

Finance & Personnel Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, April 6, 2023 at 2:00 p.m.

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego

COMMITTEE MEMBERS:

Laurie Mangano-Cornelius, Chair	Legislator, 17 th District
John Martino, Vice Chair	Legislator, 6 th District
Stephen Walpole	Legislator, 14 th District
David Holst	Legislator, 4 th District
Linda Lockwood	Legislator, 11 th District
Paul House	Legislator, 8 th District
Patrick Twiss	Legislator, 13 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of minutes for the Finance & Personnel Committee's Regular Meeting on March 2, 2023

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- GC-1** Resolution Allocating Funds Made Available to the County of Oswego Through the American Rescue Plan Act to Certain Sub-Recipients and Beneficiaries

PUBLIC SAFETY COMMITTEE

- PS-1** Resolution Authorizing Budget Modification for The Emergency Management Office to Accept Funding From The Department of Homeland Security and Emergency Services (DHSES) For FEMA-4480-DR-NY Hazard Mitigation Grant Program
- PS-3** Resolution Authorizing the Oswego County Emergency Management Office to Accept Funding From The Walmart Community Grant Program
- PS-4** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Assistant DA to Senior ADA
- PS-5** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Paralegal to Sr. Typist

- PS-6** Resolution Authorizing Budget Modification District Attorney's Office – Additional Hours
-

HUMAN SERVICES COMMITTEE

- HS-2** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OASAS
- HS-3** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from OMH
- HS-4** Resolution Authorizing Budget Modification Youth Programs to Transfer Funds into Additional Hours
- HS-5** Resolution Authorizing Budget Modification Department of Social Services/Legal Fees
- HS-6** Resolution Authorizing Reclassification of One (1) Position in the Department of Social Services
- HS-7** Resolution Authorizing Budget Modification Department of Social Services/Additional Hours & Overtime
- HS-8** Resolution Authorizing Budget Modification Department of Social Services/Reproduction Expenses
- HS-9** Resolution Authorizing Budget Modification Department of Social Services/Furniture & Furnishings
-

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

- EP-1** Resolution Authorizing Budget Modification Department of Community Development – Housing Office
- EP-2** Resolution Accepting NYS Grant C1002101 Infrastructure Feasibility Study and Establishing Capital Project No. 0523
- EP-3** Resolution Establishing the Office of Mobility Management and Establishing Associated Position
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HEALTH COMMITTEE

- HE-2** Resolution to Transfer Funds to Capital Project No. 134 From the Insurance Recovery Fund
- HE-3** Resolution to Reclassify Assistant Public Health Engineer to Public Health Engineer
- HE-4** Resolution to Reclassify Public Health Engineer to Supervising Public Health Engineer
-

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Appointing Director of Solid Waste Programs
- IT-2** Resolution Authorizing Creation of Capital Project No. C0123 – Asbestos Remediation
- IT-3** Resolution Authorizing Budget Modification Central Services Establish Capital Project for Update of Servers, WIFI Network, Battery Backup Devices and Funding of Various Cybersecurity Related Initiatives
- IT-4** Resolution Authorizing Budget Modification Highway Department to Transfer Funds from Insurance Recovery Fund into Highway Expense
- IT-5** Resolution Increasing Capital Project No. E0123 Authorizing Purchase of Highway Equipment

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Authorizing Execution of Agreement with the Sheriff's Silver Star Association
- FP-2** Resolution Authorizing Budget Modification and Payment of Employee COVID and Retention Stipends
- FP-3** Resolution Authorizing the Creation of One Full Time Position in the Treasurer's Office
- FP-4** Resolution Regarding the Inclusion of Apprenticeship Agreements on County Construction Contracts Under New York State Labor Law §816-B

COMMITTEE REVIEW & DECISIONS:

Set Salary Senior Assistant District Attorney
Set Salary Supervising Public Health Engineer

EXECUTIVE SESSION:

Collective Negotiations under Article 14 of the Civil Service Law (the Taylor Law)

REPORTING DEPARTMENTS:

- Personnel Position Vacancy Report
 - Vacancy Reports/Employee Counts/Employees on Leaves of Absence/Current Exams
 - Department Updates
- Administration Department Updates
 - State/County Budget
 - Micron
 - Sales Tax
- Treasurer Department Updates
- Purchasing Department Updates

ADJOURNMENT:

Finance & Personnel Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, March 2, 2023 at 2:00pm

Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

Laurie Mangano-Cornelius, Chair	Legislator, 17 th District	Present
John Martino, Vice Chair	Legislator, 6 th District	Excused
Stephen Walpole	Legislator, 14 th District	Present
David Holst	Legislator, 4 th District	Excused
Linda Lockwood	Legislator, 11 th District	Present
Paul House	Legislator, 8 th District	Present
Patrick Twiss	Legislator, 13 th District	Present

Staff & Guests:

Phil Church	Carl Schmidt	Marti Babcock	Brain Chetney
Kevin Gardner	Rick Doten	Holly Carpenter	Shawn Walker
Stacy Alvord	David Turner	Terry Wilbur	David Hall
Jessica Vanella	Cathleen Palmitesso	Rachel Dator	

CALL TO ORDER:

A Regular Meeting of the Finance and Personnel Committee was called to order at 2:06 p.m. by Committee Chair Laurie Mangano-Cornelius with the Deputy Clerk of the Legislature present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Twiss

Second: Legislator Walpole

Vote: Unanimous, motion carried

The minutes for the Finance & Personnel Committee Regular Meeting on Feb. 2, 2022.

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- GC-1** Resolution Allocating Funds Made Available to the County of Oswego Through the American Rescue Plan Act to Certain Sub-Recipients and Beneficiaries
Motion to amend to reflect changes made by jurisdictional committees: Leg. Twiss

Second: Legislator Lockwood
Vote: Unanimous
Motion to approve as amended: Legislator Walpole
Second: Legislator House
Vote: Unanimous, motion carried

GC-2 Resolution Authorizing Budget Modification County Clerk/Department of Motor Vehicles

Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

GC-5 Reclassify Support Attorney in the Assigned Counsel Office to Full-Time

Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried

PUBLIC SAFETY COMMITTEE

PS-1 Resolution Authorizing the Budget Modification Sheriff's Office – Insurance Recovery to Automotive Supplies and Repair

Motion to approve as amended: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried

PS-2 Resolution Authorizing the Transfer of Funds from the County Fund Balance to the Probation Department for Purchase of a Vehicle

Motion to approve as amended: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried

PS-4 Resolution Authorizing Budget Modification Fire Coordinator's Office – Automotive Equipment

Motion to approve as amended: Legislator House
Second: Legislator Lockwood
Vote: Unanimous, motion carried

PS-5 Resolution Authorizing Budget Modification Sheriff's Office to Accept Federal COPS Office Grant to Fund Purchase of Virtra Training Simulator

Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

PS-6 Resolution Authorizing Budget Modification Sheriff's Office to Accept NYS Division of Criminal Justice Services Grant to Fund Body-Worn Cameras for Patrol Division

Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried

HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Creation of One (1) Part-Time Position in the Department of Social Services
Motion to approve: Legislator House
Second: Legislator Lockwood
Vote: Unanimous, motion carried
- HS-2** Resolution Authorizing Budget Modification Department of Social Services to Accept OASAS Opioid Abatement LGU Allocation
Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried
- HS-3** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OASAS to Support Existing Local Services
Motion to approve: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried
- HS-4** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OMH to Support Existing Local Services
Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried
- HS-5** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OPWDD to Support Existing Local Services
Motion to approve: Legislator House
Second: Legislator Twiss
Vote: Unanimous, motion carried
- HS-6** Resolution Authorizing Budget Modification Youth Bureau Closing Capital Project No. 128 Camp Zerbe Repairs and Transferring Remaining Funds to Capital Project No. 1422 Camp Zerbe ADA Bathhouse and Capital Improvements
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
- HS-7** Resolution Authorizing Budget Modification – ARPA – To Address the Need for Additional Registered Childcare Providers in Oswego County
Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried
- HS-8** Resolution Appointing Members to the Veterans Service Advisory Committee
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

- EP-1** Resolution Authorizing Budget Modification Department of Community Development – Housing Office
Motion to approve: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried
- EP-2** Resolution Authorizing Budget Modification Department of Community Development – Office of Planning and Community Development
Motion to approve: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried
- EP-4** Resolution Authorizing the County of Oswego to Utilize Program Delivery and Administration Funds Received from the Implementation of the CDBG Project No. 864CVHR 34-21 and CDBG Farmworker Housing Project No. 864CVHR102-2022 to be Used to Support the CDBG Program Income Housing (PLOAN) Fund
Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried
- EP-5** Resolution Awarding Professional Services Contract – RFP22-CDTP-011 – Tourism
Motion to approve: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried

HEALTH COMMITTEE

- HE-1** Resolution to Accept Year 10 Article 6 State Aid Incentive Award Funds
Motion to approve: Legislator Walpole
Second: Legislator House
Vote: Unanimous, motion carried
- HE-2** Resolution to Request Two (2) Public Health Assistants for the Public Health Fellows Program
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
- HE-3** Resolution to Reclassify Senior Account Clerk to a Typist
Motion to approve: Legislator House
Second: Legislator Walpole
Vote: Unanimous, motion carried
- HE-4** Resolution to Reclassify Associate Public Health Sanitarian to a Public Health Sanitarian
Motion to approve: Legislator Lockwood

Second: Legislator House
Vote: Unanimous, motion carried

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-2** Resolution Authorizing Budget Modification Buildings and Grounds
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
- IT-3** Resolution Authorizing Capital Project No. 0432 and Authorizing Expenditure from Highway Appropriated Fund Balance
Motion to approve: Legislator Walpole
Second: Legislator Lockwood
Vote: Unanimous, motion carried
- IT-4** Resolution Authorizing Expenditure from Capital Project No. C0323 – Flooring Project
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
- IT-5** Resolution Authorizing the Reclassification of Three Positions Buildings and Grounds Department
Motion to table: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
Motion to untable: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
Motion to amend to reflect corrected budget mod: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried
Motion to approve as amended: Legislator Walpole
Second: Legislator Lockwood
Vote: Unanimous, motion carried
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FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Authorizing Capital Project Closures and Transfer of Project Balances
Motion to approve: Legislator Walpole
Second: Legislator Lockwood
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Salary Request Health Department Director of Environmental Health
Motion to approve: Legislator Walpole

Second: Legislator Twiss
Vote: Unanimous, motion carried

Salary Request Department of Social Services Case Supervisor Grade A
Motion to approve: Legislator Walpole
Second: Legislator House
Vote: Unanimous, motion carried

Salary Request Support Attorney Public Defender Office
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

REPORTING DEPARTMENTS:

Jessica Vanella provides personnel position vacancy report and department update
Phil Church provides update on Capital Improvement Program
Kevin Gardner provides department update for Treasurer's Office

ADJOURNMENT:

Motion to adjourn at 2:48 p.m.: Legislator Walpole
Second: Legislator House
Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

April 13, 2023

**RESOLUTION ALLOCATING FUNDS MADE AVAILABLE TO THE COUNTY OF
OSWEGO THROUGH THE AMERICAN RESCUE PLAN ACT TO CERTAIN SUB-
RECIPIENTS AND BENEFICIARIES**

By Legislator David Holst:

WHEREAS, the United States Congress, through the U.S. Department of the Treasury created and funded the American Rescue Plan Act (ARPA) with the intent to help mitigate the physical and financial hardships of the COVID-19 Pandemic that negatively impacted communities across America, and

WHEREAS, Congress entrusted the disbursement and use of the funds within the ARPA to local governments across the country based on their direct knowledge of their respective communities and the residents and businesses within them, and

WHEREAS, the Treasury has provided significant guidance as to the appropriate and eligible uses of the ARPA funds, and

WHEREAS, Oswego County has developed a process for the evaluation of the needs within the County that included consultation with various stakeholder groups that are representative of the community at large, and

WHEREAS, the County has received requests for financial support from individuals, organizations, and businesses throughout the County, and

WHEREAS, the Chairman of this body established a Taskforce for the purpose of reviewing these proposals and making suggestions to the Legislature for appropriate actions that are consistent with the eligibility and use guidance issued by the U.S. Treasury, and

WHEREAS, the "projects" attached hereto on Schedule H have also been reviewed by the respective jurisdictional committees of this body at their regularly scheduled public meetings, then therefore be it and it is hereby

RESOLVED, that, the Oswego County Legislature finds the disbursements identified on Schedule H to be consistent with the intent of the ARPA and eligible under the guidance issued by the U.S. treasury, be it further

RESOLVED, that these disbursements are authorized subsequent to the acceptance of the contract terms and conditions developed for each of these respective entities which will be consistent with the obligations that Oswego County incurs for the use of the ARPA funds and continued compliance with same, and be it further,

RESOLVED, that the Chairman of the Legislature and County Treasurer be and are hereby authorized to execute any and all documents that may be necessary to access and disburse these funds.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



David R. Turner
Director

**OSWEGO COUNTY
OFFICE OF STRATEGIC INITIATIVES**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8260
OSI@oswegocounty.com

Kyle Boeckmann
Strategic Programs Specialist

Kasey Chewning-Kulick
Administrative Assistant

INFORMATIONAL MEMORANDUM

SUBJECT: ARPA funding request for consideration.

PURPOSE: Discuss and recommend project to Government Committee for funding.

SUMMARY: Projects included in this resolution have been reviewed for eligibility and subsequently considered by the Chairman's ARPA Taskforce. Suggestions from the Taskforce are identified on Schedule H attached to the Resolution. Not all were suggested to be considered at 100% of the applicant's request. Some requests from the "small business community" eligible under the general category of negative economic impacts have been suggested at 50% of the documented impact.

FISCAL IMPACT: Seven projects suggested in this round total \$616,790.00.

RECOMMENDED ACTION: Projects should be funded by the Legislature once considered and approved by the respective jurisdictional committees including Finance & Personnel and eventually the Committee on Government, Courts & Consumer Affairs.

Schedule H- Proposed Local Disbursements of ARPA Funds						
Project Name/Applicant	Project Description	Jurisdictional Committee	Request	Task Force Suggestion	Jurisdictional Committee	
Oswego Harbor Festivals Inc.	Application in the amount of \$965,833- Verified loss of revenue through profit Loss Statements. Inability to hold event for 2 years resulted in minimal income. Received \$7,765 in PPP so amount eligible for is \$958,064.	EDP	\$ 965,833	\$ 60,000		
Young Mens Christian Association of Oswego INC	Application in the amount of strictly lost revenue. \$156,776. This amount is left AFTER all covid grants are removed from amount eligible.	EDP	\$ 156,776	\$ 150,000		
Integrated Community Planning of Oswego County Inc.	County, OCO, OCFS, Shineman Foundation. These organizations will have board members on the alliance. Program is taken from a program in Onondaga that was successful and will facilitate childcare programs and ideas through work with health care facilities, education institutions, Community organizations and local governments. The funding will secure a full time coordinator for the alliance who will maintain and operate the alliance at the direction of the executive committee whose members are listed above. This person will be responsible for ensure all goals and outcomes are being met. This person will also conduct grant writing to ensure future viability. ARPA ask is 71% of total project with in kind work making up the remaining 29%. Position is for two years from the date the program starts and will be self-sustaining after that.	Human Services	\$ 121,290	\$ 121,290		
Lacona Cable Trail VFW Post #8534	Seeking \$30,000 to recoup lost revenue due to the COVID pandemic. Amount verified through certified profit loss statements. They have demonstrated losses of greater than the amount they are asking. Inability to hold events and fundraisers.	EDP	\$ 30,000	\$ 30,000		
Village of Pulaski	Pulaski Arches Project- The village of Pulaski was told by their insurance carrier they either need to demolish or reinforce the arches that are above a park walkway in the village. They have received multiple quotes for the work. They are seeking \$150,000 for a project with a cost estimated to be between \$500,000 and \$600,000. Qualification falls under the ability to renovate, improve, and rehab public parks and spaces as a benefit to the community as it related to being outdoors during COVID. Th project is also within a qualified census tract.	Infrastructure	\$ 150,000	\$ 150,000		
Midway Drive in Theatre	Seeking \$191,267 from lost revenue during the covid time frame. This is the amount left AFTER all covid related loans were removed from eligibility. Included in this amount is \$12,000 for Paypal fees as they were required by law to use contactless ticketing and were charged a fee every time one was purchased through paypal.	EDP	\$ 191,267	\$ 90,000		
Tonia Enterprises Inc. DBA InVogue Salon and Spa	Asking \$30,549 for a multitude of costs and increases. They are seeking to renovate their air filtration system which will have a multi faceted utilization, it will better protect clients and workers from airborne pathogens and also meet industry standards for chemical smells and things related to products used in the shop. The cost of the renovation for this is \$15,500.	EDP	\$ 30,549	\$ 15,500		
TOTALS			\$ 1,645,715	\$ 616,790		

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR THE EMERGENCY
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE DEPARTMENT OF
HOMELAND SECURITY AND EMERGENCY SERVICES (DHSES) FOR FEMA-4480-
DR-NY HAZARD MITIGATION GRANT PROGRAM**

By Legislator Marc Greco:

Upon recommendation of the Public Safety Committee of this body, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer by, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: April 3, 2023

To: Members of the Public Safety and Finance and Personnel Committees

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$180,000 from FEMA through the New York State Department of Homeland Security & Emergency Services (DHSES) For Hazard Mitigation Grant Program

Summary: The Federal Emergency Management Agency (FEMA), through the NYSDHSES Mitigation Section has awarded Oswego County a Hazard Mitigation Grant Program (HMPG) to update the Oswego County Multi-Jurisdictional Multi Hazard Mitigation Plan. Funding has been made available not to exceed \$200,000 with a federal share of \$180,000 and the required county in-kind match of \$20,000, which will be met with personnel hours of individuals who work on the project.

Purpose: This grant will provide funds for Oswego County to update the current Multi-Jurisdictional Hazard Mitigation Plan, adopted by the Oswego County Legislature on October 15, 2020. The County's current plan is on file at the Emergency Management Office and on the county website at www.oswegocounty.com/emo. The Period of Performance (POP) deadline for this grant program is February 1, 2026. All county municipalities will be encouraged to participate in this update. Throughout the process, there will be multiple occasions for public input and comment on the plan.

The primary benefit to having a FEMA approved plan allows the county and local municipalities that adopt the plan to continue to apply for grant funding specifically for mitigation projects that are both available now and that could be available following a disaster in Oswego County or in other counties in New York State.

Recommended

Action: The Emergency Management Office recommends that the Public Safety and Finance and Personnel Committees and the legislature accept this SHSP Grant funding.



FEMA

November 30, 2022

Ms. Rayana Gonzales
Alternate Governor's Authorized Representative
New York State Division of Homeland Security & Emergency Services
1220 Washington Avenue
Building 7A, Suite 710
Albany, New York 12242

Attn: Marlene D. White, Chief of Mitigation

RE: FEMA-4480-DR-NY
Hazard Mitigation Grant Program (HMGP)
HMGP Project# 4480-0009
Oswego County
Multi-Jurisdictional Multi-Hazard Mitigation Plan Update - Project Approval Letter

Dear Ms. Gonzales:

The Federal Emergency Management Agency (FEMA) has completed review of the New York State Division of Homeland Security and Emergency Services (DHSES) for funding of the Hazard Mitigation Program (HMGP) project number 4480-0009 for Oswego County's Multi-Jurisdictional Multi-Hazard Mitigation Plan. DHSES as the grant recipient (hereinafter known as the Recipient) will administer this sub-grant award to Oswego County (hereinafter known as the Sub-Recipient).

Funding has been made available in an amount not to exceed total project costs of \$200,000 with a federal share of \$180,000 and the required non-Federal matching share of \$20,000. In addition, Sub-recipient management costs were also requested and will be made available for an amount not to exceed a total cost of \$10,000. The necessary costs of requesting, obtaining, and administering federal disaster sub-grants will only be covered by an allowance as defined in 44 CFR Part 207. Approval is contingent upon the fulfillment of all conditions identified by FEMA (see the attached Conditions of Approval [COA]).

The Period of Performance (POP) deadline of February 1, 2026, has been established for this grant program. DHSES will administer this sub-grant within the grant program POP. This POP provides ample time for the Sub-Recipient to complete all activities identified within the approved scope of work, and to address any potential delays that may arise due to permitting requirements, weather conditions or other unforeseen circumstances. It also includes sufficient time for DHSES to conclude its administrative contract requirements after the project is completed.

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard

Ms. Rayana Gonzales
November 30, 2022
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identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

Any change to the approved Scope of Work as identified within the application must be submitted to FEMA Region 2 for consideration and approval prior to implementation. This includes any potential extension of the Sub-Recipient project schedule as identified within the conditions of approval. Execution of any modification to the approved scope of work without prior FEMA Region 2's approval may jeopardize funding for the sub-grant project as a whole. In accordance with 2 CFR Part 200, the Recipient must ensure that Sub-Recipients are aware of requirements imposed upon them by Federal Statute and regulations.

Please be advised that the Local Mitigation Planning Policy Guide FP 206-21-0002 (Guide, Policy) was released on April 19, 2022, and is effective on April 19, 2023. The Guide is FEMA's official policy and interpretation of the applicable statutes and mitigation planning regulations at 44 Code of Federal Regulations (CFR) Part 201. The policy applies to state and local governments that update and implement state and local mitigation plans as well as FEMA officials who review and approve those plans. This updated policy will become effective on April 19, 2023. The transition period before policy changes take effect for mitigation plan approvals provides time for state and local governments to review and incorporate the changes needed for an approved hazard mitigation plan. Plans that are not approved by the effective date will have to meet the requirements established in the updated policies. The guide and frequently ask questions are available on the following links: [Local Mitigation Planning Policy Guide \(fema.gov\)](#) and [FAQs: Updates to State and Local Mitigation Planning Policy Guides \(fema.gov\)](#).

FEMA urges your office to meet with the Sub-Recipient to review the project requirements as soon as possible. At this meeting, please discuss in detail the COA and project schedule including quarterly performance reporting and fiscal documentation requirements. FEMA is available to assist the Recipient and Sub-Recipient in the implementation of this project.

Should you have any questions or require additional information, please contact Sharon Edwards, Hazard Mitigation Assistance Branch Chief at (212) 680-3633 or by email at Sharon.Edwards@fema.dhs.gov.

Sincerely,

WILLIAM
MCDONNELL

Digitally signed by WILLIAM
MCDONNELL
Date: 2022.11.30 13:45:40 -05'00'

Michael F. Moriarty
Director
Mitigation Division

Attachment: Conditions of Approval (COA)

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

FEMA Region 2 approval is contingent upon fulfillment of all the following conditions:

1. Approved Scope of Work

The approved Scope of Work (SOW) outlined in the application includes Oswego County's Multijurisdictional Multi-Hazard Mitigation Plan Update. The plan includes all 32 municipalities within the county and consists of participation of agencies, stakeholders and the public, hazard identification and risk/vulnerability assessment, mitigation strategy, plan adoption, and plan maintenance.

2. Scope of Work Changes

In accordance with 2 CFR Section 200.308, pass-through entities must obtain FEMA's prior approval whenever there is a proposed scope of work (SOW) change. Requests for changes to the SOW after award are permissible if they are consistent with the intent of the program. Requests must be made in writing and demonstrate the need for the scope change. The request also should include a revised scope, schedule, and budget. Any SOW changes are subject to all programmatic requirements, including EHP review requirements. All approvals will be at FEMA's discretion.

3. Other Regulatory Requirements

As part of our approval, the Sub-recipient is required to adhere to all applicable Federal regulations including the following: 2 CFR 200: Uniform administrative requirements, cost principles, and audit requirement for federal award.

4. Budget Changes

Recipients and Sub-Recipients are permitted to re-budget within the approved direct cost budget to meet unanticipated requirements and may make limited program changes to the approved budget. For more information on direct cost categories, please see 2 CFR Part 225, Cost Principles for State, Local, and Indian Tribal Governments. Projects will require the prior written approval of FEMA as follows:

- Cost overrun and underruns can result from a scope, schedule or budget change.
- Recipients must notify FEMA prior to redirecting funds from an underrun to other approved sub-grants for which an overrun has been requested. The sub-grant must continue to programmatic eligibility requirements to include cost share.

5. Project Completion Schedule

The sub-grant project must be completed under the project schedule provided by the *Sub-Recipient* within the project application, as finalized prior to project approval. The project completion date for this sub-grant award is February 1, 2026. Changes to this schedule would be considered a SOW

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

change and therefore must be pre-approved by FEMA and the grant Recipient. Please note, the sub-grant project schedule is unique and separate from the grant Period of Performance (POP). The grant POP is the period during which the Recipient (DHSES) is expected to administer all HMGP activities under the declared disaster.

6. Period of Performance Extensions

In order for the Sub-Recipient to be considered for a period of performance extension, DHSES must submit a formal written request to the Regional Administrator no later than sixty (60) days prior to the expiration of the period of performance and must include a justification for the extension. This justification is a written explanation of the reason or reasons for the delay; an outline of remaining funds available to support the extended performance period; and a description of performance measures necessary to complete the project within the requested extended period of performance. Other information required with this request includes: a revised budget information form (regardless of whether or not there are changes to the budget); copies of any contracts entered into by Sub-Recipient with vendors; percentage of work completed, and a description of all work completed. Extensions may not be considered for projects that are a result of delays in project initiation and implementation.

7. Reporting Requirements

Recipients and Sub-Recipients must maintain records of work and expenditures. Recipients submit quarterly financial and performance reports to FEMA on January 30, April 30, July 30, and October 30. The first quarterly reports are due 30 days of the end of the first federal quarter following the initial grant award. FEMA may waive the initial reports. The Recipient shall submit quarterly financial status and performance reports thereafter until the grant ends. Failure to submit financial and performance reports to FEMA in a timely manner may result in an inability to access grant funds until proper reports are received by FEMA. Recipients are encouraged to contact FEMA should this occur

8. Performance Reports

The Recipient shall submit a quarterly performance report for each grant award. Performance reports should include:

- Reporting period, date of report, and Recipient POC name and contact information.
- Project identification information, including FEMA project number (including disaster number and declaration date for the HMGP), Sub-Recipient, and project type using standard NEMIS project type codes.
- Significant activities and developments that have occurred or have shown progress during the quarter, including a comparison of actual accomplishments to the work schedule objectives established in the grant.
- Percent of work completed and whether completion is on schedule, a discussion of any problems, delays, or adverse conditions that will impair the ability to meet the timelines stated in the grant, and anticipated completion date.

CONDITIONS OF APPROVAL
HMGP Project: 4480-0009
Oswego County
Local Multijurisdictional Hazard Mitigation Plan Update

- Status of costs, including whether the costs are: (1) unchanged, (2) overrun, or (3) underrun. If there is a change in cost status, the report should include a narrative describing the change.
- A statement of whether a request to extend the grant POP is anticipated.

Requests for additional project time extensions would only be considered in instances where the Sub-Recipient has provided the Recipient with accurate quarterly status reports. FEMA may suspend drawdowns from SMARTLINK if quarterly reports are not submitted on time.

9. Financial Reports

Recipients shall submit a quarterly Federal Financial Report (FFR). Obligations and expenditures must be reported on a quarterly basis through the FFR (SF-425), which is due to FEMA within 30 days of the end of each calendar quarter (e.g., for the quarter ending March 31, the FFR is due no later than April 30). A report must be submitted for every quarter of the POP, including partial calendar quarters, as well as for periods where no grant activity occurs. Future awards and fund drawdowns may be withheld if these reports are delinquent. The final FFR is due 90 days after the end of the POP.

The Office of Management and Budget (OMB) has directed that FFR (SF-425) replace the use of the SF-269, SF-269A, SF-272, and SF-272-A. The SF-425 is intended to provide Federal agencies and grant recipients with a standard format and consistent reporting requirements. FEMA may suspend drawdowns from SMARTLINK/PARS if quarterly reports are not submitted on time.

10. Closeout

As required by 44 CFR 206.438(d), the Recipient will submit a letter signed by the Governor's Representative or equivalent certifying that:

- The report costs were incurred in the performance of eligible work.
- The approved work was completed, and the mitigation measure follows the provisions of the FEMA-STATE Agreement.
- Each sub-grant has been completed in compliance with the approved SOW.
- Actual expenditures have been documented and are consistent with the SF-424A or SF-424C.
- All program income has been deducted from total project costs as specified in 2 CFR Part 200.80.
- All project work was performed in accordance with all required and applicable building codes as modified or protected by the approved project. (If applicable)
- For new or updated hazard mitigation plans, a final copy of the FEMA-approved and community-adopted plan has been submitted to FEMA. (If applicable)
- The activity is consistent with 44 CFR Part 201 and 206.
- The Sub-Recipient can claim management costs incurred up to whichever of the following occurs first:
 - 180 days after work is completed for the non-management cost HMGP project for the declaration. OR

CONDITIONS OF APPROVAL

HMGP Project: 4480-0009

Oswego County

Local Multijurisdictional Hazard Mitigation Plan Update

- 180 days after the latest performance period for the non-management cost HMGP project.
OR

- The recipient management cost award has been closed out.

When one of the conditions is triggered, the timeframe for the Sub-Recipient to submit their management cost claim begins.

Sub-Recipients must submit final reporting to the pass-through entity no later than 90 days after the end of the Period of Performance. To ensure that this requirement is met, the Recipient will ask the Sub-Recipient to submit final payment request within sufficient time after project completion to allow time to close the project. The Recipient must submit a final SF-425 and Performance Report no later than 120 days after the end date of the POP, per 2 CFR Sections 200.343 and 200.344.

13-Apr-23

Total Amount

COMMITTEE SIGNATURES

DATE _____

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE OSWEGO COUNTY EMERGENCY
MANAGEMENT OFFICE TO ACCEPT FUNDING FROM THE WALMART
COMMUNITY GRANT PROGRAM**

By Legislator Marc Greco:

WHEREAS, the Walmart Community Grant Program has a commitment to give back to the community where they operate and supports public safety initiatives; and

WHEREAS, Oswego County Emergency Management has been awarded a community grant from Walmart, for \$500.00 for the county drone program to support public safety initiatives.

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Public Safety Committee, that the County accept the grant funding for the drone program.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY
EMERGENCY MANAGEMENT OFFICE

Phone (315) 591-9150

Fax: (315) 591-9176

COUNTY OFFICE BUILDING – 200 NORTH 2ND STREET, FULTON, NY 13069

Cathee Palmitesso, Director

Email: Cathleen.Palmitesso@OswegoCounty.com

Informational Memorandum

Date: April 3, 2023

To: Members of the Public Safety Committee, Oswego County Legislature

From: Cathee Palmitesso, Director

Subject: Request for approval to accept \$500.00 from the Walmart Community Grant Program for the county drone program.

Purpose: Request to accept grant funding and place in the drone other equipment budget line. Please refer to attached budget modification for the specific details.

Summary: The Oswego County EMO has received notification and have been awarded a Walmart Community Grant in the amount of \$500.00. This grant will be used for the county drone program public safety initiatives. The funds from this grant will be used to acquire additional equipment and supplies to support the drone program.

Recommended

Action: The Emergency Management Office would respectfully request the members of the Public Safety Committee and Oswego County Legislature to accept this funding from the Walmart Community Grant Program accordingly.

3/21/2023

Total Amount 0.00

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE – ASSISTANT DA TO SENIOR ADA**

By Legislator Marc Greco:

WHEREAS, District Attorney Offices across the state are having difficulty recruiting and retaining qualified attorneys to serve as prosecutors; and

WHEREAS, the District Attorney presently has a full-time Assistant DA who has significant experience prosecuting serious felony offenses such as rape, sexual assault, attempted murder and murder; and

WHEREAS, promoting this Assistant DA to the position of Senior ADA appropriately recognizes their experience, ability and contribution to the office;

NOW, upon recommendation of the Public Safety Committee with approval of the Finance and Personnel Committee of this body; be it

RESOLVED, that the incumbent attorney (position #116501311) be reclassified from an Assistant DA (Grade 60, Management) to a Senior Assistant DA (Grade 70, Management); and be it further

RESOLVED, that the incumbent attorney's salary shall be set at \$99,708 (Step 13, Grade 70); and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify a current employee (position 116501311) at the District Attorney's Office from an Assistant DA (Grade 60, Management) to a Senior ADA (Grade 70, Management)

Purpose: The DA's Office is seeking to reclassify an attorney from an Assistant DA to a Senior Assistant DA based upon their qualifications, experience as a prosecutor, and contribution to the office.

Summary: Due to changes in bail / discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing experience attorneys over the past three years. The problem has become particularly acute this past year, with certain offices actively recruiting experienced prosecutors from other offices. Indeed, two months ago (January 2023), an ADA left our office to go work for the Onondaga County DA's Office. That also happened with another experienced attorney in 2022.

A member(s) of the Onondaga County DA's Office has approached an Assistant DA (position 116501311) and sought to recruit them to the Onondaga County DA's Office. This particular attorney has been with our office for 3 years and has served as our primary special victims prosecutor throughout that time. Additionally, this ADA has successfully tried multiple felony trials, including separate trials for Attempted Murder and Murder. This ADA is a critical part of the prosecution team for another murder case that is pending.

Given anticipated changes / challenges that the DA's Office will likely face this next year, it is important to retain this experienced attorney. The proposed title promotion and corresponding pay raise will hopefully allow us to keep them.

Recommended Action: To authorize the proposed reclassification of the Assistant DA position (Grade 60, Management) to a Senior ADA position (Grade 70, Step 13, Management) within the District Attorney's Office.

Fiscal Impact: The attorney's budgeted salary for 2023 is \$93,986. The proposed salary is \$99,708 (Grade 70, Step 13). The additional salary can be paid for within the budget due to a vacancy in a paralegal position, as well as by a proposal to reclassify that paralegal position as a Senior Typist.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: District Attorney

DIVISION/UNIT (NUMBER): 1165

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Assistant DA 2. Position #: 116501311

3. Present Salary/Hourly Rate: \$93,986 Grade: 60

4. Requested Title: Senior ADA

5. Requested Salary: \$99,708

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: Step 13 Grade: 70

6. Percent of Federal and/or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *I am seeking to reclassify this ADA as a Senior ADA based upon their nearly 10 years years of experience as a prosecutor in New York and their overall contribution to the office. This attorney just reached their 3-year anniversary as an ADA and has served as our primary special victims prosecutor throughout that time. While in this office, the ADA has successfully tried multiplied felony jury trials, including for Murder and Attempted Murder. This ADA has been approached by a member(s) of the Onondaga County DA's Office, which successfully recruited an attorney from our office earlier this year. Given anticipated changes / challenges within the DA's Office this next year, it is important for Oswego County to retain this attorney.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE – PARALEGAL TO SR. TYPIST**

By Legislator Marc Greco:

WHEREAS, a review of workload, staffing and succession planning needs has been conducted; and

WHEREAS, the District Attorney has identified the need to better reflect the duties of the personnel who perform key administrative responsibilities of the Department in order to continue to ensure the delivery of efficient and effective services; and

NOW, upon recommendation of the Public Safety Committee with approval of the Finance and Personnel Committee of this body; be it

RESOLVED, that the position #116547001, a paralegal, Grade 11, in the CSEA Bargaining Unit, be reclassified to a Senior Typist, Grade 5, in the CO-OP Bargaining Unit; and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify a Paralegal position (#116547001), , which is a Grade 11 position within the CSEA, to a Senior Typist position (CSEA Grade 5) within the District Attorney's Office.

Purpose: The DA's Office is seeking to reclassify a paralegal position to align with the amount and type of work that we need to have performed, recognizing the present difficulty that the County has traditionally experienced in finding paralegals.

Summary: Late last year, the DA's Office added a second paralegal position by reclassifying a Senior Typist who was already employed by the office. Shortly thereafter, the first (incumbent) paralegal left the office to take a higher paying position with the NYS Attorney General's Office. Reclassifying the incumbent's position to a Senior Typist will help us find a qualified candidate who can perform the type of work needed.

Recommended To authorize the proposed reclassification of the Paralegal position (#116547001) to a Senior Typist position within the District Attorney's Office.

Fiscal Impact: This will result in a net-savings to county taxpayers. The incumbent paralegal's budgeted salary for 2023 is \$48,194. The Senior Typist will earn \$17.45/hr, which equates to a total cost of approximately \$31,759.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: District Attorney

DIVISION/UNIT (NUMBER): 1165

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Paralegal 2. Position #: 116547001

3. Present Salary/Hourly Rate: \$48,194 Grade: _____

4. Requested Title: Senior Typist

5. Requested Salary: \$31,759

a. Bargaining Unit: CO-OP Hourly Rate: \$17.45 Grade: 5

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: 0% Fringe Reimbursed: ☐ Yes ☒ No

7. Justification of Need (use additional sheets as necessary): *This paralegal position was vacated by an employee (incumbent) who took a job with the NYS Attorney General's Office. I was able to create a second paralegal position and promote a Senior Typist to that new title prior to the incumbent leaving the office. I am seeking to reduce the vacant position to a Senior Typist to meet the demands of the office and so that there is an appropriate candidate for the position based upon the recent civil service test.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DISTRICT ATTORNEY'S
OFFICE – ADDITIONAL HOURS**

By Legislator Marc Greco:

Upon recommendation of the Public Safety Committee of this body, and with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer by, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Transfer of Funds from Salary and Wages Line to Additional Hours within the existing budget for the District Attorney's Office

Purpose: The DA's Office is seeking to transfer \$5,000.00 in funds from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300).

Summary: Due to certain staffing issues, the District Attorney's Office is seeking to have some employees work additional hours to meet the workload demand of the office. This money will be used by a Typist and Senior Typist to perform additional duties while another employee is on temporary unpaid leave and/or reduced hours due to medical circumstances. This money will also be used to compensate the DA Investigator for work performed outside of normal business hours based upon exigent circumstances related to a case.

Recommended Action To transfer \$5,000.00 from the Salary and Wages Line (A1165.511000) to Additional Hours (A1165.514300) within the District Attorney's budget

Fiscal Impact: This proposal is cost neutral and will have no fiscal impact on the 2023 budget.

[illegible]

ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A1165	511000					Salaries & Wages Reg	(\$5,000.00)
			A1165	514300		Additional Hours	\$5,000.00
TOTAL AMOUNT							-

COMMITTEE SIGNATURES DATE

TOTAL AMOUNT

COUNTY TREASURER

DATE _____

HUMAN RESOURCES DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT AND EXPEND ADDITIONAL STATE AID
FROM NYS OASAS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

DATE: April 3, 2023

SUBJECT: Mental Hygiene Division budget modification to accept and expend additional State Aid from NYS Office of Addiction Services and Supports (OASAS) to support existing local residential program.

PURPOSE: To recommend the approval of a pass-through budget modification to increase State revenue and corresponding contract expense line.

SUMMARY: NYS OASAS is providing additional State Aid in the amount of \$205,000 as pass through funds to Oswego County Opportunities to support the costs associated with the recent conversion of their Arbor House Community Residence Program to a Reintegration Residential Service program. The Reintegration Residential program is a Medicaid billable model serving adults in recovery from substance use disorders.

The Division respectfully requests to increase OASAS revenue and contractual expense lines, in the amount of \$205,000. The modification will allow the Division to accept and expend funds exceeding the current budgeted amounts to OCO. All funding is 100% NYS funding. There is no local share.

RECOMMENDED ACTION: To approve the budget modification as requested in the attached worksheet and revise the current OCO contract to include the additional funds.

2023 BUDGET
4/3/2023

[illegible]

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT AND EXPEND ADDITIONAL STATE AID
FROM OMH**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

DATE: April 3, 2023

SUBJECT: Mental Hygiene Division budget modification to accept and expend additional State Aid from NYS Office of Mental Health (OMH) to support existing Supported Housing Program.

PURPOSE: To recommend the approval of a pass-through budget modification to increase State revenue and corresponding contract expense line.

SUMMARY: NYS OMH is providing additional 2023 State Aid for Oswego County Supported Housing Provider, Oswego County Opportunities, in the amount of \$103,740.

NYS OMH has provided a one-time enhancement of \$39,000 and an annual increase of \$1,328 per slot (65 slots) effective April 1, 2023, for the Mental Health Supported Housing program operated by OCO. The increase in funding supports enhancements to rehabilitative services provided to enrolled participants and provides additional dollars for a Fair Market Rent (FMR) stipend increase.

The Division respectfully requests to increase OMH revenue and contractual expense lines, in the amount of \$103,740. The modification will allow the Division to accept and expend funds exceeding the current budgeted amounts. All funding is 100% NYS OMH funding. There is no local share.

RECOMMENDED

ACTION: To approve the budget modification as requested in the attached worksheet. To authorize local contracts to accomplish pass through of funds allocated by NYS OMH.

2023 BUDGET
4/3/2023

[illegible]

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION YOUTH PROGRAMS
TO TRANSFER FUNDS INTO ADDITIONAL HOURS**

By Legislator Roy Reehil:

WHEREAS, the Youth Bureau has established a need to create an additional hours budget line in Youth Administration.

NOW, on recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director



INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Brian Chetney, Director Youth Bureau

DATE: April 3, 2023

SUBJECT: Request for Additional Hours – Youth Programs Administration

SUMMARY: Youth Bureau administration will be losing our Senior Account Clerk at the end of April due to a resignation. This is a critical time for this department as we process camp applications and get ready to open summer camps. Additionally, this position is responsible for grant applications and administration as well as maintaining and monitoring our capital projects.

As such, we are requesting additional hours to allow our Senior Youth Services Specialist, who previously held the Senior Account Clerk position, time to do both her current job and train the new Senior Account Clerk in these critical duties.

Additionally, we are requesting that the funds for these additional hours will come from the general fund.

RECOMMENDED: The Youth Bureau is recommending that the Human Services Committee, Finance and Personnel Committee and the Oswego County Legislature approve this budget modification.

COUNTY OF OSWEGO

TOTAL AMOUNT

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

AGENDA# HS-5

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/LEGAL FEES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

DATE: April 4, 2023

TO: Oswego County Board of Legislators

SUBJECT: Budget Modification – Increase Legal Fees budget line

PURPOSE: To recommend the transfer of funds from Salaries & Wages to Legal Fees to cover fee for service Attorney Fees for the remainder of 2023

SUMMARY: Due to the department's inability to attract a 5th Social Services Attorney so far this year, the department has had to use the services of a per diem Attorney to assist with coverage of the department's legal obligations & interests. We anticipate that our need for the per diem Attorney's services may continue for some time this year until we are able to recruit a suitable full-time Attorney candidate.

The Department will continue to work with the Human Resources Department to solicit applications from appropriate candidates, and will keep the Legislature updated on our progress. Should we be able to hire a 5th DSS Attorney, we would be able to reduce the amount of fees paid to this per diem Attorney.

RECOMMENDED ACTION: The Department recommends that the Human Services Committee, Finance & Personnel Committee and the full Legislature approve the attached budget modification. **This modification has no budgetary impact.**

2022
3/13/2023

COMMITTEE SIGNATURES

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

AGENDA# HS-6

April 13, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1) POSITION IN
THE DEPARTMENT OF SOCIAL SERVICES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) position in the Assistance Programs Unit to accommodate the need for greater efficiency, and be it

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall by their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE
YES: NO: ABSENT: ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

DATE: April 4, 2023

TO: Oswego County Board of Legislators

SUBJECT: Reclassification of Resource Coordinator to Principle Social Welfare Examiner Position

PURPOSE: To recommend the reclassification of the outdated Resource Coordinator title to Principle Social Welfare Examiner

SUMMARY: In July 2015 the agency restructured the duties of the Fraud/Investigative Team and dispersed part of the team functions/staff to the Assistance Programs Team under the Director of Assistance Programs and some team functions were moved to the Fiscal Team under the Fiscal Director. The duties outlined under Resource Coordinator are now assigned to different positions within the agency.

The current job description of Resource Coordinator is outdated and no longer appropriately identifies the job duties of the position or the correct team assignment. Since moving to the Assistance Programs Team, the Resource Coordinators duties have expanded and they now oversee and manage the Social Services Investigators for Fraud/Investigative work, general support teams for Assistance Programs as well as Central Support for the agency such as the mail room, file room and lobby.

The Assistance Program Division middle management team consists of 4 Principal Social Welfare Examiners, all assigned to different programs and functions as well as 1 Resource Coordinator which is the same CSEA grade as the Principal Social Welfare Examiner. Reclassifying the Resource Coordinator position to a Principal Social Welfare Examiner will allow for more flexibility and consistency across the division when assigning duties. It will also increase the pool of eligible candidates within the team to allow Senior Social Welfare Examiners and Social Service Investigators opportunity for advancement.

RECOMMENDED

ACTION: The Department recommends that the Human Services Committee, Finance & Personnel Committee and the full Legislature approve the reclassification of Resource Coordinator to Principal Social Welfare Examiner. **This change has no budgetary impact.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Resource Coordinator 2. Position #: 601054001

3. Present Salary/Hourly Rate: \$29.72 Grade: 10

4. Requested Title: Principle Social Welfare Examiner

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: \$23.83 Grade: 10

b. Management or OCPA – Salary Requested: _____ Grade: _____

6. Percent of Federal and/or State Reimbursement: 75% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *Many duties of the Resource Coordinator have been transferred to the Accounting Unit - collections/disqualifications due to overpayments & fraud. The reclassification of this title will allow for continued supervision of the Fraud Team, and/or other teams as deemed appropriate. The duties are more in line with the title of Principle Social Welfare Examiner - same grade level as the Resource Coordinator - and will bring all leadership within the unit into the same title, allowing for greater flexibility in assignment of duties.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION	
1. Title to be Deleted:	
2. Position #	3. Salary Savings:
4. Reason for Deletion:	

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

**1. DEPARTMENTS/SCHOOL
DISTRICT/TOWN OR VILLAGE
DSS**

DIVISION, UNIT, OR WORK SECTION

Assistance Programs

LOCATION OF POSITION

Mexico

2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Title requested: *Principle Social Welfare Examiner*

**PERCENT OF
WORK TIME**

25%

Plans, coordinates, supervises, and manages activities within assigned area of responsibility

10%

Advises, consults, and provides guidelines to administrative, supervisory, and line staff on regulations, policies, and procedures

10%

Analyzes identified errors, formulates corrective action alternatives, and monitors and evaluates effectiveness of corrective action plans

10%

Evaluates processes and make recommendations for process efficiency

20%

Reviews cases/information summaries sent to the District Attorney's office for prosecution and serves as liaison for DA with the department

10%

Trains employees in regulations, policies, and procedures which change continuously

15%

Participates on Assistance Programs Management Team and collaborates with leadership in other program areas to maintain/continuously improve efficiencies

(Attach additional sheets if more space is needed)

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Gidget Stevens	Director of Assistance Programs	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Lori Coe	Social Services Investigator	Direct
Cayla VanBrocklin	Sr. Social Welfare Examiner	Direct

Jennifer Sheeley	Community Service Worker	Direct
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5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION
Erin Reed	Principle Social Welfare Examiner	Mexico
Eric Cronk	Principle Social Welfare Examiner	Mexico
Julie Barry	Principle Social Welfare Examiner	Mexico

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School _____ years

☒ College 2 years, with specialization in _____

☐ Other _____ years, with specialization in _____

Experience (list amount and type): *4 years supervisory experience in examining, investigating, or evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility*

Essential knowledge, skills and abilities: *Knowledge of federal, state, and local social service laws and programs as they affect eligibility for financial assistance; laws and program regulations as they affect eligibility, such as Worker's Compensation, Social Security, and Unemployment Insurance; state and local database systems related to DSS; principles and practices of supervision. Ability to prepare clear and concise oral and written reports; understand and interpret complex written material; plan and coordinate the work of social service units performing different functions*

Type of license or certificate required: Valid NYS Driver's license

7. The above statements are accurate and complete.

Date: 3/17/23

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

AGENDA# HS-7

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/ADDITIONAL HOURS & OVERTIME**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 13, 2023

SUBJECT: Budget Modification due to Accounting Unit & Child Support Unit Additional Hours & Overtime

SUMMARY: DSS Accounting staff have been working additional hours and, in some instances, overtime to meet the demand of their workloads due to unfilled vacancies. The Accounting Unit at DSS has 4 vacant positions; hiring has been completed to fill one position April 3, 2023. Interviews are continuing to be conducted to fill the remaining 3 vacant positions, however there will be a need for current staff to work additional and overtime hours to meet deadlines until the new employees have been hired, sufficiently trained and are productive.

DSS Child Support Unit staff have been working additional hours and, in some instances, overtime to meet the demand of their workloads due to unfilled vacancies. The Child Support Unit at DSS has 4 vacant positions. Interviews are continuing to be conducted to fill the vacant positions, however there will be a need for current staff to work additional and overtime hours to meet deadlines until the new employees have been hired, sufficiently trained and are productive.

DSS projects the need through the pay period ending 10/01/2023; to allow for interviewing, hiring, training and productivity from the new employees. This would indicate a shortfall for additional & overtime hours of \$58,575.00 if all eligible Accounting Unit staff work 45 hours per week. Accounting wages are reimbursed at 50% Federal, 25% State, and 25% Local. The shortfall for the Child Support Unit staff to continue working additional hours & overtime would be \$52,217.00. Child Support Unit wages are reimbursed at 67% Federal, 17% State, and 17% Local. **The local portion for this budget modification is being moved from underspent salaries and wages. This is budget neutral.**

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

2022
3/13/2023

COMMITTEE SIGNATURES

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/REPRODUCTION EXPENSES**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 13, 2023

SUBJECT: Budget Modification due to increased Reproduction Expenses

SUMMARY: Reproductive orders are completed for all supplies that need the Oswego County logo printed on them, such as: envelopes, checks, and state mandated Safety Plan forms. The cost for reproductive orders has doubled for envelopes since 2020 and increased by 20% for checks.

The Administrative expenses are reimbursed at 50% Federal, 25% State, and 25% Local. The Services expenses are reimbursed at 62% State and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This is budget neutral.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

2022
4/13/2023

COMMITTEE SIGNATURES DATE

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

AGENDA# HS-9

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/FURNITURE & FURNISHINGS**

By Legislator Roy Reehil:

Upon recommendation of the Human Services Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Office and Human Resources Director shall be their authority to make such adjustments.

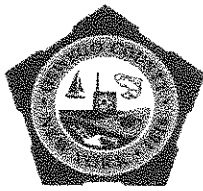
RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

P.O. Box 1320 • Mexico, New York 13114
phone 315.963.5435 • fax 315.963.5477

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: April 13, 2023

SUBJECT: Budget Modification due to need to replace damaged, broken, and vacant desk chairs.

SUMMARY: Data was requested from Directors to determine the number of broken, damaged, and vacant desk chairs in the Mexico DSS building. The data gathered indicated that 96 chairs would need to be replaced due to excessive wear and/or damage, and to ensure that each workstation had an available chair.

The purchasing policy is being followed to obtain quotes for new ergonomic desk chairs. The quotes gathered to date, indicate a shortfall for furniture & furnishings of \$16,500.00 for the Administrative portion of chairs and a shortfall of \$3,250.00 for the Services portion of chairs. The Administrative expenses are reimbursed at 50% Federal, 25% State, and 25% Local. The Services expenses are reimbursed at 62% State and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This is budget neutral.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

2022
4/13/2023

COMMITTEE SIGNATURES DATE

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
COMMUNITY DEVELOPMENT – HOUSING OFFICE**

By Legislator Tim Stahl:

WHEREAS, the Office of Housing Assistance has received an allocation of funds from the NYS Office of Home and Community Renewal to supplement an existing program in their office, and

WHEREAS, this action is needed to accept and disburse these funds and modify the budget accordingly, then therefore be it and it is hereby

RESOLVED, that the Chairman of the Legislature be and is hereby authorized to execute any and all documents that may be necessary to access and disburse these funds, and be it also

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
FAX (315) 349-8279

Daniel Breitweg
Deputy Director

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Authorization to accept and disburse grant funds received in the Housing Assistance office and modify the budget accordingly.

PURPOSE: The Housing Office has received an additional allocation of program funds and this action is needed to modify the department budget so they can be properly utilized.

SUMMARY: The state established a program to help certain qualified individuals secure safe and affordable housing by providing some subsidies for down payments.

FISCAL IMPACT: None at this time.

RECOMMENDED ACTION: The committee on Economic Development & Planning committee, in concert with the Committee on Finance and Personnel, recommends that the Oswego County Legislature authorize this action.

FROM				TO			DOLLAR AMOUNT
ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION		
ORG	OBJECT	PROJ	ORG	OBJECT		PROJ	
A8610	449890	SDAF				Fed Aid OFH Home & Comm Serv	(\$23,374.0)
			A8610	545500	SDAF	Other Supplies & Expense	\$23,374.0
						Need money moved to our expense line	
						so we can continue with our Security Deposit	
						Assistance/Landlord Incentive Program.	
						TOTAL AMOUNT	\$0.00

COMMITTEE SIGNATURES

DATE

100

COUNTY TREASURER

DATE

[illegible]

PERSONNEL DIRECTOR DATE

[illegible]

_____, DATE _____
COUNTY ADMINISTRATOR

TABLE 2
The 100 Most Influential Journals in the Field of Health Services Research, 1970-1999

3/23/13

DEPARTMENT HEAD DATE

RESOLUTION NO.

April 13, 2023

**RESOLUTION ACCEPTING NYS GRANT C1002101 INFRASTRUCTURE
FEASIBILITY STUDY AND ESTABLISHING CAPITAL PROJECT No. 0523**

By Legislator Tim Stahl:

WHEREAS, in 2017, this body adopted an Economic Advancement Plan and the recommendations within that plan, and

WHEREAS, the lack of adequate water and wastewater infrastructure was identified in that plan as an impediment to future growth, and

WHEREAS, NYS has awarded Oswego County \$60,000 in matching funds for the completion of a feasibility study that will gather the data necessary for consideration of a county-wide infrastructure entity, and

WHEREAS, matching funds (\$60,000) are available in the County's Economic Development and Efficiency Fund to establish this Project at \$120,000, and

WHEREAS, this body acknowledged essential infrastructure as a priority for investment through Resolution #190 of 2022, then therefore be it and it is hereby

RESOLVED, that the Chairman of the legislature is authorized to execute any-and-all documents that may be necessary to accept and disburse these grant funds, and be it also

RESOLVED, that this initiative shall be known as Capital Project #0523 and funded with an amount not to exceed \$60,000 (sixty thousand dollars) local share, and be it also

RESOLVED that the County Treasurer be, and he hereby is authorized to establish the lines necessary to dedicate the funds necessary to establish this project, and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer and Budget Officer shall be his authority to affect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES: NO: ABSENT: ABSTAIN:



David R. Turner
Director

**OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING**

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE (315) 349-8292
FAX (315) 349-8279

Daniel Breitweg
Deputy Director

Donna B. Scanlon
*Office of Community
Development Programs*

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Establish Capital Project #0523 and authorize the Chairman and the Treasurer to execute documents that may be necessary to do so.

PURPOSE: Establish a Capital Project to contract for the completion of a county-wide water and wastewater infrastructure inventory and analysis.

SUMMARY: This action establishes a capital project for the purpose understanding all of the existing municipal water and wastewater infrastructure assets. It will also help advise us on the options (pro/cons) for potentially establishing a county-wide infrastructure authority or some other similar entity. This is critical information for us as we plan for the future growth of Oswego County.

FISCAL IMAPCT: We are requesting \$60,000 from the Economic Development and Efficiency Fund to match \$60,000 in grant funds from NYS.

RECOMMENDED ACTION: Approval of this action.

RESOLUTION NO.

April 13, 2023

**RESOLUTION ESTABLISHING THE OFFICE OF MOBILITY MANAGEMENT
AND ESTABLISHING ASSOCIATED POSITION**

By Legislator Tim Stahl:

WHEREAS, Oswego County solicited proposals for Mobility Management Services to serve people, transportation providers and human service agencies through coordination, service analysis and development and the promotion of effective, collaborative solutions to meet the transportation needs of all people; and

WHEREAS, funding from Mobility Management Services is provided through the Federal Transit Administration (FTA) Section 5311 grant program, administered by the Oswego County Department of Community Development, Tourism, and Planning.

NOW, upon recommendation of the Economic Development and Planning Committee, of this body, be it

RESOLVED, that the Office of Mobility Management be and is hereby created and established; and be it further

RESOLVED, that the Director of Mobility Management be and is hereby responsible for the day-to-day oversight and management of the Office of Mobility Management, to include the power of appointment of department staff, supervision of staff and termination of department personnel in accordance with Civil Service Law and any applicable collective bargaining agreements pertaining to department employees; and be it further

RESOLVED, that position, Director of Mobility Management, Grade 50, in the Management Personnel Compensation Plan be created; and be it further

RESOLVED, that _____ of _____ is appointed Director of Mobility Management at Grade 50, Step ____, for a term to coincide with the term of this Legislature; and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, Budget Officer, and Human Resources Director shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

POSITION CLASS TITLE: **DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)**

JURISDICTIONAL CLASS: Pending Jurisdictional Classification

CIVIL DIVISION: County

AUTHORIZATION: Oswego County Personnel Officer
March 2023

POSITION CLASS DEFINITION:

Essential nature of work, degrees of difficulty and responsibility.

This department-head position is responsible for the administration of the Office of Mobility Management and involves a diverse range of functions to improve the overall mobility for the general public through coordinated transportation efforts. The primary functions of this position include, but are not limited to, researching and identifying coordinated transportation expansion and funding opportunities, grant writing, and the administration of local, state and federal grants for the County's Public Transportation Program.

The work is performed under the general direction of the Economic Development and Planning Committee of the County Legislature with wide latitude allowed for the exercise of independent judgment in carrying out the details of the work. This position does related work as required.

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Prepares administration of the County's public transportation system to include all fixed routes, connector routes, dial-a-ride, non-emergency medical transportation, seasonal routes;
- Develops an informational and outreach program for current transportation services and mobility options through, public speaking and media presentations, including development of outreach materials and a marketing plan;
- Promotes and facilitates access to transportation services, including the integration and coordination for individuals with disabilities, older adults and low-income individuals;
- Develops the operation of one-stop transportation traveler call centers to coordinate transportation information on all travel modes and manages eligibility requirements and arrangements among programs;
- Updates the County's Coordinated Public Transit Human Services Transportation Plan;
- Develops and plans for the acquisition of intelligent transportation technologies to help plan and operate coordinated systems to include vehicle scheduling, dispatching and monitoring, and cost and billing tracking;
- Maintains liaison with officials, industry and community leaders involved with transportation planning and services;
- Ensures that all mobility providers meet minimum safety standards for vehicles in NYS and that NYS DOT policies and procedures are administered correctly;
- Assists the County Legislative Transportation Advisory Committee by overseeing and implementing data and information needed for NYSDOT Black Cat record keeping system;
- Compiles and provides bi-monthly reports;
- Assists in the record keeping and purchasing of transportation vehicles and related equipment;
- Prepares and administers grant applications for transportation projects/studies, by way of local, state, and federal funding sources;
- Prepares and conducts oral and graphic presentations to inform legislative bodies, governing boards and general public concerning public transportation activities and information;
- Provides advice and assistance to various boards, organizations and elected officials regarding public transportation plans, projects, programs, and related regulatory implications;
- Keeps up to date on new developments in transportation planning and management, including sources of funding available to the county, and current legislation and programs;
- Meets and assists businesses and human services agencies located both inside and outside of the County to encourage the use of the County's public transportation system;

DIRECTOR OF MOBILITY MANAGEMENT (DRAFT)

PRIMARY WORK ACTIVITIES (Continued):

- Composes transportation portion of annual budget;
- Attends meetings with public officials, civic leaders and various other individuals interested in transportation planning matters, including meetings held evenings and weekends;
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: community development and revitalization practices and procedures; state and federal transportation programs; economics; program management, reporting, and communications; public relation methods and techniques; geography of the County; basic research methods and techniques; real property and community development terminology.

THOROUGH KNOWLEDGE OF: governmental structure and resources, principles and practices of supervision.

ABILITY TO: prepare and present moderately complex reports effectively; establish and maintain effective working relationships with civic leaders, public officials, the general public and work associates; perform grant applications activities, including research, analysis, writing and administering of grants; perform research activities, to analyze data acquired during research activities, and to prepare narrative reports of research data and conclusions; express ideas clearly both orally and in writing; read, understand, and apply program regulatory materials; prepare written materials; conduct program administrative duties with a detail-oriented approach.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- (A) Possession of a bachelor's degree or higher in transportation, planning, business administration, or closely related field; **OR**
- (B) Possession of an associate's degree in transportation, planning, business administration, or closely related field and two (2) years of paraprofessional or professional level work experience, or its part-time equivalent, in municipal, community or regional planning, transportation planning and analysis, or business administration; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

SPECIAL REQUIREMENT:

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position.

RESOLUTION NO.

April 13, 2023

**RESOLUTION TO TRANSFER FUNDS TO CAPITAL PROJECT No. 134 FROM
THE INSURANCE RECOVERY FUND**

By Legislator James Karasek:

WHEREAS, Silk Road Landfill falls under the jurisdiction of the USEPA; and

WHEREAS, Maintenance & site security are required for the site to remain compliant with EPA O&M guidelines; and

WHEREAS, in 2022 there were three incidents which occurred at the site for which insurance claims were filed; and

WHEREAS, this request is being made to transfer \$16,078.50 from the Insurance Recovery Fund to Capital Project No. 134; and

NOW, upon recommendation of the Health Committee of this body, with the approval of the Finance and Personnel Committee, be it

NOW, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments, be it

RESOLVED, that the Chairman of the Legislature and County Treasurer be and are hereby authorized to execute any and all documents that may be necessary to access and disburse these funds.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

**INFORMATIONAL MEMORANDUM**

Subject: Request for Budget Modification for Silk Road Landfill.

Purpose: To transfer funds to CP#134 from the Insurance Recovery Fund.

Summary: Silk Road Landfill falls under the jurisdiction of the USEPA. Maintenance & site security are required for the site to remain compliant with EPA O&M guidelines. In 2022 there were 3 incidents which occurred at the site for which insurance claims were filed. The site perimeter fence sustained damage from motor vehicle accident on 7/23/2022. On 10/6/2022 there was a break-in at the site which involved additional damage to the fence and items being stolen from the pole barn. The fence repairs were paid for from CP#134. CP#134 will also be used for replacement costs of missing tools. Separate insurance claims for each incident were filed. The insurance company has settled the claims with the money going to the Insurance Recovery Fund. This request is being made to transfer \$16,078.50 from the Insurance Recovery Fund to CP#134.

Recommended Action: The Health Committee recommend that the Finance and Personnel Committee approve the attached budget modification and send it to the full Legislature for final approval.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

From

ACCOUNT NUMBER		ACCOUNT NUMBER				DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	
A1325	426800					\$ (16,078.50)
			H	529000	134	\$ 16,078.50
					Fence repair and theft at Silk Road	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES

DATE	COUNTY TREASURER
11/1/2011	11/1/2011

HUMAN RESOURCES DIRECTOR	DATE
--------------------------	------

COUNTY ADMINISTRATOR	DATE
----------------------	------

DEPARTMENT HEAD	DATE
-----------------	------

RESOLUTION NO.

April 13, 2023

**RESOLUTION TO RECLASSIFY ASSISTANT PUBLIC HEALTH ENGINEER TO
PUBLIC HEALTH ENGINEER**

By Legislator James Karasek:

WHEREAS, the Assistant Public Health Engineer has been posted for over a year and has received only one application; and

WHEREAS, the level of work needed by this vacant position is more suitable for a Public Health Engineer rather than an Assistant Public Health Engineer; and

WHEREAS, Oswego County is undergoing a rapid expansion in both commercial and residential construction and development; and

WHEREAS, the workload has become too exorbitant for just one engineer and necessitates the reclassification of this position; and

NOW, upon recommendation of the Health Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that position #409006701, Assistant PH Engineer, Grade XX, in the CSEA County of Oswego Office Personnel (CO-OP) Bargaining Unit be reclassified to Public Health Engineer, SG40, in the Oswego County Professional Association (OCPA) Bargaining Unit with a requested salary for this position as \$54,796. A budget modification is not required as the position has been vacant since the beginning of the year, allowing absorption of the increased rate within the 2023 budgeted salaries.

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



INFORMATIONAL MEMORANDUM

Subject: Request for reclassification of one position.

Purpose: To reclassify an Assistant Public Health Engineer position in the Environmental division to a Public Engineer.

Summary: The level of work needed by this vacant position is more suitable for a Public Health Engineer rather than an Assistant Public Health Engineer. The Assistant Public Health has been posted for over a year and has received only one application.

Oswego County is undergoing a rapid expansion in both commercial and residential construction and development. City, town, and village infrastructure improvements, including new water districts, wastewater treatment plants, and residential septic systems have also significantly amplified in number. Future development related to Micron Semiconductor Plant will require additional infrastructure improvements for housing and supporting businesses. As a result, the workload has become too exorbitant for just one engineer and necessitates the reclassification of this position.

Retention of a licensed professional engineer (PE) on staff is crucial for the efficiency and budgetary success of the environmental division. A licensed PE can review engineering plans for compliance with public health law and approve and stamp engineering plans. This construct eliminates the need to pay outside engineering firms to stamp designs, thereby avoiding the additional expense and time delays.

The reclassification of this position aligns with the Environmental Health Division's succession and advancement plan.

Requested salary for this position is \$54,796. A budget modification is not required as the position has been vacant since the beginning of the year, allowing absorption of the increased rate within the 2023 budgeted salaries.

Recommended

Action: The Health Committee approve the re-classification of position #409006701 Assistant PH Engineer to a Public Health Engineer with a salary of \$54,796.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Environmental

DIVISION/UNIT (NUMBER): A4090

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Assistant PH Engineer 2. Position #: 409006701

3. Present Salary/Hourly Rate: \$46,159 Grade: SG30

4. Requested Title: Public Health Engineer

5. Requested Salary: \$54,796

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: OCPA Grade: SG40

6. Percent of Federal and/or State Reimbursement: 70% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *The Assistant PH Engineer position was advertised in January 2022, and has only attracted one applicant who was not suited for the position. As Oswego County water and septic infrastructure and land development expands, engineering duties have increased significantly. The division has one PH Engineer, who is eligible to retire in two years. The amount of engineering work exceeds the workload of a single individual, and it is increasing as time goes on. Our on-staff PH Engineer will assist the new engineer in establishing partnerships with community agencies/organizations and mentor them in the interpretation of Public Health Law and codes; thus ensuring the continuance of program efficiency and accuracy. This action is in sync with the divisions succession plan.*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION	
1. Title to be Deleted:	
2. Position #	3. Salary Savings:
4. Reason for Deletion:	

Civil Service Law: Section 22. Certification for positions.
Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Oswego County Health Department	DIVISION, UNIT, OR WORK SECTION Environmental	LOCATION OF POSITION 70 Bunner Street Oswego, NY 13126
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Public Health Engineer</i>		
PERCENT OF WORK TIME		
25%	<i>Develops, oversees, and administers various aspects of the County Health Engineering Program</i>	
25%	<i>Reviews water, sewage, and regulated facility plans in accordance with NYS Sanitary Codes, Uniform Codes, Rules, and Regulations and NYS Department of Environmental Conservation (DEC) Codes and Laws</i>	
10%	<i>Manages the water, nuisance and septic disposal complaint program, including processing complaints, coordinating legal action and testifying as program manager</i>	
10%	<i>Assists municipalities and local industries in organizing and conducting surveys on environmental and sanitary engineering programs and problems. Represents the department on matters related to environmental and sanitary engineering</i>	
10%	<i>Maintains relationships and cooperates with State and Federal agencies concerning environmental and sanitary engineering programs and problems</i>	
10%	<i>Prepares a variety of records and technical reports</i>	
10%	<i>Handles special assignments and investigations related to public health engineering and environmental health including working with waste water treatment plants and disease surveillance efforts</i>	
	(Attach additional sheets if more space is needed)	

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Katelyn Parkhurst	Director of Environmental Health	Administrative
William Havener	Public Health Engineer	Direct

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School _____ years
☒ College 4 years, with specialization in Engineering
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

Essential knowledge, skills and abilities: *GOOD KNOWLEDGE OF: 127.2 principles and practices of engineering and the sources of engineering data; 52. environmental health principles, practices, sanitation laws, regulations, and modern inspection methods; 57.5 Federal, State and local laws, rules, and regulations as they relate to this position; 135. principles and practices of supervision;*

Type of license or certificate required: Valid New York State driver's license
NYS Professional Engineering License (P.E)

7. The above statements are accurate and complete.

Date: 3/16/23

Title: Director of Environmental
Health

Signature: Katelyn Parkhurst

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

April 13, 2023

**RESOLUTION TO RECLASSIFY PUBLIC HEALTH ENGINEER TO
SUPERVISING PUBLIC HEALTH ENGINEER**

By Legislator James Karasek:

WHEREAS, a review of workload, staffing, and succession planning needs has been conducted; and

WHEREAS, the Director of Public Health has identified a need to reclassify the current Public Health Engineer to Supervising Public Health Engineer in order to provide supervision to an additional professional engineer position.

NOW, upon recommendation of the Health Committee and with approval of the Finance and Personnel Committee of this body, so be it

RESOLVED, that position #409066701 Public Health Engineer be reclassified to Supervising Public Health Engineer, SG50 in the Oswego County with a salary of \$81,270, which is budget neutral due to vacancies within the department; and be it

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer, and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

**INFORMATIONAL MEMORANDUM**

SUBJECT: Request for reclassification of one position

PURPOSE: To reclassify the current Public Health Engineer position in the Environmental Division to a Supervising Public Health Engineer.

SUMMARY:

The Supervising Public Health Engineer position is responsible for supervising all staff assigned to the engineering section within Environmental Health division. Public Health Engineers working within the Environmental Health division are a vital line of defense in protecting public health.

Oswego County is undergoing a rapid expansion in both commercial and residential construction and development. City, town, and village infrastructure improvements, including new water districts, wastewater treatment plants, and residential septic systems have also significantly amplified in number. Future development related to Micron Semiconductor Plant will require additional infrastructure improvements for housing and supporting businesses.

Retention of a licensed professional engineer (PE) on staff is crucial for the efficiency and budgetary success of the environmental division. The Supervising Public Health Engineer position will demand a high level of technical knowledge, experience, professional competence, and a professional engineering license (PE).

The reclassification of the Public Health Engineer position to the Supervising Public Health Engineer position aligns with the Environmental Health Division's succession and advancement plan.

The current Public Health Engineer received a salary increase in 2022 with the expectation of supervising the Assistant Public Health Engineer position, created with the reorganization of the Health Department. A small increase of \$500 is requested to recognize the reclassification as a promotion from Public Health Engineer to Supervising Public Health Engineer, setting the salary at \$81,270. This change is budget neutral due to vacancies within the department.

RECOMMENDED

ACTION: The Health Committee approve the re-classification of position #409066701 Public Health Engineer to a Supervising Public Health Engineer with a salary of \$81,270.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Environmental

DIVISION/UNIT (NUMBER): A4090

A. NEW POSITION REQUEST

1. Position Title Requested:

2. Bargaining Unit: ☐ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.

3. a. Bargaining Unit – Hourly Rate from Grade plan: _____ Grade: _____

b. Management or OCPA – Salary Requested: _____ Grade: _____

4. Percent of Federal and or State Reimbursement: _____ Fringe Reimbursed: ☐ Yes ☐ No

5. Justification of Need (Use additional sheets as necessary):

6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: Public Health Engineer 2. Position #: 409066701

3. Present Salary/Hourly Rate: \$80,770 Grade: SG40

4. Requested Title: Supervising Public Health Engineer

5. Requested Salary: \$81,270

a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____

b. Management or OCPA – Salary Requested: OCPA Grade: SG50

6. Percent of Federal and/or State Reimbursement: 85% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *Oswego County is undergoing rapid expansion in both commercial and residential construction and development. The Supervising PH Engineer position will demand a high level of technical knowledge, experience, professional competence, and a professional engineering license (PE). A licensed PE can review engineering plans for compliance with public health law and approve and stamp engineering plans. This eliminates the need to pay outside engineering firms to stamp designs, thereby avoiding the additional expense and time delays. The supervising PH Engineer is responsible for supervising all staff assigned to the engineering section within the Environmental Division. This reclassification aligns with the Environmental Health Division's succession and advancement plan*

8. Complete New Position Duties Statement (p. 3 & 4).

C. POSITION DELETION	
1. Title to be Deleted:	
2. Position #	3. Salary Savings:
4. Reason for Deletion:	

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Oswego County Health Department	DIVISION, UNIT, OR WORK SECTION Environmental	LOCATION OF POSITION 70 Bunner Street Oswego, NY 13126
2. DESCRIPTION OF DUTIES: Describe the work in sufficient detail to give a clear word picture of the job. Use a separate Paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided. Title requested: <i>Supervising Public Health Engineer</i>		
PERCENT OF WORK TIME		
30%	<i>Review and approve engineered plans for new municipal water districts, including project meetings and construction inspections. Review and approve plans and specifications to upgrade water treatment plants and water distribution system components (water towers, pump stations, etc.). Performs water operator assessments at municipal water systems. Assists with emergency security plan</i>	
20%	<i>Reviews and approves engineered plans for commercial projects for facilities permitted by the Oswego County Department of Health, including but not limited to realty subdivisions, swimming pools and bathing beaches</i>	
10%	<i>Review and approve plans and specifications for alternative residential sewage disposal systems. Correspond and converse with the public regarding New York Sanitary Code questions about wells and sewage disposal systems</i>	
10%	<i>Supervise staff assigned to the engineering section, including a public health technician and other engineers. Approve time requests and evaluate performance. Lead and participate in field investigations, tests, and inspection</i>	
10%	<i>Provide water and septic treatment training and assistance to field staff such as public health sanitarians, public health technicians, and public health assistants in the environmental division. Lead and participate in field investigations, tests, and inspection</i>	
5%	<i>Provide advice and assistance on public health engineering matters to consulting engineers, local officials and the public</i>	
5%	<i>Determine environmental significance of project proposals under the State Environmental Quality Review Act (SEQR). Monitor compliance with SPDWS permit requirements</i>	
5%	<i>Provide engineering technical assistance and plan review of onsite wastewater treatment systems (OWTS) for the environmental division's Public Health Nuisance Complaint Program</i>	
5%	<i>Participate in enforcement proceedings, including giving testimony at hearings. Performs other duties as assigned</i>	
	<p align="center">(Attach additional sheets if more space is needed)</p>	

3. Names and titles of person supervising (general, direct, administrative, etc.).

NAME	TITLE	TYPE OF SUPERVISION
Vera Dunsmoor	Director of Public Health	General

4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Vacant	Assistant Public Health Engineer	Direct

5. Names and titles of persons doing substantially the same kind and level of work as will be done by the incumbent of this new position.

NAME	TITLE	LOCATION OF POSITION

6. What minimum qualifications do you think should be required for this position?

Education: ☐ High School _____ years
☒ College 4 years, with specialization in Engineering
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *A supervising public health engineer must be licensed and register to practice professional engineering and have two years experience as a public health engineer.*

Essential knowledge, skills and abilities: *GOOD KNOWLEDGE OF: 127.2 principles and practices of engineering and the sources of engineering data; 52. environmental health principles, practices, sanitation laws, regulations, and modern inspection methods; 57.5 Federal, State and local laws, rules, and regulations as they relate to this position; 135. principles and practices of supervision;*

Type of license or certificate required: Valid New York State driver's license
NYS Professional Engineering License (P.E)

7. The above statements are accurate and complete.

Date: 3/16/23

Title: Director of Environmental Health

Signature: Katelyn Parkhurst

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

8. In accordance with the provisions of Civil Service Law (Section 22), the Oswego County Personnel Officer certifies that the appropriate civil service title for the position described is:

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

7/23/19

RESOLUTION NO.

April 13, 2023

RESOLUTION APPOINTING DIRECTOR OF SOLID WASTE PROGRAMS

By Legislator Stephen Walpole:

WHEREAS, the County is desirous of providing unified management of its Solid Waste System, and

WHEREAS, the Solid Waste System includes the landfill, transfer stations, recycling, and the Energy Recovery Facility, and

WHEREAS, the position of Director of Solid Waste Programs is presently vacant due to a resignation, and

WHEREAS, it is both necessary and desirable to have a Director appointed for the continued management of the County's Solid Waste System, and

WHEREAS, a suitable internal candidate has been found and is willing to serve as Director,

NOW, THEREFORE, on recommendation of the County Administrator with the approval of the Infrastructure, Facilities and Technology and Finance and Personnel Committee of this body, be it

RESOLVED, that Michael Lutestanski be appointed Director of Solid Waste Programs, effective April 15 for a term to coincide with the Legislature, at a salary of \$98,103 Salary Grade 80, Step 4, in the Management Personnel Compensation Plan.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES: NO: ABSENT: ABSTAIN:

OBJECTIVE:

To utilize experience and demonstrated performance in a Technical Support/Project Engineering position with responsibilities in a Project management/Engineering environment.

WORK EXPERIENCE:

**OSWEGO COUNTY SOLID WASTE
Landfill Operations Manager**

Volney, NY
Nov 2022- Date

Representative responsibilities and achievements include

- *Environmental record keeping and reporting
- *Oversee day to day operations of the landfill and transfer stations
- *Oversee shop supervisor, maintain rolling stock
- *Review and implement Capital projects with the Director

**OSWEGO COUNTY ENERGY RECOVERY FACILITY
Staff Engineer**

Fulton, NY
Nov 2020- Nov 2022

Representative responsibilities and achievements include

- *Environmental record keeping and reporting
- *Assist Chief Facility Operator in day to day operations
- *Assist Chief Maint Mechanic with Parts inventory and ordering
- *Review Capital projects with CFO and Director

**DELVAL EQUIPMENT CORP.
Technical Specialist**

Washington, Pennsylvania
August 2020- Date
Sept. 2005- July 2019

Representative responsibilities and achievements include

- *Generate new customer contacts and maintain existing customer base
- *Management and supervision of service technicians, Weld Crew on quoted jobs
- *Work with Technicians and welders on the job to insure timely and cost effective completion
- *Generate job quotations, pricing and timelines for completion
- *Supervise installation of new equipment for customers
- *Order Supplies and Materials for quoted installed jobs
- *Engineering and job review for various quoted jobs
- *Assist Customers in generating specifications for boiler equipment, installation, and maintenance

**JW STEVENS CO./BLAKE EQUIPMENT
Industrial Sales Engineer
Aftermarket Sales Manager
Assistant Aftermarket Sales Manager
Service Manager**

Syracuse, New York
August 2019-July 2020
July 2003- Sept 2005
Nov. 2002- July 2003
Dec. 2001-Nov 2002

Representative responsibilities and achievements include

- *Management and daily supervision of 9 service technicians
- *Service Boilers and related equipment
- *Work with Technicians on the job to insure timely and cost effective completion
- *Supervise installation of new equipment for customers
- *Order Supplies and Materials for quoted installed jobs
- *Engineering and job review for various quoted jobs
- *Generate equipment specifications and quotes for Engineers

**CINCINNATUS CENTRAL SCHOOL DISTRICT
Superintendent Of Buildings and Grounds**

Cincinnati, New York
Feb. 2000 to Dec 2001

Representative responsibilities and achievements include:

- *Maintenance of the buildings, grounds and equipment.
- * Management and supervision of daily maintenance/cleaning functions for the school buildings and grounds.
- * Maintain budget and spending controls, on a 536k dollar budget.
- * Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required

SYRACUSE CHINA CORPORATION
Project Manager
Maintenance Manager

Syracuse, New York
Sept. 99 to Feb 2000
Sept. 96 to Sept. 99

Responsible for management and technical functions of Maintenance Department, consisting of 37 people. Representative trades include; Electricians, Plumbers, Machinists and Mechanics.

Representative responsibilities and achievements include:

- * Perform daily inspections, assist with emergency diagnosis and repair.
- * Implemented a Maintenance Labor record keeping system to effectively control over time, and improve labor output.
- * Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required.
- * Maintain budget and spending controls, on a 3.5 million dollar budget.
- * Write project specifications, review bids and select contractors based on quality and price.

BUCKBEE-MEARS CORTLAND
Maintenance Manager
Engineer B
Electronic Technician

Cortland, New York
March 1995 to Sept. 96
1993 to 1995
April 1990 to 1993

Responsible for management and technical functions of Maintenance Department, consisting of 34 people. Representative trades include, Electricians, Plumbers, and Mechanics. Temporary Department Manager Jan 96 to Sept 96.

Representative responsibilities and achievements include:

- * Supervise staff of 33 personnel.
- * Maintain spending accounts and yearly budgets, in excess of 3 million dollars per year, through monthly spending reports, department overtime control and materials usage.
- * Maintain Personnel files, employee performance reviews, hiring for vacated or newly created positions, disciplinary actions as required.
- * Provide technical training and support to staff members and internal customers. Involved with the PSM program for certain chemicals, their storage, handling, and use.
- * Manage capital projects up to \$500K, including clean rooms, HVAC equipment, and process related equipment.
- * Supervise staff of sub-contractor personnel, as well as perform daily quality assurance inspections and assist with emergency diagnosis and repair.
- * Achieved one to two year payback on all large capital projects.

ROTH BROTHERS SMELTING CORPORATION
Burner Dept. Supervisor
Burner Technician

East Syracuse, New York
1987-1990
1985-1987

Representative responsibilities and achievements include:

- * Supervise staff of 4 personnel.
- * Maintain all natural gas burning equipment, Aluminum reverb furnaces, rotary kiln dryers, lead pots, lead dross reclaim rotary furnace.
- * Maintain parts inventory for equipment, track budget for dept.
- * Project management, convert lead and aluminum stacker from repay logic to PLC control

EDUCATION:

SUNY CANTON ATC
A.A.S. Air Conditioning Technology

Canton, New York
1985

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING CREATION OF CAPITAL PROJECT No. C0123 –
ASBESTOS REMEDIATION**

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure and Facilities Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the County Treasurer is hereby authorized to transfer \$ 25,000 from General Unappropriated Fund Balance to Capital Project No. CO123 – Asbestos Remediation and that the following project is hereby authorized for the maximum expenditure as indicated; and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments.

Capital Project # CO123

Total Authorization

Asbestos Remediation

\$ 25,000

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



Rick Doten
Acting Superintendent

COUNTY OF OSWEGO
BUILDINGS AND GROUNDS DEPARTMENT

111 East Eleventh Street
Oswego, New York 13126

Phone: (315) 349-8233

Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project for asbestos remediation in County owned properties.

PURPOSE: This project is needed for asbestos abatement at the house on Spring Street in Mexico and in the elevator and pit at the Legislative Office Building in Oswego.

SUMMARY: In order to demolish the house on Spring Street in Mexico for additional parking at the Department of Social Services, asbestos must be removed from the house.
Asbestos has been found on the flooring of the old elevator and in the elevator pit, this must be removed before the elevator can be replaced.

RECOMMENDED: I respectfully request \$ 25,000 for asbestos remediation the project be transferred from General Appropriated Fund balance to Capital Project # CO 123 Asbestos Remediation

ACTION: To transfer \$ 25,000 from the General Appropriated Fund balance to Capital Project No. CO123 Asbestos Remediation

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
CO 123	529000					Establish Capital Project CO123 Asbestos Remediation	\$ 25,000.00
			A	450300		with a maximum authorization of \$ 25,000 to asbestos remediation. This project will be	(25,000.00)
						funded through a transfer of funds from General Appropriated	
						Fund Balance.	
A	595000						25,000.00
			A	159900			(25,000.00)
TOTAL AMOUNT							-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION CENTRAL SERVICES
ESTABLISH CAPITAL PROJECT FOR UPDATE OF SERVERS, WIFI
NETWORK, BATTERY BACKUP DEVICES, & FUNDING OF VARIOUS
CYBERSECURITY RELATED INITIATIVES**

By Legislator Stephen Walpole:

WHEREAS, the Central Services Director has identified the need to establish a capital project for updating County servers, battery backup systems, the wireless network, and funding cybersecurity related initiatives, with a maximum authorization of \$ 700,000.

NOW, on recommendation of the Infrastructure & Technology Committee of this body, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$ 700,000 from General Fund Appropriated Fund Balance to the designated Capital Project T0123 and that the project is hereby authorized for the maximum.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



Greg Powlin
Director

COUNTY OF OSWEGO
CENTRAL SERVICES DEPARTMENT

39 Churchill Road
Oswego, New York 13126

Phone: (315) 349-3526

INFORMATIONAL MEMORANDUM

SUBJECT: Establish capital project for update of some of the County's core technology systems and for purchase of cybersecurity related monitoring and protective systems.

PURPOSE: To provide funding of \$700,000 to support this initiative as follows:

- ~\$350,000 for replacement of County's primary virtual server and upgrading of associated software licenses;
- ~\$100,000 for replacement of the County's wireless network;
- ~\$100,000 for replacement and upgrade of County's battery backup devices used to provide supplemental power to servers, network devices, and other key systems;
- ~\$100,000 for purchase of licensing/subscriptions for existing or new monitoring and cybersecurity related applications;
- ~\$50,000 for miscellaneous technology projects.

SUMMARY: This capital project provides for updating of essential technology systems that have reached end-of-life, as well as funding of systems related to monitoring, cybersecurity, and regulatory compliance.

Key points to note are:

- The County's primary virtual server runs 80+ virtual servers, including MUNIS, E911 CAD, and several other mission-critical applications. The purchase includes 5-years of support.
- The County's wireless network is deployed to approximately a dozen sites and is comprised of ~75 access points. The purchase includes 5-years of support.
- Key elements of the battery backup device upgrade project are replacement of the larger units in the PSC and DSS datacenters, as well as purchasing a maintenance agreement covering most, if not all, devices.

RECOMMENDED ACTION: I respectfully request transferring \$ 700,000 from General Fund Appropriated Fund Balance to establish Capital Project T0123 for the expenditures listed above.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
H	529000	T0123				Add to CP# T0123 - Various IT Department Tech Projects	\$ 700,000.00
			H	45030	145	This project will be funded through a transfer of funds from	\$ (700,000.00)
						CR#145 - Technology Reserve	
H	595000	145					\$ 700,000.00
			H	159900	346		\$ (700,000.00)
TOTAL AMOUNT							-

COMMITTEE SIGNATURES	DATE
-----------------------------	-------------

COUNTY TREASURER

DATE

[illegible]

COUNTY ADMINISTRATOR **DATE**

DEPARTMENT HEAD _____ DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION WITH THE
HIGHWAY DEPARTMENT TO TRANSFER FUNDS FROM INSURANCE
RECOVERY FUND INTO HIGHWAY EXPENSE**

By Legislator Stephen Walpole:

WHEREAS, In March of 2022 a check for \$1,839.60 was deposited in account A1325.426800 (Insurance Recovery Fund). It was for repairs to a Highway truck that was in an accident on February 14, 2023.

NOW, on recommendation of the Infrastructure, Facilities and Technology Committee of this Legislature, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Treasurer is hereby authorized to transfer \$1,839.60 from account A1325.426800 (Insurance Recovery Fund) into account DM5130.545400 (Highway Expense).

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

DATE ISSUED 3/07/23

Description

Claim No: OSWEG-2023-007-001, Commercial Automobile
Comprehensive/Glass, Invoice No:
First and Final - Claimant: Oswego County
DOL: 2/14/2023, 2022 Ford Super Duty, VIN: 1917, Less \$500 ded
CHECK TOTAL

\$1,839.60

parts 545400

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BACKGROUND AND A WATERMARK PATTERN ON THE BACK - HOLD AT ANGLE TO VIEW

119 WASHINGTON AVENUE
ALBANY, NY 12210

KEY BANK OF NEW YORK
99 WASHINGTON AVENUE, ALBANY, NY 12210
TWIN TOWERS OFFICE

29-7
213

3/07/23

PAY: One thousand eight hundred thirty nine and 60/100 Dollars

TO THE OSWEGO COUNTY
THE ORDER
OF

\$*****1,839.60

MAIL TO OSWEGO COUNTY
46 EAST BRIDGE STREET
OSWEGO, NY 13126

Robert J. [unclear]
Austin, Texas [unclear]

SIGNATURE HAS A COLORED BACKGROUND

①0000 128765① ②021300077② 325680004174③

COUNTY OF OSWEGO

TOTAL AMOUNT \$	
------------------------	--

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION INCREASING CAPITAL PROJECT NO. E0123 AUTHORIZING
PURCHASE OF HIGHWAY EQUIPMENT**

By Legislator Stephen Walpole:

WHEREAS, the Highway Department has established CP #E0123 with a maximum authorization of \$275,000; and

WHEREAS, this increase is due to the Bids coming in higher than original estimates; and

NOW, on recommendation of the Infrastructure, Facilities and Technology Committee, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that the Oswego County Infrastructure, Facilities and Technology Committee, the Finance and personnel Committee and the Oswego County Legislature authorize the level of Capital Project E0123 be increased by \$12,000 to the authorization level of \$287,000 from the fund balance of A.159900 to Capital Project No. E0123 to fund the purchase of Highway Department equipment.

Capital Project No. E0123

Total Authorization

Highway Equipment

\$287,000

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

31 Schaad Drive
Oswego NY 13126
(315) 349-8331 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

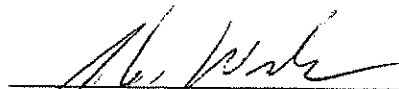
INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of Capital Project # E0123 for the purpose of purchasing highway equipment.

PURPOSE: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize Capital Project #E0123 – Highway and Automotive Equipment to be increased by \$12,000 to an authorization level of \$287,000 through a transfer of funds from the funds balance of A.159900.

SUMMARY: This increase is due to the Bids coming in higher than the original estimates.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project No. E0123.


Shawn Walker
Highway Superintendent

3-30-23
Date

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.		
H	450310	E0123				Establish Capital Project No. E0123 - Purchase of Highway	(12,000.00)
						Equipment	
			H	529000	E0123	This project will be funded through a transfer of funds from	12,000.00
						A.159900 - Highway and Automotive Equipment	
TOTAL AMOUNT							-

COMMITTEE SIGNATURES

DATE

COMMITTEE SIGNATURES

DATE

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH THE
SHERIFF'S SILVER STAR ASSOCIATION**

By Legislator Laurie Mangano:

WHEREAS, negotiations have been proceeding for some time between the County of Oswego and the Sheriff's Silver Star Association, and

WHEREAS, a Tentative Agreement (attached) has been reached between the County and the Union bargaining teams, and

WHEREAS, the agreement has been ratified by the membership of Sheriff's Silver Star Association and the Oswego County Legislature is desirous of implementing the contract.

NOW, on recommendation of the Finance and Personnel Committee of this body, be it

RESOLVED, that the Chairman of the Oswego County Legislature be, and hereby is, authorized to execute the proposed settlement between the County of Oswego and the Sheriff's Silver Star Association for the years 2023, 2024, and 2025, and be it further

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request and that a certified copy of this resolution delivered to the County Treasurer shall be his authority to effect such transfer and make such adjustments.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request Approval of a Resolution Authorizing Execution of the Agreement with the Sheriff's Silver Star Association.

Purpose: Negotiations with the Sheriff's Silver Star Association have been ongoing since prior to the expiration of the agreement on December 31, 2022. The County and Sheriff's Silver Star Association reached a tentative agreement on March 8, 2023 and the Silver Star membership ratified the contract on March 20, 2023. This is to request approval by the Oswego County Legislature to authorize execution of the agreement.

Summary: The Resolution for your approval refers to the "attached" tentative agreement. That document will be part of the official public document.

Recommended Action: To authorize execution of the three year agreement with the Sheriff's Silver Star Association.

MEMORANDUM OF AGREEMENT ("MOA")

By and Between the

*County of Oswego
(hereinafter referred to as "County")*

And the

*Sheriff's Silver Star Association
(hereinafter referred to as "Silver Star")*

WHEREAS, the County and Silver Star have been engaged in the process of collective bargaining in an attempt to reach a Successor Agreement to the Agreement that expired on December 31, 2022; and

WHEREAS, the County and Silver Star have reached a tentative agreement on a number of bargaining issues and wish to reduce those agreements to writing.

NOW, THEREFORE, the County and Silver Star agree as follows:

1. The provisions of the current Agreement shall continue in full force and effect unless specifically modified by this Memorandum of Agreement or are modified by the explicit language contained in the existing Collective Bargaining Agreement.

2. This Memorandum of Agreement is subject to ratification by the membership of the Silver Star bargaining unit and by the Oswego County Legislature.

3. **Section 28.1 "Compensation Rate"** shall be amended by deleting the existing language and inserting the following:

The following general wage increases are contained in Appendix C:

Effective January 1, 2023, a new grade plan will be implemented as set forth in the attached wage schedule attached as Attachment 1 to this MOA.

Effective January 1, 2024, hourly rates for 2023 shall be increased by 3.00%.

Effective January 1, 2025, hourly rates for 2024 shall be increased by 3.00%.

4. Effective upon ratification, **Article 2, "Equal Employment Opportunity"** shall be amended to read as set forth in Attachment 2 of this MOA.
5. Effective upon ratification, **Section 3.1, "Membership"** shall be amended to read as set forth in Attachment 3 to this MOA
6. Effective January 1, 2023, **Section 13.2, "Overtime Premium"** paragraph 5 of that Section shall be amended to read as set forth in Attachment 4 of this MOA.
7. Effective upon ratification, **Section 14.2, "Holiday Premium"** shall be amended to read as set forth in Attachment 5 at Paragraph 2 of this MOA.
8. Effective upon ratification, **Section 14.3, "Saturday/Sunday Holidays"** shall be amended to read as set forth of Attachment 6 of this MOA
9. Effective January 1, 2023, **Section 15.2, "Annual Leave Credit"** shall be amended to read as set forth in Attachment 7 of this MOA.
10. Effective upon ratification, **Section 15.3, "Annual Leave Authorization"** shall be amended to read as set forth in Attachment 8 of this MOA.
11. Effective January 1, 2023, **Section 16.4, "Sick Leave Credit"** shall be amended to read as set forth in Attachment 9 of this MOA.
12. Effective upon ratification, **Section 19.2, "Meals and Lodging"** shall be amended to read as set forth in Attachment 10 of this MOA.
13. Effective upon ratification, **Section 19.4, "Tool Allowance"** paragraph two (2) shall be amended as set forth in Attachment 5 of this MOA at Paragraph 4 and in addition the first sentence of the second paragraph of Section 19.4 shall read as follows:

In the event of a fire or other disaster at a County facility where employees' tools are stored, the County Will reimburse the employee for tools lost or destroyed 100 percent of the cost up to \$2000 to the extent that the loss is not covered by other insurance carried by the County any insurance coverage provided by the county will off-set the payment in this section.

14. Effective upon ratification, **Section 19.5, "Shoe Allowance"** shall be amended as set forth in Attachment 5 of this MOA at Paragraph 5 and in addition the first sentence of the first paragraph of Section 19.5 shall be amended by deleting the following words: "for the 75%"
15. Effective January 1, 2023, **Article 20.2, "Health Insurance"** shall be amended as by incorporating the Memorandum of Understanding that is attached to this MOA as Attachment 11.
16. Effective upon ratification, **Section 20.6, "Annual Physical"** shall be amended to read as set forth in Attachment 12 of this MOA.
17. Effective January 1, 2023, **Section 20.8, "Union Health and Welfare Fund"** shall be amended to read as set forth in Attachment 5 at paragraph 6 of this MOA.
18. Effective upon ratification, **Section 28.7, "Work Security"** shall be amended to read as set forth in Attachment 13 of this MOA
19. Effective upon ratification, a new section will be added to Article 28 as **Section 28.13, "Lateral Transfers, Prior Experience, and Reinstatements"** and will read as set forth in Attachment 14 of this MOA.
20. The Parties agree to drug and alcohol testing of members of this unit and agree that the parties will engage in negotiations to create a policy and procedure to facilitate that testing, which will be appended to and made part of the collective bargaining agreement.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this
_____ day of March, 2023.

COUNTY OF OSWEGO

By: _____

By: _____

By: _____

By: _____

By: _____

SHERIFF'S SILVER STAR
ASSOCIATION

By: *David L. Bickman*

By: *[Signature]*

By: *[Signature]*

By: *Jessie Lightfoot*

By: *[Signature]* #1761

2022																										
Grade	1	2	3	4	5	6	Longevity										10	12	15	20	22	25	27			
	15.69	16.23	16.77	17.32	17.84	18.38	18.89	19.16	19.42	20	20.6	21.65	22.29													
	18.19	18.8	19.37	20	20.63	21.34	21.86	22.13	22.39	23.05	23.77	24.96	25.7													
	19.97	20.6	21.34	21.97	22.71	23.43	24.03	24.33	24.6	24.97	25.34	26.1	27.44	28.23												
	21.55	22.23	22.92	23.67	24.44	25.3	25.98	26.35	26.68	27.09	27.5	28.29	29.74	30.63												
	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.69	29.38	30.27														
	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.69	29.38	30.27														
6	24.31	25.07	25.93	26.73	27.58	28.46	29.2		30.01	31.52	32.46															
2022																										
Grade	1	2	3	4	5	6	Longevity										10	12	15	17	20	22	25	27		
	15.69	16.23	16.77	17.32	17.84	18.38	18.89	19.16	19.42	19.71	20	20.6	21.65	22.29												
	18.19	18.8	19.37	20	20.63	21.34	21.86	22.13	22.39	22.72	23.05	23.77	24.96	25.7												
	19.97	20.6	21.34	21.97	22.71	23.43	24.03	24.33	24.6	24.97	25.34	26.1	27.44	28.23												
	21.55	22.23	22.92	23.67	24.44	25.3	25.98	26.35	26.68	27.09	27.5	28.29	29.74	30.63												
	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.69	29.38	30.27														
	22.57	23.38	24.12	24.87	25.64	26.54	27.22	27.61	27.99	28.69	29.38	30.27														
6	24.31	25.07	25.93	26.73	27.58	28.46	29.2		30.01	31.52	32.46															
7	26.74	27.58	28.52	29.4	30.34	31.31	32.12	32.57	33.01	33.84	34.67	35.71														
2023																										
Grade	Base	1	2	3	4	5	Longevity										10	12	15	17	20	22	25	27		
	16.88	17.44	18.01	18.55	19.12	19.65	19.93	20.2	20.5	20.8	21.42	22.52	23.18	23.84												
	19.55	20.14	20.8	21.46	22.19	22.73	23.02	23.29	23.63	23.97	24.72	25.96	26.73	27.5												
	21.42	22.19	22.85	23.62	24.37	24.99	25.3	25.58	25.97	26.35	27.14	28.54	29.36	30.18												
	23.12	23.84	24.62	25.42	26.31	27.02	27.4	27.75	28.17	28.6	29.42	30.93	31.86	32.79												
	24.32	25.08	25.86	26.67	27.6	28.31	28.71	29.11	29.84	30.56	31.48	32.4														
	26.07	26.97	27.8	28.68	29.6	30.37	30.79	31.21	32	32.78	33.76	34.74														
7	28.68	29.66	30.58	31.55	32.56	33.4	33.87	34.33	35.19	36.06	37.14	38.22														
2024 (3%)																										
Grade	Base	1	2	3	4	5	Longevity										10	12	15	17	20	22	25	27		
	17.39	17.96	18.55	19.11	19.69	20.24	20.53	20.81	21.12	21.42	22.06	23.2	23.88	24.56												
	20.14	20.74	21.42	22.1	22.86	23.41	23.71	23.99	24.34	24.69	25.46	26.74	27.53	28.33												
	22.06	22.86	23.54	24.33	25.1	25.74	26.06	26.35	26.75	27.14	27.95	29.4	30.24	31.09												
	23.81	24.56	25.36	26.18	27.1	27.83	28.22	28.58	29.02	29.46	30.3	31.86	32.82	33.77												
	25.05	25.83	26.64	27.47	28.43	29.16	29.57	29.98	30.74	31.48	32.42	33.37														
	26.85	27.78	28.63	29.54	30.49	31.28	31.71	32.15	32.96	33.76	34.77	35.78														
7	29.54	30.55	31.5	32.5	33.54	34.4	34.89	35.36	36.25	37.14	38.25	39.37														
2025 (3%)																										
Grade	Base	1	2	3	4	5	Longevity										10	12	15	17	20	22	25	27		
	17.91	18.5	19.11	19.68	20.28	20.85	21.15	21.43	21.75	22.06	22.72	23.9	24.6	25.3												
	20.74	21.36	22.06	22.76	23.55	24.11	24.42	24.71	25.07	25.43	26.22	27.54	28.36	29.18												
	22.72	23.55	24.25	25.06	25.85	26.51	26.84	27.14	27.55	27.95	28.79	30.28	31.15	32.02												
	24.52	25.3	26.12	26.97	27.91	28.66	29.07	29.44	29.89	30.34	31.21	32.82	33.8	34.78												
	25.8	26.6	27.44	28.29	29.28	30.03	30.46	30.88	31.66	32.42	33.39	34.37														
	27.66	28.61	29.49	30.43	31.4	32.22	32.66	33.11	33.95	34.77	35.81	36.85														
7	30.43	31.47	32.45	33.48	34.55	35.43	35.94	36.42	37.34	38.25	39.4	40.55														

APPENDIX A - COLLECTIVE BARGAINING UNIT

	<u>Grade Title</u>	<u>Civil Service Jurisdictional Class</u>
1	Account Clerk Typist	Competitive Competitive
2	Senior Account Clerk Senior Clerk Senior Typist	Competitive Competitive Competitive
3	Automotive Mechanic Institutional Cook	Non-competitive Non-competitive
4	Cook - Manager Senior Automotive Mechanic	Non-competitive Non-competitive
5	Correction Officer	Competitive
6	Correction Officer - Corporal	Competitive
7	Correction Officer - Sergeant	Competitive

County Proposal No. 2

Amend current language in Article 2, Equal Employment Opportunity, to reflect current Equal Employment Opportunity Statement.

Acknowledging the moral principles inherent in Federal and State Legislation, the parties to this Agreement hereby affirm that they shall ensure equal employment opportunities for all qualified individuals without consideration of their age, sex, race, creed, color, national origin, political affiliation or belief. ~~The scope of equal employment opportunities shall also include the non-discrimination of physically and mentally handicapped individuals.~~ sex (including self-identified or perceived sex, gender identity, gender expression, and transgender status), race (and traits historically associated with race, including, but not limited to, hair texture or protective hairstyles), color, religion (including the wearing of any attire, clothing, or facial hair in accordance with the requirements of one's religion), creed, national origin, age, disability (including pregnancy related conditions), sexual orientation, marital status, familial status, military status, genetic information or predisposing genetic characteristics, prior arrest or conviction record, domestic violence victim status, or any other class protected by law.

It is furthermore affirmed the concept and philosophy of equal opportunities shall be provided for, but not restricted to, all components of employment, recruitment, selection, assignment, compensation, benefits, promotion and training.

All references in this agreement to employees of the male gender are used for convenience only and shall be construed to include both male and female employees.

12/29 - 602

County Proposal No. 4

Amend current language in Article 3.1, Membership, to reflect changes in deductions for membership dues based on June 2018 Janus decision.

3.1 Membership

Membership in the Union shall be voluntary but, since it is recognized that a strong and active Union with full membership and participation on the part of the employees is desirable for the collective bargaining process, the County agrees there shall be no discrimination, interference, restraint or coercion by the County or any of its agents against employees because of their membership in the Union or because of any activities on behalf of the Union.

~~At such time as the Union enjoys a dues-paying membership of 75 percent of their potential membership, it~~ The Oswego County Sheriff's Silver Star Association having been recognized or certified as the exclusive representative of employees within the bargaining unit represented by this Agreement shall have be entitled to dues deducted from the wage or salary of employees of said bargaining unit who are members of the Oswego County Sheriff's Silver Star Association. the "agency shop" provisions enacted by the 1976-1977 New York Legislature for the duration of the agreement.
~~Documentation of membership shall be presented upon attainment of the 75 percent membership. The employer shall make such deductions and transmit the amount so deducted along with a listing of such employees to the Sheriff's Silver Star Association on a payroll basis.~~

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12/29 UNICAL OK

OK 2.14.23

County Proposal No 13

Amend paragraph 5 of the current language in Article 13.2 to the following:

13.2 Overtime Premium

Employees and all Corrections Officers hired on or before January 1, 2002 will be allowed to accrue and replenish a maximum of 200 hours of compensatory time per year. Hours earned in excess of the 200 hour limit will be paid hours regardless of designation. All employees and Corrections Officers hired after January 1, 2002 shall be entitled to accrue and replenish an overtime maximum of 80 hours per year. Upon completion of five years of service, all employees and Correction Officers hired after January 1, 2002 shall be permitted to accrue and replenish up to 100 hours of compensatory time per year. Hours earned in excess of the 80 hour and 100 hour limits will be paid hours regardless of designation. Scheduled compensatory time off (i.e., days off that are scheduled but that have not occurred yet) will be counted toward the employee's compensatory time off balance. For example, if an employee schedules 8 hours of time off in the future using compensatory time and has 72 hours in the compensatory time off bank, that employee will have 80 hours of accrued compensatory time for the purposes of calculating the accrual limit.

1124123

County Proposal No. 5

Amend current language in Article 28.7

28.7 Work Security

An employee may be assigned, temporarily, to perform duties of a higher classification in a situation deemed to be in the best interest of the Department, as determined by the Sheriff. In the event ~~he~~ the employee is so assigned for a ~~full three (3)~~ consecutive work shifts, ~~he~~ they shall be compensated for such duties during the period ~~he~~ they performs ~~these duties~~ at a rate of pay, equal to said higher rank or pay scale.

~~Absent unusual or compelling circumstances, the senior qualified employee shall receive the upgrade. In the event an employee other than the senior qualified employee is to be upgraded, under this provision, the Sheriff shall contact the Union prior to upgrade. The Sheriff will designate an employee at their discretion and assign that employee to perform the duties of a higher classification. In the event that all employees decline said designation, the Sheriff still has the ability to assign the performance of higher duties at their discretion. This assignment will be made without regard to seniority.~~

11/24/23 OK

Oswego County Silver Star Association
Proposals to Oswego County and Oswego County Sheriff

1.

2. Section 14.2 – Holiday Premium – Change subdivision A as follows:

A. When an employee is required to work an enumerated holiday, he shall receive one and one-half (1 ½) times his normal rate of pay for that day's work and shall be allowed an additional day off in lieu of the actual holiday worked. The request for an additional day off must be submitted within two (2) pay periods of the actual holiday. The scheduled day off must be taken within ~~90-180~~ days of the holiday. Consideration shall be given to staffing requirements.

Once an employee has received approval to take a day off in lieu of the holiday, it may not be changed. If the day off in lieu of the holiday is not timely scheduled, as provided above, it will be paid.

12 | 29 YES

Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 1

Oswego County Silver Star Association
Proposals to Oswego County and Oswego County Sheriff

3.

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Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 2

Oswego County Silver Star Association
Proposals to Oswego County and Oswego County Sheriff

4. Section 19.4 – Tool Allowance – change as follows:

The County agrees to reimburse employees classified as Automotive Mechanic and Senior Automotive Mechanic up to ~~\$350.00~~ \$500.00 per year per employee for tools purchased. To be eligible employees must provide an itemized paid receipt for tools purchased. Tools must be for performance of normal duties and available to employees during normal work day. The County reserved the right to inspect tools for which reimbursement is required.

12/29 OK

In the event of a fire or other disaster at a County facility where employees' tools are stored, the County will reimburse the employee for tools lost or destroyed 100 percent of the cost-up-to-a maximum of ~~\$1,200.00~~ per employee. Reimbursement up to the maximum will be paid based on 100 percent of the purchase price of the replacement tools as indicated by itemized paid receipts.

12/29

\$2000 COVER
w/ LANGUAGE

Within thirty (30) days of the signing of the agreement, each mechanic must submit to his supervisor an inventory of all tools. An adjusting inventory must be submitted annually (by January 31st) thereafter. No reimbursement will be considered without a current inventory or record.

1/24 OK

Losses covered by insurance shall not be considered for additional reimbursement.

12/29

5. Section 19.5 – Shoe Allowance

The County agrees to provide reimbursement ~~for 7500%~~ of the cost of two (2) pairs of approved safety shoes per year, up to a maximum of ~~\$120.200~~ in reimbursement per pair for employees classified as Automotive Mechanic or Senior Automotive Mechanic.

\$1200 OK w/ REMOVE
90% LANGUAGE

Shoes purchased from a County approved vendor will be paid directly by the County with the employee's contribution deducted from the following paycheck. If the safety shoes are purchased from any other vendor, the employee must submit an itemized paid receipt to the Sheriff for reimbursement. The Sheriff has the right to approve or reject all safety shoes considered for reimbursement.

1/24 OK

Employees classified as Automotive Mechanic and Senior Automotive Mechanic must wear approved safety shoes on the job. Failure to wear approved safety shoes will result in standard progressive discipline.

6. Section 20.8 – Union Health and Welfare Fund – change as follows:

The County agrees to provide the Union ~~\$20.00~~ \$30.00 per month per member of the bargaining unit. Effective 1/1/2023, the amount shall be increased to ~~\$25.00~~ per month. This money will be provided for the specific purpose of purchasing insurance for members of the bargaining unit. The Union agrees to provide the County with necessary documentation in regards to the insurance purchased with these funds.

12/29

COUNTER w/ \$30

1/24

OK TO \$30

Regular text indicates existing contract language.

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~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 3

Oswego County Silver Star Association
Proposals to Oswego County and Oswego County Sheriff

7. Section 16.4 – Sick Leave Credit – change as follows:

(~~DB~~) Sick leave credits may be accumulated to a maximum of 1320 hours. Sick leave credit exceeding the maximum shall be of no benefit to the employee.

(EC) The County has adopted the optional benefit plan pursuant to Section 41-j of the New York State Retirement and Social Security Law. Therefore, upon retirement, an eligible employee may receive additional service credit for accumulated unused, unpaid sick leave (maximum of 165 days).
(Remainder of existing language remains unchanged.)

8.

10.

Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 4

Oswego County Silver Star Association
Proposals to Oswego County and Oswego County Sheriff

11.

Regular text indicates existing contract language.

Underlined text indicates proposed additions to contract language.

~~Strikethrough text~~ indicates proposed deletions from current contract language.

Page 5

County Proposal No 9

Amend current language in Article 14.3 as stated below:

14.3 Saturday/Sunday Holidays

Consistent with New York State law, wWhen a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday for all non-shift assigned personnel. A holiday falling on a Sunday shall be observed on the following Monday for all non-shift assigned personnel. When If-New Year's Day falls on a Saturday, it is agreed that the previous year will have 13 holidays and that year will have 11 holidays for all non-shift assigned personnel. the holiday shall be observed on the following Monday.

12/29 - ① OK

1.24.23

County Proposal No 11

Amend current language in Article 15.2 – Annual Leave Credit as stated below to reflect current practices of the County payroll system.

15.2 Annual Leave Credit

An employee shall earn annual leave credit in accordance with the following schedule. Entitlement is based upon years of service and scheduled hours worked and shall be effective upon the employee's anniversary date of service, as set forth by the schedules appearing below, starting with the first pay period after the employee's start date anniversary. No additional entitlement is earned for premium or over-time hours worked. The rate of earnings is determined by the designated number of work hours per year divided by the total number days earned per payroll year (Ex. 2080 work hrs/12 days earned). Effective January 1, 2024 employees hired on or after June 11, 2015 will be restored to original earnings table to equal those employees hired prior to June 11, 2015.

EFFECTIVE JANUARY 1, 2023,

Annual Leave Earnings (Employees with a start date prior to June 11, 2015) --

*Days earned in 8 hour increments

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Full-Time Continuous Service	Earnings	Total Days per Payroll Year
0 - 2 years	8 hours per 173.3	12 days
3 - 5 years	8 hours per 138.6	15 days
6 - 10 years	8 hours per 115.5	18 days
11 - 15 years	8 hours per 90.4	23 days
16 - 20 years	8 hours per 80.0	26 days
21 - over	8 hours per 74.2	28 days

~~Annual Leave Earnings (Employees with a start date after June 11, 2015) --~~~~*Days earned in 8 hour increments~~

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Full-Time Continuous Service	Earnings	Total Days per Payroll Year
0 - 2 years	8 hours per 208	10 days
3 - 5 years	8 hours per 160	13 days
6 - 10 years	8 hours per 130	16 days
11 - 15 years	8 hours per 99	21 days
16 - 20 years	8 hours per 86.7	24 days
21 - over	8 hours per 80	26 days

12/29 - 6 ok

County Proposal No. 6

Amend current language in Article 15.3 Annual Leave Authorization to reflect language voted on by Union body in August, 2019.

15.3 Annual Leave Authorization

All requests for annual leave must be approved by the Sheriff and shall be granted according to seniority within the department and the operational needs of the department.

Annual leave request, according to seniority, shall be made in blocks of no more than five (5) days at a time, followed by a second round of seniority of up to five (5) days, and ending with a final round of bidding by seniority in which members may bid any remaining time with no limitations. After this three (3) rounds of bidding, annual leave requests shall be allotted on a first come first serve basis, depending on availability, and employees

~~An employee must file a written request for annual leave with the department a minimum of ten (10) working days in advance of the requested leave.~~

The Sheriff shall recognize that emergency situations will periodically arise with employees; in this event, the ten (10) day advance notice for annual leave may be waived by the Sheriff.

An employee must file a written request for cancellation of an approved annual leave a minimum of ten (10) working days in advance of the requested leave date.

The Sheriff shall recognize that emergency situations will periodically arise with employees; in this event, the ten (10) day advance cancellation notice may be waived by the Sheriff.

Up to three (3) days of annual leave may be used as emergency leave. Subject to approval by the Sheriff, employees may utilize emergency leave time with a minimum of one (1) hour notice prior to start of shift or work tour. In the event the Sheriff is not available, employee requesting emergency leave will request approval from the highest-ranking officer that is readily available in the following order: Undersheriff, Correction Administrator, Lieutenant, Sergeant, On-Duty Supervisor.

To insure the efficient operation of the department, employees are encouraged to request emergency leave twenty-four (24) hours prior to start of shift or work tour when possible.

The County encourages all employees qualifying for vacation to take their vacation as time off. However, upon request by an employee and subject to approval of the Sheriff, non-uniform employees may receive pay in lieu of vacation time, subject to the following conditions:

1. Request must be in writing.

2. Request must be limited to fifty percent (50%) of vacation time earned.
3. Only one request per employee, per calendar year will be considered.
4. Pay in lieu of vacation will be 100 percent of employee's regular rate.
5. Employees may cancel request any time up to thirty (30) days prior to requested pay date.

County Proposal No. 3

Amend current language of Article 16.4 to reflect current practices of HR and the County payroll system.

16.4 Sick Leave Credit

The rate of earnings is determined by the designated number of work hours per year divided by the total number days earned per payroll year.

(A) An employee hired prior to September 15, 2005 shall earn sick leave credit at the rate of eight (8) hours, with pay, ~~for each one hundred seventy-three (173) hours of employment not to exceed annual earnings of ninety-six (96) hours per payroll year.~~

(B) An employee hired September 15, 2005 or after shall earn sick leave credit at the rate of eight (8) hours, with pay, ~~for each two hundred eight (208) hours of employment not to exceed annual earnings of eighty (80) hours per payroll year.~~

~~(C) An employee hired after June 1-1, 2015 shall earn sick leave credit at the rate of eight (8) hours, with pay, for each two hundred sixty (260) hours of employment not to exceed annual earnings of sixty-four (64) hours per payroll year.~~

(C) Sick leave credits may be accumulated to a maximum of 1320 hours. Sick leave credit exceeding the maximum shall be of no benefit to the employee.

(D) The County has adopted the optional benefit plan pursuant to Section 41-j of the New York State Retirement and Social Security Law. Therefore, upon retirement, an eligible employee may receive additional service credit for accumulated unused, unpaid sick leave (maximum of 165 days).

~~In addition, an employee may request in writing prior to retirement that after applying for retirement and upon completion of the Request to Bank Sick Leave Form provided to you by the Human Resources Department, any accumulated sick leave may be used to offset the cost of the retiree or dependent's health insurance premiums. The cash value of the offset shall be calculated by multiplying the employee's hourly rate received at the time of retirement by the number of hours accrued. For example, hourly rate of \$14.00 x 500 hours = \$7,000.00. In the event a retiree dies prior to exhausting available funds, the remainder may be used to pay premiums for any COBRA benefits available to and selected by the retirees' dependents.~~

~~There shall be NO direct cash payment to the retiree, retirees' dependents or their estates.~~

Upon employee's death while still in County service, an employee's sick leave credit shall be paid to his/her beneficiary at his/her regular compensation.

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County Proposal No. 10

Amend current language in Article 19.2 Meals and Lodging.

19.2 Meals and Lodging

———Reimbursement for meals and lodging expenses shall be allowed for an employee on official business, outside the limits of Oswego County, or attending authorized conferences or meetings within the County with the prior approval of the Sheriff.

———Reimbursement shall be allowed based on claims for meals and lodging expenses supported by receipts showing the amount, date and location. ~~Reimbursement for individual meals shall not exceed \$7.50 for breakfast, \$12.00 for lunch and \$25.00 for dinner or a cumulative total of thirty (\$30.00) for a full day's allowance. An additional ten (\$10.00) dollars per day for a cumulative total of forty (\$40.00) will be allowed for major metropolitan areas. Individual meal limits will also be increased for major metropolitan areas as follows: maximum allowable for breakfast is \$10.00, lunch is \$15.00 and dinner is \$30.00.~~ Partial per day expenses will be reimbursed as reasonable and appropriate rates upon authorization of the Sheriff, but shall not exceed the individual meal limits or the full day cumulative total. Lodging requests supported by receipts will be reimbursed for reasonable and necessary expenses.

———In those situations where meals and lodging are contained within a daily rate cost and these costs are in excess of established reimbursement rates, the conference rates shall be approved upon authorization of the Sheriff.

Reimbursement shall be made in accordance with the Federally regulated U.S. General Services Administration listed daily amounts.

———No overtime, premium pay, or compensatory time off shall be granted for hours involved attending or traveling to or from conferences.

12/29 - (U) OK

County Proposal No. 1

Amend current language in Article 20.2 – Health Insurance, incorporating MOU dated 7/20/21 which requires Medicare Advantage with Prescription Drug Plan at retirement.

12-89 - copy of MDA

1/21 (V) OK

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE COUNTY OF OSWEGO AND
THE SHERIFF'S SILVER STAR ASSOCIATION, INC.**

WHEREAS, both the County of Oswego ("County") and the Silver Star Association, Inc. ("Union"), a union representing Corrections Officers and employees at the Oswego County Sheriff's Office, have heretofore entered into a collective bargaining agreement ("Agreement") effective January 1, 2018; and

WHEREAS, the Oswego County Legislature awarded a professional service contract, providing professional services in administering a Medicare Advantage with prescription drug plan related to Oswego County's Self-Insured Health Program provided to Medicare eligible retirees, effective January 1, 2021; and

WHEREAS, the parties mutually agree that a written memorandum of understanding is both necessary and desirable to memorialize same,

NOW, THEREFORE, It is mutually agreed between the parties that the current language under Article 20.2 of the 2018-2022 collective bargaining agreement shall be deleted in its entirety and amended to read as follows:

20.2 Health Insurance

The County agrees to provide a Health Insurance Plan covering medical and prescription drug benefits as outlined below.

This coverage commences the first day of the month following a thirty (30) day period of full-time employment with the Sheriff's Department.

Below are the cost-sharing features of the plan:

Benefit	In Network	Out of Network
Individual Deductible	\$0	\$250
Family Deductible	\$0	\$625
Individual Out of Pocket Max	\$6,600 Includes prescription drug costs.	\$6,600 Includes prescription drug costs.
Family Out of Pocket Max	\$13,200 Includes prescription drug costs.	\$13,200 Includes prescription drug costs.
Network Co-Payment	\$20.00	N/A
Most Medical Benefits	Subject to \$20 network payment then 100% of allowed charges.	80% of allowed charges, subject to deductible.
Inpatient	100% of allowed charges.	100% of allowed for the first 365 days, after 365 days subject to deductible then 80% of allowed charges.
Emergency Room visit	100% of allowed charges if sudden and serious. \$150 copayment if not sudden and serious.	100% of allowed charges if sudden and serious. 80% of allowed charges after deductible for non-sudden and serious.

Urgent Care Visit	\$35 copayment.	80% of allowed charges, subject to deductible.
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The employee co-pay for each prescription will be as follows:

Prescription Drug Co-Pays:

	<u>Retail</u> (30-day supply)	<u>Mail</u> (90-day supply)
Generic	\$10	\$10
Preferred (Formulary)	\$20	\$30
Non-Preferred (Non-Formulary)	\$40	\$75

Each employee enrolled in the health insurance plan will contribute 6% of the individual premium equivalent with the County paying the balance. Employees hired on or after June 11, 2015 will contribute 15% of the individual premium equivalent, with the County paying the balance.

Employees may extend this coverage to their dependents/domestic partner as defined in the Summary Plan Description for County of Oswego Health Benefit Plan. Cost of dependent/domestic partner coverage will be paid 75% by the County and 25% by the employee. Employee contributions shall be deducted 50% from each of the two (2) checks per month.

Upon obtaining County retirement status, medical and prescription drug coverage will be provided subject to the following:

The County will pay the premium for the retirees' insurance as described in 1 and 2 below:

1. Retirees not yet Medicare eligible will be offered medical and prescription drug coverage through a county sponsored plan.

Retirees not yet Medicare eligible are required to pay 100% of the cost of prescription drug coverage unless offset in accordance with Article 16.4 E.

Retirees with dependents who are not yet Medicare eligible will pay 100% of the cost for dependent medical and prescription drug coverage unless offset in accordance with Article 16.4 E.

2. Retirees eligible for Medicare will receive medical and prescription drug coverage provided through a plan that is specifically designed for Medicare eligibles, conditional upon the retiree's enrollment in Medicare Parts A and B.

Retirees who are Medicare eligible will be required to pay 35% of the cost of the medical and prescription drug premium equivalent rate in effect for Medicare eligibles unless offset in accordance with Article 16.4 E.

Retirees with dependents who are Medicare eligible will pay 100% of the cost for dependent coverage of the medical and prescription drug premium equivalent rate in effect for Medicare eligibles unless offset in accordance with Article 16.4 E.

For employees hired after June 11, 2015, the provisions for retiree health insurance as indicated above will apply only if employee has completed ten (10) years of continuous full-time service to Oswego County. Equivalent part-time service will count toward the requirement provided the employee is employed in full-time status at the time of retirement.

Nothing contained within this section is intended to conflict or be interpreted inconsistent with the insurance contracts entered into by the County.

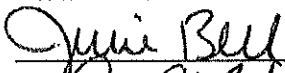
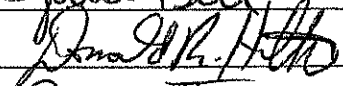
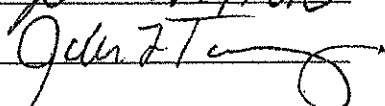
The County agrees to offer an Internal Revenue Service (IRS) 125 Voluntary Flexible Spending Account for employee premium contributions for individual/family health insurance, dental and vision benefit plans.

The County also agrees to provide the IRS 125 Voluntary Flexible Spending Account to include Dependent Care Account (child and elder) expenses permitted by the IRS, up to IRS maximum, and Unreimbursed Medical Account for medical, dental, hearing and vision co-pays and deductibles, and out-of-pocket medical costs for eligible expenses permitted by the IRS not covered by insurance plans, up to the maximum allowed by law.


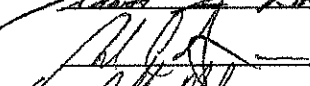
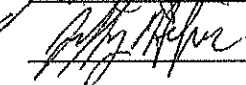

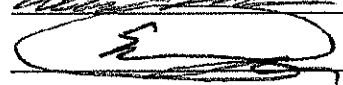
Employee Assistance Program (EAP) will be available to all members and their eligible dependents effective upon ratification of the agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed by their respective representatives on July 20, 2021.

COUNTY OF OSWEGO
STATE OF NEW YORK

SHERIFF'S SILVER STAR
ASSOCIATION, INC.

County Proposal No. 7

Amend current language in Article 20.6 cleaning up language already included in the County's plan and required by the ACA.

20.6 Annual Physical

Annual physicals for all employees shall be provided by a physician designated by the Sheriff with costs assumed by the Department.

Employees shall be required to comply with all reasonable recommendations of the physician. Should an employee feel the recommendations unfair, he may secure another medical opinion at his own expense and shall be required to comply with the mutually agreed to recommendations of both physicians.

Employee representatives and the Sheriff's representatives shall study and develop mutual physical standards.

~~Dependents may have a physical exam conducted by their personal physician. Dependents have a \$50 co-pay for each physical exam. The County's maximum contribution per exam is \$150. Dependents between the ages of eighteen (18) and forty-four (44) may have a physical exam every other year. Dependents age forty-five (45) or older, and dependent children under the age of eighteen (18), may have an annual physical. The physical exam cost includes any non-covered lab fees, x-rays, well-baby immunizations, etc. The PSA test, mammogram and Pap smear costs are presently covered. Physicals will not be covered by major medical.~~

12/29 (V) OK

County counter to Union # 8

bk 2.14.23

Add language, as a new section, into contract as stated below:

Lateral Transfer to Correction Officer

The County agrees to modify compensation for new employees from other NYS correctional facilities to the Sheriff's Office, and reinstatements of former members of the Sheriff's Office who have voluntarily left county employment in accordance with the following:

1. Beginning January 1, 2023, correction officers who transfer to the Oswego County Sheriff's Office with prior correction officer work experience or who are reinstated into the Oswego County Sheriff's Office after a voluntarily separating from service will be credited for one (1) year of service for each one (1) year of service (actively served) as a correction officer with the other jurisdiction(s) or one (1) year of service for each one (1) year of service (actively served) as a correction officer with the Oswego County Sheriff's Office, up to a maximum of a total of eight (8) years (i.e., credited for 8 years by Oswego County). Total service time will be credited as of the last fully completed year of service, measured by the date of hire with the other jurisdiction or original date of hire with the Oswego Sheriff's Office. For example, if an employee was hired on August 14th and separated on July 31st, the employee will not be credited with the time in the employee's last year with the other jurisdiction or Oswego County.
2. All transfer or reinstated candidates will be placed at the appropriate Correction Officer Step within Appendix C of the current salary schedule within the Collective Bargaining Agreement for payroll purposes only.
3. All transfer or reinstated candidates who are appointed to the Oswego County Sheriff's Office as a Correction Officer will receive the benefits of a new hire pursuant to those provided in the Collective Bargaining Unit at time of hire.
4. All transfer or reinstated candidates are subject to a probationary term pursuant to Rule XIV of the "Rules for the Classified Civil Service of Oswego County".
5. All transfer or reinstated candidates appointed to the Oswego County Sheriff's Office will be placed at the end of any appropriate seniority lists used within the department.
6. In the event of layoff, the procedures for layoff will be followed pursuant to Section 80 of Civil Service Law.
7. To receive the contractual retiree health/medical benefit under Section 20.2 of the Collective Bargaining Agreement, any transfer or reinstated candidate from another police agency must have at least ten (10) years of continuous service within the Sheriff's Office running from the date of transfer/reinstatement prior to their retirement from the Sheriff's Office. For example, if an officer was originally hired by the County on January 1, 1999 but is re-hired on January 1, 2022, the date used to measure continuous service and entitlement to contractual retiree health insurance is January 1, 2022.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

From			To			DOLLAR AMOUNT
ACCOUNT NUMBER		ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION
A						Appropriated Fund Balance
			A3150	511000		Salaries and Wages
			A3150	590308		Social Security
			A3150	545300		Uniform, Clothing, Tools
			A9060	590608	HLTHW	FSA, Dental/Vision, Disability
						TOTAL AMOUNT

COMMITTEE SIGNATURES **DATE**

COUNTY TREASURER

HUMAN RESOURCES DIRECTOR

COUNTY ADMINISTRATOR **DATE**

DEPARTMENT HEAD	DATE
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RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION AND PAYMENT OF
EMPLOYEE COVID AND RETENTION STIPENDS**

By Legislator Laurie Mangano:

WHEREAS, the County of Oswego has received American Rescue Plan Act (ARPA) funding to help mitigate the economic and social impacts of the COVID-19 pandemic; and

WHEREAS, among the allowable uses for ARPA funds are stipend, compensatory, retention and recruitment payments to public employees; and

WHEREAS, many county employees incurred work-related expenses while working from home during the pandemic, and other employees deemed essential continued to work on-site at risk to their health; and

WHEREAS, the post-pandemic period saw rapid inflation to the cost of living and represented employees who were subject to labor contracts had no means to increase income to compensate; and

WHEREAS, Oswego County government is experiencing recruitment and hiring struggles similar to the private sector, and

WHEREAS, the Oswego County Legislature values each and every employee, and is grateful for their service to residents during the pandemic and their continuing service to the communities of this county, and

WHEREAS, the Oswego County Legislature deems it appropriate to use \$1.33 million of internal ARPA funds to monetarily recognize employees' pandemic service and economic struggles during this inflationary period.

NOW, on recommendation of the Finance and Personnel Committee of this body, be it

RESOLVED, that the County Treasurer be, and he hereby is, authorized to transfer the funds from and to the accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this Resolution delivered to the County Treasurer shall be his authority to affect such transfer and make such adjustments, and be it further

RESOLVED, that from the account created above, all represented Oswego County

employees active on payroll on April 13, 2023 shall receive a stipend payment of \$1,000 for full-time service and \$500 for part-time service during the next payroll period, subject to normal withholdings, and be it further

RESOLVED, that from the account created above, as a recruitment/retention incentive, all represented Oswego County employees active on payroll on July 1, 2024 shall receive a stipend payment of \$1,000 for full-time service and \$500 for part-time service during the next payroll period, subject to normal withholdings, and be it further

RESOLVED, that from the account created above, in recognition of service during the pandemic, all represented Oswego County employees active on payroll on April 13, 2023, who were active on payroll at any time during the State declared pandemic state of emergency, March 7, 2020 to September 12, 2022, shall receive a one-time pandemic compensation stipend payment of \$500 for full-time service and \$250 for part-time service during the next payroll period, subject to normal withholdings.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES: NO: ABSENT: ABSTAIN:

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	PROJ	DEPT.	OBJECT	PROJ		
CD6292	440890	ARPA				ARPA Internal Account	(750,000.00)
			A1430	511100	ARPA	ARPA Stipend	750,000.00
						TOTAL AMOUNT	0.00

COMMITTEE SIGNATURES **DATE**

COUNTY TREASURER	DATE
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PERSONNEL DIRECTOR	DATE
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COUNTY ADMINISTRATOR	DATE
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DEPARTMENT HEAD	DATE
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RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE CREATION OF ONE FULL TIME
POSITION IN THE TREASURER'S OFFICE**

By Legislator Laurie Mangano:

Upon recommendation and approval of the Finance and Personnel Committee, and

WHEREAS, the Treasurer has identified the need to add (1) full-time Principal Clerk to adequately staff the Department; and

NOW, upon recommendation of the Finance and Personnel Committee; be it

RESOLVED, that the position be created at a Salary Grade 7 in the CO-OP Bargaining Unit; and be it further

RESOLVED, that certified copies of this resolution delivered to the County Treasurer, Budget Officer and Director of Human Resources shall be their authority to make such changes.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

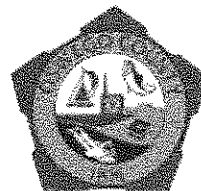
Oswego County Treasurer's Office

Kevin L. Gardner, *Treasurer*

Brian D. Twiss, *Deputy Treasurer*

County Building

46 East Bridge Street



3/30/23

INFORMATIONAL MEMORANDUM

Subject:

Resolution authorizing a new position within the Treasurer's office

Background/Reason:

An employee that is currently out on FMLA has created delays in work duties causing the city foreclosure and other responsibilities to fall behind in the department. It is also expected that another employee handling the foreclosures will be out on medical leave in May for an extended period. Currently, A new employee has been placed temporarily in that line. That individual has the skill set to perform the required duties. Not knowing the situation of the employee out on FLMA I kindly request a new employee line.

Conclusion:

Deletion of a position will occur once the situation with the employee out on FLMA is determined.

Recommendation: Treasurer strongly recommends this request.

RESOLUTION NO.

April 13, 2023

**RESOLUTION REGARDING THE INCLUSION OF APPRENTICESHIP
AGREEMENTS ON COUNTY CONSTRUCTION CONTRACTS UNDER NEW
YORK STATE LABOR LAW §816-b**

By Legislator David Holst:

WHEREAS, despite the county's unemployment rate, there remains a continuing local demand for a trained, skilled workforce in certain labor sectors including construction; and

WHEREAS, some of these positions remain unfilled because of a lack of qualified and trained local individuals to fill same;

WHEREAS, New York State Labor Law §816-b allows the County of Oswego the discretion to require its contractors and subcontractors to offer apprenticeship opportunities in connection with the letting of county construction contracts; and

WHEREAS, this requirement, where practicable to the county, will help strengthen the local workforce and economy; and

WHEREAS, the county has heretofore set a certain threshold at \$100,000 which is no longer practicable,

NOW, THEREFORE, upon the recommendation of the Government, Courts and Consumer Affairs Committee of this body, it is hereby

RESOLVED, that effective upon adoption of this resolution, the County of Oswego may require where practicable that any county contractors or subcontractors, prior to entering into any future county-let construction contracts over \$500,000, show that they offer apprenticeship agreements appropriate for the type and scope of work to be performed, that have been registered with, and approved by, the NYS Commissioner of Labor pursuant to the requirements found in the NYS Labor Law; and, it is further,

RESOLVED, that any apprenticeship agreement shall follow as a template the Suggested Standards for Apprenticeship Agreements under NYS Labor Law§815; and, it is further,

RESOLVED, that, from time to time, the county shall seek input from any state, local or regional apprenticeship committees formed under NYS Labor Law§814 and/or the Department of Employment and Training to ascertain which trades or skills would benefit most from an apprenticeship program insofar as the local job market and economy is concerned.

RESOLUTION PASSED/FAILED, WITH A VOICE/ROLL CALL VOTE

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

Subject: Request to establish the salary of a present Assistant DA (“Candidate”) who is being promoted the position of Senior Assistant DA (Grade 70, Management), pending Legislative approval

Purpose: The DA’s Office is seeking to set the starting salary for a newly promoted Senior Assistant DA at a level that recognizes their qualifications, experience as a prosecutor, and contribution to the office.

Summary: Due to changes in bail / discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing experienced attorneys over the past three years. The problem has become particularly acute this past year, with certain offices actively recruiting experienced prosecutors from other offices.

Candidate has 9 years of experience as a full-time prosecutor in New York State and just celebrated their 3 year anniversary with Oswego County. Candidate is our primary special victims prosecutor and has tried multiple felonies before juries. In fact, while in Oswego County, they have successfully tried cases and obtained guilty verdicts for two separate Murder and Attempted Murder cases. Candidate is also part of the prosecutorial team for an upcoming murder case.

Given anticipated changes / challenges that the DA’s Office will likely face this next year, it is important to retain this experienced attorney. Candidate’s budgeted salary for 2023 is \$93,986. With this promotion, I am hoping to set her salary at \$99,708 (Grade 70, Step 13).

Recommended Action: To set the salary for a newly promoted Senior Assistant DA at \$99,708 (Grade 70, Step 13, Management).

Fiscal Impact: This proposal will have no fiscal impact on the 2023 budget, as there is available money within the present budget due to a vacancy in another attorney position. Additionally, the People have recommended that a Paralegal position be reclassified as a Senior Typist, and the savings from that change greatly exceed the additional salary for this position.



INFORMATIONAL MEMORANDUM

Date: March 22, 2023

To: Members of the Finance and Personnel Legislative Committee

From: Vera Dunsmoor
Director of Public Health

Re: Request to Set Salary for Supervising Public Health Engineer contingent on passing of the resolution.

Summary: Supervising Public Health Engineer position aligns with the Environmental Health Division's succession and advancement plan; and a small increase of \$500 per year is requested to recognize the reclassification as a promotion from Public Health Engineer to Supervising Public Health Engineer. This change is budget neutral due to vacancies within the department.

I respectfully request that a salary of \$81,270 (OCA, SG 50) be set for this position.

HUMAN RESOURCES DEPARTMENT

Routine Activity Summary for 2022

Employment/Civil Service

- Held **103** Civil Service exams for **918** candidates
- Processed additional **1,643** applicants (for other than exams)
- Processed **1,995** County Report of Personnel Change (RPC) forms
- Processed an additional **4,499** transactions for school districts, towns, villages, and special districts
- Produced **130** "Certifications of Eligibles" for civil service hiring
- Conducted **65** special recruitment campaigns
- Processed **\$11,235.00** in exam fees
- Reviewed **81** Vacancy Review Requests
- Processed **0** Section 71/72/73 Reviews
- Participated in **6** Career Fairs and **1** Mock Interview Days
- Submitted **11** Civil Service Rules Appendices changes to NYS Civil Service
- Submitted Annual Report to NYS Civil Service

Employee/Labor Relations

- Processed **6** Union Grievances
- Assisted Department Heads with **16** Counseling/Disciplinary Actions/Arbitrations
- Processed **5** Improper Practice Charges/Complaints/Human Rights/EEOC Investigations/Charges
- Participated in **5** Labor-Management meetings with **3** bargaining units

Employee Benefits/Payroll/Workers' Compensation

- Processed **104** Family Medical Leave/Leave of Absence Requests
- Processed **38** Short-Term Disability claims
- Processed **613** employee benefit changes (Health, Life, Dental/Vision)
- Processed **35** Retirements for County employees
- Processed **227** Workers' Compensation claims
- Facilitated **5** Workers' Compensation Claims Committee meetings
- Facilitated **8** Workers' Compensation Safety Committee meetings
- Processed **57** Unemployment Insurance claims
- Processed **24** death claims (for life insurance)
- Processed **147** NYS Retirement System inquiries
- Processed **159** Employment Verification inquiries
- Processed **5,382** payroll changes (e.g., Deferred Compensation, United Way, Direct Deposit, Garnishments, Accruals, etc.)

Other

- Prepared **111** Employee Recognition Certificates for years of service
- Provided **11,803** trainings for **1,221** employees
- Provided new employee orientation to **172** full-time employees in **35** sessions
- Prepared information for **10** Freedom of Information Requests

Additional Projects

- Staff Development (employee position changes/new hires)
- MUNIS Payroll/ESS Time Entry/ExecUTime Implementation
- Updated/distributed Sexual Harassment Policy
- Began negotiating OCPA, Silver Star and Public Works Contracts
- Created/distributed Heat Illness Prevention Policy
- Created/distributed Noise & Hearing Conservation Policy
- Submitted data for vesting period 1 & 2 of the Health Care Worker Bonus
- Completed initial phase of building security/badge project

Positions Vacated after Vacancy Review Suspended

3/19/2023

Dept.	Position	Title	Budgeted	Date Vacant	Reason	Date Filled
B&G	162095210	Building Maint Mech	\$ 35,932.00	6/20/2022	Resignation	7/11/2022
B&G	162096001	Building Maint Sup	\$ 64,460.00	1/1/2023	Promotion	
Co Attorney	142049804	Asst County Attorney	\$ 72,969.00	1/1/2023	New Position	
Co Clerk	141012401	Index Clerk	\$ 30,831.00	8/19/2022	Resignation	9/12/2022
Co Clerk	141012401	Index Clerk	\$ 32,069.00	2/14/2023	Termination	
Co Clerk	141012408	Index Clerk	\$ 31,055.00	10/10/2022	Resignation	1/9/2023
Co Clerk	141108602	Dep Co Clerk of MV	\$ 46,202.00	9/15/2022	New Position	10/17/2022
Co Clerk	141115701	MV Clerk	\$ 31,814.00	8/19/2022	Resignation	12/12/2022
Co Clerk	141116102	MV Clerk	\$ 30,831.00	8/22/2022	Promotion	12/27/2022
Co Clerk	141116102	MV Clerk	\$ 32,779.00	1/27/2023	Termination	
Co Clerk	141116108	MV Clerk	\$ 31,759.00	7/11/2022	Promotion	
Co Clerk	141116120	MV Clerk	\$ 32,779.00	3/3/2023	Resignation	
Co Clerk	141116301	MV Clerk	\$ 52,640.00	10/17/2022	Union Change	
Co Clerk	146069402	Records Ret Clerk	\$ 38,402.00	8/19/2022	Resignation	
DA	116501301	Assistant DA	\$ 85,954.00	12/6/2022	Resignation	2/6/2023
DA	116501305	Assistant DA	\$ 99,753.00	1/13/2023	Resignation	
DA	116501309	Assistant DA	\$ 86,065.00	7/8/2022	Resignation	8/22/2022
DA	116547001	Paralegal	\$ 48,194.00	1/13/2023	Resignation	
DSS	601000101	Account Clerk	\$ 30,853.00	12/9/2022	Resignation	
DSS	601000104	Account Clerk	\$ 29,432.00	6/27/2022	Promotion	10/3/2022
DSS	601000104	Account Clerk	\$ 30,240.00	3/6/2023	Promotion	
DSS	601000106	Account Clerk	\$ 37,056.00	9/2/2022	Resignation	
DSS	601000601	Ad Asst to Comm	\$ 46,835.00	12/7/2022	Resignation	2/21/2023
DSS	601005202	CSW	\$ 29,175.00	7/24/2022	Promotion	
DSS	601005805	DSS Attorney	\$ 84,793.00	9/15/2022	New Position	
DSS	601005901	CSW	\$ 29,563.00	10/3/2022	Promotion	11/14/2022
DSS	601005905	CSW	\$ 29,284.00	10/25/2022	Resignation	11/14/2022
DSS	601005906	CSW	\$ 30,340.00	3/6/2023	Promotion	
DSS	601005916	CSW	\$ 29,599.00	8/18/2022	Resignation	10/3/2022
DSS	601005922	CSW	\$ 31,141.00	12/22/2022	Resignation	
DSS	601015203	Typist	\$ 29,175.00	11/22/2022	Promotion	
DSS	601015206	Typist	\$ 29,477.00	12/2/2022	changed jobs	2/21/2023
DSS	601020302	Sr Account Clerk	\$ 33,306.00	11/14/2022	Promotion	3/6/2023
DSS	601020304	Sr Account Clerk	\$ 34,362.00	9/19/2022	Promotion	
DSS	601020306	Sr Account Clerk	\$ 33,306.00	2/15/2023	New Position	
DSS	601021607	Sr SWE	\$ 40,598.00	2/20/2023	Promotion	
DSS	601021902	Sr Typist	\$ 39,331.00	11/25/2022	pos change	
DSS	601022303	SWE	\$ 38,220.00	10/17/2022	changed jobs	
DSS	601022305	SWE	\$ 39,221.00	2/5/2023	Promotion	
DSS	601022315	SWE	\$ 38,166.00	1/13/2023	Promotion	
DSS	601022316	SWE	\$ 38,166.00	1/23/2023	Promotion	
DSS	601022323	SWE	\$ 37,056.00	8/29/2022	Resignation	11/28/2022
DSS	601022326	SWE	\$ 38,990.00	6/13/2022	Promotion	9/19/2022
DSS	601022329	SWE	\$ 48,433.00	6/29/2022	Retirement	7/25/2022
DSS	601022329	SWE	\$ 37,074.00	9/19/2022	Promotion	
DSS	601022330	SWE	\$ 37,056.00	7/11/2022	Resignation	9/19/2022
DSS	601022341	SWE	\$ 35,982.00	9/2/2022	Termination	12/12/2022
DSS	601022345	SWE	\$ 37,056.00	9/19/2022	Resignation	11/14/2022
DSS	601022346	SWE	\$ 39,331.00	10/2/2022	FT to PT	3/6/2023
DSS	601022352	SWE	\$ 37,074.00	7/24/2022	New Position	3/6/2023
DSS	601022353	SWE	\$ 37,074.00	9/15/2022	New Position	

DSS	601022354	SWE	\$ 37,074.00	9/15/2022	New Position	
DSS	601022355	SWE	\$ 37,074.00	9/15/2022	New Position	
DSS	601024001	Sr SWE	\$ 39,331.00	5/30/2022	Promotion	2/6/2023
DSS	601024002	SSI	\$ 39,873.00	2/5/2023	Promotion	
DSS	601024003	SSI	\$ 48,849.00	10/20/2022	Resignation	12/12/2022
DSS	601024003	SSI	\$ 39,331.00	2/5/2023	Pos Change	
DSS	601024004	SSI	\$ 45,128.00	12/23/2022	pos change	
DSS	601024702	Typist	\$ 28,320.00	6/27/2022	Promotion	12/12/2022
DSS	601024710	Typist	\$ 29,175.00	11/14/2022	Promotion	
DSS	601024711	Typist	\$ 29,175.00	7/22/2022	Resignation	
DSS	601024713	Typist	\$ 30,538.00	10/24/2022	Retirement	12/12/2022
DSS	601024715	Typist	\$ 28,320.00	9/23/2021	Resignation	7/11/2022
DSS	601038202	Acct Super B	\$ 47,207.16	2/15/2023	New Position	
DSS	601093801	Support Examiner	\$ 40,005.00	9/2/2022	Resignation	11/14/2022
DSS	601093809	Support Examiner	\$ 36,113.00	10/7/2022	Resignation	12/12/2022
DSS	607004302	Case Supervisor B	\$ 68,123.00	8/7/2022	Promotion	12/12/2022
DSS	607004307	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004308	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004309	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004403	Caseworker	\$ 44,099.00	6/13/2022	Promotion	11/28/2022
DSS	607004405	Caseworker	\$ 49,031.00	9/12/2022	Resignation	
DSS	607004420	Caseworker	\$ 50,706.00	12/23/2022	changed loc	
DSS	607004428	Caseworker	\$ 44,099.00	6/20/2022	FT to PT	9/19/2022
DSS	607004429	Caseworker	\$ 49,031.00	8/22/2022	Promotion	
DSS	607004435	Caseworker	\$ 53,836.00	3/6/2023	Promotion	
DSS	607004437	Caseworker	\$ 49,031.00	7/8/2022	Resignation	2/6/2023
DSS	607004437	Caseworker	\$ 49,031.00	2/10/2023	Promotion	
DSS	607004438	Caseworker	\$ 52,125.00	3/6/2023	Promotion	
DSS	607004440	Caseworker	\$ 50,706.00	3/6/2023	Promotion	
DSS	607004441	Caseworker	\$ 48,358.00	7/25/2022	Promotion	9/19/2022
DSS	607004444	Caseworker	\$ 49,031.00	8/22/2022	Resignation	3/6/2023
DSS	607004448	Caseworker	\$ 53,672.00	12/20/2023	Retirement	
DSS	607004450	Caseworker	\$ 50,345.00	11/11/2022	Resignation	
DSS	607004455	Caseworker	\$ 49,031.00	10/28/2022	Resignation	
DSS	607004460	Caseworker	\$ 49,031.00	11/9/2022	Resignation	
DSS	607004466	Caseworker	\$ 49,031.00	7/13/2022	Resignation	2/6/2023
DSS	607004467	Caseworker	\$ 44,099.00	6/22/2022	Resignation	11/28/2022
DSS	607004475	Caseworker	\$ 50,706.00	12/2/2022	Resignation	
DSS	607004478	Caseworker	\$ 49,031.00	7/6/2022	Resignation	
DSS	607004482	Caseworker	\$ 45,482.00	6/9/2022	Resignation	6/27/2022
DSS	607004484	Caseworker	\$ 50,706.00	1/10/2023	Resignation	
DSS	607004487	Caseworker	\$ 50,300.00	9/15/2022	New Position	
DSS	607004488	Caseworker	\$ 50,300.00	9/15/2022	New Position	
DSS	607004489	Caseworker	\$ 50,300.00	9/15/2022	New Position	
DSS	607004490	Caseworker	\$ 50,300.00	9/15/2022	New Position	
DSS	607004602	Caseworker Aide	\$ 33,743.00	12/2/2022	Resignation	2/21/2023
DSS	607004608	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	
DSS	607004609	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	
DSS	607005905	CSW	\$ 30,158.00	1/1/2023	New Position	2/6/2023
DSS	607005906	CSW	\$ 30,158.00	1/1/2023	New Position	2/21/2023
DSS	607005907	CSW	\$ 30,158.00	1/1/2023	New Position	2/13/2023
DSS	607020608	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020612	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020614	Sr Caseworker	\$ 53,053.00	8/19/2022	Resignation	2/6/2023
DSS	607020617	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023

DSS	607020619	Sr Caseworker	\$ 59,943.00	12/12/2022	Promotion	3/6/2023
DSS	607020623	Sr Caseworker	\$ 58,319.00	9/15/2022	New Position	
DSS	607024704	CSW	\$ 29,284.00	10/13/2022	Resignation	1/9/2023
DSS	607047002	Paralegal	\$ 47,679.00	1/9/2023	Changed Jobs	
DSS	607047003	Paralegal	\$ 45,428.00	9/6/2022	changed jobs	
DSS	607069702	Caseworker SS	\$ 51,056.00	3/6/2023	Promotion	
DSS	629200101	Account Clerk	\$ 36,437.00	9/22/2022	Retirement	12/12/2022
DSS	629205901	CSW	\$ 30,627.00	11/21/2022	Resignation	1/23/2023
DSS	629248014	Employment Spec	\$ 46,065.00	12/23/2022	changed jobs	
DSS	629248101	Sr Employ Spec	\$ 51,943.00	7/11/2022	Promotion	7/25/2022
DSS	629248106	Sr Employ Spec	\$ 50,706.00	6/9/2022	New Position	3/6/2023
DWI	331524701	Coop Typist	\$ 30,158.00	9/30/2022	Promotion	10/17/2022
E-911	302080802	Telecommunicator	\$ 40,020.00	7/23/2022	changed jobs	9/6/2022
E-911	302080816	Telecommunicator	\$ 40,707.00	7/12/2022	Resignation	7/12/2022
E-911	302080818	Telecommunicator	\$ 42,370.00	8/23/2022	Resignation	
E-911	302081401	Adv Pub Safety Tele	\$ 44,949.00	1/1/2023	New Position	
EMO	364097201	Radiological Spec	\$ 49,231.00	7/4/2022	Changed Loc	9/6/2022
Health	401009601	Dir of Patient Serv	\$ 74,326.00	6/13/2022	Promotion	
Health	401020301	Sr Account Clerk	\$ 42,050.00	8/31/2022	Retirement	
Health	403518801	Sr Pub Health Nurse	\$ 57,148.00	2/6/2023	Retirement	
Health	403518802	Pub Health Nurse	\$ 54,291.00	9/16/2022	Resignation	10/17/2022
Health	403518803	Sr PH Nurse	\$ 57,148.00	11/18/2022	Resignation	
Health	403519404	RPN	\$ 45,777.00	3/6/2023	Layoff	
Health	403523101	Account Clerk	\$ 30,249.00	7/25/2022	Changed Pos	
Health	403524702	Typist	\$ 29,175.00	11/14/2022	Promotion	
Health	403594501	PH Educator	\$ 42,115.00	7/25/2022	Changed Pos	
Health	403794601	PH Educator Assist	\$ 34,999.00	12/12/2022	changed pos	
Health	403794602	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	
Health	403794603	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	
Health	403794801	Pub Health Info Spec	\$ 35,818.00	10/10/2022	Resignation	11/24/2022
Health	405906001	C&Y SP Needs Coord	\$ 42,096.60	10/13/2022	New Position	11/28/2022
Health	409020301	Sr Account Clerk	\$ 52,106.00	1/22/2023	Retirement	
Health	409021102	Assoc PH Sanitarian	\$ 43,371.00	2/4/2023	Pos Change	
Health	409021901	Principal Clerk	\$ 45,355.00	6/30/2022	Retirement	7/11/2022
Health	409024702	Typist	\$ 29,248.00	7/25/2022	Promotion	11/14/2022
Health	409071001	Pub Health Tech	\$ 35,788.00	2/20/2023	Promotion	
Health	418903601	Data Entry Operator	\$ 43,626.00	7/29/2022	Retirement	
Health	418912201	Home Health Aide	\$ 29,248.00	9/12/2022	Changed Pos	
Health	418912202	Home Health Aide	\$ 27,300.00	8/12/2022	Layoff	
Health	418918801	PH Nurse - Hospice	\$ 58,987.00	9/12/2022	Layoff	
Health	418930501	LPN	\$ 35,017.00	6/23/2022	Resignation	
Health	418995101	Social Worker	\$ 49,392.00	7/23/2022	Changed Jobs	
Health	418995102	Sr Social Worker	\$ 60,679.00	6/13/2022	Pos Change	
Highway	501005201	Sr Typist	\$ 35,254.00	10/17/2022	Promotion	2/13/2023
Highway	511011607	HEO	\$ 48,255.00	10/6/2022	Resignation	11/28/2023
Highway	511011608	HEO	\$ 47,367.00	9/19/2022	Resignation	11/28/2022
Highway	511011628	HEO	\$ 49,359.00	7/23/2022	Resignation	8/22/2022
Highway	511016001	MEO	\$ 46,343.00	12/26/2022	Promotion	
Highway	511016007	MEO	\$ 47,632.00	6/27/2022	Promotion	7/11/2022
Highway	511016008	MEO	\$ 48,298.00	7/27/2022	Resignation	8/22/2022
Highway	511016014	MEO	\$ 48,298.00	6/9/2022	Resignation	7/25/2022
Highway	511016016	MEO	\$ 48,298.00	6/27/2022	Promotion	7/25/2022
Highway	511016016	MEO	\$ 48,298.00	8/22/2022	Promotion	10/31/2022
Highway	511016020	MEO	\$ 47,632.00	10/7/2022	Promotion	
Highway	513002901	EMI	\$ 44,616.00	2/3/2023	Resignation	

Highway	513020401	EM II	\$ 48,848.00	6/1/2022	Resignation	8/22/2022
Highway	513020404	EM II	\$ 50,669.00	7/24/2022	Promotion	11/14/2022
Highway	513046201	EMI	\$ 44,616.00	12/12/2022	Termination	
HR	143003101	Payroll Specialist	\$ 39,385.00	9/19/2022	Promotion	11/2/2022
HR	904093101	Sr Emp Ben Asst	\$ 35,308.00	9/2/2022	Resignation	10/3/2022
LEG	104008201	Legislature Clerk	\$ 37,148.00	9/21/2022	Resignation	
OFA	766226904	Aging Serv Coord	\$ 38,166.00	12/9/2022	Resignation	3/6/2023
Planning	802002701	Associate Planner	\$ 57,148.00	7/11/2022	Resignation	2/6/2023
Probation	314018105	Probation Off	\$ 49,031.00	11/28/2022	Promotion	
Probation	314024702	Typist	\$ 29,154.00	6/12/2022	Promotion	6/27/2022
Real Prop	135511102	Tax Map Technician	\$ 33,922.00	1/20/2023	Resignation	
Sheriff	311000101	Account Clerk	\$ 32,636.00	11/11/2022	Resignation	2/21/2023
Sheriff	311000102	Account Clerk	\$ 38,517.00	1/30/2023	Pos Change	
Sheriff	311000104	Account Clerk	\$ 33,422.00	6/12/2022	Promotion	10/10/2022
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	
Sheriff	311008904	Patrol Officer	\$ 72,052.00	6/27/2022	Retirement	
Sheriff	311008914	Patrol Officer	\$ 63,898.00	3/5/2023	Promotion	
Sheriff	311008923	Patrol Officer	\$ 61,610.00	3/5/2023	Promotion	
Sheriff	311008924	Patrol Officer	\$ 74,215.00	8/21/2022	Retirement	
Sheriff	311008950	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	
Sheriff	311008951	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	
Sheriff	311012911	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	311012912	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	315013011	Correction Officer	\$ 46,946.00	7/30/2022	Retirement	
Sheriff	315013016	Correction Officer	\$ 46,946.00	1/1/2023	Promotion	
Sheriff	315013022	Correction Officer	\$ 46,946.00	10/31/2022	Retirement	
Sheriff	315013029	Correction Officer	\$ 58,220.00	12/24/2022	Resignation	
Sheriff	315013032	Correction Officer	\$ 56,618.00	2/9/2023	Resignation	
Sheriff	315013047	Correction Officer	\$ 55,204.00	7/5/2022	Resignation	9/6/2022
Sheriff	315013047	Correction Officer	\$ 47,484.00	2/21/2023	Resignation	
Sheriff	315013048	Correction Officer	\$ 46,946.00	11/4/2022	Termination	
Sheriff	315013063	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315013065	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315013066	Correction Officer	\$ 46,946.00	1/1/2023	New Position	
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	12/19/2022	Resignation	
Sheriff	315025910	Correction SGT	\$ 59,531.64	2/9/2023	New Position	
Sheriff	315039301	Chief Correction Adm	\$ 95,396.00	12/30/2022	Resignation	
Sheriff	315050301	Nurse Practioner	\$ 66,200.00	3/7/2023	Resignation	
Sheriff	315051002	Med Social Worker	\$ 65,312.00	11/4/2022	Resignation	
Sheriff	315051003	Med Social Worker	\$ 65,312.00	1/1/2023	New Position	
Sheriff	315080501	Sr LPN	\$ 44,949.00	1/1/2023	New Position	
SW	816011605	HEO	\$ 51,293.00	6/13/2022	Promotion	6/27/2022
SW	816011606	HEO	\$ 46,842.00	12/30/2022	Resignation	
SW	816011607	HEO	\$ 48,652.00	10/21/2022	Resignation	11/28/2022
SW	816011610	HEO	\$ 51,868.00	6/27/2022	Resignation	11/7/2022
SW	816011612	HEO	\$ 50,670.00	9/8/2022	Job Abandoned	1/9/2023
SW	816020403	EMII	\$ 44,616.00	7/29/2022	Resignation	1/9/2023
SW	816022701	Staff Engineer	\$ 54,796.00	11/13/2022	Promotion	2/21/2023
SW	816120401	EMII	\$ 44,616.00	3/6/2023	Promotion	
SW	816150802	Shift Sup ERF	\$ 54,796.00	12/9/2022	Resignation	
SW	816151001	Main Mech A	\$ 58,712.00	7/8/2022	Promotion	7/11/2022
SW	816151002	Main Mech A	\$ 57,096.00	2/6/2023	Promotion	
SW	816152703	Main Mech B	\$ 50,128.00	1/6/2023	Termination	
SW	816152901	ALO	\$ 48,343.00	2/26/2023	Resignation	
SW	816152906	Asst Loader Oper	\$ 44,616.00	6/22/2022	Termination	7/18/2022

SW	861021901	Sr Typist	\$ 38,252.00	1/31/2023	Resignation	
Treasurer	132520300	Jr Accountant	\$ 39,331.00	2/3/2022	Retirement	1/23/2023
VET	651033302	Vet Serv Asst	\$ 32,909.00	7/6/2022	Resignation	9/6/2022

Personnel Position Vacancy Report - Full Time - 3/19/23

Vacant Positions

Dept.	Position	Title	Budgeted Sal	Date Vacant	Reason for Vac	2023 Savings
DA	116501305	Assistant DA	\$ 99,753.00	1/13/2023	Resignation	\$ 17,648.61
DA	116547001	Paralegal	\$ 48,194.00	1/13/2023	Resignation	\$ 8,526.63
Pub Def	117111301	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111302	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111303	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111304	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111305	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111306	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111307	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111308	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111309	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117111310	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	\$ 15,155.10
Pub Def	117121901	Sr Typist	\$ 31,759.00	1/1/2022	New Position	\$ 6,596.10
Pub Def	117124701	Typist	\$ 29,175.00	1/1/2022	New Position	\$ 6,059.42
Pub Def	117124702	Typist	\$ 29,175.00	1/1/2022	New Position	\$ 6,059.42
Pub Def	117124703	Typist	\$ 29,175.00	1/1/2022	New Position	\$ 6,059.42
Pub Def	117131501	Secretary to Pub Def	\$ 46,835.00	1/1/2022	New Position	\$ 9,727.27
Pub Def	117147001	Paralegal	\$ 45,428.00	1/1/2022	New Position	\$ 9,435.05
Pub Def	117162001	Sr Assist Pub Def	\$ 83,394.00	1/1/2022	New Position	\$ 17,320.29
Pub Def	117162801	1st Asst Pub Defend	\$ 107,270.00	1/1/2022	New Position	\$ 22,279.15
Pub Def	117164001	Pub Defender	\$ 151,270.00	1/1/2022	New Position	\$ 31,417.62
Pub Def	117168001	Pub Def Investigator	\$ 55,597.00	1/1/2022	New Position	\$ 11,547.07
Real Prop	135511102	Tax Map Technician	\$ 33,922.00	1/20/2023	Resignation	\$ 5,349.24
Real Prop	135524701	Typist	\$ 29,175.00	12/6/2021	Promotion	\$ 6,059.42
B&G	162096001	Building Maint Sup	\$ 64,460.00	1/1/2023	Promotion	\$ 13,387.85
Co Clerk	141012401	Index Clerk	\$ 32,069.00	2/14/2023	Termination	\$ 6,660.48
Co Clerk	141116102	MV Clerk	\$ 32,779.00	1/27/2023	Termination	\$ 6,807.95
Co Clerk	141116108	MV Clerk	\$ 31,759.00	7/11/2022	Promotion	\$ 6,596.10
Co Clerk	141116120	MV Clerk	\$ 32,779.00	3/3/2023	Resignation	\$ 1,260.73
Co Clerk	146069402	Records Ret Clerk	\$ 38,402.00	8/19/2022	Resignation	\$ 7,975.80
Co Attorney	142049804	Asst County Attorney	\$ 72,969.00	1/1/2023	New Position	\$ 15,435.75
E-911	302080818	Telecommunicator	\$ 42,370.00	8/23/2022	Resignation	\$ 8,799.92
E-911	302081005	Sup Telecomm Temp	\$ 39,331.00	1/14/2022	Promotion	\$ 8,168.75
E-911	302081401	Adv Pub Safety Tele	\$ 44,949.00	1/1/2023	New Position	\$ 9,508.44
Sheriff	311000102	Account Clerk	\$ 38,517.00	1/30/2023	Pos Change	\$ 7,999.68
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	\$ 6,778.25
Sheriff	311008904	Patrol Officer	\$ 51,917.00	6/27/2022	Retirement	\$ 10,782.76
Sheriff	311008911	Patrol Officer	\$ 51,917.00	4/17/2022	Resignation	\$ 10,782.76
Sheriff	311008914	Patrol Officer	\$ 63,898.00	3/5/2023	Promotion	\$ 13,271.12
Sheriff	311008921	Patrol SGT	\$ 57,616.00	5/2/2022	Promotion	\$ 11,966.40
Sheriff	311008923	Patrol Officer	\$ 61,610.00	3/5/2023	Promotion	\$ 12,795.92
Sheriff	311008924	Patrol Officer	\$ 74,215.00	8/21/2022	Retirement	\$ 15,413.88
Sheriff	311008950	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	\$ 10,982.44
Sheriff	311008951	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	\$ 10,982.44
Sheriff	311012904	Investigator	\$ 55,890.00	2/20/2022	Retirement	\$ 11,607.92
Probation	314018105	Probation Off	\$ 49,031.00	11/28/2022	Promotion	\$ 10,183.36
Probation	314018114	Probation Off	\$ 49,031.00	11/15/2021	Promotion	\$ 8,961.36
Sheriff	315013011	Correction Officer	\$ 46,946.00	7/30/2022	Retirement	\$ 9,750.32

Sheriff	315013016	Correction Officer	\$ 46,946.00	1/1/2023	Promotion	\$ 9,750.32
Sheriff	315013029	Correction Officer	\$ 58,220.00	12/24/2022	Resignation	\$ 12,091.85
Sheriff	315013032	Correction Officer	\$ 56,618.00	2/9/2023	Resignation	\$ 5,879.56
Sheriff	315013047	Correction Officer	\$ 47,484.00	2/21/2023	Resignation	\$ 3,469.98
Sheriff	315013048	Correction Officer	\$ 46,946.00	11/4/2022	Termination	\$ 9,750.32
Sheriff	315013063	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 9,930.88
Sheriff	315013065	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 9,930.88
Sheriff	315013066	Correction Officer	\$ 46,946.00	1/1/2023	New Position	\$ 9,930.88
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	12/19/2022	Resignation	\$ 9,407.84
Sheriff	315025910	Correction SGT	\$ 59,531.64	2/9/2023	New Position	\$ 6,182.13
Sheriff	315050301	Nurse Practitioner	\$ 66,200.00	3/7/2023	Resignation	\$ 2,291.54
Sheriff	315051002	Med Social Worker	\$ 65,312.00	11/4/2022	Resignation	\$ 13,564.80
Sheriff	315051003	Med Social Worker	\$ 65,312.00	1/1/2023	New Position	\$ 13,816.00
Sheriff	315080501	Sr LPN	\$ 44,949.00	1/1/2023	New Position	\$ 9,508.44
Health	401009601	Dir of Patient Serv	\$ 63,354.00	6/13/2022	Promotion	\$ 13,158.14
Health	403518801	Sr Pub Health Nurse	\$ 57,148.00	2/6/2023	Retirement	\$ 6,594.00
Health	403518803	Sr PH Nurse	\$ 57,148.00	11/18/2022	Resignation	\$ 11,649.40
Health	403519403	RPN	\$ 45,428.00	4/6/2022	Resignation	\$ 9,435.05
Health	403519404	RPN	\$ 45,777.00	3/6/2023	Layoff	\$ 1,760.65
Health	403523101	Account Clerk	\$ 30,158.00	7/25/2022	Changed Pos	\$ 6,263.58
Health	403524702	Typist	\$ 29,175.00	11/14/2022	Promotion	\$ 6,059.42
Health	403594501	PH Educator	\$ 42,115.00	7/25/2022	Changed Pos	\$ 8,746.96
Health	403794503	PH Educator	\$ 42,115.00	1/1/2022	New Position	\$ 8,746.96
Health	403794601	PH Educator Assist	\$ 34,999.00	12/12/2022	changed pos	\$ 7,269.02
Health	403794602	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	\$ -
Health	403794603	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	\$ -
Health	409001102	Pub Health Tech	\$ 34,999.00	5/30/2022	Promotion	\$ 7,134.41
Health	409006701	Asst PH Engineer	\$ 46,159.00	1/1/2022	New Position	\$ 9,586.87
Health	409020301	Sr Account Clerk	\$ 52,106.00	1/22/2023	Retirement	\$ 8,016.31
Health	409021102	Assoc PH Sanitarian	\$ 43,371.00	2/4/2023	Pos Change	\$ 5,004.35
Health	409071001	Pub Health Tech	\$ 35,788.00	2/20/2023	Promotion	\$ 2,752.92
Health	418903601	Data Entry Operator	\$ 43,626.00	7/29/2022	Retirement	\$ 9,060.78
Highway	511001401	Highway Supervisor	\$ 53,685.00	3/25/2022	Promotion	\$ 11,149.96
Highway	511016001	MEO	\$ 46,343.00	12/26/2022	Promotion	\$ 9,625.08
Highway	511016020	MEO	\$ 47,632.00	10/7/2022	Promotion	\$ 9,892.80
Highway	513002901	EMI	\$ 44,616.00	2/3/2023	Resignation	\$ 5,148.00
Highway*	513029001	DIR FLEET MGT	\$ 63,354.00	NA	NA	\$ 13,158.14
Highway	513046201	EMI	\$ 44,616.00	12/12/2022	Termination	\$ 9,266.40
DSS	601000101	Account Clerk	\$ 30,853.00	12/9/2022	Resignation	\$ 6,407.93
DSS	601000104	Account Clerk	\$ 30,240.00	3/6/2023	Promotion	\$ 6,280.62
DSS	601004401	Caseworker	\$ 49,031.00	5/2/2022	Changed Pos	\$ 9,994.78
DSS	601005202	CSW	\$ 29,175.00	7/24/2022	Promotion	\$ 6,059.42
DSS	601015203	Typist	\$ 29,175.00	11/22/2022	Promotion	\$ 5,947.21
DSS	601005805	DSS Attorney	\$ 72,969.00	9/15/2022	New Position	\$ 15,155.10
DSS	601005906	CSW	\$ 30,340.00	3/6/2023	Promotion	\$ 1,166.92
DSS	601005922	CSW	\$ 31,141.00	12/22/2022	Resignation	\$ 1,616.94
DSS	601020304	Sr Account Clerk	\$ 33,306.00	9/19/2022	Promotion	\$ 6,917.40
DSS	601020306	Sr Account Clerk	\$ 33,306.00	2/15/2023	New Position	\$ 736.58
DSS	601021607	Sr SWE	\$ 40,598.00	2/20/2023	Promotion	\$ 3,122.92
DSS	601021902	Sr Typist	\$ 39,331.00	11/25/2022	pos change	\$ 8,168.75
DSS	601022303	SWE	\$ 37,074.00	10/17/2022	changed jobs	\$ 7,699.98

DSS	601022305	SWE	\$	39,221.00	2/5/2023	Promotion	\$	4,525.50
DSS	601024004	SSI	\$	45,128.00	12/23/2022	pos change	\$	9,372.74
DSS	601022315	SWE	\$	38,166.00	1/13/2023	Promotion	\$	6,752.45
DSS	601022316	SWE	\$	38,166.00	1/23/2023	Promotion	\$	5,871.69
DSS	601022329	SWE	\$	37,074.00	9/19/2022	Promotion	\$	7,699.98
DSS	601022350	SWE - Temp	\$	37,074.00	5/16/2022	Promotion	\$	7,557.39
DSS	601022353	SWE	\$	37,074.00	9/15/2022	New Position	\$	1,925.00
DSS	601022354	SWE	\$	37,074.00	9/15/2022	New Position	\$	7,699.98
DSS	601022355	SWE	\$	37,074.00	9/15/2022	New Position	\$	7,699.98
DSS	601024002	SSI	\$	39,873.00	2/5/2023	Promotion	\$	4,600.73
DSS	601024003	SSI	\$	39,331.00	2/5/2023	Pos Change	\$	4,538.19
DSS	601024704	Typist	\$	29,175.00	8/23/2021	Termination	\$	6,059.42
DSS	601024710	Typist	\$	29,175.00	11/14/2022	Promotion	\$	6,059.42
DSS	601024711	Typist	\$	29,175.00	7/22/2022	Resignation	\$	6,059.42
DSS	601038202	Acct Super B	\$	47,207.16	2/15/2023	New Position	\$	4,176.02
DSS	607004405	Caseworker	\$	49,031.00	9/12/2022	Resignation	\$	10,183.36
DSS	607004420	Caseworker	\$	50,706.00	12/23/2022	changed loc	\$	10,531.25
DSS	607004429	Caseworker	\$	49,031.00	8/22/2022	Promotion	\$	10,183.36
DSS	607004435	Caseworker	\$	53,836.00	3/6/2023	Promotion	\$	11,181.32
DSS	607004437	Caseworker	\$	49,031.00	2/10/2023	Promotion	\$	10,183.36
DSS	607004438	Caseworker	\$	52,125.00	3/6/2023	Promotion	\$	10,825.96
DSS	607004440	Caseworker	\$	50,706.00	3/6/2023	Promotion	\$	10,531.25
DSS	607004448	Caseworker	\$	53,672.00	12/20/2023	Retirement	\$	11,147.26
DSS	607004450	Caseworker	\$	50,345.00	11/11/2022	Resignation	\$	10,456.27
DSS	607004455	Caseworker	\$	49,031.00	10/28/2022	Resignation	\$	10,183.36
DSS	607004460	Caseworker	\$	49,031.00	11/9/2022	Resignation	\$	10,183.36
DSS	607004475	Caseworker	\$	50,706.00	12/2/2022	Resignation	\$	10,531.25
DSS	607004478	Caseworker	\$	49,031.00	7/6/2022	Resignation	\$	10,183.36
DSS	607004484	Caseworker	\$	50,706.00	1/10/2023	Resignation	\$	9,556.13
DSS	607004487	Caseworker	\$	49,031.00	9/15/2022	New Position	\$	3,869.68
DSS	607004488	Caseworker	\$	49,031.00	9/15/2022	New Position	\$	3,869.68
DSS	607004489	Caseworker	\$	49,031.00	9/15/2022	New Position	\$	3,869.68
DSS	607004490	Caseworker	\$	49,031.00	9/15/2022	New Position	\$	3,869.68
DSS	607004608	Caseworker Aide	\$	31,759.00	1/1/2023	New Position	\$	6,718.25
DSS	607004609	Caseworker Aide	\$	31,759.00	1/1/2023	New Position	\$	6,718.25
DSS	607020623	Sr Caseworker	\$	53,053.00	9/15/2022	New Position	\$	4,187.11
DSS	607047002	Paralegal	\$	47,679.00	1/9/2023	Changed Jobs	\$	3,484.23
DSS	607047003	Paralegal	\$	45,428.00	9/6/2022	changed jobs	\$	3,585.32
DSS	607069702	Casewroker SS	\$	51,056.00	3/6/2023	Promotion	\$	10,603.94
DSS	629248014	Employment Spec	\$	46,065.00	12/23/2022	changed jobs	\$	9,567.35
DSS	629295502	Sr. Accountant Temp	\$	-	4/4/2022	Position Change	\$	-
SW	816011606	HEO	\$	46,842.00	12/30/2022	Resignation	\$	11,118.54
SW	861021901	Sr Typist	\$	38,252.00	1/31/2023	Resignation	\$	5,716.78
SW	816120401	EMII	\$	44,616.00	3/6/2023	Promotion	\$	1,961.14
SW	816150802	Shift Sup ERF	\$	54,796.00	12/9/2022	Resignation	\$	13,006.52
SW	816151002	Main Mech A	\$	57,096.00	2/6/2023	Promotion	\$	7,529.14
SW	816152703	Main Mech B	\$	50,128.00	1/6/2023	Termination	\$	11,237.49
SW	816152901	ALO	\$	48,343.00	2/26/2023	Resignation	\$	3,187.45

* Position has never been filled

** Reimbursed 100%

Total Number of Vacant Positions

147

Total 2023 Salary Savings to Date *

\$ 1,512,131.89

Fringe Rate

Total 2023 Fringe Savings to Date	\$ <u>844,223.24</u>	55.83%
	\$ 2,356,355.13	
Subtract Annual Leave at Term payoffs	\$ 96,917.43	
Total 2023 Savings to Date	\$ 2,259,437.70	2022 YTD Savings in March
		\$1,368,840.13

*Includes \$224,817.56 in savings from positions currently filled or deleted but vacant at one time in 2023.

2024 Budget Savings - 3/19/23

Savings from positions not filled (will be deleted in 2024 budget)

Dept.	Position	Title	Date Vacant	Reason	Budget Salary	2024 Savings (includes fringe)
DSS	601000106	Account Clerk	9/2/2023	deleted	\$ 30,158.00	\$ 46,995.21
Sheriff	315039301	Chief Corr Adm	12/30/2022	deleted	\$ 95,396.00	\$ 148,655.59

Savings from positions downgraded upon vacancy

Dept.	Position	Current Title	Budget Salary	New Title	New* Salary	2024 Savings (+partial fringe)
Health	409021102	PH San	\$ 43,371.00	Assoc PH San	\$ 42,115.00	\$ 1,532.70
Health	409020301	Sr Account Clerk	\$ 52,106.00	Typist	\$ 29,174.00	\$ 27,983.92

Effect of filling positions with a different employee

Dept.	Position	Title	Budget Salary	New* Salary	2024 Savings (+partial fringe)
DSS	607004437	Caseworker	\$ 49,031.00	\$ 52,461.08	\$ (4,185.73)
DSS	607004466	Caseworker	\$ 49,031.00	\$ 48,473.74	\$ 680.02
DSS	601024001	Sr SWE	\$ 39,331.00	\$ 43,145.22	\$ (4,654.49)
DSS	607005905	CSW	\$ 30,158.00	\$ 32,231.50	\$ (2,530.29)
DSS	607004482	Caseworker	\$ 49,031.00	\$ 54,058.17	\$ (6,134.66)
Health	409021502	Sr PH Sanitarian	\$ 51,852.00	\$ 53,374.23	\$ (1,857.58)
DSS	629248006	Emp Specialist	\$ 46,174.00	\$ 43,315.23	\$ 3,488.56
DSS	607020610	Sr Caseworker	\$ 73,975.00	\$ 58,276.27	\$ 19,157.16
DSS	601022306	SWE	\$ 38,166.00	\$ 39,501.56	\$ (1,629.78)
Health	403794601	PH Educator Assist	\$ 34,999.00	\$ 37,320.92	\$ (2,833.44)
Planning	802002701	Associate Planner	\$ 57,148.00	\$ 60,981.90	\$ (4,678.51)
DSS	607020614	Sr Caseworker	\$ 53,053.00	\$ 60,297.52	\$ (8,840.49)
Aging	766226904	Aging Serv Coord	\$ 38,166.00	\$ 37,320.92	\$ 1,031.25
Real Prop	135511102	Tax Map Tech	\$ 33,922.00	\$ 35,578.62	\$ (2,021.57)
Highway	501005201	Sr Typist	\$ 35,254.00	\$ 33,894.84	\$ 1,658.58
DSS	607005907	CSW	\$ 30,158.00	\$ 32,211.90	\$ (2,506.37)
DSS	629205901	CSW	\$ 30,627.00	\$ 32,333.42	\$ (2,082.34)
DSS	629248014	Emp Specialist	\$ 46,065.00	\$ 45,006.36	\$ 1,291.86
Health	418930501	LPN	\$ 34,999.00	\$ 37,363.62	\$ (2,885.55)
Treasurer	132520300	Jr Accountant	\$ 39,331.00	\$ 35,689.64	\$ 4,443.55
DSS	607005904	CSW	\$ 30,158.00	\$ 31,357.06	\$ (1,463.21)
DSS	607024704	CSW	\$ 30,158.00	\$ 32,309.90	\$ (2,625.96)
DSS	607005903		\$ 30,158.00	\$ 32,309.90	\$ (2,625.96)

Total \$ 203,362.47

Part-Time Vacant Positions

19-Mar-23

Number	Department	Full/Part-Time	Title	Salary
162005111	B&G	p	Pt Cleaner	\$ 16,068.00
162095902	B&G	p	Pt Bld Maint Worker	\$ 7,097.00
168029201	CS	p	Summer Intern	\$ 7,140.00
601024717	DSS	P	PT Typist	\$ 16,338.00
601024718	DSS	P	PT Typist	\$ 16,338.00
601000110	DSS	P	Pt Account Clerk	\$ 17,492.00
601005918	DSS	P	Pt CSW	\$ 15,659.00
409033901	Health	p	Enviro Health Aide	\$ 8,977.00
409033902	Health	p	Enviro Health Aide	\$ 8,714.00
409033903	Health	p	Enviro Health Aide	\$ 8,714.00
311130314	Sheriff	P	Court Attendant	\$ 10,069.00
311130316	Sheriff	P	Court Attendant	\$ 10,069.00
311130317	Sheriff	P	Court Attendant	\$ 10,069.00
311130318	Sheriff	P	Court Attendant	\$ 10,069.00
311130320	Sheriff	P	Court Attendant	\$ 10,069.00
702029202	Youth	p	Assistant Director	\$ 6,353.00
702029203	Youth	p	Assist Kitchen Mgr	\$ 4,725.00
702029204	Youth	p	Seasonal Clerk	\$ 7,350.00
702029205	Youth	p	Counselor	\$ 3,696.00
702029206	Youth	p	Counselor	\$ 3,696.00
702029207	Youth	p	Counselor	\$ 3,696.00
702029208	Youth	p	Counselor	\$ 3,696.00
702029209	Youth	p	Counselor	\$ 3,696.00
702029210	Youth	p	Counselor	\$ 3,696.00
702029211	Youth	p	Counselor	\$ 3,696.00
702029212	Youth	p	Counselor	\$ 3,696.00
702029213	Youth	p	Counselor	\$ 3,696.00
702029214	Youth	p	Counselor	\$ 3,696.00
702029219	Youth	p	Kitchen Help/Counsel	\$ 3,696.00
702029220	Youth	p	Kitchen Help	\$ 3,696.00
702029221	Youth	p	Kitchen Help/Counsel	\$ 3,696.00
702029222	Youth	p	Kitchen Manager	\$ 8,820.00
702029223	Youth	p	Lifeguard/Counselor	\$ 3,738.00
702029224	Youth	p	Lifeguard/Counselor	\$ 3,738.00
702029225	Youth	p	Lifeguard/Counselor	\$ 3,696.00
702029226	Youth	p	Security Guard	\$ 4,200.00
702029227	Youth	P	Security Guard	\$ 6,250.00
702029228	Youth	P	Site Director	\$ 6,353.00
816014002	SW	P	Seasonal	\$ 6,720.00

County Department Employee Count

as of 3/13/2023

Department	Full-Time	Part-Time	Seasonal	Totals
Board of Elections	10	26	0	36
Buildings & Grounds	29	14	0	43
Central Services	11	0	0	11
Clerk of Legislature (includes W&M)	3	1	0	4
Weights & Measures	1	0	0	1
Community Development, Tourism & Planning	14	0	0	14
County Administrator	6	0	0	6
County Attorney	5	0	0	5
County Clerk	37	1	0	38
County Legislature (includes Strategic Initiatives)	2	25	0	27
County Sheriff (includes Jail)	155	68	0	223
County Jail	76	3	0	79
County Treasurer (includes Real Property)	16	0	0	16
Real Property	6	0	0	6
District Attorney	17	9	0	26
Emergency 911	35	5	0	40
Emergency Management	7	2	0	9
Fire Advisory Board	2	17	0	19
Health	56	3	0	59
Highway (includes Airport)	99	0	0	99
Human Resources (includes Insurance Admin)	11	5	0	16
Insurance Administration	1	0	0	1
Office of the Aging	15	0	0	15
Probation	38	0	0	38
Purchasing	3	0	0	3
Assigned Counsel	2	2	0	4
Social Services (includes E&T)	299	22	0	321
Employment & Training	35	0	0	35
Solid Waste Programs (includes ERF)	58	2	0	60
Energy Recovery Facility	25	0	0	25
Veteran's Services	3	0	0	3
Youth Bureau (includes Camp Hollis)	6	0	0	6
Totals	939	202	0	1141

County Department Employee Count

3/13/2023

Department	Full-Time Employees 2023					Part-Time Employees 2023					Total				
	12/20/22	1/31/23	3/4/23	3/13/23		12/20/22	1/31/23	3/13/23			12/20/22	1/31/23	3/13/23		
Board of Elections	10	10	10	10		27	27	26			37	37	36		
Buildings & Grounds	29	29	29	29		16	15	14			45	44	43		
Central Services	11	11	11	11		0	0	0			11	11	11		
Clerk of Legislature (Inc. Weights/Measures)	3	3	3	3		0	1	1			3	4	4		
Weights & Measures: 1 FT													0		
Community Development/Tourism/Planning	14	14	14	14		0	0	0			14	14	14		
County Administrator	6	6	6	6		0	0	0			6	6	6		
County Attorney	5	5	5	5		0	0	0			5	5	5		
County Clerk	37	39	37	37		1	1	1			38	40	38		
County Legislature (Inc. Strategic Initiatives)	2	2	2	2		25	25	25			27	27	27		
County Sheriff (includes County Jail)	159	157	155	155		67	69	68			226	226	223		
County Jail: 76 FT; 3 PT															
County Treasurer (includes Real Property)	15	14	16	16		0	0	0			15	14	16		
Real Property: 5 FT													0		
District Attorney	19	16	17	17		10	9	9			29	25	26		
Emergency 911	31	32	35	35		5	4	5			36	36	40		
Emergency Management	7	7	7	7		1	2	2			8	9	9		
Fire Advisory Board	2	2	2	2		18	18	17			20	20	19		
Health	57	56	56	56		2	3	3			59	59	59		
Highway (includes Airport)	99	99	99	99		0	0	0			99	99	99		
Human Resources (includes Ins. Admin.)	11	11	11	11		5	5	5			16	16	16		
Insurance Administration: 1 FT													0		
Office for the Aging	14	14	15	15		1	0	0			15	14	15		
Probation	36	38	38	38		0	0	0			36	38	38		
Assigned Counsel	2	2	2	2		2	2	2			4	4	4		
Purchasing	3	3	3	3		0	0	0			3	3	3		
Social Services (Incl. Employment & Training)	288	290	299	299		20	19	22			308	310*	321		
Employment & Training: 35 FT; 0 PT													0		
Solid Waste Programs (includes ERF)	56	56	58	58		2	2	2			59*	58	60		
Veterans' Services	3	3	3	3		0	0	0			3	3	3		
Youth Bureau (includes Camp Hollis)	6	6	6	6		0	0	0			6	6	6		
TOTAL	925	925	939	939	0	202	202	202	0	0	1128*	1128*	1141	0	0

*Includes seasonal employees

DEPARTMENT	TITLE	REASON FOR LEAVE
Central Services	Senior Help Desk Administrator	Family/Medical Leave - Intermittent (Paid)
County Attorney	Assistant County Attorney	Medical Leave of Absence (Paid)
County Clerk	Index Clerk	Family/Medical Leave (Paid)
	Motor Vehicle Clerk	Family/Medical Leave (Unpaid)
	Records Retention Clerk	Medical Leave of Absence (Paid)
E-911	Senior Telecommunicator	Family/Medical Leave (Paid)
	Principal Telecommunicator	Family/Medical Leave - Intermittent (Paid)
Health	Senior Public Health Sanitarian	Family/Medical Leave - Intermittent (Paid)
Highway	Heavy Equipment Operator	Family/Medical Leave - Intermittent (Paid)
	Medium Equipment Operator	Family/Medical Leave - Intermittent (Unpaid)
	Equipment Mechanic II	Family/Medical Leave - Intermittent (Unpaid)
	Heavy Equipment Operator	Family/Medical Leave - Intermittent (Paid)
Probation	Senior Probation Officer	Family/Medical Leave - Intermittent (Paid)
	Senior Probation Officer	Family/Medical Leave - Intermittent (Paid)
Sheriff	Patrol Officer - Sergeant	207C Workers' Compensation (Paid)
	Correction Officer	207C Workers' Compensation (Paid)
	Correction Officer	Family/Medical Leave - Intermittent (Unpaid)
	Correction Officer	Military Leave of Absence (Unpaid)
Social Services	Employment Specialist	Family/Medical Leave - Intermittent (Unpaid)
	Caseworker	Family/Medical Leave (Paid)
	Typist	Family/Medical Leave - Intermittent (Unpaid)
	Social Welfare Examiner	Family/Medical Leave - Intermittent (Unpaid)
	Senior Social Welfare Examiner	Family/Medical Leave (Unpaid)
	Community Service Worker	Workers' Compensation (Paid)
	Employment Specialist	Family/Medical Leave - Intermittent (Paid)
	Employment Specialist	Family/Medical Leave - Intermittent (Paid)
	Social Welfare Examiner	Family/Medical Leave (Paid)
	Caseworker	Family/Medical Leave (Paid)
	Caseworker	Family/Medical Leave - Intermittent (Unpaid)
Treasurer	Principal Clerk	Family/Medical Leave (Unpaid)

SUMMARY

Paid Leave	19
Unpaid Leave:	<u>10</u>
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Exams waiting results as of 03/21/2023

Exam No	Title	Type	Deadline	Exam Date
23041	ACCOUNT CLERK (OC)	OC	02/15/2023	03/18/2023
78080	AGING SERVICES ASSISTANT (NCP)	NCP	09/28/2022	11/05/2022
60041	AGING SERVICES ASSISTANT (OC)	OC	09/28/2022	11/05/2022
66189	AGING SERVICES COORDINATOR (OC)	OC	09/28/2022	11/05/2022
60182	AGING SERVICES SPECIALIST (OC)	OC	09/28/2022	11/05/2022
61208	ASSISTANT SCHOOL LUNCH MANAGER (OC)	OC	09/28/2022	11/05/2022
68373	CASE MANAGER (AGING) (OC)	OC	01/04/2023	02/11/2023
70056	CHIEF FACILITY OPERATOR (ERF) (PROM)	PROM	09/28/2022	11/05/2022
78324	COORDINATOR OF CLIENT SERVICES (PROM)	PROM	01/25/2023	03/04/2023
23042	CUSTODIAN (OC)	OC	09/28/2022	11/05/2022
65135	DATAANALYST (OC)	OC	02/15/2023	03/18/2023
74573	DIRECTOR OF FACILITIES I (PROM)	OC	12/07/2022	01/14/2023
72502	DIRECTOR OF FACILITIES III (PROM)	PROM	12/14/2022	01/28/2023
75079	EMERGENCY MANAGEMENT COORDINATOR (NCP)	PROM	12/14/2022	01/28/2023
63052	EMERGENCY MEDICAL SERVICES (EMS) FIELD COORDINATOR (OC)	NCP	12/07/2022	01/14/2023
62170	GRAPHIC DESIGN SPECIALIST (CITI) (OC)	OC	12/07/2022	01/14/2023
78294	HELP DESK SPECIALIST (NCP)	OC	09/28/2022	11/05/2022
78480	HOUSING PROGRAM COORDINATOR (NCP)	NCP	12/21/2022	01/28/2023
64638	HOUSING PROGRAM SPECIALIST (OC)	NCP	01/25/2023	03/04/2023
75699	PRINCIPAL SOCIAL WELFARE EXAMINER (PROM)	OC	01/25/2023	03/04/2023
10039	PUBLIC HEALTH NURSE (OC)	PROM	12/21/2022	01/28/2023
66787	PUBLIC INFORMATION ASSISTANT (CITI) (OC)	OC	03/15/2023	03/15/2023
60423	PUBLIC INFORMATION OFFICER (OC)	OC	09/28/2022	11/05/2022
60008	RADIOLOGICAL SPECIALIST (OC)	OC	09/28/2022	11/05/2022
62738	SCHOOL LUNCH MANAGER (SCHOOLS) (OC)	OC	12/07/2022	01/14/2023
61126	SCHOOL RESOURCE OFFICER (MEXICO SCHOOLS) (OC)	OC	01/04/2023	02/11/2023
64250	SENIOR ACCOUNT CLERK (OC)	OC	01/25/2023	03/04/2023
76283	SENIOR ACCOUNT CLERK (PROM)	OC	01/04/2023	02/11/2023
63735	SENIOR ACCOUNTANT (OC)	PROM	01/04/2023	02/11/2023
75230	SENIOR CASE MANAGER (AGING) (PROM)	OC	12/21/2022	01/28/2023
74363	SENIOR EMPLOYMENT SPECIALIST (PROM)	PROM	09/28/2022	11/05/2022
71903	SENIOR HELP DESK ADMINISTRATOR (PROM)	PROM	09/28/2022	11/05/2022
		PROM	12/21/2022	01/28/2023

Exams Waiting Results as of 03/21/2023

Exam No	Title	Type	Deadline	Exam Date
21086	SENIOR REGISTERED PROFESSIONAL NURSE (PUBLIC HEALTH) (OC)	OC	03/15/2023	03/15/2023
21087	SENIOR REGISTERED PROFESSIONAL NURSE (PUBLIC HEALTH) (PROM)	PROM	03/15/2023	03/15/2023
23048	SENIOR TYPIST (OC)	OC	02/15/2023	03/18/2023
23049	SENIOR TYPIST (PROM)	PROM	02/15/2023	03/18/2023
66172	SPECIAL PATROL OFFICER (OC)	OC	01/25/2023	03/04/2023
64695	TELECOMMUNICATOR (OC)	OC	01/20/2023	02/25/2023
60438	TOURISM AND PUBLIC INFORMATION LIAISON (OC)	OC	09/28/2022	11/05/2022
76489	TOURISM AND PUBLIC INFORMATION SPECIALIST (NCP)	NCP	09/28/2022	11/05/2022
23045	TYPIST (OC)	OC	02/15/2023	03/18/2023
***** TOTAL EXAMS REPORTED *****		41		

Exams Scheduled as of 03/21/2023

Exam No	Title	Type	Deadline	Exam Date
75132	ADMINISTRATIVE ASSISTANT TO THE COMMISSIONER OF SOCIAL SERVICES (PROM)	PROM	04/05/2023	05/13/2023
75423	CASE SUPERVISOR A (PROM)	PROM	05/03/2023	06/10/2023
71218	CASE SUPERVISOR B (PROM)	PROM	05/03/2023	06/10/2023
69119	CORRECTION OFFICER (OC)	OC	03/17/2023	06/24/2023
71693	CRIMINAL INVESTIGATOR (PROM)	PROM	05/03/2023	06/10/2023
65315	ENFORCEMENT OFFICER (SOLID WASTE) (OC)	OC	03/15/2023	04/22/2023
78996	MAINTENANCE SUPERVISOR (CENTRAL SQUARE SCHOOLS) (PROM)	PROM	02/15/2023	03/25/2023
68393	MAINTENANCE SUPERVISOR (SCHOOLS) (OC)	OC	02/15/2023	03/25/2023
71869B	PATROL OFFICER - SERGEANT (PROM)	PROM	05/03/2023	06/10/2023
78445	PRINCIPAL CLERK (NCP)	NCP	04/05/2023	05/13/2023
68873	PRINCIPAL VETERANS SERVICES ASSISTANT (OC)	OC	03/15/2023	04/22/2023
77847	REAL PROPERTY DATA ASSISTANT (NCP)	OC	05/03/2023	06/10/2023
73252	SENIOR CASEWORKER (PROM)	PROM	05/03/2023	06/10/2023
64622	SENIOR VETERANS SERVICES ASSISTANT (OC)	OC	03/15/2023	04/22/2023
61143	SOCIAL SERVICES INVESTIGATOR (OC)	OC	03/15/2023	04/22/2023
72357	SOCIAL SERVICES INVESTIGATOR (PROM)	PROM	03/15/2023	04/22/2023
***** TOTAL EXAMS REPORTED *****		16		