Veterans' Services - Program Coordinator, Peer-to-Peer Support Services, *Grade 16, Base Annual Salary \$21,684*, due to resignation.

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|--|
| 306 | FINANCE - MAKING SUPPLEMENTAL APPROPRIATIONS | IN PROCESS BY TREASURER'S OFFICE |
| 307 | FINANCE - AMENDING WARREN COUNTY BUDGET FOR 2020 FOR VARIOUS DEPARTMENTS WITHIN WARREN COUNTY | IN PROCESS BY TREASURER'S OFFICE |
| 308 | COUNTY FACILITIES (AIRPORT) - AMENDING AGREEMENT WITH PASSERO ASSOCIATES, ENGINEERS, ARCHITECTURE & SURVEYING, D.P.C. CORPORATION TO PROVIDE AIRPORT ENGINEERING DESIGN, CONSTRUCTION ADMINISTRATION AND INSPECTION SERVICES RELATED TO THE CONSTRUCTION OF NEW T-HANGARS AT THE FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NEW YORK, TO INCREASE THE NOT TO EXCEED AMOUNT | CONTRACT EXECUTED |
| 309 | CRIMINAL JUSTICE (DISTRICT ATTORNEY) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR CRIMES AGAINST REVENUE PROSECUTION (CARP) FUNDING (CR18445143) FOR THE DISTRICT ATTORNEY'S OFFICE | APPLICATION NOT YET BEEN SUBMITTED - WAITING FOR DCJS TO START ACCEPTING APPLICATIONS |
| 310 | CRIMINAL JUSTICE (DISTRICT ATTORNEY) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DIVISION OF CRIMINAL JUSTICE SERVICES FOR STATE AID TO PROSECUTION FUNDING FOR THE DISTRICT ATTORNEY'S OFFICE | APPLICATION NOT YET BEEN SUBMITTED - WAITING FOR DCJS TO START ACCEPTING APPLICATIONS |
| 311 | CRIMINAL JUSTICE (PUBLIC DEFENDER'S OFFICE) - AUTHORIZING EXTENSION OF THE PUBLIC DEFENSE CASE MANAGEMENT SYSTEM MAINTENANCE AND SOFTWARE SUPPORT AGREEMENT WITH NEW YORK STATE DEFENDERS ASSOCIATION, INC. FOR THE PUBLIC DEFENDER'S OFFICE | CONTRACT EXECUTED |
| 312 | ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (REAL PROPERTY TAX SERVICES) - AUTHORIZING SALE OF TOWN OF QUEENSBURY TAX MAP PARCEL NO. 295.20-1-12 TO THE TOWN OF QUEENSBURY FOLLOWING THE 2020 WARREN COUNTY TAX FORECLOSURE PROCEEDING | IN PROCESS |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|--|--|
| 313 | HEALTH SERVICES (PUBLIC HEALTH) - AUTHORIZING AGREEMENT WITH KEITH BAUGH TO PROVIDE SPEECH THERAPY SERVICES FOR THE HEALTH SERVICES DEPARTMENT | CONTRACT EXECUTED |
| 314 | HEALTH SERVICES (PUBLIC HEALTH) - AUTHORIZING AGREEMENT WITH ABILITIES, OCCUPATIONAL THERAPY, PHYSICAL THERAPY AND SPEECH-LANGUAGE PATHOLOGY, PLLC D/B/A ABILITIES TO PROVIDE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION (CPSE) SERVICES TO ELIGIBLE WARREN COUNTY CHILDREN | CONTRACT EXECUTED |
| 315 | HEALTH SERVICES (PUBLIC HEALTH) - AUTHORIZING SUBMISSION OF A GRANT APPLICATION TO THE NEW YORK STATE DEPARTMENT OF HEALTH GRANTS ADMINISTRATION/HEALTH RESEARCH INSTITUTE FOR EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) COVID-19 ENHANCED DETECTION FUNDING | WAITING ON CORRECTIONS FROM HEALTH RESEARCH |
| 316 | HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - AUTHORIZING EXTENSION OF AGREEMENT WITH B-LANNE EQUIPMENT TO PROVIDE SEMI-ANNUAL INSPECTIONS OF KITCHEN KNIGHT II FIRE SUPPRESSION SYSTEM AT COUNTRYSIDE ADULT HOME | CONTRACT EXECUTED |
| 317 | HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - AUTHORIZING EXTENSION OF AGREEMENT WITH HUDSON HEADWATERS HEALTH NETWORK TO PROVIDE CLINICIAN SERVICES FOR COUNTRYSIDE ADULT HOME | CONTRACT SENT TO COMPANY |
| 318 | HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - AUTHORIZING EXTENSION OF AGREEMENT WITH ACTION SEPTIC SERVICE TO PROVIDE INSPECTION, CLEANING AND REPAIR OF KITCHEN AND LAUNDRY SEWER LINES AND ANY OTHER ADDITIONAL SEWER LINES AT COUNTRYSIDE ADULT HOME | CONTRACT EXECUTED |
| 319 | HUMAN SERVICES (COUNTRYSIDE ADULT HOME) - ADOPTING OVERTIME FOR MANDATORY COVID-19 TESTING POLICY FOR COUNTRYSIDE ADULT HOME | POLICY IN PLACE |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|---|
| 320 | OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 221 OF 2020, AMENDING RESOLUTION NO. 49 OF 2020 TO MAKE CORRECTIONS TO EVENT DATES AND INDICATE EVENTS THAT HAVE BEEN CANCELLED FOR 2020, TO REDUCE THE AWARD TO IMPROV RECORDS FOR 2020 | CONTRACT EXECUTED |
| 321 | OCCUPANCY TAX COORDINATION - AMENDING RESOLUTION NO. 50 OF 2020, APPROVING THE 2020 OCCUPANCY TAX SPENDING PLAN AND AUTHORIZING AGREEMENTS BETWEEN MUNICIPALITIES IN WARREN COUNTY AND OTHER ORGANIZATIONS FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES, TO ELIMINATE FUNDING TO VARIOUS MUNICIPALITIES AND TERMINATE AGREEMENTS BETWEEN MUNICIPALITIES AND WARREN COUNTY FOR TOURISM PROMOTION AND TOURIST AND CONVENTION DEVELOPMENT SERVICES | CONTRACTS TERMINATED |
| 322 | PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - APPOINTING MEMBERS OF WARREN COUNTY FIRE ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES | OATHS OF OFFICE SENT TO APPOINTEES |
| 323 | PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - APPOINTING MEMBERS OF WARREN COUNTY EMS ADVISORY BOARD FOR THE OFFICE OF EMERGENCY SERVICES | OATHS OF OFFICE SENT TO APPOINTEES |
| 324 | PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING AGREEMENT WITH BLACK LASER LEARNING, INC. TO PROVIDE SIDE SCAN SONAR TRAINING TO MEMBERS OF THE WARREN COUNTY MARINE RESCUE TEAM FOR THE OFFICE OF EMERGENCY SERVICES | WAITING ON PROOF OF INSURANCE |
| 325 | PUBLIC SAFETY (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING INFORMATION SHARING ACCESS AGREEMENT BETWEEN WARREN COUNTY AND THE DEPARTMENT OF HOMELAND SECURITY/FEDERAL EMERGENCY MANAGEMENT AGENCY (DHS/FEMA), FEDERAL INSURANCE AND MITIGATION ADMINISTRATION (FIMA) TO ACCESS THE NATIONAL FLOOD INSURANCE PROGRAM POLICY USED FOR THE HAZARD MITIGATION PLAN | CONTRACT EXECUTED |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|---------------------------------|
| 326 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE QUEENSBURY UNION FREE SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE QUEENSBURY SCHOOL DISTRICT <i>RESOLUTION AMENDED FROM THE FLOOR</i> | CONTRACT EXECUTED |
| 327 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE LAKE GEORGE CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE LAKE GEORGE CENTRAL SCHOOL DISTRICT | CONTRACT SENT TO SCHOOL |
| 328 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES WITHIN THE HADLEY-LUZERNE CENTRAL SCHOOL DISTRICT | CONTRACT EXECUTED |
| 329 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE NORTH WARREN CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE NORTH WARREN CENTRAL SCHOOL | CONTRACT EXECUTED |
| 330 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE BOLTON CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE BOLTON CENTRAL SCHOOL | CONTRACT EXECUTED |
| 331 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING AN AGREEMENT WITH THE JOHNSBURG CENTRAL SCHOOL DISTRICT FOR THE WARREN COUNTY SHERIFF'S OFFICE TO PROVIDE LAW ENFORCEMENT SERVICES AT THE JOHNSBURG CENTRAL SCHOOL DISTRICT | CONTRACT SENT TO SCHOOL |
| 332 | PUBLIC SAFETY (SHERIFF) - AUTHORIZING CONTINUATION OF THE AGREEMENT WITH NEMER FORD AS PROPRIETARY DEALER ONLY FOR REPAIRS OF VARIOUS FORD MAKES AND MODELS FOR THE WARREN COUNTY SHERIFF'S OFFICE | CONTRACT SENT TO COMPANY |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|--|
| 333 | PUBLIC WORKS (PARKS, RECREATION & RAILROAD) - ACCEPTING DONATION OF A VIEWING SCOPE TO BE INSTALLED AT UP YONDA FARM FROM THE FRIENDS OF UP YONDA AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SEND A LETTER OF APPRECIATION | VIEWING SCOPE NOT YET RECEIVED |
| 334 | PUBLIC WORKS (DPW) - ACCEPTING STATIONARY BRINE MAKING UNIT FROM THE FUND FOR LAKE GEORGE AND AUTHORIZING THE CHAIRMAN OF THE BOARD OF SUPERVISORS TO SEND A LETTER OF APPRECIATION | BRINE UNIT RECEIVED - LETTER TO BE SENT |
| 335 | PERSONNEL & ADMINISTRATION - AMENDING TABLES OF ORGANIZATION AND WARREN COUNTY SALARY AND COMPENSATION PLAN FOR 2020 | PROCESSED |
| 336 | PERSONNEL & ADMINISTRATION (CLERK OF THE BOARD) - AUTHORIZING RENEWAL OF AGREEMENT WITH GLENS FALLS HOSPITAL FOR AUTOPSY SERVICES AND AUTHORIZING THE CHAIRMAN OF THE BOARD TO SIGN A LETTER OF AGREEMENT WITH GLENS FALLS HOSPITAL FOR SAME | CONTRACT EXECUTED |
| 337 | PERSONNEL & ADMINISTRATION (COUNTY ADMINISTRATOR) - APPROVING REVISIONS TO THE WARREN COUNTY WORKPLACE VIOLENCE PREVENTION PLAN AND PROGRAM | REVISED PLAN IN PLACE |
| 338 | PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - APPROVING THE WARREN COUNTY POLICY AGAINST DISCRIMINATION AND HARASSMENT WHICH REPLACES THE WARREN COUNTY PLAN AND PROGRAM ON WORKPLACE HARASSMENT | PLAN IN PLACE |
| 339 | PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - ADOPTING OUT-OF-UNIT EMPLOYEE BENEFITS POLICY | POLICY IN PLACE |
| 340 | PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - AUTHORIZING CONTINUATION OF A MEDICARE ADVANTAGE INSURANCE PLAN FOR WARREN COUNTY RETIREES | INSURANCE PLAN IN PLACE |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|--|---|
| 341 | PERSONNEL & ADMINISTRATION (HUMAN RESOURCES) - AUTHORIZING CONTINUATION OF HEALTH, DENTAL, VISION AND VOLUNTARY LIFE AND ACCIDENT INSURANCE FOR COUNTY OFFICERS, EMPLOYEES AND RETIREES | INSURANCE PLANS IN PLACE |
| 342 | FINANCE (BUILDINGS & GROUNDS) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE REHAB COUNTY BUILDINGS RESERVE TO THE BUILDINGS BUDGET FOR ELEVATOR REPAIR AND UPGRADE; AMENDING 2020 WARREN COUNTY BUDGET | IN PROCESS BY TREASURER'S OFFICE |
| 343 | FINANCE (BUILDINGS & GROUNDS) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR GENERAL CONSTRUCTION CONTRACT SERVICES FOR CAPITAL PROJECT H350, COURT SPACE EXPANSION PROJECT (WC 40-20) | CONTRACT SENT TO COMPANY |
| 344 | FINANCE (BUILDINGS & GROUNDS) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR PLUMBING CONTRACT SERVICES FOR CAPITAL PROJECT H350, COURT SPACE EXPANSION PROJECT (WC 40-20) | CONTRACT SENT TO COMPANY |
| 345 | FINANCE (BUILDINGS & GROUNDS) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR ELECTRICAL CONTRACT SERVICES FOR CAPITAL PROJECT H350, COURT SPACE EXPANSION PROJECT (WC 40-20) | CONTRACT SENT TO COMPANY |
| 346 | FINANCE (BUILDINGS & GROUNDS) - AWARDING BID AND AUTHORIZING AGREEMENT WITH LOWEST RESPONSIBLE BIDDER FOR HVAC CONTRACT SERVICES FOR CAPITAL PROJECT H350, COURT SPACE EXPANSION PROJECT (WC 40-20) | CONTRACT SENT TO COMPANY |
| 347 | FINANCE (COUNTY ADMINISTRATOR) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE INSURANCE RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2020 WARREN COUNTY BUDGET | IN PROCESS BY TREASURER'S OFFICE |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|--|---|
| 348 | FINANCE (COUNTY TREASURER) - AUTHORIZING GLENS FALLS NATIONAL BANK & TRUST COMPANY TO ISSUE A LETTER OF CREDIT ON BEHALF OF WARREN COUNTY TO BLUE SHIELD OF NORTHEASTERN NEW YORK AS AN ALTERNATIVE TO PRE-FUNDING THE HEALTH INSURANCE ACCOUNT | IN PROCESS |
| 349 | FINANCE (DEPARTMENT OF PUBLIC WORKS) - AUTHORIZING COUNTY TREASURER TO CLOSE CAPITAL PROJECTS | IN PROCESS BY TREASURER'S OFFICE |
| 350 | FINANCE (DEPARTMENT OF PUBLIC WORKS) - AUTHORIZING THE COUNTY TREASURER TO WRITE OFF UNCOLLECTED STATE/FEDERAL RECEIVABLES FROM CAPITAL PROJECTS | IN PROCESS BY TREASURER'S OFFICE |
| 351 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -AMENDING CAPITAL PROJECT NO. H199, CORINTH ROAD RECONSTRUCTION, TO CORRECT THE FUNDING SOURCES; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 352 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -AMENDING CAPITAL PROJECT NO. H200, QUAKER ROAD SIGNAL IMPROVEMENTS PROJECT, TO CORRECT THE FUNDING SOURCES; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 353 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -INCREASING CAPITAL PROJECT NO. H200, QUAKER ROAD SIGNAL IMPROVEMENTS PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 354 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -AMENDING CAPITAL PROJECT NO. H219, RAILROAD TRACK RESTORATION PROJECT, TO CORRECT THE FUNDING SOURCES; AUTHORIZING TRANSFER OF FUNDS; AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 355 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -AMENDING CAPITAL PROJECT NO. H258, WARRENSBURG ROAD (CR 3) OVER STONY CREEK (TANNERY BRIDGE) PROJECT, TO CORRECT THE FUNDING SOURCES; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|---|
| 356 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -INCREASING CAPITAL PROJECT NO. H384, CR 11 OVER FINKLE BROOK CULVERT REPLACEMENT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 357 | FINANCE (DEPARTMENT OF PUBLIC WORKS) -ESTABLISHING CAPITAL PROJECT NO. H401, SAGAMORE ROAD RETAINING WALL; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 358 | FINANCE (DEPARTMENT OF PUBLIC WORKS) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE GENERAL FUND UNAPPROPRIATED SURPLUS TO THE DEPARTMENT OF PUBLIC WORKS BUDGET; AMENDING 2020 WARREN COUNTY BUDGET | IN PROCESS BY TREASURER'S OFFICE |
| 359 | FINANCE (OFFICE OF EMERGENCY SERVICES) -INCREASING CAPITAL PROJECT NO. H254, FIRE TRAINING CENTER PROJECT; AUTHORIZING TRANSFER OF FUNDS; AND AMENDING WARREN COUNTY BUDGET FOR 2020 | IN PROCESS BY TREASURER'S OFFICE |
| 360 | FINANCE (OFFICE OF EMERGENCY SERVICES) - AUTHORIZING THE APPROPRIATION OF FUNDS FROM THE COMPUTER RESERVE FUND TO VARIOUS DEPARTMENTAL BUDGETS; AMENDING 2020 WARREN COUNTY BUDGET | IN PROCESS BY TREASURER'S OFFICE |
| 361 | ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (REAL PROPERTY TAX SERVICES) - APPROVING AND ADOPTING WARREN COUNTY FORECLOSURE AUCTION 2020 SPECIAL GUIDELINES RELATED TO COVID-19 APPLICABLE TO THE SALE OF PARCELS ACQUIRED BY THE COUNTY BY REASON OF FORECLOSURE OF TAX LIENS | GUIDELINES IMPLEMENTED |
| 362 | ENVIRONMENTAL CONCERNS & REAL PROPERTY TAX SERVICES (REAL PROPERTY TAX SERVICES) -AMENDING RESOLUTION NO. 339 OF 2019; APPROVING AND ADOPTING THE WARREN COUNTY REAL ESTATE AUCTION 2020 TERMS AND CONDITIONS OF SALE APPLICABLE TO THE SALE OF PARCELS ACQUIRED BY THE COUNTY BY REASON OF THE FORECLOSURE OF TAX LIENS | TERMS UPDATED |

RESOLUTION TRACKING REPORT
SEPTEMBER 18, 2020 BOARD MEETING

| <u>RES. NO.</u> | <u>DESCRIPTION</u> | <u>STATUS</u> |
|------------------------|---|---|
| 363 | SUPERVISORS SIMPSON AND MERLINO - AMENDING LICENSE AGREEMENT WITH REVOLUTION RAIL COMPANY FOR USE OF COUNTY OWNED RAILROAD TRACKS, TO INCLUDE PORTION USE OF THE SOUTHERN PORTION AND INCREASE AMOUNT OWED IN 2020 | CONTRACT EXECUTED |
| CA07 | CERTIFICATE OF APPOINTMENT - RE-APPOINTING MEMBERS OF THE WARREN COUNTY YOUTH BOARD | OATHS OF OFFICE SENT TO APPOINTEES |
| CA08 | CERTIFICATE OF APPOINTMENT - APPOINTING MEMBER OF THE SARATOGA-WARREN-WASHINGTON COUNTIES WORKFORCE DEVELOPMENT BOARD | OATHS OF OFFICE SENT TO APPOINTEES |

RESOLUTION NOS. 306-362, AND TWO CERTIFICATES OF APPOINTMENT, WERE MAILED TO THE MEMBERS OF THE BOARD OF SUPERVISORS ON SEPTEMBER 11, 2020

RESOLUTION NO. 363 WAS DISTRIBUTED TO THE MEMBERS OF THE BOARD OF SUPERVISORS AS FLOOR RESOLUTION NO. 1 ON SEPTEMBER 15, 2020 - UPON MOTION AND SIMPLE MAJORITY VOTE, IT WAS BROUGHT TO THE FLOOR AND GIVEN A NUMBER

RESOLUTION REQUEST FORM NO. 10

Request for Transfer of Funds

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

DEPARTMENT NAME: County Attorney

SIGNED:

DATE:

| <u>FROM CODE</u> | <u>TITLE</u> | <u>TO CODE</u> | <u>TITLE</u> | <u>AMOUNT</u> |
|------------------|------------------|----------------|----------------------|---------------|
| A.1420 110 | Salaries Regular | A.1420 130 | Salaries - Part Time | \$1,122.28 |

Please state reason for transfers requested: To cover negative balance in Salaries - Part Time

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:

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

| 2020 - INTENT TO FILL VACANT POSITIONS | | | | | | | | | | | |
|--|------------------------------|---|-------------|---------------------|------------------|-----------------|-------------|------------|--------------|--------------------|---------------------|
| Personnel Cmt./ 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 | expired | | | | |
| 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 | expired | | | | |
| 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 | 7/28/2020 | Hopeck | \$ 42,373.00 | \$ - | \$ (28,946.00) |
| 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 | expired | | | | |
| 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 | 7/28/2020 | Mellon Jr. | \$ 42,373.00 | \$ - | \$ (23,988.00) |
| 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 | expired | | | | |
| 1/30/2020 | Health Services | RPN #31 (1597) | Carpenter | RS | \$ 55,376.00 | \$ 47,523.00 | 3/30/2020 | Bogardus | \$ 48,101.00 | | \$ (7,275.00) |
| 1/30/2020 | Health Services | Infant Feeding Advocate- PT (2081) | Langworthy | RS | \$ 14,013.00 | \$ 14,013.00 | expired | | | | |
| 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 | DiPresto | \$ 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 | expired | | | | |
| 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 | \$ - | \$ (8,184.00) |
| 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 | expired | | | | |
| 3/5/2020 | Health Services | WIC Assistant (1582) | Stockwell | RS | \$ 31,099.00 | \$ 30,520.00 | expired | | | | |
| 3/5/2020 | Sheriff | Communication Officer #11 (1425) | Thomas | RS | \$ 41,740.21 | \$ 41,740.21 | 4/1/2020 | Myers | \$ 41,740.21 | \$ - | \$ - |
| 3/5/2020 | Office for the Aging | Meal Site Cook #2 (1950) | Cummins | RT | \$ 27,028.00 | \$ 17,148.00 | expired | | | | |
| 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 | expired | | | | |
| 3/23/2020 | Employment & Training | Office Specialist (PT) (2613) | N/A | N | N/A | \$ 26,880.00 | expired | | | | |

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

ITEM 4A

| Personnel Cmt./ Approval Date | Department | Position | Incumbent | Reason for Vacancy* | Incumbent Salary | Salary Approved | Date Filled | Hire | Salary Hired | Approved vs. Hired | Incumbent vs. Hired |
|-------------------------------|------------------------------|---|------------|---------------------|------------------|-----------------|-------------|-----------|--------------|---------------------|------------------------|
| 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 | expired | | | | |
| 3/23/2020 | Social Services | Caseworker #39 (2616) | N/A | N | N/A | \$ 43,390.00 | expired | | | | |
| 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 | expired | | | | |
| 4/2/2020 | Health Services | RPN #36 (1527) | Eichner | O | \$ 57,722.00 | \$ 47,523.00 | expired | | | | |
| 4/2/2020 | Health Services | Public Health Assistant - PD (2617) | N/A | N | N/A | 18.09/ hour | expired | | | | \$ - |
| 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 | 7/15/2020 | 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 | 8/24/2020 | Cleveland | \$ 31,824.00 | \$ - | \$ - |
| 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 | 8/11/2020 | Wood | \$ 29,333.00 | \$ - | \$ (578.00) |
| 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 | 9/8/2020 | Swan | \$ 51,394.00 | \$ 578.00 | \$ (6,228.00) |
| 7/1/2020 | Health Services | Public Health Program Manager (2553) | Oxford | RS | \$ 52,283.00 | \$ 50,816.00 | 9/14/2020 | Perry | \$ 50,816.00 | \$ - | \$ (1,467.00) |
| 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 | 7/20/2020 | Clynes | \$ 43,390.00 | \$ - | \$ - |
| 7/30/2020 | Public Defender | Coordinating Assistant Public Defender (2588) | N/A | N | N/A | \$ 94,475.00 | vacant | | | | |
| 7/30/2020 | Public Defender | 8th Assistant Public Defender (2460) | Barnes | O | \$ 63,393.00 | \$ 69,891.00 | vacant | | | | |
| 9/21/2020 | Assigned Counsel | Grant Manager- PT | N/A | N | N/A | 24.04/ hour | 9/23/2020 | Maxwell | 24.04/hour | | |
| 9/21/2020 | Assigned Counsel | Clerk- PT | N/A | N | N/A | 13.19/ hour | 9/22/2020 | Cabibbo | 13.19/ hour | | |
| 9/21/2020 | Health Services | RPN #40 | N/A | N | N/A | \$ 47,523.00 | vacant | | | | |
| 9/3/2020 | Sheriff | Cook- Per Diem | N/A | N | N/A | 18.8021/ hour | vacant | | | | |
| 10/1/2020 | Public Works | Construction Specialist I | N/A | N | N/A | \$ 65,566.00 | vacant | | | | |
| 9/3/2020 | Airport | Airport Maintenance Worker #4 (1179) | Combs | RS | \$ 40,233.00 | \$ 37,633.00 | 10/19/2020 | Blackmer | \$ 37,633.00 | \$ - | \$ (2,600.00) |
| 9/3/2020 | Buildings & Grounds | Building Maintenance Mechanic #4 (1155) | Woodell | RS | \$ 52,234.00 | \$ 42,141.00 | vacant | | | | |
| 9/3/2020 | Countryside | Senior Account Clerk #2- part time (2539) | Stevens | RS | \$ 23,594.00 | \$ 20,160.00 | vacant | | | | |
| 9/3/2020 | Public Works | MEO (L) #27 (2256) | Bolton | RT | \$ 43,536.00 | \$ 33,600.00 | vacant | | | | |
| 9/3/2020 | Public Works | MEO (L) #2 (1239) | Moffitt | PR | \$ 34,767.00 | \$ 33,600.00 | vacant | | | | |
| 9/3/2020 | Public Works | Engineer II (2612) | N/A | N | \$ 73,670.00 | \$ 73,670.00 | vacant | | | | |
| 9/3/2020 | Social Services | Social Welfare Examiner #8 (1712) | Murray | RS | \$ 40,922.00 | \$ 34,988.00 | vacant | | | | |
| 9/3/2020 | Social Services | Senior Account Clerk #7 (1693) | Mammone | PR | \$ 42,036.00 | \$ 33,600.00 | vacant | | | | |
| 9/3/2020 | Social Services | Medicaid Clerk #1 (1707) | Meade | PR | \$ 31,099.00 | \$ 30,520.00 | 9/21/2020 | Hanchett | \$ 35,769.00 | \$ 5,249.00 | \$ 4,670.00 |
| 9/3/2020 | Parks, Rec, & Railroad | Up Yonda Naturalist #2 (1199) | Wilson | RS | \$ 43,605.00 | \$ 43,605.00 | vacant | | | | |
| 9/3/2020 | Health Services | RPN #31 (1597) | Bogardus | RS | \$ 48,101.00 | \$ 47,523.00 | vacant | | | | |
| 9/3/2020 | Health Services | RPN II #32 (2332) | Wescott | RS | \$ 59,222.00 | \$ 47,523.00 | vacant | | | | |
| 9/3/2020 | Health Services | PHN #16 (1564) | Howe | RS | \$ 54,108.00 | \$ 50,816.00 | vacant | | | | |
| 9/3/2020 | Health Services | Public Health Assistant - PD (2617) | N/A | N | N/A | 18.09/ hour | vacant | | | | |
| 9/3/2020 | Health Services | WIC Assistant (1582) | Stockwell | RS | \$ 31,099.00 | \$ 30,520.00 | vacant | | | | |
| 10/1/2020 | Buildings & Grounds | Senior Building Maintenance Mechanic #4 | N/A | O | N/A | \$ 58,171.00 | 10/19/2020 | Ross | \$ 58,171.00 | \$ - | \$ - |
| 10/1/2020 | Office for the Aging | Meal Site Cook #2 (1950) | Cummins | RT | \$ 36,037.00 | \$ 27,438.00 | 10/13/2020 | Seitz | \$ 27,438.00 | \$ - | \$ (8,599.00) |
| 10/1/2020 | Office of Emergency Services | County Fire Coordinator- temp | N/A | N | | | vacant | | | | |
| 10/1/2020 | Public Works | Highway Construction Spvr. II #1 (1232) | Ross | RT | | | vacant | | | | |
| TOTALS: | | | | | | | | | | \$ 54,874.50 | \$ (134,405.00) |

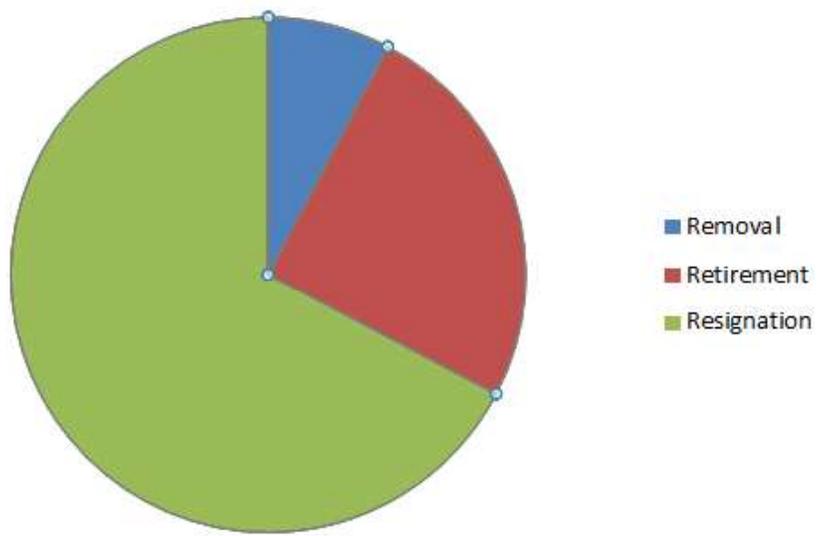
* (RT= Retired, RS= resigned, PR= promotion, O= Other, N- New)

Warren County Department of Human Resources



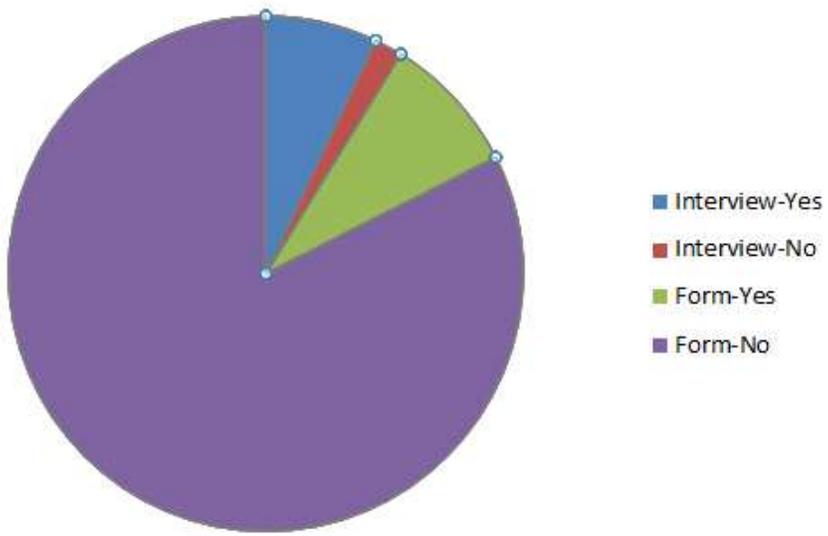
2020 Separations through 9/30/20 – Increase of 4 since last month

Removal - 4
Resignation - 35
Retirement - 13



2020 Exit Interviews through 8/30/20

Interview - Yes 4
Interview - No 1
Form - Yes 5
Form - No 47



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: Human Resources Payroll Dept. No: A.1435
Title of Position: Human Resources Clerk PT-24 hrs Base Salary of Position: 21,967.00 Grade: X
Filling at Step # (If Known):
Budget code and title: A.1435 Union Non-Union
This position is vacated due to: Resignation
Employee No./Last Name: 13279/Williams Date of Vacancy: 11/9/2020
Is this position mandated? No Is the position reimbursable? No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list
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 10/26/20

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 10/25/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Personnel + Administration
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. 11***Request to Create New Position*****DEPARTMENT NAME:** Sheriff**DATE:** October 19, 2020

- (a) Title of Requested Position: **Stop DWI Coordinator - Part Time**
- (b) Annual **Base** Salary (and Grade of Applicable): **N/A (\$20.3716/hour)**
- (c) Effective Date for New Position:* **Upon Approval of the Board**
*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):
N/A
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.3315 130 Stop DWI Program Salaries - Part Time
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? **No**
(This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain: **No**
- (h) Is there expected revenue from this position? If so, please explain: **No**

NOTE: Position is necessary to administer the Warren County Stop DWI Program.

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: 30.00
Title of Position: STOP DWI Coordinator - Part Time Base Salary of Position: \$20.3716/hr Grade:
Filling at Step # (If Known):
Budget code and title: A.3315 130 Stop DWI Program Salaries - Part Time Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: New Position (Stop DWI) Date of Vacancy: N/A
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 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 10/23/20

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 10/25/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Safety

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: Public Works Payroll Dept. No: 19.63
 Title of Position: Highway Construction Supervisor #4 Base Salary of Position: \$38,818 Grade: 12
 Filling at Step # (If Known): _____
 Budget code and title: D.5110 Highway Const. Supervisor #4 Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: #11978 J. Kennedy Date of Vacancy: October 16, 2020
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____ % State _____ % 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. P.O. 10/14/20
Human Resources Director has approved this form when initialed. [Signature] 10/13/20

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 10/14/20

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 10/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works

- 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 R. Conner approved verbally Date 10/10/20

[Signature]

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 of Emergency Services Payroll Dept. No:
Title of Position: Director of the Office of Emergency Services Base Salary of Position: \$69,500 Grade:
Filling at Step # (If Known):
Budget code and title: A.3410 Fire Prevention & Control Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other Creation
Employee No./Last Name: 4423/LaFlure Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list 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: Coordinating Assistant Public Defender Base Salary of Position: \$94,475 Grade: 4
Filling at Step # (If Known):
Budget code and title: A.1171 (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 9/30/20

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 L. B. [Signature] Date 10/1/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 R. Seiber approved by [Signature] Date 10/19/20

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: 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: 3
Filling at Step # (If Known):
Budget code and title: A.1171 (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 90.5 % 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. 9/30/20

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 9/30/20

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 10/1/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice
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 10/19/20

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: Veterans' Services/Peer-To-Peer Support Services Payroll Dept. No: 55.00
Title of Position: Program Coordinator, Peer-to-Peer Support Svcs. Base Salary of Position: 21,684.00 Grade: 16
Filling at Step # (If Known):
Budget code and title: A.6510.0125 130 Salaries - Part Time Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: 13382 / Taylor Date of Vacancy: 12/21/2019
Is this position mandated? [] Yes [X] No Is the position reimbursable? [X] Yes [] No
Source of reimbursement: [] Federal % [X] State 100 % [] 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.
Human Resources Director has approved this form when initialed. 10/15/20

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 10/15/20

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 10/15/20

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Human 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 B. Driscoll approved by me Date 10/19/20