

Establishing A Policy For The Attendance Of Conferences And Educational Training By Officers And Employees Of Ulster County

Referred to: The Ways and Means Committee (Chairman Gerentine and Legislators Bartels, Belfiglio, Briggs, Maio, Maloney, Provenzano, and Rodriguez), and The Laws and Rules, Governmental Services Committee (Chairman Parete and Legislators Archer, Donaldson, Roberts and Ronk)

Chairman of the Ways and Means Committee, Richard A. Gerentine, and Deputy Chairman Tracey A. Bartels offer the following:

WHEREAS, the Ulster County Legislature recognizes the benefits to the County of sending its workforce to different conferences or courses which provide appropriate or required educational training; and

WHEREAS, the Ulster County Legislature seeks to ensure that the attendance of a conference is in the best interest of the County, and that all associated expenses, including travel, are actual, reimbursable, necessary and of benefit to the County; and

WHEREAS, the participation in a conference or educational training shall be related to such employees' position and shall be in furtherance of their duties with the County or may be mandatory in regards to the licenses and professional certifications for the positions held within the County; and

WHEREAS, the Ulster County Legislature recommends that if offered, conferences on-line or in-state shall be utilized in-lieu of out-of-state conferences; now, therefore be it

RESOLVED, that in all instances the attendance of a conference or educational training shall be related to such employees' position and shall be in furtherance of their duties with the County or may be mandatory in regards to the licenses and professional certifications for the positions held within the County; and, be it further

RESOLVED, that, prior to any travel and/or conference participation by employees within the Executive Branch, approval shall be obtained by such employee's Department Head subject to the approval of the County Executive; and, be it further

Resolution No. 453 December 17, 2014

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RESOLVED, excluding those employees and offices of the two branches of government as specified in the Ulster County Charter, prior to incurring any costs for conferences, and/or educational training, including associated travel expenses for any employee employed within an Administrative Unit headed by a duly elected County Officer, the request must be reviewed and approved by the Commissioner of Finance, and then submitted timely via resolution to the Clerk of the Legislature for review and approval by the Ulster County Legislature; and, be it further

RESOLVED, that the Commissioner of Finance shall prepare and submit a quarterly report for all Departments and Administrative Units detailing any out of state travel and conference expenses, and shall be on file with the Clerk of the County Legislature on March 31st, June 30th, September 30th and December 31st of each year; and, be it further

RESOLVED, that such quarterly report shall detail the specific conference event, the purpose of such event, total expenditures incurred including, but not limited to, conference fees, travel, hotel, and meal costs and the impact to the Ulster County Budget,

and move its adoption.

ADOPTED BY THE FOLLOWING VOTE:

AYES:

NOES:

Passed Committee: Ways and Means on _____.

Passed Committee: Laws and Rules, Governmental Services on _____.

FINANCIAL IMPACT:

NONE