

# Health Committee



## AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

**Date/ Time:** March 9, 2023 at 11 a.m.

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

### COMMITTEE MEMBERS:

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

### CALL TO ORDER:

- Pledge of Allegiance

### APPROVAL OF MINUTES:

- Approval of the Minutes for the Health Committee's regular meeting on January 31, 2023

### RESOLUTIONS:

- HE-1** Resolution to Accept Year 10 Article 6 State Aid Incentive Award Funds
- HE-2** Resolution to Request Two (2) Public Health Assistants for the Public Health Fellows Program
- HE-3** Resolution to Reclassify Senior Account Clerk to a Typist
- HE-4** Resolution to Reclassify Associate Public Health Sanitarian to a Public Health Sanitarian

### COMMITTEE REVIEW & DECISIONS:

Professional Advisory Committee Minutes  
Presentation Oswego County Prevention Coalition  
Presentation Oswego County Health Rankings

### REPORTING DEPARTMENTS:

Health Department

### ADJOURNMENT:

Meeting Agenda

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**RESOLUTION NO.**

March 9, 2023

**RESOLUTION TO ACCEPT YEAR 10 ARTICLE 6 STATE AID INCENTIVE  
AWARD FUNDS**

By Legislator James Karasek:

WHEREAS, the Oswego County Health Department has been awarded \$22,208 for participating in the 2022 Performance Incentive Initiative; and

WHEREAS, Year 10 of the program focused on collecting the experiences of LHDs with the COVID-19 pandemic response and may only be used on eligible Article 6 expenditures in the 2023 calendar year; and

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

RESOLVED, that 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.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



## **INFORMATIONAL MEMORANDUM**

**Subject:** Budget modification to accept the Year 10 Article 6 State Aid Incentive Award.

**Summary:** The Oswego County Health Department has been awarded \$22,208 for participating in the 2022 Performance Incentive Initiative. Year 10 of the program focused on collecting the experiences of LIIDs with the COVID-19 pandemic response. This award may only be used on eligible Article 6 expenditures in the 2023 calendar year.

The award will be used to support the Preventive, Environmental, and Health Education and Planning Programs in performing Article 6 eligible tasks.

**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			DESCRIPTION	DOLLAR AMOUNT
ACCOUNT NUMBER	ACCOUNT NUMBER	ORG.	OBJECT	PROJ.		
A4035	434010				Admin: State Aid	\$ (2,400.00)
A4035	434010				Prev: State Aid	\$ (15,000.00)
A4037	434010				Health Ed: State Aid	\$ (2,008.00)
A4090	434010				Env: State Aid	\$ (2,800.00)
		A4010	21000		Admin: Furniture	\$ 2,000.00
		A4010	542500		Admin: Reproduction	\$ 400.00
		A4035	543800		Prev: Other Fees & Services	\$ 12,000.00
		A4035	545500		Prev: Other Supplies	\$ 3,000.00
		A4037	545500		Health Ed: Other Supplies	\$ 2,008.00
		A4090	544100		Env: Auto Supply & Repair	\$ 1,500.00
		A4090	544500		Env: Other Travel	1,300.00
					Article 6 Year 10 Incentive funds	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

**RESOLUTION NO.**

March 9, 2023

**RESOLUTION TO REQUEST ~~TOW~~(2) PUBLIC HEALTH ASSISTANTS FOR THE  
PUBLIC HEALTH FELLOWS PROGRAM**

By Legislator James Karasek:

WHEREAS, to create two Temporary Public Health Education Assistant Fellowship positions in the Public Health Education and Emergency Planning division funded by the NYS Public Health Corps grant; and

WHEREAS, these additional positions are needed to assist Public Health Preparedness Coordinators with the planning and logistics of Emergency Preparedness and Public Health Education projects and programs; and

WHEREAS, Public Health Education Assistants will also help with scheduling and logistics of the growing slate of evidence-based classes being offered to address chronic disease self-management, diabetes self-management, fall prevention, and suicide prevention; and

WHEREAS, these positions will be budget neutral, funded 100% by the NYS Public Health Corps grant. The NYS Public Health Corps grant was accepted in 2022 and the funds are available through 2024; and

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

RESOLVED, that the Health Committee approve and recommend the creation of 2 Temporary Public Health Education Assistant positions and the corresponding budget modification.

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

**YES:**

**NO:**

**ABSENT:**

**ABSTAIN:**



## **INFORMATIONAL MEMORANDUM**

**Subject:** Request the creation of 2 positions for the purpose of strengthening the Health Department health care delivery system.

**Purpose:** Create two Temporary Public Health Education Assistant Fellowship positions in the Public Health Education and Emergency Planning division.

**Summary:** Request to add two Temporary Public Health Education Assistant Fellowship positions, funded by the NYS Public Health Corps grant. These additional positions are needed to assist Public Health Preparedness Coordinators with the planning and logistics of Emergency Preparedness and Public Health Education projects and programs. This may include preparing and gathering necessary equipment and materials for clinics, public health emergency preparedness (PHEP) drills and exercises. In addition, incumbents will help review and update PHEP plans, and maintain inventory on grant purchased materials and equipment.

Public Health Education Assistants will also help with scheduling and logistics of the growing slate of evidence-based classes being offered to address chronic disease self-management, diabetes self-management, fall prevention, and suicide prevention. Those filling these roles will aid the Public Health Educators in conducting outreach activities and promotion of education programs in schools and the community.

Public Health Education Assistant positions allow for those interested in public health to gain entry level experience needed to advance within the health department and aid in recruitment and retention of staff, along with succession planning.

These positions will be budget neutral, funded 100% by the NYS Public Health Corps grant. The NYS Public Health Corps grant was accepted in 2022 and the funds are available through 2024.

### **Recommended**

**Action:** The Health Committee to approve and recommend the creation of 2 Temporary Public Health Education Assistant positions and the corresponding budget modification.

# POSITION REQUEST/DELETE BUDGET FORM

**DEPARTMENT:** Health

**DIVISION/UNIT (NUMBER):** A4037

## A. NEW POSITION REQUEST

1. Position Title Requested: (2) Public Health Education Assistant- Temporary

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: 19.23 Grade: 7

b. Management or OCPA – Salary Requested: Grade:

4. Percent of Federal and or State Reimbursement: 100% Fringe Reimbursed: ☒ Yes ☐ No

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

*This additional title is a temporary Public Health Corps Fellowship position to assist with planning and logistics of Emergency Preparedness and Public Health Education projects and programs. This may include preparing and gathering necessary equipment and materials for clinics, Public Health Emergency Preparedness (PHEP) drills and exercises, and updating plans and inventory. In addition, incumbent will help with logistics of setting up and implementing evidence-based classes, tabling at events, social media and marketing campaigns, and outreach activities.*

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

## B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:

3. Present Salary/Hourly Rate: Grade:

4. Requested Title:

5. Requested Salary:

a. Bargaining Unit: Hourly Rate: Grade:

b. Management or OCPA – Salary Requested: Grade:

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

7. Justification of Need (use additional sheets as necessary):

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

<b>C. POSITION DELETION</b>
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**  
Health

**DIVISION, UNIT, OR WORK SECTION**  
A4037

**LOCATION OF POSITION**  
70 Bunner Street

**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 Education Assistant*

**PERCENT OF  
WORK TIME**

50	<i>Assist Public Health Educators with the planning, logistics and implementation of public health programs and public health emergency preparedness deliverables</i>
20	<i>Assists with the preparation of pamphlets, posters, social media posts, multimedia presentations, and newsletters</i>
10	<i>Participates in meetings/activities among department staff and community partners</i>
10	<i>Provides program representation and participation in community events</i>
5	<i>Collects and compiles data to assist in preparing reports and updating of PHIEP policies and procedures</i>
5	<i>Assist with maintaining inventory of Public Health Emergency Preparedness supplies and equipment for the County</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
Diane Oldenburg	Associate Public Health Educator	General
Sonia Robinson	Senior Public Health Educator	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
Josh Payne	PHE Assistant	Health 70 Bunner Street

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 2 years, with specialization in health/health education/public relations  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *Bachelor's degree; OR associate's degree and two years of experience either in public relations or journalism or supporting health education programs* Participation in Public Health emergency preparedness drills and responses may be required.

Essential knowledge, skills and abilities: *WORKING KNOWLEDGE OF: community resources and programs; trends in public health issues; public speaking techniques; research methods and techniques. ABILITY TO: deal effectively with others; communicate effectively, both orally and in writing; prepare health education materials such as pamphlets, posters, social media posts; organize and maintain records and files.*

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date:

Title:

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:

# **PART-TIME/TEMPORARY BUDGET REQUEST FORM**

<b>DEPARTMENT:</b>							<b>DIVISION/UNIT (NUMBER):</b>		
1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:									
TITLE	POSITION NUMBER	HOURS/ WEEK	HOURLY RATE	NO. WEEKS	JUSTIFY THE NEED FOR EACH TITLE	DOLLARS REQUESTED			

**PART-TIME/TEMPORARY BUDGET REQUEST FORM**

2. Total Part-time/Temporary dollars requested for next year:	\$
3. Total Part-time/Temporary dollars budgeted in current year:	\$
4. Complete a "New Position Duties Statement" (p. 3). This is required only if this is a new position or title requested.	

# OTHER HOURS BUDGET REQUEST FORM

<b>DEPARTMENT:</b>		<b>DIVISION/UNIT (NUMBER):</b>
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CATEGORY:	AMT IN CURRENT BUDGET:	AMT BUDGETED NEXT YEAR:	POSITIONS AFFECTED:	JUSTIFICATION:
Retention & Recruitment Incentive (511000)				
Overtime (512000)				
Shift Differential (514100)				
Vacation Buy Back (514200)				
Additional Hours (514300)				
Holiday Premium (514400)				
Call Time (514500)				
207-C Wages (514600)				

**COUNTY OF OSWEGO  
BUDGET MODIFICATION REQUEST**

From		To			DESCRIPTION	DOLLAR AMOUNT
ACCOUNT NUMBER	ACCOUNT NUMBER	ORG.	OBJECT	PROJ.		
A4037	444890	NYSPH			Admin: Fed Aid NYSPH Grant	(72,454)
			511000		Health Ed: Salaries	67,305
		A4037	590308		Health Ed: Social Security	5,149
					Add 2 Temporary Public Health Assistant positions, funded under	
					NYSPHC grant.	
					Revenue will be moved from A4010-444890-NYSPHC grant rollover	
TOTAL AMOUNT						-

COMMITTEE SIGNATURES      DATE

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\_\_\_\_\_

COUNTY TREASURER      DATE

HUMAN RESOURCES DIRECTOR      DATE

COUNTY ADMINISTRATOR      DATE

DEPARTMENT HEAD      DATE

**RESOLUTION NO.**

March 9, 2023

**RESOLUTION TO RECLASSIFY SENIOR ACCOUNT CLERK TO A TYPIST**

By Legislator James Karasek:

WHEREAS, to reclassify a Senior Account Clerk position in the Environmental division to a Typist; and

WHEREAS, the level of work performed by this position is more suitable for a Typist rather than a Senior Account Clerk; and

WHEREAS, with the retirement of a long-term employee, a redistribution of duties was necessary. With duties changing, the remaining tasks needing coverage are that of a Typist, not a Senior Account Clerk; and

WHEREAS, this would not result in any increase to the total Environmental Salaries and Wages line, therefore, no budget modification necessary. This position would remain eligible for Article 6 reimbursement; and

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

RESOLVED, that the Health Committee approve and recommend the reclassification of position #409020301 from Account Clerk to Typist.

**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 a Senior Account Clerk position in the Environmental division to a Typist.

**Summary:** The level of work performed by this position is more suitable for a Typist rather than a Senior Account Clerk. With the retirement of a long-term employee, a redistribution of duties was necessary. With duties changing, the remaining tasks needing coverage are that of a Typist, not a Senior Account Clerk.

This would not result in any increase to the total Environmental Salaries and Wages line, therefore, no budget modification necessary. This position would remain eligible for Article 6 reimbursement.

**Recommended**

**Action:** The Health Committee approve and recommend the reclassification of position #409020301 from Account Clerk to Typist.



# 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: **Senior Account Clerk** 2. Position #: **409020301**

3. Present Salary/Hourly Rate: **28.58** Grade: **6**

4. Requested Title: **Typist**

5. Requested Salary: **29,174**

a. Bargaining Unit: **CSEA** Hourly Rate: **16.03** Grade: **3**

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

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

7. Justification of Need (use additional sheets as necessary): *With the retirement of a long-term employee, a redistribution of job duties was necessary. With the redistribution, a typist is able to perform the duties necessary for this position, and a Senior Account Clerk is no longer needed. These duties include taking complaint calls, assisting with foodborne illness investigation reports, FOIL requests, permit paperwork, rabies reports, filing, water sample paperwork, and fielding telephone calls to sanitarians.*

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

<b>C. POSITION DELETION</b>	
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: *Typist*

**PERCENT OF  
WORK TIME**

50% *Complaints: This position will take and record complaint telephone calls regarding regulated facilities, as well as private residences septic and garbage. Complaint forms will be filled out and passed along to the appropriate staff member. This will also encompass assisting the Environmental Health Epidemiologist with foodborne illness investigations. Complaints for regulated facilities will also be entered into eHIPS once completed.*

15% *FOIL Requests: Any FOIL requests that come through our department will be handled by this position.*

15% *Filing: Filing of all paperwork, but especially things related to complaints and FOIL requests. Complaints may be open for extended periods of time based on complexity and the amount of paperwork that needs to be organized and filed can be extensive.*

10% *Water Sample Paperwork: Chain of custodies & logs filled out for all bacteriological, EWT and miscellaneous samples taken. This position will assist in keeping track of paperwork, making sure sanitarians sign appropriately, and get to the lab in a timely manner.*

5% *Rabies Reports: Assist with logging rabies reports, mailing letters after paperwork is complete, and fielding calls to rabies response staff.*

5% *Filing/Fielding Calls: Filing miscellaneous paperwork and relaying calls to appropriate staff as they come in.*

**(Attach additional sheets if more space is needed)**

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

NAME	TITLE	TYPE OF SUPERVISION
Melissa Walker	Principal Clerk	Direct
Katelyn Parkhurst	Director of Environmental Health	General

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

NAME	TITLE	TYPE OF SUPERVISION
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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
Marc Greco	Typist	Environmental

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

Education: ☒ High School 4 years  
☐ College \_\_\_\_\_ years, with specialization in \_\_\_\_\_  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *1 year clerical experience involving typing or data entry*

**Essential knowledge, skills and abilities:** *Knowledge of office terminology, practices and procedures, ability to use microcomputer software, deal effectively with the public, organize and maintain files, proficient typing speed/ability*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 1/24/23

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:

# **PART-TIME/TEMPORARY BUDGET REQUEST FORM**

DEPARTMENT: _____							DIVISION/UNIT (NUMBER): _____	
1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:								
TITLE	POSITION NUMBER	HOURS/ WEEK	HOURLY RATE	NO. WEEKS	JUSTIFY THE NEED FOR EACH TITLE	DOLLARS REQUESTED		

## PART-TIME/TEMPORARY BUDGET REQUEST FORM

2. Total Part-time/Temporary dollars requested for next year:	\$
3. Total Part-time/Temporary dollars budgeted in current year:	\$
4. Complete a "New Position Duties Statement" (p. 3). This is required only if this is a new position or title requested.	

# OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: \_\_\_\_\_ DIVISION/UNIT (NUMBER): \_\_\_\_\_

CATEGORY:	AMT IN CURRENT BUDGET:	AMT BUDGETED NEXT YEAR:	POSITIONS AFFECTED:	JUSTIFICATION:
Retention & Recruitment Incentive (511000)				
Overtime (512000)				
Shift Differential (514100)				
Vacation Buy Back (514200)				
Additional Hours (514300)				
Holiday Premium (514400)				
Call Time (514500)				
207-C Wages (514600)				

**RESOLUTION NO.**

March 9, 2023

**RESOLUTION TO RECLASSIFY ASSOCIATE PUBLIC HEALTH SANITARIAN  
TO A PUBLIC HEALTH SANITARIAN**

By Legislator James Karasek:

WHEREAS, to reclassify an Associate Sanitarian position in the Environmental division to a Public Health Sanitarian; and

WHEREAS, the level of work performed by this position is more suitable for a Public Health Sanitarian rather than an Associate Public Health Sanitarian; and

WHEREAS, this position does not require supervisory roles, therefore fitting the Public Health Sanitarian position better; and

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

RESOLVED, that the Health Committee approve and recommend the reclassification of position #409021102 from Associate Sanitarian to Public Health Sanitarian.

**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 Associate Sanitarian position in the Environmental division to a Public Health Sanitarian.

**Summary:** The level of work performed by this position is more suitable for a Public Health Sanitarian rather than an Associate Public Health Sanitarian. This position has been filled by a Public Health Sanitarian for over three years and there have been no issues in meeting necessary tasks. This position does not require supervisory roles, therefore fitting the Public Health Sanitarian position better.

This would not result in any increase to the total Environmental Salaries and Wages line, therefore, no budget modification necessary. This position would remain eligible for Article 6 reimbursement.

**Recommended Action:** The Health Committee approve and recommend the reclassification of position #409021102 from Associate Sanitarian to Public Health Sanitarian.

# 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: Associate Sanitarian 2. Position #: 409021102

3. Present Salary/Hourly Rate: 31.40 Grade: 14

4. Requested Title: Public Health Sanitarian

5. Requested Salary: 42,115

a. Bargaining Unit: CSEA Hourly Rate: 23.14 Grade: 10

b. Management or OCPA – Salary Requested: \_\_\_\_\_ Grade: \_\_\_\_\_

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

7. Justification of Need (use additional sheets as necessary): *This position has been filled as a Public Health Sanitarian for over 3 years. The tasks assigned for this position are better suited for a Public Health Sanitarian rather than an Associate Sanitarian. This position does not require supervisory roles that an Associate would be responsible for. Duties include inspecting regulated facilities, (food service, water systems, campgrounds, temporary residences, etc.) writing reports, data entry, rabies response, and public communication.*

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

<b>C. POSITION DELETION</b>
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 Sanitarian*

**PERCENT OF  
WORK TIME**

60%	<i>Inspections: Perform inspections of regulated facilities according to the New York State Sanitary Code. This would include food service, water systems, campgrounds, temporary residences, etc.</i>
20%	<i>Reports/Data Entry: Writing reports in correlation to inspections performed and entering data associated with it in appropriate systems.</i>
10%	<i>Rabies Response: Part of a rotating on-call schedule to respond to after-hours rabies calls.</i>
10%	<i>Public Communication: Answer telephone calls, emails and send letters to facility owners/operators, members of the public with questions regarding regulated facilities, etc.</i>
	<b>(Attach additional sheets if more space is needed)</b>

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

NAME	TITLE	TYPE OF SUPERVISION
Katelyn Parkhurst	Director of Environmental Health	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
Carly Myers	Public Health Sanitarian	Environmental
Emily Oldenburg	Public Health Sanitarian	Environmental
Chris Wright	Public Health Sanitarian	Environmental

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

Education: ☐ High School \_\_\_\_\_ years  
☒ College 4 years, with specialization in Natural Sciences  
☐ Other \_\_\_\_\_ years, with specialization in \_\_\_\_\_

Experience (list amount and type): *N/A*

**Essential knowledge, skills and abilities:** *Knowledge of environmental health principles, practices, sanitation laws and regulations. Basic knowledge of computer programs routinely used, including all Microsoft programs.*  
*Ability to develop and maintain good public relations, prepare reports, and communicate effectively.*

Type of license or certificate required: Valid New York State driver's license

7. The above statements are accurate and complete.

Date: 1/25/23

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:

PART-TIME/TEMPORARY BUDGET REQUEST FORM

DEPARTMENT:		DIVISION/UNIT (NUMBER):				
1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:						
TITLE	POSITION NUMBER	HOURS/ WEEK	HOURLY RATE	NO. WEEKS	JUSTIFY THE NEED FOR EACH TITLE	DOLLARS REQUESTED

(Add pages as needed.)

-OVER-

## PART-TIME/TEMPORARY BUDGET REQUEST FORM

2. Total Part-time/Temporary dollars requested for next year:	\$
3. Total Part-time/Temporary dollars budgeted in current year:	\$
4. Complete a "New Position Duties Statement" (p. 3). This is required only if this is a new position or title requested.	

# OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: \_\_\_\_\_ DIVISION/UNIT (NUMBER): \_\_\_\_\_

CATEGORY:	AMT IN CURRENT BUDGET:	AMT BUDGETED NEXT YEAR:	POSITIONS AFFECTED:	JUSTIFICATION:
Retention & Recruitment Incentive (511000)				
Overtime (512000)				
Shift Differential (514100)				
Vacation Buy Back (514200)				
Additional Hours (514300)				
Holiday Premium (514400)				
Call Time (514500)				
207-C Wages (514600)				



**PROFESSIONAL ADVISORY COMMITTEE**

September 15, 2022

**ATTENDANCE:**

Jodi Martin, Director of Preventive Services, OCHD  
 Vera Dunsmoor, Interim Director of Public Health, OCHD  
 Diane Oldenburg, Associate PHE, OCHD  
 Brenda Hillman, Administrative Secretary, OCHD  
 Jennifer Purtell, Supervising Public Health Nurse, OCHD  
 Betty Dunsmoor, Healthy Families Coordinator, OCHD  
 Becky Mackey, Supervising Public Health Nurse, OCHD  
 Stacy Alvord, Commissioner, DSS  
 Christina Chamberlain, Health Services Coordinator, OCSD

Tricia Clark, Office Manager, NOCHSI, ConnexCare, virtual  
 Karen Merrill, Comprehensive Care Coordinator, OCO, virtual  
 Leanna Cleveland, Community Health Coordinator, OCO, virtual  
 Amanda Barbera, Program Manager, MICHC, Reach CNY, virtual  
 Linda Eagan, Community Member, virtual  
 Beth McCarthy, Dietician, OCHD, virtual

**1. Call to Order**

Jodi Martin called the meeting to order at 1:33 PM.

**2. Approval of Minutes**

Jodi Martin asked for a motion to accept the minutes of the June 16, 2022 PAC meeting. Motion to accept was made by Diane Oldenburg; seconded by Christina Chamberlain. All voted in favor. Motion passed.

**3. Nursing Dashboard Review & Branch Summaries****Preventive/LHCSA/D&T–Jennifer Purtell****MCH – Jodi Martin**

- End of quarter 5, 13 total served, 12 referrals, 4 admits, 8 non-admits, 8 discharged. Average length of stay is 70.
- Staffing – 1 Typist, -1 FT Sr. LPN, 1 FT PHN, 1 FT Sr. PHN Immunization Coordinator, SPHN acting as Lead Coordinator, 1 FT PHN, 1 FT RN, 1 PT RN, 1 Account Clerk.
- Referrals – accepting referrals, Outreach at Oswego Hospital as availability allows.
- Lead – case count continues to rise steadily. More cases typically identified during summer months. NYS threshold for LHD action remains at 5, CDC recommendation is 2.5.
- Immunizations – Continue to hold immunization clinics every Tuesday for routine immunizations. Additional hours added in August for back-to-school.
- Communicable Disease – No reported cases of Monkeypox in Oswego County. Continue to wait for Jynneos vaccine. Ordered additional doses of polio vaccine due to the recent human case and positive wastewater specimens. We are monitoring both evolving situations. Increase in the number of syphilis cases.
- COVID-19 –Continue to assist with investigations as needed for camps, daycares, adult care facilities, and others as needed. Continue to assist SUNY Oswego and K-12 schools, when needed. COVID hotline calls diverted to Preventive. Immunization clinics are now every Tuesday, 12:30 pm until 3:00 pm (by appointment only) and the second Wednesday of the month from 9-11 am and 1-3 pm. Focusing on immunization and education. Web portal still active on webpage.

**Lead – Jennifer Purtell**

- End of Quarter – 77, Total served 77, Referrals 13, Admissions 13, 0 Non-Admits, 0 Discharges.

#### PCA–Jennifer Purtell

- Dashboard – 57 end of quarter census, served 60, 1 referral, 1 admits, 0 non-admits, 3 discharged. Average length of stay went to 1,249.
- Staffing –1 FT RN.
- Visits – Home visits are up to date.
- Recertifications are now annual.
- Supervisory visits continue to be every 3 months.
- Joint meeting with DSS –July 14, 2022, next meeting October 13, 2022.

#### Hospice–Becky Mackey

- Dashboard – End of quarter census is 5, 29 total served, 40 number of referrals, 18 admissions, 22 non-admits, 24 discharges and the average length of stay is 26. Medicare continues to be the highest payor source followed by Other Insurance and VA.
- Open positions: 3 FT RN, 4 PT RN, 2 FT MSW, and 1 LPN.
- Staffing –Due to staffing shortage, the legislature voted to submit closure plan to NYSDOH. Closure plan was submitted and accepted by NYSDOH. The plan is to close to current patients November 30, 2022 and Bereavement services December 30, 2023.
- Staff Training – Hospice Webinar topics include caregiver communication, social work roles.
- CAHPS – Pretty good, indicative to the Hospice closing.
- Hospice Compare – Above local Hospice and National Average.
- CMS Hospice Compare Quality Measures is based on the information that the nurses put into the system. There is a new measure and there is no data on it. We are above the quality HIS Comprehensive assessment measure requirements.

#### Healthy Families Oswego County – Betty Dunsmoor

- Dashboard – End of quarter census is 15, 23 total served, 3 number of referrals, 2 admissions, 1 non-admits, 2 discharges. 3 on CO, 4 L1, 1 L2, and 5 L3.
- Staffing: Program Manager was hired in June. Sub-contractor CCE has 1 FT FSS/FRS and the PT Supervisor resigned August 12<sup>th</sup> but filled the position shortly after.
- Referrals: on hold at this time, but have decided to take on as needed basis.
- Proposal – Working with OCFS to re-structure this program, OCHD hold the program manager position only, Sub-contractor CCE to employ, 2 FT FSS and 1 FT FRS/Supervisor. Decrease program capacity from 60 families to 40 families.
- Performance Targets – Many areas that we had less than 75% valid cases and were unable to calculate % and no target children this age in program to calculate.

#### QAPI Committee – Jodi Martin

- QAPI committees meet quarterly. Branch subcommittees meet to discuss details of nursing programs. Participants include: Hospice, LHCSA, Preventive, D&T Center, Healthy Families and Finance.

#### PIPs

- LHCSA/Preventive and D&T
  - Plan of Care – 100%
  - Discharge Planning – has been discontinued.
  - Data Values – has been discontinued.
  - HealtheConnections Consent – 100%

- MCH Satisfaction Surveys – 3, submitted, 92% Excellent
- D&T Satisfaction Surveys – 3
- Hospice
  - 485 Plan of Care – 99%
  - Personnel Record – 100%
  - Aide Assignments and Duties – 99%
  - Diabetes Management – 100%
  - Fall Prevention – 100%
  - HIS Submission HQRP – 100%

#### **4. Compliance Report**

##### Incidents

- Client Falls
  - Preventive/LHCSA/D&T
- Hospice – 1, L1
- Medications
  - Preventive - None
  - Hospice – None
- Employee Incident
  - Preventive – None
  - Hospice – None

##### Complaints

- Preventive/LHCSA/D&T Center
  - None
- Hospice
  - None
- Administrative
  - None

#### **5. Public Health Education/Public Health Emergency Planning – Diane Oldenburg**

Public Health Educator activities in the last quarter included:

- Working on filling two vacant positions.
- Starting to do more community outreach and education.
- Working on the Community Health Assessment and Community Health Improvement Plan. Working with community partners to get ready to submit at the end of the year.
- Sent out first newsletter for Health Department and community.
- Completed training for Stepping On, for falls prevention.
- Stepping on class to be offered the end of September.
- Training on going for Chronic Disease Self-management classes.
- Ongoing upgrades and improvements to website and social media.
- Tick ad campaign on Centro Buses.

#### **6. Emergency Preparedness – Diane Oldenburg**

- Continue to assist with set up of COVID-19 vaccination clinics.
- Assist with distribution of COVID-19 supplies to community partners.
- Updating Emergency Preparedness plans.
- Helped EMO with the set-up of training for new staff to prep for upcoming Radiological exercises.

- September is Emergency Preparedness Month – do you have emergency kits in place for your family?

#### 7. **OD2A – Overdose Data to Action – Diane Oldenburg**

- Looking to fill Health Educator position in this program.
- Continuing to provide Narcan training.
- Fentanyl test strip distributions.
- Working with community partners on recovery kits.
- Bus ad on recovery and Naloxone.

#### 8. **New York State Public Health Corps – Diane Oldenburg**

- Program is up and going.
- We are looking to fill a Public Health Educator and RN position.
- We currently have 5 Fellows in the program and one community Mentor.
- Four of the Fellows started training with Cornell University on August 30<sup>th</sup>.

#### 9. **Policies & Procedures**

A motion to approve the policies and procedures was made by Diane Oldenburg and seconded by Christina Chamberlain. All were in favor.

#### 10. **Trauma Informed Care (TIC)**

Held meeting yesterday. If you are you know of anyone who wants to join, we are recruiting new members and will provide a training.

#### 11. **Community Updates**

**Tammy Thompson** – Children with Special Needs fully staffed. Working on adding one new position. This person will do outreach and referral birth to 21. Early Intervention – All service coordination has been taken on in house. One Preschool program closed in the last year – all struggling to hire staff.

**Christina Chamberlain** – With school starting up it is crazy busy. Still doing a lot of COVID work. Still seeing COVID cases. Mondays are the worst. Trying to get kids up to date with immunizations. Struggling with tutors for those out with COVID.

**Stacy Alvord** – Very busy. Its been very challenging with staffing shortages. There are 22 vacancies for case workers and nine who are in training. 64% increase this year in the number of homeless showing up at DSS. Child protective reports are back to pre-COVID. The addiction – opioid, fentanyl is incredibly alarming. DSS has their own Indeed account and Handshake account. Trying to get into SUNY Oswego more. Find more internships to attract people into the field.

**Amanda Barbera** – As of July 1<sup>st</sup>, officially now PICH, Perinatal Infant Community Health Collaborative. Mostly business as usual but might have some new changes rolling out.

**Karen Merrill** – Fully staffed and taking referrals. Have re-certified lactation counselors, do pack-n-play safe sleep, giving out formula and diapers, provide emergency transportation and give out gas cards. Karen went to a really good webinar on COVID should be a traumatic event in the community and this was an eye opening training and hopes that there are more trainings like that to validate that COVID was a traumatic event. Amanda mentioned that the amount of breastfeeding need for support that community health workers have been experiencing. They go to the hospital to the patients that have delivered and support the new moms. Breastfeeding is not easy and it is time consuming.

Jodi Martin mentioned that PACs are now combined for Nursing and Healthy Families. The day and time will need to be changed due to the fact that Betty has a meeting at this same time. Jodi will send out a Doodle Poll to pick a day and time. The question was asked about in person, hybrid or both. There are

problems with the hybrid meeting that people online are not able to hear everyone. Some people talk softer than others. A new invite will be sent out when a day and time is chosen.

**12. Closing and Adjournment**

Motion to adjourn at 3:01 pm by Tammy Thompson and seconded by Jennifer Purtell.

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The PAC will meet next on Thursday, December 9, 2022 at 1:30 PM in the Training Room  
at Oswego County Health Department