

Health Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: April 4, 2023 at 11:00 a.m.

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

COMMITTEE MEMBERS:

| | |
|----------------------------|---------------------------------------|
| James Karasek, Chair | Legislator, 22 nd District |
| Michael Solowy, Vice Chair | Legislator, 23 rd District |
| Nathan Emmons | Legislator, 15 th District |
| Frank Castiglia | Legislator, 25 th District |
| Marc Greco | Legislator, 24 th District |
| Richard Kline | Legislator, 12 th District |
| James Scanlon | Legislator, 16 th District |

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of the Minutes for the Health Committee's regular meeting on March 3, 2023

RESOLUTIONS:

- HE-1** Resolution Appointing Member to the Oswego County Board of Health
- 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
- HE-5** Resolution Authorizing the Execution of an Agreement with Nascentia Health at Home ("Nascentia") Regarding Oswego County Hospice Transition Services

REPORTING DEPARTMENTS:

Lead Program Presentation

- Jennifer Purtell, SPHN and Emily Oldenburg, PH Sanitarian

Health Department Updates

- Snapshot of the Oswego County Health Department in 2022

ADJOURNMENT:

Health Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, March 2, 2023 at 11 a.m.

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

COMMITTEE MEMBERS:

| | | |
|----------------------------|---------------------------------------|---------|
| James Karasek, Chair | Legislator, 22 nd District | Present |
| Michael Solowy, Vice Chair | Legislator, 23 rd District | Present |
| Nathan Emmons | Legislator, 15 th District | Excused |
| Frank Castiglia | Legislator, 25 th District | Present |
| Marc Greco | Legislator, 24 th District | Present |
| Richard Kline | Legislator, 12 th District | Present |
| James Scanlon | Legislator, 16 th District | Present |

STAFF AND GUESTS:

Vera Dunsmoor Dave Turner Tyler Ahart

CALL TO ORDER:

A Regular Meeting of the Health Committee was called to order at 11 a.m. by Committee Chairman James Karasek with the Administrative Secretary Present. The meeting commenced with the Pledge of Allegiance

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Kline

Second: Legislator Greco

Vote: Unanimous, motion carried

The minutes for the Health Committee's Regular Meeting on January 31, 2023 approved

RESOLUTIONS:

HE-1 Resolution to Accept Year 10 Article 6 State Aid Incentive Award Funds

Motion to approve: Legislator Kline

Second: Legislator Greco

Vote: Unanimous, motion carried

HE-2 Resolution to Request Two (2) Public Health Assistants for the Public Health Fellows Program

Motion to approve: Legislator Scanlon

Second: Legislator Kline

Vote: Unanimous, motion carried

HE-3 Resolution to Reclassify Senior Account Clerk to a Typist
Motion to approve: Legislator Kline
Second: Legislator Greco
Vote: Unanimous, motion carried

HE-4 Resolution to Reclassify Associate Public Health Sanitarian to a Public Health Sanitarian
Motion to approve: Legislator Kline
Second: Legislator Greco
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Professional Advisory Committee Minutes presented for approval with a motion from Leg. Scanlon and a second from Leg. Greco. Approved unanimously.

REPORTING DEPARTMENTS:

Tyler Ahart presented Oswego County Prevention Coalition data
Director Vera Dunsmoor presents Oswego County national health rankings and various department updates

ADJOURNMENT:

Motion to adjourn at 12:21 p.m. Legislator Castiglia
Second: Legislator Greco
Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

April 13, 2023

**RESOLUTION APPOINTING MEMBER TO THE OSWEGO COUNTY BOARD OF
HEALTH**

By Legislator James Karasek:

WHEREAS, a vacancy has occurred as a result of a term expiration of a certain member of the Oswego County Board of Health.

NOW, on recommendation of the Health Committee of this body, be it

RESOLVED, that the following individual be, and hereby is, appointed to the Oswego County Board of Health for a six-year term to expire as follows:

Dr. Lewis Watson

May 1, 2023 - April 30, 2029

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

YES:

NO:

ABSENT:

ABSTAIN:

**INFORMATIONAL MEMORANDUM**

SUBJECT: Appointment to the Oswego County Board of Health

PURPOSE: To recommend the appointment of an individual to serve as a member of the Oswego County Board of Health.

SUMMARY: The Oswego County Board of Health is a statutory body of seven members, created in accordance with provisions of the New York State Public Health Law. Appointments are by the County Legislature for a term of six years. The following individual is recommended for appointment.

Dr. Lewis Watson**May 1, 2023 – April 30, 2029****RECOMMENDED**

ACTION: The Health Committee recommends approval by the full Legislature of the requested appointment to the Board of Health.

Lewis Watson, DMV – Board of Health re-appointment

Dr. Watson established North County Veterinary Services in Pulaski NY in 1957, serving mostly agriculture clients, over the years the practice expanded to include companion animals. Dr. Watson retired in 2002. He has been an active Board of health member since 1999.

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

WIHEREAS, 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

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

COMMITTEE SIGNATURES

| COUNTY TREASURER | DATE |
|------------------|------|
|------------------|------|

HUMAN RESOURCES DIRECTOR **DATE**

COUNTY ADMINISTRATOR

| 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 PII 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: *Public Health Engineer*

**PERCENT OF
WORK TIME**

25% *Develops, oversees, and administers various aspects of the County Health Engineering Program*

25% *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*

10% *Manages the water, nuisance and septic disposal complaint program, including processing complaints, coordinating legal action and testifying as program manager*

10% *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*

10% *Maintains relationships and cooperates with State and Federal agencies concerning environmental and sanitary engineering programs and problems*

10% *Prepares a variety of records and technical reports*

10% *Handles special assignments and investigations related to public health engineering and environmental health including working with waste water treatment plants and disease surveillance efforts*

(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: *Supervising Public Health Engineer*

**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> |

(Attach additional sheets if more space is needed)

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:

RESOLUTION NO.

April 13, 2023

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
NASCENTIA HEALTH AT HOME ("NASCENTIA") REGARDING OSWEGO
COUNTY HOSPICE TRANSITION SERVICES**

By Legislator Karasek:

WHEREAS, the County issued a Request for Proposals to qualified entities regarding the provision of hospice services within the County of Oswego (RPF22-HLTH-003); and

WHEREAS, Resolution Number 343 of 2022 accepted the proposal from Nascentia to provide hospice services within the County of Oswego and to compensate the county \$100,000.00 for its cooperation in the transition subject to Nascentia obtaining all governmental approvals; and

WHEREAS, transition services are required, inter alia, in the areas of Certificate of Need (CON) Assistance, CON Support, staff, policies, procedures and consulting to assist with the orderly transfer of the CON from the county to Nascentia and to obtain the necessary approvals for the transition; and

WHEREAS, a resolution is both necessary and desirable,

NOW, THEREFORE, upon recommendation of the Health Committee of this body, it is hereby

RESOLVED, that the Chair of the Legislature be and is hereby authorized to execute a Transition Agreement by and between the County of Oswego and the Visiting Nurse Association of Central New York, Inc. d/b/a Nascentia Health at Home with a primary business address at 1050 West Genesee Street, Syracuse, New York 13204 in acceptable form to the County Attorney; and, it is further

RESOLVED, that pursuant to the agreement, the compensation therefor paid to the county shall be \$100,000.00 subject to Nascentia obtaining all necessary approvals.

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

YES:

NO:

ABSENT:

ABSTAIN:

A Snapshot of the Oswego County Health Department in 2022

Environmental Health:

- 20,467 Mosquitoes submitted into 524 pools for EEE virus testing
- 17,624 Acres sprayed
- 6,044 Phone calls from the community
- 3,112 Environmental samples collected
- 1,437 Animals immunized for rabies at 8 clinics
- 669 Possible rabies exposures investigated, and 47 humans post-exposure treatment referred
- 69 Animals submitted for testing (6 positive for rabies)
- 1,388 Inspections of regulated facilities
- 126 Public Health Nuisance complaints investigated
- 122 Engineering Plans received

Preventive:

- 1,502 Doses of vaccine administered (including 680 flu shots, excluding COVID vaccines)
- 99 Homebound non-COVID vaccinations administered
- 90 Tuberculosis skin tests placed
- 83 General Immunization Clinics
- 24 Clinics held to accommodate back to school immunizations
- 602 Cases of communicable disease investigated (excluding COVID-19)
- 187 Maternal and Child Health visits for 43 clients
- 76 Personal care visits conducted for 50 clients
- 91 Lead cases followed

Hospice:

- 2,147 Total care days for 60 patients served
- 53 Patients admitted from 109 referrals
- 444 Nursing visits and 280 Home Health Aide visits
- 101 Medical Social Worker in-person or telehealth visits
- 5.88 Average daily census
- 101 Received Bereavement visits
- 17 Campers and 15 adult volunteers for Camp Rainbow

Healthy Families:

- 27 Screens received
- 385 Referrals made
- 481 Efforts to engage families and 361 home visits conducted
- 35 Families served

Children with Special Needs:

- 507 Children served – Early Intervention
- 170 Referrals – Child Find
- 520 Children served – Pre-School Special Education Program
- 32 Youth served – Children and Youth with Special Health Care Needs Program

Overdose Prevention Program:

- 174 Participants, 140 overdose prevention kits (Narcan) distributed
- 250 Fentanyl test strips distributed

Public Health Education and Emergency Response:

- 155 Oral health kits distributed to elementary school children
- 100 attended the Trapper's Convention at Camp Zerbe, Rabies prevention
- Presentation on Infection Control and Handwashing to 90 elementary school children
- 12 participants for Stepping On – Evidence-Based Falls Prevention
- 271 attended Tobacco and Vaping information for middle and high school students
- 71 attended STEAM summer camp, provided health education
- 307 participants – Senior Fair at the Speedway, provided health education
- 177 participants – Online Health Assessment Survey
- 115 participants – Salmon River / Pulaski Outreach, provided health education
- 20 adults, 10 children – County Fair, provided health education
- 25 participants – Fellows Summit in Albany

COVID Numbers:

- 23,375 laboratory confirmed cases
- 180 COVID immunizations administered to homebound residents
- 49 COVID vaccination clinics
- 2,821 doses of COVID vaccine administered
- 29,900 COVID phone bank calls answered from the start of pandemic