

Finance & Personnel Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, May 4, 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 April 6, 2023

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- | | |
|-------------|---|
| GC-4 | Resolution Appointing Public Defender for Oswego County |
| GC-7 | Resolution Authorizing the Reclassification of One Position in the Public Defender's Office |

PUBLIC SAFETY COMMITTEE

- | | |
|-------------|---|
| PS-1 | Resolution Authorizing the Reclassification of One Position in the District Attorney's Office |
| PS-2 | Resolution Authorizing Budget Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) To Automotive Supplies and Repair (Road Division) |
| PS-3 | Resolution Authorizing Budget Modification Sheriff's Office for Purchase of a Full Body Scanner |

HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Budget Modification Department of Social Services – Furniture & Furnishings
- HS-2** Resolution Authorizing Creation of One (1) Part-Time Caseworker Aide Position in The Department of Social Services
- HS-3** Resolution Authorizing Creation of Three Temporary Full Time Typists and One Temporary Part-Time Typist in The Department of Social Services
- HS-4** Resolution Authorizing Budget Amendment for Catholic Charities Transportation Services Contract with The Department of Social Services
- HS-5** Resolution Authorizing Reclassification of Account Clerk to Senior Account Clerk in The Department of Social Services
- HS-6** Resolution Authorizing Budget Modification Department of Social Services – Overtime
- HS-8** Resolution Authorizing Budget Modification Office for the Aging – Shine Snap Ed
- HS-9** Resolution Authorizing Reclassification of One (1) Attorney Position in the Department of Social Services

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

- EP-3** Resolution Authorizing Budget Modification Planning and Community Development – Additional Hours to Implement Various Grant Programs
- EP-4** Resolution Authorizing Budget Modification Department of Community, Development – Planning Office to Finalize Capital Project No. 95 Payments

HEALTH COMMITTEE

- HE-1** Resolution to Accept Public Health Infrastructure Funding from Health Research Inc/New York State Department of Health (HRI/NYSDOH)
- HE-2** Resolution Authorizing Budget Modification to Increase Authorization Level of Capital Project No. 134 Silk Road Action
- HE-3** Resolution to Reclassify Public Health Nurse to Senior Program Health Specialist

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Authorizing the Reclassification of Two Positions and Create a New Position Buildings and Grounds Department
- IT-2** Resolution Awarding Professional Services Contract SPEDES SWPP MSGP Permit Update

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Authorizing the Reclassification of One Part-Time Position in the Human Resources Department
- FP-2** Resolution Awarding Professional Services Contract –RFP 23-HR-001- Compensation Study
- FP-3** Resolution Amending the Sexual Harassment Policy for the County of Oswego
- FP-4** Resolution Pursuant to Section 206 of County Law Changing Legislative Office Building Hours for June, July and August
- FP-5** Resolution Adopting an Investment Policy and Designating Banks as Depositories of County Funds
- FP-6** Resolution Relative to a Home Rule Request
- FP-7** Resolution Amending the Management Compensation Plan 2023

COMMITTEE REVIEW & DECISIONS:

Request to Set Salary – Public Defender Investigator
Request to Set Salary – Public Defender Secretary
Request to Set Salary – Sr. Social Services Attorney

REPORTING DEPARTMENTS:

- Personnel Position Vacancy Report
 - Vacancy Reports/Employee Counts/Employees on Leaves of Absence/Current Exams
 - Department Updates
- Administration Department Updates
 -
- Treasurer Department Updates
- Purchasing Department Updates

ADJOURNMENT:

Finance & Personnel Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, April 6, 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	Present
Stephen Walpole	Legislator, 14 th District	Present
David Holst	Legislator, 4 th District	Present
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
Julie Bell			

CALL TO ORDER:

A Regular Meeting of the Finance and Personnel Committee was called to order at 2:00 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 Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

The minutes for the Finance & Personnel Committee 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
Motion to amend to reflect changes made by jurisdictional committees: Leg. Martino

Second: Leg. Walpole
Vote: Unanimous
Motion to approve as amended: Legislator Holst
Second: Legislator Twiss
Vote: Unanimous, motion carried

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
Motion to approve: Legislator Lockwood
Second: Legislator House
Vote: Unanimous, motion carried
- PS-3** Resolution Authorizing the Oswego County Emergency Management Office to Accept Funding From The Walmart Community Grant Program
Motion to approve: Legislator Walpole
Second: Legislator House
Vote: Unanimous, motion carried
- PS-4** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Assistant DA to Senior ADA
Motion to approve: Legislator House
Second: Legislator Martino
Vote: Unanimous, motion carried
- PS-5** Resolution Authorizing the Reclassification of One Position in the District Attorney's Office – Paralegal to Sr. Typist
Motion to approve: Legislator Lockwood
Second: Legislator Holst
Vote: Unanimous, motion carried
- PS-6** Resolution Authorizing Budget Modification District Attorney's Office – Additional Hours
Motion to approve: Legislator Martino
Second: Legislator House
Vote: Unanimous, motion carried
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HUMAN SERVICES COMMITTEE

- HS-2** Resolution Authorizing Budget Modification Department of Social Services to Accept and Expend Additional State Aid from NYS OASAS
Motion to approve: Legislator Martino
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 OMH

Motion to amend to reflect corrected budget modification: Legislator Lockwood

Second: Leg. Holst

Vote: Amendment approved unanimously

Motion to approve as amended: Leg. Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

HS-4 Resolution Authorizing Budget Modification Youth Programs to Transfer Funds into Additional Hours

Motion to approve: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

HS-5 Resolution Authorizing Budget Modification Department of Social Services/Legal Fees

Motion to approve: Legislator House

Second: Legislator Lockwood

Vote: Unanimous, motion carried

HS-6 Resolution Authorizing Reclassification of One (1) Position in the Department of Social Services

Motion to approve: Legislator House

Second: Legislator Holst

Vote: Unanimous, motion carried

HS-7 Resolution Authorizing Budget Modification Department of Social Services/Additional Hours & Overtime

Motion to approve: Legislator Walpole

Second: Legislator Lockwood

Vote: Unanimous, motion carried

HS-8 Resolution Authorizing Budget Modification Department of Social Services/Reproduction Expenses

Motion to approve: Legislator Martino

Second: Legislator House

Vote: Unanimous, motion carried

HS-9 Resolution Authorizing Budget Modification Department of Social Services/Furniture & Furnishings

Motion to approve: Legislator Lockwood

Second: Legislator House

Vote: Unanimous, motion carried

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

EP-1 Resolution Authorizing Budget Modification Department of Community Development – Housing Office

Motion to approve: Legislator Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

EP-2 Resolution Accepting NYS Grant C1002101 Infrastructure Feasibility Study and Establishing Capital Project No. 0523

Motion to approve: Legislator House

Second: Legislator Martino

Vote: Unanimous, motion carried

EP-3 Resolution Establishing the Office of Mobility Management and Establishing Associated Position

RESOLUTION PULLED FROM AGENDA

HEALTH COMMITTEE

HE-2 Resolution to Transfer Funds to Capital Project No. 134 From the Insurance Recovery Fund

Motion to approve: Legislator Martino

Second: Legislator House

Vote: Unanimous, motion carried

HE-3 Resolution to Reclassify Assistant Public Health Engineer to Public Health Engineer

Motion to approve: Legislator Martino

Second: Legislator Holst

Vote: Unanimous, motion carried

HE-4 Resolution to Reclassify Public Health Engineer to Supervising Public Health Engineer

Motion to approve: Legislator Walpole

Second: Legislator House

Vote: Unanimous, motion carried

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

IT-1 Resolution Appointing Director of Solid Waste Programs

Motion to approve: Legislator Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

IT-2 Resolution Authorizing Creation of Capital Project No. C0123 – Asbestos Remediation

Motion to approve: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

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

Motion to amend to fund via fund balance: Leg. Martino

Second: Legislator Twiss

Vote: Unanimous, motion carried

Motion to approve as amended: Legislator Walpole

Second: Legislator Twiss
Vote: Unanimous, motion carried

IT-4 Resolution Authorizing Budget Modification Highway Department to Transfer Funds from Insurance Recovery Fund into Highway Expense

Motion to approve: Legislator Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

IT-5 Resolution Increasing Capital Project No. E0123 Authorizing Purchase of Highway Equipment

Motion to amend to fund via fund balance: Leg. Martino

Second: Legislator Twiss

Vote: Unanimous, motion carried

Motion to approve as amended: Legislator Walpole

Second: Legislator Martino

Vote: Unanimous, motion carried

FINANCE & PERSONNEL COMMITTEE

FP-1 Resolution Authorizing Execution of Agreement with the Sheriff's Silver Star Association

Motion to approve: Legislator Walpole

Second: Legislator Twiss

Vote: Unanimous, motion carried

FP-2 Resolution Authorizing Budget Modification and Payment of Employee COVID and Retention Stipends

Motion to amend to reflect new total: Leg. Martino

Second: Legislator Holst

Vote: Unanimous, motion carried

Motion to approve as amended: Legislator Walpole

Second: Legislator Holst

Vote: Unanimous, motion carried

FP-3 Resolution Authorizing the Creation of One Full Time Position in the Treasurer's Office

Motion to approve: Legislator Martino

Second: Legislator Holst

Vote: Unanimous, motion carried

FP-4 Resolution Regarding the Inclusion of Apprenticeship Agreements on County Construction Contracts Under New York State Labor Law §816-B

Motion to approve: Legislator Lockwood

Second: Legislator Holst

Vote: Unanimous, motion carried

Leg. Twiss motions to reconsider FP-4, multiple seconds

Motion to amend to update project cost threshold: Leg. Martino

Second: Leg. Twiss

Vote: Unanimous, motion carried

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

FP-5 Resolution Appointing Director of the Department of Community Development, Tourism and Planning and Authorizing Necessary Budget Modification
Motion to approve: Legislator Martino
Second: Legislator Twiss
Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Set Salary Senior Assistant District Attorney
Motion to approve: Legislator Walpole
Second: Legislator Holst
Vote: Unanimous, motion carried

Set Salary Supervising Public Health Engineer
Motion to approve: Legislator Walpole
Second: Legislator Martino
Vote: Unanimous, motion carried

Set Salary District Attorney Office Incoming ADA
Motion to approve: Legislator Walpole
Second: Legislator Martino
Vote: Unanimous, motion carried

EXECUTIVE SESSION:

Leg. Twiss motions to enter executive session at 2:45 p.m. to discuss Collective Negotiations under Article 14 of the Civil Service Law (the Taylor Law). Second from Leg. House. Motion carries. Executive session entered at 2:45 p.m.

Leg. Martino motions to exit executive session at 3:36 p.m. Second from Leg. Twiss. Motion carries. Executive session exited at 3:36 p.m.

REPORTING DEPARTMENTS:

Julie Bell provides personnel position vacancy report and department update
Phil Church provides update on state budget and year-to-date spending reports
Kevin Gardner provides department update for Treasurer's Office
Holly Carpenter provides Purchasing Department update

ADJOURNMENT:

Motion to adjourn at 3:37 p.m.: Legislator Martino
Second: Legislator Twiss

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

DRAFT

RESOLUTION NO.

May 11, 2023

RESOLUTION APPOINTING PUBLIC DEFENDER FOR OSWEGO COUNTY

By Legislator David Holst:

WHEREAS, the County of Oswego has established the Office of Public Defender by Local Law Number 2 of 2021; and

WHEREAS, the County of Oswego has conducted an extensive search for the county's first Public Defender, who in addition to the required duties of Public Defender to provide indigent legal services, will also be tasked with establishing the office, hiring all initial personnel, developing operational policies, and various other administrative activities needed to develop the office; and

WHEREAS, a resolution is both necessary and desirable,

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

RESOLVED, that Louis Lombardi, of Oswego NY, is hereby appointed to the position of Public Defender, effective immediately, for a term to coincide with the term of this Legislature, and shall be compensated according to the management compensation plan at \$197,761, Salary Grade 100, step 23.

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

YES:

NO:

ABSENT:

ABSTAIN:

LOUIS R. LOMBARDI

XXXXXXXXXXXXXX
Bellefonte, PA 16823

XXXXXXXXXX

EDUCATION

Brooklyn Law School, Brooklyn, New York
Juris Doctor, *Cum Laude*, June 1998 (Evening Division)
Class Rank: Top 9%
Honors: Dean's List, Dean's Academic Achievement Scholarship, CALI Excellence for the Future Award
Activities: President, Law Enforcement Law Student Association

The Pennsylvania State University, University Park, Pennsylvania
Bachelor of Science in Administration of Justice May 1986
Honors: Dean's List
Activities: Penn State Men's Lacrosse Club

LEGAL EXPERIENCE

Law Office of Louis R. Lombardi, Bellefonte, Pennsylvania February 1999 – Present
General Practitioner
Solo practitioner and "Of Counsel" working in civil and criminal litigation from case inception until resolution including motion and appellate practice. Civil law experience includes real estate, debtor/creditor law, unemployment, family law, personal injury, and bankruptcy; and criminal law experience includes violations thru felony crimes.

New York City Police Department Legal Bureau, New York, New York November 1995 – January 1998
Records Access Officer
Supervised police department staff in collection and release of department records pursuant to requests from the public (approximately 2,500 per year) under New York State Freedom of Information Law. Additionally, involved in subpoena litigation over litigants demands for access to police department records.

Law Intern, Civil Enforcement Unit November 1994 – October 1995
Prosecuted civil property forfeiture actions and nuisance abatement closings.

OTHER EXPERIENCE

Omniplex World Services Corp., Herndon, Virginia August 2018 – Present
Investigator
Conduct background investigations on individuals applying for jobs that require a federal security clearance.

South Hills School of Business & Technology, State College, Pennsylvania March 2010 – August 2020
Law Instructor
Prepare lesson plans, teach, develop tests, and prepare students for a career in criminal justice and law.

New York City Police Department, New York, New York July 1989 – July 2009
Police Officer, Sergeant, Lieutenant, Captain
As a member of the NYPD, I steadily was promoted within the Department taking on more responsibility in order to better serve the residents of New York City. From enforcing the law and supervising a sexual assault task force; to training members of the Department in new rules, regulations, equipment, and initiatives to keep the public safe, my priority was to work with all stakeholders to make the city safe. Upon promotion to Police Captain, I became a member of the executive staff and was the point person responsible for conducting internal investigations into police misconduct, corruption, use of police force (including police involved shootings), vehicle pursuits and other areas of concern for the agency such as bias crimes. I was trained and supervised investigations into homicides, asset forfeiture and organized crime. In organized crime I oversaw the case development and execution of nearly one thousand search warrants and wiretaps.

PROFESSIONAL ORGANIZATIONS

Pennsylvania Bar Association, New York State Bar Association, Centre County Bar Association,
Brooklyn Bar Association.

BAR ADMISSION

States of New York, New Jersey & Pennsylvania; United States Southern & Eastern District Courts for New York,
United States District Court for New Jersey.

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN PUBLIC DEFENDER'S OFFICE**

By Legislator David Holst:

WHEREAS, in order to better reflect the duties and responsibilities required of the personnel who assist the Public Defender in leading staff and operations within the Public Defender's Office; and

WHEREAS, Position # 117111310 is currently classified as an Assistant Public Defender to defend clients accused of crimes in court, and

WHEREAS, the proposed restructuring within the office to provide social services to aid in the mission of representing clients in court has been reviewed by the Director of Human Resources with a recommendation to reclassify the position to the title of Public Defender Social Worker Specialist.

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

RESOLVED, that position # 117111310 , Assistant Public Defender, Grade 60, in the Management Personnel Compensation Plan be reclassified to Public Defender Social worker Specialist, Grade 40, in the OCPA Union, 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 modify the Public Defender's Department budget to reclassify one Assistant Public Defender position (Grade 60), Management Personnel Compensation Plan, to Public Defender Social Worker Specialist position (Salary Grade 40), OCPA Union.
- Purpose:** Public Defender Office is a newly established office. In order for it to fulfill its mission, it is critical that a social worker be retained to address client's mental health, drug addiction and other needs. These issues are critical in representing clients before the courts and also aiding them in avoiding issues that drive them to crime in the future. The addition of a social worker will help the Public Defender's Office meet its goal of offering client's adequate representation before the courts.
- Summary:** The opportunity exists to better serve clients that are represented by the Public Defender's office in that many, if not most, have some mental health disorder or an underlying drug addiction that caused the person to commit crime. Addressing these issues should reduce the likelihood of the individual client re-offending.
- Recommendation:** To authorize the proposed modification of the Public Defender's budget to reclassify one Assistant Public Defender to a Public Defender Social Worker Specialist.
- Fiscal Impact:** There will be no fiscal impact as the proposed pay for the social worker is less than what has been budgeted for the Assistant Public Defender position that will be eliminated.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT:

DIVISION/UNIT (NUMBER):

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 Public Defender 2. Position #: 117111310

3. Present Salary/Hourly Rate: 72,969 Grade: 60

4. Requested Title: Public Defender Social Worker Specialist

5. Requested Salary: 54,769

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

b. Management or OCPA – Salary Requested: 54,769 Grade: 40

6. Percent of Federal and/or State Reimbursement: 100 Fringe Reimbursed: ☐ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): Public Defender Office is in need of a social worker to assess clients mental health, possible drug addiction and other social needs to help prepare for court an assist client to avoid situations where client may tend to re-offend. Currently, the office is not allocated for such a position. The office has sufficient staffing needs for assistant public defender and adding a social worker would add a capability that the office currently does not possess.

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:

7/23/19

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(page 1 of 4)

7/23/19

(page 2 of 4)

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

DIVISION, UNIT, OR WORK SECTION
Public Defender's Office

LOCATION OF POSITION
70 Bunner Street, Oswego, NY

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 Defender Social Worker Speci

PERCENT OF WORK TIME

20	Assesses clients' needs, supports, strengths, and weaknesses in order to provide emotional support and referrals to community-based programs as needed;
20	Facilitates referrals and links clients to variety of community-based treatment programs (inpatient and outpatient, public and private);
20	Collaborates with probation/parole, court personnel, social service agencies and other service providers to establish treatment and services for clients;
10	Conducts evidence based psychosocial evaluations founded upon psychosocial interviews with clients and their families and available records;
10	Prepares written advocacy pieces in the form of memorandums to the Court or prosecutor, which assists staff attorneys in mitigating dispositions or sentences;
10	Reviews, catalogues and presents to staff attorneys information contained within medical, mental health, substance abuse and school records for their reference and use;
10	Regularly appears at and assists in the representation of Public Defender clients in court;

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Louis Lombardi	Public Defender	Administrative

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 _____ years, with specialization in Masters degree social work

☒ Other 2 years, with specialization in LCSW, LMSW

Experience (list amount and type): Two years' work as a Social Worker or closely related field.

Essential knowledge, skills and abilities: Thorough knowledge of mental health terminology and best practices; good knowledge of the human services system, including public and private agencies and organizations

Working knowledge of the criminal justice process; knowledge of social problems and social justice, particularly within the legal system; ability to effectively conduct counseling

Type of license or certificate required: NYS Department of Education license in social work or clinical social work

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:

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION
IN THE DISTRICT ATTORNEY'S OFFICE**

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 to continue to ensure the delivery of efficient and effective services.

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

RESOLVED, that position 116524704, Typist, Grade 3, County of Oswego Office Personnel Unit (COOP), be reclassified to a Senior Typist, Grade 5, in the same COOP 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 the Typist position (COOP Grade 3) to Senior Typist (COOP Grade 5) within the District Attorney's Office.

Purpose: Due to the re-evaluation of departmental staffing, this proposed change will allow the department to function efficiently and effectively while maintaining and providing continued succession planning opportunities within the department.

Summary: With the continued progression of administrative duties, the opportunity exists to restructure operations. The individual in this position will continue to perform functions associated with the current Typist position while also taking on more complex duties that are associated with the position of Senior Typist. This promotion will help retain a valuable employee and is consistent with ensuring the continuation of the professional and efficient operations of the department.

Recommended Action To authorize the proposed reclassification of a Typist (position 116524704, COOP Grade 3) to a Senior Typist (COOP Grade 5) within the District Attorney's Office.

Fiscal Impact: This reclassification will have a minimal budgetary impact, as the employee currently makes \$16.03/hr as a Typist and will earn \$17.45/hr as a Senior Typist. This would result in an annual salary increase of approximately \$2,585.00.

The reclassification will have no impact on the 2023 budget as a Paralegal position at the office has been vacant throughout most of this year and was recently reclassified as a Senior Typist. That reclassification resulted in a significant recurring salary reduction / savings that exceeds the cost associated with this request.

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: Typist 2. Position #: 116524704

3. Present Salary/Hourly Rate: \$16.03 Grade: 3

4. Requested Title: Senior Typist

5. Requested Salary: _____

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): *In 2022, another Typist position was reclassified as a Senior Typist. Last month, a paralegal position that was vacated earlier this year was reclassified as a Senior Typist. This request will bring the job title / pay of the current Typist in line with other members of the office who are performing similar work. Additionally, this reclassification will permit the employee to perform additional work that is associated with the Senior Typist position, which is important to promote cross-training across positions and flexibility when other employees are absent and/or leave county employment.*

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.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION SHERIFF'S OFFICE
TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO
AUTOMOTIVE SUPPLIES AND REPAIR (ROAD DIVISION)**

By Legislator Marc Greco:

Upon recommendation of the Public Safety and Emergency 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:



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3493
ROAD PATROL
(315) 349-2411
FAX (315) 349-2303
CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



39 Churchill Road, Oswego, New York 13126-6613

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR



CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3378
1-800-582-7583
JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

INFORMATIONAL MEMORANDUM

DATE: April 25, 2023

SUBJECT: Vehicle Repair from the Insurance Recovery Fund

SUMMARY: A request is being made to transfer funds from the Insurance Recovery Fund (A1325.426800) in the amount of \$8087.09 into Automotive Supplies and Repair (A3110.544100) to repair one 2016 Ford Explorer that reportedly collided with a fallen tree in the roadway. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

RECOMMENDED

ACTION: The Sheriff's Office respectfully requests your review and approval of this request.

BUDGET MODIFICATION REQUEST

Date: April 25, 2023

[illegible]

COMMITTEE SIGNATURES

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR
(Personnel Services Only)

DATE _____

DEPARTMENT HEAD

COUNTY ADMINISTRATOR

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S
OFFICE FOR PURCHASE OF A FULL BODY SCANNER**

By Legislator Marc Greco:

WHEREAS, Oswego County has received a grant offer for partial reimbursement upon the purchase of a full body scanner, and

WHEREAS, the Oswego County Sheriffs Office has a need for a full body scanner in its Corrections Division, and

WHEREAS, the total cost of the body scanner is \$162,000, and

WHEREAS, Assemblyman Will Barclay has made a \$100,000 grant available from DASNY;

NOW, on recommendation of the Public Safety and Emergency Services 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 funds from Unappropriated Fund Balance to A3150 526000 TEK as shown on the attached budget modification request, and be it further

RESOLVED, that the County Treasurer is hereby, authorized to establish account A3150 433890 TEK – State Aid Other Public Safety 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:



ADMINISTRATION
(315) 349-3307
FAX (315) 349-3303
ROAD PATROL
(315) 349-3311
FAX (315) 349-3303
CRIMINAL INVESTIGATION
(315) 349-3318
FAX (315) 349-3317

OSWEGO COUNTY SHERIFF'S OFFICE

DONALD R. HILTON
SHERIFF



JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

39 Churchill Road, Oswego, New York 13126-6613



CIVIL DIVISION
(315) 349-3300
FAX (315) 349-3373
1-800-662-7663
JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

INFORMATIONAL MEMORANDUM

DATE: April 14, 2023

SUBJECT: Budget Modification Request to Accept Grant Funds – Dormitory Authority State of New York (DASNY) to fund and purchase TEK Full Body Scanner.

PURPOSE: To accept grant funds of \$100,000 from DASNY. This grant from DASNY will be used as a partial reimbursement toward the County purchase of a TEK Full Body Scanner. The Scanner would be housed in the Correctional Facility Booking area. The scanner will be utilized to conduct a full body non-contact inspection of all incoming individuals. This scan will detect contraband as well as record body temperatures. The Scanner will improve searches as well as reduce close contact between incoming individuals and Corrections Officers to help prevent the spread of COVID or other transmittable diseases.

SUMMARY: The Sheriff's Office requests permission to accept grant funds from DASNY in the amount of \$100,000 and allocate \$62,000 from fund balance.

ATTACHMENTS:

- Approval MEMO from DASNY
- Budget Modification
- Resolution authorizing Budgetary Modification: Sheriff's office Modification to accept DASNY funding to procure Full Body Scanner for Corrections.

RECOMMENDED ACTION: The Sheriff's Office recommends the approval of this budget modification accepting the grant funds described above and purchase the TEK Body Scanner.



DASNY

KATHY HOCHUL
Governor

ALFONSO L. CARNEY, JR.
Chair

REUBEN R. MCDANIEL, III
President & CEO

January 20, 2023

VIA EMAIL

Kate Davis
Director of Administrative Services
County of Oswego
46 E. Bridge Street
Oswego, New York 13126

Re: *State and Municipalities ("SAM")
Purchase of a Body Scanner
Project ID: 25684*

Dear Kate Davis:

As you know, the State has awarded the County of Oswego ("Grantee") a State and Municipalities ("SAM") grant for the above-referenced project in the amount of \$100,000.00 (the "Grant").

This letter outlines the documentation you will need to complete and return to DASNY in order to start the Grant Administration process.

- ***Please return the completed documentation electronically, as described below within thirty (30) days. If you are not able to meet this timeframe, please send an email to callcenter@dasny.org with your requested timeline for submission.***
- ***If the information is not returned in a timely manner, or documentation is incomplete, your Grant will be delayed as DASNY generally reserves the right to request updated documentation throughout the administrative process to ensure the required reviews are based on accurate information.***
- ***If there are any changes to the contact information for the primary contact for your organization, the authorized officer contact information, or change in your organizational address – please email (grants@dasny.org).***

Please also read the attached Frequently Asked Questions (FAQs) as it relates to the following requested documents and other questions that you may have regarding the Grant Process.

ALBANY (HEADQUARTERS): 515 Broadway, Albany, NY 12207 | 518-257-3000
BUFFALO: 6047 Transit Road, Suite 103 East Amherst, NY 14051 | 716-884-9780
NEW YORK CITY: 28 Liberty Street, Fl 55, New York, NY 10005 | 212-273-5000
ROCHESTER: 3495 Winton Place, Building C, Suite 1, Rochester, NY 14623 | 585-450-8400

DORMITORY AUTHORITY STATE OF NEW YORK
WE FINANCE, DESIGN & BUILD
NEW YORK'S FUTURE.

www.dasny.org



DASNY

Page 2

The following documents must be completed and returned to DASNY so the required reviews can be conducted and State approvals obtained:

- ☐ Completed Project Information Sheet signed by an authorized officer;
- ☐ Completed Grantee Certification signed by two (2) authorized officers;
- ☐ Completed Project Certification signed by an authorized officer;
- ☐ Completed and signed W-9;
- ☐ The Grantee Questionnaire (GQ) requested by DASNY expires after one (1) year;
 - o The GQ on file has expired or is about to expire. Please provide the names, titles and email addresses of two authorized officers so that a GQ may be sent out by the Processor that will be assigned to review your paperwork:
Authorized Officer #1: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____
Authorized Officer #2: Name: _____ Title: _____
Email: _____ Phone: _____ Ext: _____
- ☐ Evidence of Site Control; and
- ☐ Financial documentation.

If your organization is a non-for-profit please also see the 'Prior to Final Approval' section in attached FAQs for information regarding the prequalification requirement through NY State Grants Gateway.

Grantees are also advised that grant-funded projects are subject to the State Environmental Quality Review Act (SEQRA) and State Historic Preservation Act (SHPA). Information regarding the SEQRA and SHPA process is included in the FAQs.

Should you have any questions concerning the enclosed documentation please either call (518) 257-3177 or email callcenter@dasny.org.

Sincerely,

Sarah D. Antonacci
Assistant Director, Grants Administration

GRANTEE CERTIFICATION
County of Oswego
Purchase of a Body Scanner
Project ID: 25684

WE HEREBY WARRANT, REPRESENT AND CERTIFY TO DASNY that:

- The County of Oswego (the "Grantee") has applied for a ("SAM") Grant in the amount of \$100,000.00 (the "Grant"). This Grant will be used for the Purchase of a Body Scanner (the "Project"). We understand that the Grant funds may be used only for certain community improvement purposes as set forth in the enabling legislation and that the Grant Disbursement Agreement (GDA) to be executed in connection with this Grant contains a provision that states that Grant funds may not be used to finance a program or project that will in any way promote or facilitate religious worship, instruction or proselytizing. We have been informed that this provision exists to ensure compliance with Federal and State law. Therefore, as Authorized Officers of the Grantee, we hereby certify the following in connection with the project to be financed by the Grant:
 - no religious purpose shall be advanced or promoted by the project or program funded by the Grant;
 - the project or program will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of services or the use of facilities or furnishings assisted in any way by public funds;
 - the project or program shall be open to all without regard to religion; and
 - the Grantee shall take affirmative steps to ensure that information is widely disseminated with respect to the following aspects of the project or program:
 - the project or program is publicly funded;
 - the project or program is open to all, regardless of religious affiliation; and
 - the project or program beneficiaries are not limited to any particular sect or group.
 - the Grantee shall exercise care to make sure the facilities and/or services to be supported in whole or in part by grant proceeds are available and accessible to all members of the public by ensuring project location(s) and/or service areas are in proximity to public transportation; sufficient parking; and by choosing project location(s) and/or service areas that do not restrict use to a certain subset of the population defined by religion;
- We understand that the State of New York, DASNY and other entities that may be involved in the Grant process are relying on the above information in making the determination whether to award the Grant to the Grantee.
- By signing this document, we certify that we are authorized officers for the Grantee and have the authority to submit this Certification.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

Authorized Officer (sign or type)

Printed Name (print or type)

Title (print or type)

Dated

**PROJECT CERTIFICATE OF THE
County of Oswego
State and Municipalities (the "SAM")
For the Purchase of a Body Scanner
(Project ID: 25684)**

I, the undersigned, an Authorized Officer of County of Oswego (the "Grantee"), DO HEREBY CERTIFY that:

- All contractors and vendors retained to perform services in connection with the Purchase of a Body Scanner (the "Project") shall be authorized to do business in the State of New York and shall possess and maintain all professional licenses and/or certifications required to perform the tasks undertaken in connection with the Project.
- To the extent that SAM Grant proceeds are used to reimburse the Grantee for the cost of any portion of the Project noted above, the Grantee certifies that no other external funding source, including but not limited to, State or Federal restructuring loans, State or Federal grants, or grants, loans, or other funding from any other public or private source (currently or within the last six (6) years), will be used for substantially the same project costs at the same location as described in the Application or Project Information Sheet provided to DASNY.
- If the Project includes vehicle purchase(s), removable equipment, or furnishings including but not limited to, computer hardware and software, air conditioning units, lab equipment, security cameras, office furniture and telephone systems, the Grantee has or will develop, implement, and maintain an inventory system for tracking such items, and items will be installed, stored, or secured on property owned by and/or under the control of the Grantee; the Grantee has or will develop, implement, and maintain a usage policy for items in compliance with all State and Federal regulations or privacy laws, including use, retention, storage, or deletion of any data, images, or videos stemming from grant funded purchase of such items if applicable.
- The Grantee has informed DASNY via the Project Application, Project Information Sheet, or other correspondence if Grantee is a state related entity, or if the project location is owned by a state related entity. Furthermore, if the status of the Grantee or project location changes, the Grantee will inform DASNY of any changes that would impact the tax-exempt status of the Grant.
- The Grantee acknowledges that Grant proceeds cannot be utilized to pay for:
 - Deposits advance payments, or progress payments until work is completed, or goods received by Grantee;
 - to pay down long term debt;
 - internal labor costs;
 - rental or leased equipment, or equipment with an anticipated useful life of less than three (3) years;
 - stockpiled materials;
 - recurring software costs, including licensing or maintenance fees;
 - materials and/or services provided by another entity other than a licensed contractor or vendor.
- The Grantee will maintain accurate books and records through project completion/payout of the Grant as well as for six (6) years from the date the Project is completed and will make those books and records available to DASNY, its agents, officers and employees during the Grantee's business hours upon reasonable request.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20_____.

By signing these documents, I certify that I am an authorized officer for the Grantee.

Please sign and return this document to DASNY by either signing pen to paper and sending the pdf OR by typing your full name into signature line(s) below as indicated. Please return these documents to callcenter@dasny.org from the Grantee's organizational email address and retain the original copies for production to DASNY if requested. By providing electronic signature(s), the Grantee's designee will be providing validly binding legal documents, just the same as a pen-and-paper signature.

By (sign or type): _____

Name (print or type): _____

Title (print or type) _____

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER		
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ
A	159900				
A3150	433890	TEK			
			A3150	526000	TEK
					This project to be partially funded through a transfer from
					Unappropriated Fund Balance
					And reimbursed at \$100,000 through DASNY
					TOTAL AMOUNT
					-

COMMITTEE SIGNATURES DATE

DATE _____

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – FURNITUE & 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 17, 2023

SUBJECT: Office furniture for DSS

SUMMARY: DSS worked with Syracuse Office Environments (under state contract) to maximize the use of two management offices. With a limited number of small conference rooms, we seek to outfit the offices with furnishings that provide for both individual desk space and a small group meeting. Presently both offices have basic cubicle equipment that is not designed for long hours at a computer nor able to easily accommodate a small group gathering. Both offices have decades-old equipment that does not maximize the private office space of two different management positions. The Director of Services office will have seating for up to five for the many small group meetings she facilitates, as well as ergonomic design for personal workspace. Federal / State funding will reimburse 62% of the total cost of \$7,081 leaving a local share cost of \$2,690.

The Executive Assistant to the Commissioner's Office will be redesigned for more efficient use of space and provides seating for meetings, as well as ergonomic design of individual desk space. Federal / State funding will reimburse 75% of the total cost of \$3,736 leaving a local share cost of \$934.

This is budget neutral.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the budget modification to move forward with the purchasing of this office equipment.

2023
5/11/2023

COMMITTEE SIGNATURES

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING CREATION OF ONE (1) PART-TIME
CASEWORKER AIDE 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 add one (1) part-time Caseworker Aide position to provide adequate support the Caseworkers in the Services Unit and assist with transportation for the families they serve, 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:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Caseworker Aide (part-time)

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$17.45 Grade: 5

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

4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No

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

DSS needs to add one (1) part-time Caseworker Aide to our staff to assist with transportation of clients and their families to appointments, court appearances, and visitations as they relate to our service plan for their case. Caseworker Aides often provide the supervision for court-ordered supervision as well. We need to add this position to relieve the burden of transportation from the Caseworkers, who often have to transport due to the ever-growing demand. We currently have a part-time Caseworker Aide in a full-time line. Adding this position would allow for that to continue.

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

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).

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

Services

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: *Caseworker Aide*

**PERCENT OF
WORK TIME**

10

Monitors parent visitations following court orders as required for children in foster care including encouraging proper interaction, stopping inappropriate behavior and/or conversation, and terminating visit if necessary

60

Transports clients for visitations, appointments, and/or to family court in accordance with service plans

5

Maintains and prepares a variety of records and reports, e.g., mileage, trip, time sheets, etc.

5

Assists in communication between agency, client, and the community by clarifying agency programs to individuals and conveying community cultural patterns and attitudes to agency professional staff

10

Documents transports and visits, or other contacts, with recommendations submitted to Caseworkers, as appropriate

5

May testify in Family Court when necessary

5

May make necessary contacts to obtain additional and/or current client information

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Tricia Wright	Sr. Caseworker	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
n/a		

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
Shelly Forrest	Caseworker Aide	Mexico
Jennifer Babcock	Caseworker Aide	Mexico
Jean Green	Caseworker Aide	Mexico

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

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

Experience (list amount and type): *Two (2) years of para-professional experience in a social service or community service agency, hospital, or physician's office which shall have involved client or patient contact*

Essential knowledge, skills and abilities: *Knowledge of community resources and programs; causes & characteristics of social and behavioral problems. Ability to develop/maintain effective working relationships with clients, agency staff, and the general public; communicate clearly; deal with difficult and/or uncooperative patients/clients; tolerate exposure to offensive odors, dirt, grime, poor hygiene.*

Type of license or certificate required: Valid NYS driver's license is required and must be maintained

7. The above statements are accurate and complete.

Date: 5/1/22

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:



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 17, 2023

SUBJECT: Create One Part Time Case Worker Aide Position for Children's Services

SUMMARY: DSS hired a part time Case Worker Aide to fill a full-time position slot. The Case Worker Aid (CWA) provides transportation of children, youth and parents / caregivers for critical appointments. The CWA supervises visits between children / youth placed in foster care and/or relative placements and their parents / siblings. The CWA also provides support to caseworkers covering essential casework tasks and activities.

DSS seeks to build capacity by creating a part-time position for the current CWA and open up the full-time position to be filled as soon as possible. There is a need for transport of children and youth by workers skilled in managing behaviors caused by trauma. DSS does not have the capacity to cover all transportation needed within the ever-increasing need presented by clients engaged in child welfare services.

This is budget neutral. The position is for 20 hours per week at an annual wage cost of \$18,148. OCDSS receives 62% state reimbursement with a local share of \$6,897 for the position.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the budget modification and create one part time case work aid position.

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING CREATION OF THREE TEMPORARY FULL
TIME TYPISTS AND ONE TEMPORARY PART-TIME TYPIST 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 add three (3) temporary full-time typists positions and one (1) temporary part-time typist position to adequately complete the Child Support Digitizing Project, 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

TO: Oswego County Board of Legislators

DATE: April 17, 2023

SUBJECT: Create One Part Time and Three Full Time Temporary Typist Positions

SUMMARY: Since 2020 DSS has planned to remove large rolling rack file storage system from the 1st floor of the DSS Mexico office floor plan. DSS received an estimate from Syracuse Office Environments to purchase new cubicles for Medicaid where DSS receives 100% federal / state funding for equipment costs. The old Medicaid unit will then be repurposed to house the Fraud unit. Presently, the Fraud unit is on the second floor due to not having enough space to join their division on the first floor. This also fees space on the second floor in the Adult and Family Services division for Sobriety Treatment and Recovery Teams cubicles – which will house 11 positions already in the DSS budget. As well, the equipment is already purchased for this new program. Time is of the essence.

Unfortunately, the rolling racks are yet to be emptied over the last 18 months due to barriers encountered in scanning the files. There are approximately 12,000 closed cases (6,090 inches) and 6,100 active open cases (4,165 inches) currently stored on the rolling racks. With over 10,200 inches of documents – it would take about 50 file cabinets. The only answer to taking down the rolling racks is to hasten the scanning of these child support files.

DSS seeks to hire temporary typists to scan child support files over the next few months. With 3.5 typists, DSS is confident that files can be scanned within 6 months dependent on being able to hire these positions.

This is budget neutral. If all four positions are filled, the cost for six month tenure at DSS is \$51,058. OCDSS receives up to 72% state reimbursement with a local share of \$14,297 for the positions. Once the scanning project is complete, the positions will be removed from the DSS budget.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve creation of these four new temporary positions.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Typist (f/t temporary x3; p/t temporary x1)

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$16.03 Grade: 3

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

4. Percent of Federal and or State Reimbursement: 72% Fringe Reimbursed: ☒ Yes ☐ No

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

The Department has begun a project to digitize all Child Support records in an effort to remove floor to ceiling rolling file racks and clear much-needed floor space for staff. That project will require scanning over 18,000 case files into the document repository. Given the vacancies that have continued in Child Support over the past several months, we need all existing man-power to remain focused on current program work. The addition of these three temporary staff will allow for uninterrupted scanning and a more timely completion of the project.

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).

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

**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.

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.

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

DIVISION, UNIT, OR WORK SECTION

Child Support

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: *Typist*

**PERCENT OF
WORK TIME**

Prepares individual program case files organizing all documentation per established system for digitizing

Physically scans case records into a document repository, reviewing for accuracy of file and legibility of all documents, trouble-shooting as necessary

Assigns all digitized records to appropriate categories and case enumeration to facilitate records retrieval and accuracy of all required documentation

Responsible for destruction of confidential case records according to program policy requirements

Prepares reports of cases that have been digitized

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
John Ferry	Coordinator of Child Support	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
n/a		

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
Tera El-Hage	Typist	Mexico
Kelsie Zych	Typist	Mexico
Emma Hanlon	Typist	Mexico

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities: *Knowledge of office terminology, practice and procedures. Ability to perform detail work with considerable visual effort and strain; organize and maintain records and files; follow written and verbal instructions; use computer software and ancillary equipment*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

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:

7/23/19

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FOR CATHOLIC
CHARITIES TRANSPORTATION SERVICES CONTRACT WITH 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, 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 17, 2023

SUBJECT: Increase Amount for Catholic Charities Transportation Program

SUMMARY: Now more than ever OCDSS relies on the Catholic Charities drivers to transport children, youth and parents to and from supervised visitation, counseling appointments, court appearances, and other critical services.

Currently this contract provides \$309,690. OCDSS seeks to increase this contract by \$28,216 or a 9% increase, the first in three years. This provides for an increase in drivers' wages and the leasing of two vehicles.

OCDSS will receive 62% state reimbursement for this contract. Of the \$28,216 increase, the local share will be \$10,722. Given the current vacancies, this will be budget neutral for 2023. The additional local share will be added into the Protective Preventive Contracts (PPCON) line in the 2024 budget.

**RECOMMENDED
ACTION:**

The Department of Social Services recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature approve the increase for this contract.

Salary and Fringe Calculation

Net Revenue Over Expenditures

ADDENDUM

by and between
Oswego County, with offices at 46 East Bridge Street, Oswego, New York 13126, hereinafter
referred to as "County".

-and-

Catholic Charities of Oswego County a private non-profit corporation with business offices at
808 West Broadway Street, Fulton, New York 13069, hereinafter referred to as "Contractor".

Oswego County Department of Social Services (OCDSS) and Catholic Charities of Oswego
County hereby agree to amend the contract for Transportation Services as agreed to be
effective on May 1, 2023. This addendum is valid throughout the full length of contractual
service delivery.

Catholic Charities Oswego County Transportation Program

In accordance with Oswego County Department of Social Services (OCDSS), the Contractor is
managing and responding to transportation requests by OCDSS for non-emergency Child and
Family Services trips for those clients receiving child welfare services. Trips for foster children /
youth and their parent(s) / primary caregivers enrolled in Family Time, a supervised visitation
program, are prioritized. The drivers also receive assignments from dispatcher under contract
with OCDSS.

OCDSS will provide the vendor an additional \$28,216 to lease two vehicles for use by the three
part time and two full time drivers, as well as covering increased costs of administering the
program and wage increase for the drivers.

In Witness Whereof, the parties hereto have executed this Agreement as of the date set forth
above.

CATHOLIC CHARITIES OF OSWEGO COUNTY

COUNTY OF OSWEGO

Signature

Mary Margaret Pekow

Printed Name

Executive Director

Title

Signature

Stacy Alvord

Printed Name

Commissioner

Title

2023
5/11/2023

COMMITTEE SIGNATURES

HUMAN RESOURCES DIRECTOR

COUNTY ADMINISTRATOR

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

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ACCOUNT CLERK TO
SENIOR ACCOUNT CLERK 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) existing Account Clerk Position to a Senior Account Clerk Position to maintain efficient operations within the Employment and Training Unit, and

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

Subject: Reclassify Account Clerk to Senior Account Clerk for Oswego County Department of Social Services Division of Employment & Training

Purpose: To maintain efficient operations within the Employment & Training team with the Department of Social Services, supporting the work of the Senior Accountant to maintain financial integrity for the integration of NYSDOL, NYS OTDA, NYESS, and other local funding streams to support E&T mandatory and non-mandatory programs and services.

Summary: DSS Division of Employment & Training is in need of experienced support for the Senior Accountant for the division's fiscal processing, tracking, and monitoring of federal, state, and local grant funding. The complexity of the integration of multiple funding streams within E&T and the correlation with the DSS budget requires in-depth understanding of the relationship between the finances of the division. The entry-level nature of the current skills for an Account Clerk fail to align with the demands of E&T's Federal and State mandated fiscal and program regulations. Failure to maintain detailed, accurate and complete financial records could result in the loss of Federal or State funding.

The Department respectfully requests the reclassification of the Account Clerk to a Senior Account Clerk. The increase in cost for this upgrade is \$3,149 annually. **This position holds 18% local share. Local share for the increase is \$567 annually.**

Recommended Action: The Department of Social Services recommends the Health and Human Services Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services, Division of Employment and Training to accept the reclassified position request.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS-E&T

DIVISION/UNIT (NUMBER): 6292

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: Account Clerk 2. Position #: 629200101

3. Present Salary/Hourly Rate: \$16.57 Grade: 4

4. Requested Title: Senior Account Clerk

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: \$18.30 Grade: 6

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

6. Percent of Federal and/or State Reimbursement: 82% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *DSS Division of Employment & Training is in need of experienced support for the Senior Accountant for the division's fiscal processing, tracking, and monitoring of federal, state, and local grant funding. The complexity of the integration of multiple funding streams within E&T and the correlation with the DSS budget requires in-depth understanding of the relationship between the finances of the division. The entry-level nature of the current skills for an Account Clerk fail to align with the demands of E&T's Federal and State mandated fiscal and program regulations. Failure to maintain detailed, accurate and complete financial records could result in the loss of Federal or State funding.*

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-E&T	DIVISION, UNIT, OR WORK SECTION 6292	LOCATION OF POSITION Fulton E&T
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>Senior Account Clerk</i>		
PERCENT OF WORK TIME		
10%	<i>Reviews a variety of complex financial documents, classifies them and distributes items into a variety of accounts according to prescribed procedures and policies</i>	
10%	<i>Posts figures to appropriate accounts, makes all necessary adjustments in balances and verifies and reconciles balances.</i>	
15%	<i>Tracks, audits and monitors a variety of accounts and verifies that adjustments are made to correct allocations</i>	
15%	<i>Checks for accuracy of computations and completeness and preparation of daily, weekly, and monthly reports which are compiled into summary reports or claims for Federal, and State reimbursement</i>	
15%	<i>Creates forms, form letters, invoices, vouchers, records, payrolls, and reports</i>	
10%	<i>Contacts clients, vendors and other agencies to verify and obtain additional information</i>	
15%	<i>Processes, sorts, records, and files a variety of records, contracts, vouchers, and reports</i>	
10%	<i>Maintains time and attendance records and database for department payroll and operational allocation calculations</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
Tien Truong	Senior Accountant	Direct
Rachel Pierce	Director of E&T	Administrative

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 4 years

☐ College _____ years, with specialization in _____

☐ Other _____ years, with specialization in _____

Experience (list amount and type): *3 years of experience maintaining financial accounts and records by posting figures to appropriate accounts, reconciling debits and credits, processing of payroll, vouchers and bills, and verifying calculations*

Essential knowledge, skills and abilities: *double entry bookkeeping and business arithmetic computing; methods used in maintaining financial records and reports; detail-oriented organization; ability to work independently with minimal supervision; understand and follow complex oral and written instructions*

Type of license or certificate required: N/A

7. The above statements are accurate and complete.

Date:

Title: Commissioner of Social Services

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.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – 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: May 11, 2023

SUBJECT: Budget Modification due to Adult and Family Services workers Overtime

SUMMARY: DSS Services staff have been working additional hours and, in some instances, overtime to meet the demand of higher caseloads due to unfilled vacancies. The Services Unit at DSS has 22 vacant Services positions; efforts are being made to fill vacant positions, however there will be a need for current staff to work additional and overtime hours to meet the mandated deadlines until the new employees have been sufficiently trained and are productive.

DSS projects the need through the end of the 2023 year; to allow for mandated state training and productivity from the new employees. Services wages are reimbursed at 62% State, and 38% Local. The local portion for this budget modification is being moved from underspent salaries and wages. This will be 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.

2023
5/11/2023

COMMITTEE SIGNATURES

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

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
OFFICE FOR THE AGING – SHINE SNAP ED**

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 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:



Sara Sunday
Aging Services Administrator

Oswego County Office Complex
70 Bunner Street, Oswego NY 13126

INFORMATIONAL MEMORANDUM

From: Sara Sunday

Date: April 18, 2023

Subject: Budget Modification Request – Senior Health Improvement and Nutrition Education (SHINE) Grant

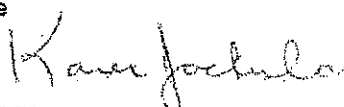
Purpose: To amend the Office for the Aging budget to allocate an additional amount of \$33,184 of SHINE grant funding to the Office for the Aging 2023 Operating Budget.

Background: The New York State Office for the Aging (NYSOFA) has awarded the Oswego County Office for the Aging (OFA) funds to address the to educate seniors on nutrition across Oswego, Jefferson and Lewis County in excess of what was anticipated.

Fiscal Impact: There will be no negative effect to the budget.

Recommended Action: The Office for the Aging respectfully recommends the Human Services Committee, the Personnel and Finance Committee and the Oswego County Legislature authorize the transfer of this additional grant funding to operating accounts as listed. The SHINE grant program is funded 100%. There will be no local share.

NOTIFICATION OF GRANT AWARD UNDER THE SENIORS' HEALTH IMPROVEMENT AND NUTRITION EDUCATION (SHINE)

Name & Address of Area Agency: Oswego County Office for the Aging PO Box 3080 County Office Complex 70 Bunner Street Oswego, New York 13126		Name and Address of Sponsoring Agency/Payee: Oswego County Office for the Aging																											
Fiscal Year from which funds awarded: 2022		Beginning: 10/01/22 Ending: 09/30/23																											
Federal CFDA No.: 10.561		This Award is: Conditional																											
<u>Section I - Cost Categories</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%; text-align: right;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>Personnel</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Fringe Benefits</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Travel</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Maintenance & Operations</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Other Expenses</td> <td style="text-align: right;">0</td> </tr> <tr> <td>Contracts</td> <td style="text-align: right;">0</td> </tr> <tr> <td>APPROVED COSTS</td> <td style="text-align: right;"><u>\$0</u></td> </tr> </tbody> </table>			<u>Amount</u>	Personnel	\$0	Fringe Benefits	0	Equipment	0	Travel	0	Maintenance & Operations	0	Other Expenses	0	Contracts	0	APPROVED COSTS	<u>\$0</u>	<u>Section II - Grantee Budget - Grant Funding:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Grant Share (see remark 1)</td> <td style="width: 20%; text-align: right;">\$0</td> </tr> <tr> <td>Net Cost</td> <td style="text-align: right;">\$0</td> </tr> </tbody> </table> <u>Section III - Federal Funds Ceiling:</u> <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 80%;">Base Allocation</td> <td style="width: 20%; text-align: right;">108,184</td> </tr> <tr> <td>Grants Funds Ceiling (see remark 1)</td> <td style="text-align: right;">\$108,184</td> </tr> </tbody> </table>		Grant Share (see remark 1)	\$0	Net Cost	\$0	Base Allocation	108,184	Grants Funds Ceiling (see remark 1)	\$108,184
	<u>Amount</u>																												
Personnel	\$0																												
Fringe Benefits	0																												
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Travel	0																												
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APPROVED COSTS	<u>\$0</u>																												
Grant Share (see remark 1)	\$0																												
Net Cost	\$0																												
Base Allocation	108,184																												
Grants Funds Ceiling (see remark 1)	\$108,184																												
<p>REMARKS: In addition to the conditions contained in the Four Year Plan, Annual Update and approved Application for Funding, the conditions checked below apply to this award:</p> <p><input checked="" type="checkbox"/> 1. Reimbursement is limited to the <u>lower</u> of the Grant Share of net cost or the "Grant Funds Ceiling"</p> <p><input checked="" type="checkbox"/> 2. Receipt of federal funds, either through advance or reimbursement, does not constitute earning of these funds. The federal share of the project cost is earned only when allowable costs have been incurred and paid.</p> <p><input checked="" type="checkbox"/> 3. A separate audit trail is to be maintained for these funds and copies of all receipts and other pertinent documentation are to be maintained by the recipient for subsequent audit.</p> <p><input checked="" type="checkbox"/> 4. The final claim with all required supporting documentation must be received within sixty (60) days of the end of the program period.</p>																													
Name & Title of Authorizing Official: Karen Jackuback Director of Finance and Administration		Signature 																											
		Date																											

BUDGET MODIFICATION REQUEST

[illegible]

COMMITTEE SIGNATURES

DATE _____

COUNTY TREASURER

Date _____

HUMAN RESOURCES DIRECTOR

Date _____

COUNTY ADMINISTRATOR

Date _____

DEPARTMENT HEAD

Date _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE (1) ATTORNEY
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) Attorney position in the Administrative Legal Unit to a Senior Attorney position to accommodate the need for greater efficiency, and be it

RESOLVED, that a certified copy of this resolution be 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

Subject: Reclassify Social Services Attorney to Senior Social Services Attorney for Oswego County Department of Social Services (OCDSS)

Purpose: To establish a supervisor of four social services attorneys and the senior paralegal position of the Legal Services.

Summary: Per recommendation of County Attorney and County Administrator to establish a supervising attorney for DSS Legal Services, OCDSS seeks to upgrade one Social Services Attorney to a Senior position. This position will provide for consistency of practice, quality assurance of petitions, training of new attorneys, supervision of four attorneys and the senior paralegal, approval of petitions, and liaison with Family Court Judges, District Attorney's office, and the County Attorney's office. The Senior Social Services Attorney will report to the Commissioner of Social Services and provide legal consult and briefings.

There is currently a position description developed by Human Resources and placed at SG70 on the management wage schedule with similar Senior position in the District Attorney's office. This is one grade up from the Social Services Attorney position.

The Department respectfully requests the reclassification with a salary request of \$104,263. The Commissioner has interviewed the current three attorneys and selected the Senior. An Informational Memo to set this position's salary is under separate cover to this request to reclassify. This is budget neutral in 2023 due to vacancy savings within the budget. In the next fiscal year the additional cost for this upgrade / promotion is \$10,277. With 75% federal / state reimbursement, **the additional local share cost will be \$2,569.**

Recommended Action: The Department of Social Services recommends the Health and Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to approve the reclassified position request.

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: Social Services Attorney 2. Position #:

3. Present Salary/Hourly Rate: _____ Grade: SG60

4. Requested Title: Senior Social Services Attorney

5. Requested Salary: _____

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

b. Management or OCPA – Salary Requested: \$102,721 Grade: SG70

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

7. Justification of Need (use additional sheets as necessary): *Over the past many months, the Department has been strongly encouraged to appoint a Senior Social Services Attorney to oversee the other 4 Attorney positions and our Senior Paralegal. This position will play a critical role in improving consistency in our Dept interactions with the Courts; providing training and coaching to the large number of newer Caseworkers on staff that must appear in court; providing a single point of contact for the court administration, County Attorney's office and other interested parties in our legal services actions.*

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 Legal Services	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: <i>Senior Social Services Attorney</i>		
PERCENT OF WORK TIME		
10%	<i>Provides direct supervision and oversight of all Department legal services, including supervision over 4 Social Services Attorneys and 1 Senior Paralegal.</i>	
20%	<i>Provides guidance to Caseworkers and Supervisors regarding case actions, including impending removals of children into care, filing appropriate petitions, staffing complex and difficult cases</i>	
10%	<i>Serves as point of contact with Courts, County Attorney's Office and others</i>	
10%	<i>Manages the schedules and workloads of Attorneys, ensuring adequate coverage of all required appearances at court</i>	
10%	<i>Review all petitions, orders and other legal documents for accuracy and completeness</i>	
10%	<i>Assists Caseworkers and Paralegal staff with creating witness lists and proposed dispositions</i>	
10%	<i>Provides structure training and coaching to Caseworker staff and supervisors regarding preparation for court, testifying, documentation to support a legal action, etc.</i>	
20%	<i>Appears in Family Court as needed to represent the department's interests in Child Welfare, Assistance Programs, Child Support, Adult Protective services legal actions.</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
Stacy Alvord	Commissioner of Social Services	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Allison O'Neill	Social Services Attorney	Direct
Louis Dettor	Social Services Attorney	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
n/a		

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

Education: ☐ High School _____ years
☐ College _____ years, with specialization in _____
☒ Other 7 years, with specialization in juris doctorate

Experience (list amount and type): *three (3) years of experience, or it's part-time equivalent, in the practice of law, one (1) year of which must have been in social services law, or closely related field*

Essential knowledge, skills and abilities: *104.5 NYS and Local laws, rules, codes and procedures; 98. methods of organization, planning, and management; civil and family court procedures and the rules of evidence; principles and practices of common law, and County, State and Federal laws as they apply to social welfare; 135. principles and practices of supervision.*

Type of license or certificate required: *NYS license to practice law. Current registration with the NYS Office of Court Administration at time of appointment.*

7. The above statements are accurate and complete.

Date:

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.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
COMMUNITY DEVELOPMENT, OFFICE OF PLANNING AND COMMUNITY
DEVELOPMENT TO PROVIDE FOR ADDITIONAL HOURS TO IMPLEMENT
VARIOUS GRANT PROGRAMS**

By Legislator Chesbro:

WHEREAS, there is a current need within the Office of Planning and Community Development to move funds within their existing budget to accommodate a short-term need for additional hours and

WHEREAS, Oswego County Department of Community Development, Tourism and Planning is responsible for the implementation of various federal funded grant programs and

WHEREAS, due to staff turnover and internal departmental reorganization, there is a need for existing staff to work more hours to meet the existing grant program deadlines, and

WHEREAS, no funds beyond those already allocated to this office are required for this action, 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 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: Transfer funds for additional hours in the Planning & Community Development office

PURPOSE: To modify the department budget in order to compensate employees for additional hours required to complete their regular duties while faced with the need address the additional work associated with STOA and 5311 FDOT and NYSDOT program updates and audit requirements.

SUMMARY: Due to the restructuring of the Oswego County Public Transportation Program and the need to complete work for the federal and state transportation funding audit, it is necessary to transfer funds to compensate employees. Angela Harvey, Administrative Secretary and Donna Scanlon, Director of Community Development Programs are currently working on administrating the public transportation program work for Oswego County and are the employees that will be working these additional hours.

This action will transfer funds (\$5,000) from within the approved budget for the Oswego County Public Transportation Program Administration funding into the "extra hours" line in that budget. No New money is being requested for this action.

4/18/2023

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

[illegible]

COMMITTEE SIGNATURES

DATE _____

COUNTY TREASURER

DATE _____

PERSONNEL DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
COMMUNITY DEVELOPMENT, PLANNING OFFICE**

By Legislator Mary Ellen Chesbro:

WHEREAS, there is a current need within the Planning Office to move funds within Capital Project No. 95 to accommodate the close out of services provided by VTC in 2022, and

WHEREAS, no funds beyond those already available are required for this action, 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 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: Transfer funds from a CARES account line in the Planning & Community Development office budget to Capital Project 95- Mobility Management.

PURPOSE: To modify the Capital Project budget in order to finalize payments to VTC for 2022 Mobility Management services.

SUMMARY: This action will transfer funds (\$73,795) from the CARES Act funding in Planning to Capital Project #95. No new money is being requested for this action.

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.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

FROM				TO		
ACCOUNT NUMBER		ACCOUNT NUMBER				
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	
A8020	545500	CARES				DOLLAR AMOUNT
			H	529000	95	(73,795.00)
						\$73,795.00
A8020	447890	CARES				
			H	445890	95	Federal Aid Econ Assist
						Federal Aid other Trans
						We need to move money from Care to CP 95
						to pay Mobility Management.
						TOTAL AMOUNT
						\$0.00

COMMITTEE SIGNATURES _____ DATE _____

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Figure 1 | Schematic representation of the experimental design. The study was divided into two phases: a pre-test phase and a main test phase. In the pre-test phase, participants were familiarized with the task and the equipment. In the main test phase, participants performed three trials of the task at three different intensities (low, medium, and high) and three different durations (short, medium, and long). The results of the pre-test phase were used to determine the intensity and duration of the main test phase.

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

RESOLUTION NO.

May 11, 2023

**RESOLUTION TO ACCEPT PUBLIC HEALTH INFRASTRUCTURE FUNDING
FROM HEALTH RESEARCH INC/NEW YORK STATE DEPARTMENT OF
HEALTH (HRI/NYSDOH)**

By Legislator James Karasek:

WHEREAS, The Oswego County Health Department has been awarded \$687,346 over five years to strengthen public health workforce and foundational capabilities; and

WHEREAS, Funds may be used to strengthen the public health workforce through hiring new staff, retention of current staff, upgrades to the workplace, provide public health training, and provide public health support services; 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 County Treasurer be, and hereby is, authorized to transfer the funds from and to the account 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 their authority to affect such transfer and make such adjustments.

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

YES:

NO:

ABSENT:

ABSTAIN:

OSWEGO COUNTY

VERA DUNSMOOR, DIRECTOR OF PUBLIC HEALTH
PHONE 315.349.3545



HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357
FAX 315.349.3435

INFORMATIONAL MEMO

SUBJECT: Public Health Infrastructure Grant

PURPOSE: To accept the Public Health Infrastructure funding to strengthen the Oswego County Health Department.

SUMMARY: Health Research Inc./ New York State Department of Health (HRI/NYSDOH) has awarded the Oswego County Health Department (OCHD) with up to \$687,346 over five years, to strengthen public health workforce and foundational capabilities. Grant funds may be used to strengthen the public health workforce through hiring of public health positions, supporting retention of current staff, making upgrades to the workplace to increase employee satisfaction, providing public health training, and providing public health support services to the public health department. Funds are intended to augment public health staffing capacity and cannot supplant existing commitments.

RECOMMENDED

ACTION: To approve and accept the Public Health Infrastructure funding, and the corresponding budget modification.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

From				To				DOLLAR AMOUNT
ACCOUNT NUMBER		ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION		
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.			
			A4010	545500	INFRA	Supplies and Expense	687,346.00	
A4010	444890	INFRA				Federal Revenue - CFDA# 93.323	(687,346.00)	
						To accept the Public Health Infrastructure grant funds.		
						CFDA#: 93.967		
TOTAL AMOUNT							-	

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING BUDGET MODIFICATION TO INCREASE
AUTHORIZATION LEVEL OF CAPITAL PROJECT No. 134 SILK ROAD
ACTION**

By Legislator James Karasek:

WHEREAS, this body has heretofore established Capital Reserve No. 195 – Silk Road Remediation, and

WHEREAS, the Health Department has identified various maintenance needs at the Silk Road Landfill.

NOW, on recommendation of the Health Committee, with the approval of the Finance and Personnel Committee, be it

RESOLVED, that a Treasurer is hereby authorized to make transfers from Capital Reserve No. 195 according to the attached budget modification and that the authorization level of Capital Project No. 134 – RD/RA-Silk Road Action be increased by \$112,920.

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

YES:

NO:

ABSENT:

ABSTAIN:

**INFORMATIONAL MEMORANDUM**

Subject: Budget modification for Silk Road Landfill.

Purpose: To increase the authorization level of CP#134.

Summary: The Silk Road Landfill falls under the jurisdiction of the USEPA. Maintenance is needed for the site to stay compliant with the EPA O&M guidelines. Itemized tasks below with detailed cost estimates in the attached:

1. Annual engineering contract for reviewing monitoring data, quarterly site inspections, drafting reports to the EPA, RFP/contract development, etc.
2. Well sampling materials, equipment, and lab testing.
3. Leachate monitoring and disposal.
4. EPA fees.
5. Site maintenance for mowing, drainage/erosion repairs, vector/vermin control, fence repairs and parts, etc.

The estimated total cost of the above is \$129,000 while CP#134 currently has \$16,080 available in the account.

Recommended

Action: The Health Committee recommends a budget modification that authorizes CP#134 to be increased by \$112,920 for annual maintenance needs.

COUNTY OF OSWEGO

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.		
H	450310	134				Interfund Transfers	\$ (112,920.00)
			H	529000	134	Equipment Cap Proj 134	\$ 112,920.00
			A	599014	195	Reserve #195 Transfer To CP#134	\$ 112,920.00
						Increase authorization of CP#134-RD/RA Silk Road Action	
						by \$112,920 in order to cover the cost of various maintenance	
						projects at the Silk Road Landfill. Funded through a	
						transfer from CR#195 - Silk Road Remediation Reserve.	

DATE _____

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION TO RECLASSIFY PUBLIC HEALTH NURSE TO SENIOR
PROGRAM HEALTH SPECIALIST**

By Legislator James Karasek:

WHEREAS, due to a current nursing shortage, this position will be reclassified as a non-nursing position; and

WHEREAS, this position will oversee all immunization activities associated with the Oswego County Health Department; and

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 #4003518802 Public Health Nurse be reclassified to Senior Health Program Specialist, Grade 10 in the Oswego County CSEA Bargaining Unit with an hourly rate of \$23.14, which will not result in any increase to the total Preventive Salaries and Wages line, therefore, no budget modification necessary. This position will remain eligible for Article 6 and grant reimbursement; 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:

OSWEGO COUNTY

JIANCHENG HUANG, DIRECTOR OF PUBLIC HEALTH
PHONE 315.349.3545



HEALTH DEPARTMENT

70 BUNNER STREET, OSWEGO, NEW YORK 13126-3357
FAX 315.349.3435

INFORMATIONAL MEMORANDUM

SUBJECT: Request for reclassification of one position in the Preventive Division.

PURPOSE: To reclassify a position from PHN to Sr Health Programs Specialist

SUMMARY: Due to a current nursing shortage, this position will be reclassified as a non-nursing position. This position will oversee all immunization activities associated with the Oswego County Health Department. In the past, this staff member focused on several different public health programs limiting the time spent on this essential program. The COVID 19 pandemic has proven that this position is essential to the health of the public. Job duties include: ensuring that all Immunization Action Plan grant activities are completed, overseeing all immunization clinics including back to school, general immunizations, COVID 19, and flu. When there is a vaccine preventable threat to public health (recent hepatitis A outbreak, measles, mumps), this staff member will take the lead on preventing further spread using vaccinations. Assisting the with Lead Poisoning Prevention Program as needed This position will be vital to the success of the preventive department and meeting the public health needs of the community.

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

RECOMMENDED

ACTION: The Health Committee approve and recommend the reclassification of position # 403518802 from PHN to Sr Health Program Specialist.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Health

DIVISION/UNIT (NUMBER): A4035

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 Nurse 2. Position #: 403518802

3. Present Salary/Hourly: 29.15 Grade: 13

4. Requested Title: Senior Health Program Specialist

5. Requested Salary: _____

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: 80% Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): Due to a current nursing shortage, this position will be reclassified as a non-nursing position. This position will oversee all immunization activities associated with the Oswego County Health Department. In the past, this staff member focused on several different public health programs limiting the time spent on this essential program. The COVID 19 pandemic has proven that this position is essential to the health of the public. Job duties include: ensuring that all Immunization Action Plan grant activities are completed, overseeing all immunization clinics including back to school, general immunizations, COVID 19, and flu. When there is a vaccine preventable threat to public health (recent hepatitis A outbreak, measles, mumps), this staff member will take the lead on preventing further spread using vaccinations. This position will be vital to the success of the preventive department and meeting the public health needs of the community.

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings: (See attached the memo)

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 DEPARTMENT OF PERSONNEL**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
Preventive

LOCATION OF POSITION

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: *Senior Health Program Specialist*

PERCENT OF
WORK TIME

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Coordinates the overall operation of the immunization program, including overseeing the implementation of project activities; coordination with other agencies, development of materials, conduct trainings on the importance of vaccinations

5

Work as the main point of contact to the public and private providers, Federally Qualified Health Center's, Community Health Centers, Correctional and Long-Term Care (LTC), primary schools, college and universities, hospitals, etc.

30	Creating the Oswego County Immunization Action Plan in coordination with New York State Department of Health, completing all required objectives set forth by the Immunization Action Plan
25	Overseeing all immunization clinic activities, ordering vaccines, overseeing proper receipt and storage of vaccine deliveries, documenting vaccine inventory information and organizing vaccines within storage units, setting up temperature monitoring devices, reading and recording storage unit temps a minimum of two times each workday, reviewing and analyzing temperature data to identify shifts in temperature trends, rotating stock at least weekly so vaccine with the earliest expiration dates are used first, removing expired vaccine from storage units, responding to out-of-range temperatures (temp excursion), maintaining all documentation, such as vaccine inventory and temperature logs
5	Assisting the with Lead Poisoning Prevention Program as needed
5	Other duties as assigned
	(Attach additional sheets if more space is needed)

5/01

(page 3 of 4)

3. Names and titles of person supervising (general, direct, administrative, etc.).		
NAME	TITLE	TYPE OF SUPERVISION
Jennifer Purtell	Supervising Public Health Nurse	Direct Supervisor
Jodi Martin	Director of Preventive Services	Supervisor
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: <input type="checkbox"/> High School _____ years		
<input checked="" type="checkbox"/> College 4+ years, with specialization in Bachelors in human services or wellness management		
<input type="checkbox"/> Other _____ years, with specialization in _____		

Experience (list amount and type): At least five years' experience in Public Health Nursing Programs

Essential knowledge, skills and abilities: *community health resources and programs, programs, policies, and procedures of agency, investigating, interviewing, case recording and report preparation techniques*

Microsoft programs (Word, Excel, PPT), experience with electronic medical records, excellent communication skills, multitasking ability

Type of license or certificate required:

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:

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF TWO POSITIONS
AND CREATE A NEW POSITION BUILDINGS AND GROUNDS DEPARTMENT**

By Legislator Stephen Walpole:

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

RESOLVED, that position numbers 162095202 and 162095207 (Building Maintenance Mechanics) are hereby reclassified as Sr. Building Maintenance Mechanics and create a new Sr. Maintenance Mechanic position.

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

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

YES:

NO:

ABSENT:

ABSTAIN:



Richard Doten
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 reclassify two Building Maintenance Mechanics to Sr. Building Maintenance Mechanics and create a new Sr. Maintenance Mechanic position.

PURPOSE: Currently the Buildings and Grounds department has several large projects ongoing and upcoming which require a higher skill set needed to be completed. By reclassifying the two Building Maintenance Mechanic positions to Senior Building Maintenance Mechanics, this will allow the department to complete the projects on a timely matter. By creating a new Sr. Maintenance Mechanic position, the department will be able to hire a new employee with a high skill set to assist on the current and upcoming projects.

SUMMARY: I would like to reclassify the following positions from Building Maintenance Mechanic to Sr. Building Maintenance Mechanics:

Position number 162095202
Position number 162095207

I would also like to create a new Senior Maintenance Mechanic position.

ACTION: To reclass the two above positions and create a new position.
The monies needed for the reclassifications and new position would be funded through the General Fund.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Buildings and Grounds

DIVISION/UNIT (NUMBER): A1620

A. NEW POSITION REQUEST

1. Position Title Requested: Senior Building Maintenance Mechanic

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: Fringe Reimbursed: ☐ Yes ☐ No

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

The Buildings and Grounds department have several upcoming projects that require a higher skill set then entry level position of Maintenance Mechanic. An additional employee is needed to ensure that projects are completed in a timely matter .

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).

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**
Buildings and Grounds

DIVISION, UNIT, OR WORK SECTION
A1620

LOCATION OF POSITION
Buildings and Grounds Shop

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: *Sr. Building Maintenance Mechanic*

**PERCENT OF
WORK TIME**

20% *Participates in and supervises the performance of plumbing, electrical, masonry, carpentry and mechanical repairs.*

15% *Participates in and supervises planting, pruning or shrubs and trees, cutting lawns and hedges, grading and seeding lawns, propagating trees and shrubs, removal of snow and ice.*

15% *Participates in and supervises painting work, including selection of colors, and ordering supplies.*

5% *Repairs low pressure hot water heating systems.*

10% *Estimates amount and cost of materials for assigned remodeling and maintenance activities.*

15% *Operates a variety of hand and power tools used in building maintenance and repair.*

10% *Operates trucks, cars, air compressors, and other motorized equipment.*

10 *Maintains a variety of records.*

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Richard Doten	Superintendent	Administrative

Matthew Kitts	Bldg. Maintenance Mech. Technician Supervisor	Direct
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4. Names and titles of persons supervised by employee in this position.

NAME	TITLE	TYPE OF SUPERVISION
Christopher Lawrence	Maintenance Mechanic	Direct
Dominique Crisafulli	Maintenance Mechanic	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
Brian Johnson	Sr. Maintenance Mechanic	Shop
Adam Foley	Sr. Maintenance Mechanic	Shop

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities: *Enhance knowledge of building construction, electrical repair and HVAC system.*

Type of license or certificate required: Drivers License

7. The above statements are accurate and complete.

Date:

Title: Superintendent

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:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Buildings and Grounds

DIVISION/UNIT (NUMBER): A1620

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: Maintenance Mechanic 2. Position #: 162095202

3. Present Salary/Hourly Rate: 18.01 Grade: 5

4. Requested Title: Sr. Building Maintenance Mechanic

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: 20.17 Grade: 7

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): *As the projects increase the need for more experience maintenance staff is needed to cover the work load*

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:		

<p>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.</p>		<p>OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT</p> <p>NEW POSITION DUTIES STATEMENT</p> <p>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.</p>	
1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE Buildings and Grounds	DIVISION, UNIT, OR WORK SECTION A1620	LOCATION OF POSITION Shop	
<p>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.</p> <p>Title requested: <i>Sr. Building Maintenance Mechanic</i></p>			
PERCENT OF WORK TIME			
20%	<i>Participates in and supervises the performance of plumbing, electrical, masonry, carpentry and mechanical repairs.</i>		
15%	<i>Participates in and supervises planting, pruning or shrubs and trees, cutting lawns and hedges, grading and seeding lawns, propagating trees and shrubs, removal of snow and ice.</i>		
15%	<i>Participates in and supervises painting work, including selection of colors, and ordering supplies.</i>		
5%	<i>Repairs low pressure hot water heating systems.</i>		
10%	<i>Estimates amount and cost of materials for assigned remodeling and maintenance activities.</i>		
15%	<i>Operates a variety of hand and power tools used in building maintenance and repair.</i>		
10%	<i>Operates trucks, cars, air compressors, and other motorized equipment.</i>		
10	<i>Maintains a variety of records.</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
Richard Doten	Superintendent	Administrative
Matthew Kitts	Bldg. Maintenance Mech. Tech Supervisor	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Dominique Crisafulli	Building Maintenance Mechanic	Direct
Christopher Lawrence	Building Maintenance Mechanic	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
Brian Johnson	Sr. Building Maintenance Mechanic	Shop
Paul Edick	Sr. Building Maintenance Mechanic	Pulaski Court House

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities: *Enhance knowledge of motor& pump repair with knowledge in electrical schematics.*

Type of license or certificate required: Drivers License

7. The above statements are accurate and complete.

Date:

Title: Superintendent

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:

7/23/19

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Buildings and Grounds

DIVISION/UNIT (NUMBER): A1620

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: Maintenance Mechanic 2. Position #: 162095207

3. Present Salary/Hourly Rate: 18.50 Grade: 5

4. Requested Title: Sr. Building Maintenance Mechanic

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: 20.72 Grade: 7

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): *As the projects increase the need for more experience maintenance staff is needed to cover the work load*

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**
Buildings and Grounds

DIVISION, UNIT, OR WORK SECTION
A1620

LOCATION OF POSITION
Shop

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: *Sr. Building Maintenance Mechanic*

**PERCENT OF
WORK TIME**

20% *Participates in and supervises the performance of plumbing, electrical, masonry, carpentry and mechanical repairs.*

15% *Participates in and supervises planting, pruning or shrubs and trees, cutting lawns and hedges, grading and seeding lawns, propagating trees and shrubs, removal of snow and ice.*

15% *Participates in and supervises painting work, including selection of colors, and ordering supplies.*

5% *Repairs low pressure hot water heating systems.*

10% *Estimates amount and cost of materials for assigned remodeling and maintenance activities.*

15% *Operates a variety of hand and power tools used in building maintenance and repair.*

10% *Operates trucks, cars, air compressors, and other motorized equipment.*

10 *Maintains a variety of records.*

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Richard Doten	Superintendent	Administrative
Matthew Kitts	Bldg. Maintenance Mech. Tech Supervisor	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Dominique Crisafulli	Building Maintenance Mechanic	Direct
Christopher Lawrence	Building Maintenance Mechanic	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
Adam Foley	Sr. Building Maintenance Mechanic	Shop
Roger Cowles	Sr. Building Maintenance Mechanic	Public Safety Center

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities: *Enhance knowledge of motor & pump repair with knowledge in electrical schematics.*

Type of license or certificate required: Drivers License

7. The above statements are accurate and complete.

Date:

Title: Superintendent

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:

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER			ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
DEPT.	OBJECT	SUB.	DEPT.	OBJECT		
A1620	511000				Upgrading 2 Maintenance Mechanic to Sr. Maint. Mechanic and	\$ 30,220.80
A1620	590308				create a new Sr. Maint. Mechanic.	2,614.11
					These upgrades and new position will be	
					funded through a transfer of funds from General Appropriated	
					Fund Balance.	
A	595000					
			A	159900		(32,834.91)
TOTAL AMOUNT						-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

RESOLUTION NO.

AGENDA# IT-2

May 11, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT
SPEDES SWPPP MSGP PERMIT UPDATE**

By Legislator Stephen Walpole:

WHEREAS, the SPEDES SWPPP MSGP plans and permit for Bristol Hill, Oswego, Pulaski, Hannibal transfer stations and ERF expired in February due to an update by the New York State Department of Environmental Conservation; and

WHEREAS, an up-to-date permit is a regulatory requirement that necessitates a plan update; and

WHEREAS, the Oswego County Department of Solid Waste wishes to contract with, Barton + Loguidice, D.P.C, which possesses the requisite skills and experience to update and prepare the plans; and

NOW, THEREFORE, BE IT

RESOLVED, upon the recommendation of the Infrastructure, Facilities and Technology Committee, the County of Oswego hereby awards a professional service contract for preparation and updating of the plans to Barton + Loguidice D.P.C. for a sum not to exceed \$15,700.

RESOLVED, that the costs thereof shall be allocated and paid from the Department of Solid Waste Fees and Services account.

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

YES:

NO:

ABSENT:

ABSTAIN:



Oswego County Department of Solid Waste

Carl L. Schmidt, Director of Solid Waste Programs

TO: Legislator Stephen Walpole, Chairman
Infrastructure, Facilities and Technology Committee

FROM: Michael J. Lutestanski II, Director of Solid Waste Programs

RE: MSGP Stormwater Pollution Prevention Plan (SWPPP) Updates

DATE: April 25, 2023

The State Pollutant Discharge Elimination System (SPDES) Multi-Sector General Permit for Stormwater Discharges Associated with Industrial Activity (MSGP) (GP-0-17-004) that your facility currently has coverage under expired on February 28, 2023. The New York State Department of Environmental Conservation (the Department) has issued a new version of the MSGP (GP-0-23-001), which became effective on March 8, 2023, and will expire on February 28, 2028. This new permit replaces the previous MSGP (GP-0-17-004) and will authorize both new and existing discharges of stormwater to surface waters of the State from industrial activities as defined in 40 CFR Part 122.26(b)(14)(i-ix and xi).

This affects all sites. Bristol Hill landfill and transfer station, The ERF, and the Pulaski transfer station currently have a SWPPP, Oswego and Hannibal currently are certified as "no exposure". Upon reviewing the paperwork and the sites, we are going to re inspect for "no exposure" criteria. This inspection will determine if the certification needs to be changed at Oswego, Hannibal and if they will require a SWPPP. The attached proposal takes into account the updating, re inspections and appropriate documentation to get all the sites updated.



April 24, 2023

Michael Lutestanski II
Director of Solid Waste Programs
Oswego County
3125 State Route 3
Fulton, New York 13069

Submitted via Email: michael.lutestanski@oswegocounty.com

Re: Proposal for Engineering Services – MSGP Stormwater Pollution Prevention Plan Updates

File: P701.2139

Dear Mr. Lutestanski:

Barton & Loguidice, D.P.C. (B&L) is pleased to present this proposal for engineering services to assist with updates to the Industrial Stormwater Pollution Prevention Plan (SWPPP) for the Oswego County Bristol Hill Landfill and Transfer Station as outlined below. Each regulated facility's SWPPP is required to be updated to conform to the new SPDES MSGP (GP-0-23-001) that became effective on March 8, 2023. All entities which currently have coverage under the MSGP for stormwater discharges are required to do the following:

1. File a Notice of Intent (NOI) to obtain coverage under the 2023 MSGP within ninety (90) calendar days from the date this permit becomes effective. That date works out to June 6, 2023.
2. Update the facility's Stormwater Pollution Prevention Plan (SWPPP) to comply with MSGP 0-23-001.
3. Facilities with effective coverage on February 28, 2023, under the 2017 MSGP (GP-0-17-004), are eligible for continued coverage under this permit (GP-0-23-001) on an interim basis for up to one-hundred twenty (120) calendar days from the effective date of the permit. That date works out to July 6, 2023.

The Owner or Operator must perform the following in order to maintain coverage under the new MSGP:

- a. Update and implement the facility's SWPPP to comply with the requirements of the new permit by June 6, 2023 and,
- b. Submit a complete Department approved electronic Notice of Intent (NOI) by June 6, 2023 -- but not before updating the SWPPP. The NOI must be e-filed with DEC.



Phase 1 – Bristol Hill Landfill/Transfer Station, Pulaski Transfer Station, and Energy Recovery Facility

The Bristol Hill Landfill/Transfer Station, Pulaski Transfer Station, and Energy Recovery Facility have existing SWPPPs which were prepared in compliance with the current MSGP and will require updates as described above. Site visits will not be conducted for these facilities, as they were completed during the prior SWPPP development process and the sites and operations are assumed to not have changed substantially since that time.

Task 1.1 – Draft SWPPP

A Draft SWPPP will be updated for each site that includes:

- General and sector specific updates in accordance with the reissued MSGP 0-23-001;
- “Pollution Prevention Team” listing individuals responsible for implementation;
- Description of facility activities and general location map;
- General location and site plan mapping;
- Identification of receiving waters;
- Summary of potential pollutant sources;
- Description of stormwater controls utilized at the facility;
- Evaluation of a preventative maintenance program;
- Inventory of spill prevention and response procedures, including material handling, storage, secondary containment, and equipment requirements to minimize spills and leaks;
- Employee training programs;
- Good housekeeping procedures;
- Inspection, Non-Stormwater Evaluation, sampling and reporting requirements;
- Schedules and Procedures;
- Signatory Requirements;
- **New Permit Requirements including:**
 - Compliance with the Climate Leadership and Community Protection Act (CLCPA);
 - Electronic Reporting Requirements;
 - Changes to monitoring and discharge reporting requirements;
 - Sector Specific requirements;
 - Updated pollutants of concern and impaired waterbody monitoring requirements.

B&L will prepare a Draft SWPPP, including all appendices and the NOI, and send a Draft Plan electronically for review and comment. The SWPPP will meet the general requirements of the reissued MSGP 0-23-001, along with the Sector specific requirements applicable to the facilities.

Task 1.2 – Final SWPPP

B&L will incorporate the comments provided into the Final SWPPP and NOI. One round of comments will be included in the Final revised plan. The SWPPP and all attachments will be provided electronically. B&L will also complete the eNOI submittal based on the Final SWPPP.



Assumptions

- The scope of services does not include compliance tasks associated with implementation of the SWPPPs (inspections, sampling, DMRs, etc.).
- No hard copies of the draft or final SWPPPs will be provided.
- Additional engineering assistance required to provide corrective action assistance to potential compliance issues that may be identified will be proposed under a separate agreement.
- The County will coordinate the signature of the Owner Certification Form by an authorized party prior to eNOI submittal.
- The scope of services does not include the Owner or Operator's permitting fees.
- Assumes 2 hours of staff time per site to update site plans.
- SWPPP development does not include a site visit to evaluate existing site conditions.
- SWPPP updates will be based on programmatic regulatory changes associated with the new MSGP, and site specific information provided by the County.

Phase 2 – Hannibal and Oswego Transfer Stations

The Hannibal and Oswego Transfer Station facilities had previously been certified as “no exposure” facilities for the purposes of the MSGP and therefore do not have pre-existing SWPPPs. Per our conversations with the County, it has been determined that the sites should be re-inspected for “no exposure” criteria. For the purposes of this proposal, it has been assumed that the site inspections will result in a determination that these facilities will require a SWPPP and the cost to do so is included herein. If it is determined that the a “no exposure” certification is appropriate, the work will be concluded after Phase 2.1 and the County will not be invoiced for the remaining tasks under this phase.

Task 2.1 – Site Visits

Qualified personnel from B&L will join County personnel for a visit to each of the two sites, to be conducted in one day. The site will be inspected for stormwater exposure to industrial activity and to document the information for development of the items included below, if required.

Task 2.2 – Draft SWPPP

A Draft SWPPP will be developed for the site that includes:

- General and sector specific requirements in accordance with the reissued MSGP 0-23-001;
- “Pollution Prevention Team” listing individuals responsible for implementation;
- Description of facility activities and general location map;
- General location and site plan mapping;
- Identification of receiving waters;
- Summary of potential pollutant sources;
- Description of stormwater controls utilized at the facility;
- Evaluation of a preventative maintenance program;
- Inventory of spill prevention and response procedures, including material handling, storage, secondary containment, and equipment requirements to minimize spills and leaks;
- Employee training programs;
- Good housekeeping procedures;



- Inspection, Non-Stormwater Evaluation, sampling and reporting requirements;
- Schedules and Procedures;
- Signatory Requirements;
- **New Permit Requirements including:**
 - Compliance with the Climate Leadership and Community Protection Act (CLCPA);
 - Electronic Reporting Requirements;
 - Changes to monitoring and discharge reporting requirements;
 - Sector Specific requirements;
 - Updated pollutants of concern and impaired waterbody monitoring requirements.

B&L will prepare a Draft SWPPP, including all appendices and the NOI, and send a Draft Plan electronically for review and comment. The SWPPP will meet the general requirements of the reissued MSGP 0-23-001, along with the Sector specific requirements applicable to the facilities.

Task 2.2 – Final SWPPP

B&L will incorporate the comments provided into the Final SWPPP and NOI. One round of comments will be included in the Final revised plan. The SWPPP and all attachments will be provided electronically. B&L will also complete the eNOI submittal based on the Final SWPPP.

Assumptions

- The scope of services does not include compliance tasks associated with implementation of the SWPPPs (inspections, sampling, DMRs, etc.).
- No hard copies of the draft or final SWPPPs will be provided.
- Additional engineering assistance required to provide corrective action assistance to potential compliance issues that may be identified will be proposed under a separate agreement.
- The County will coordinate the signature of the Owner Certification Form by an authorized party prior to eNOI submittal.
- The scope of services does not include the Owner or Operator's permitting fees.
- Assumes 8 hours of staff time per site to develop site plans.

Fee and Schedule

B&L proposes to provide the general engineering services outlined above on a lump-sum basis as outlined below. The draft Plans can be prepared within three weeks of receipt of authorization to proceed or from completion of the site visit. B&L can finalize the plan within one week of review and receipt of comments from the County. Invoices will be sent on a monthly basis.

<u>Phase 1</u>	
Bristol Hill Landfill/Transfer	\$3,400
Pulaski Transfer Station	\$1,900
<u>Energy Recovery Facility</u>	<u>\$1,900</u>
Total	\$7,200



Phase 2

Hannibal Transfer Station Site Visit	\$ 750
Hannibal Transfer Station SWPPP	\$3,500
Oswego Transfer Station Site Visit	\$ 750
Oswego Transfer Station SWPPP	\$3,500
Total	\$8,500

Please feel free to contact me if you wish to discuss the Scope of Services presented above or to clarify our approach. If this proposal meets with your approval, please sign the authorization below and return a copy to our office for our records.

We appreciate the opportunity to be of continued service to you. Please contact Bethann Parmelee or myself if you have any questions.

Sincerely,

BARTON & LOGUIDICE, D.P.C.

A handwritten signature in cursive script, appearing to read 'Jillian Blake', is positioned above the printed name.

Jillian M. Blake, P.E.
Associate

BKP/jms

Authorization

Barton & Loguidice, D.P.C., is hereby authorized by Oswego County ("Owner") to proceed with the services described herein in accordance with the attached terms and conditions.

Authorized Signature

Date

STANDARD TERMS AND CONDITIONS
for
PROFESSIONAL CONSULTANT SERVICES
provided by
BARTON & LOGUIDICE, D.P.C. ("Consultant")

The OWNER and the CONSULTANT, for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

1.0 Basic Agreement

Consultant shall provide, or cause to be provided, the Services set forth in the proposal (PROPOSAL) to which these terms and conditions are attached, and Owner shall pay Consultant for such Services as set forth in PROPOSAL. The PROPOSAL, in conjunction with these terms and conditions is referred to herein as "Agreement".

2.0 General Considerations

A. The standard of care for all professional or related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services.

B. Consultant shall commence to provide its services upon the full execution of this Agreement and shall provide those services within a reasonable time. In no event shall Consultant be obligated to perform services on a schedule which, in the Consultant's professional judgement, does not provide Consultant sufficient time to perform in accordance with the aforesaid standard of care.

C. All design documents prepared or furnished by Consultant are instruments of service, and Consultant retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Consultant grants Owner a limited license to use the instruments of service exclusively (1) performance of design or operation, (2) for Project construction as is the intended purpose of the documents, and (3) for the purpose of maintenance and repair of the Project, or (4) other documents, reports, details and plans as defined in the project Scope of Work.

D. Consultant shall not at any time supervise, direct, or have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

E. Consultant neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor.

F. Consultant shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Consultant's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decisions regarding, or interpretations or clarifications of, the construction contract or Instruments of Service made by Owner or any third party without the advice and consultation of Consultant.

G. If the Construction Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Consultant shall specify the appropriate performance and design criteria that such services must satisfy. The Consultant shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Consultant. The Consultant's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

H. Unless otherwise included under this Agreement, the parties acknowledge that Consultant's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). Owner represents to Consultant that, to the best of its knowledge, a Hazardous Environmental Condition does not exist at the Site, except as expressly disclosed to the Consultant in writing. If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

I. The services to be provided by Consultant under this Agreement DO NOT INCLUDE advice or recommendations with respect to the issuance, structure, timing, terms or any other aspect of municipal securities, municipal derivatives, guaranteed investment contracts or investment strategies. Any opinions, advice, information or recommendations provided by Consultant are understood by the parties to this Agreement to be strictly engineering or other technical opinions, advice, information or recommendations. Consultant is not a "municipal advisor" as defined by 15 U.S.C. 78o-4 or the related rules of the Securities and Exchange Commission. The other parties to this Agreement should determine independently whether they require the services of a municipal advisor.

J. The Consultant shall not be required to execute certificates, guarantees, warranties or make representations that would, in its professional judgment, require knowledge, services or responsibilities beyond the scope of this Agreement.

K. When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

L. To the fullest extent permitted by law, Owner and Consultant (1) waive against each other, and the other's employee's, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Consultant's total liability to Owner under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Consultant pursuant to the PROPOSAL, whichever is greater, (the "Limitation Amount"), and further, in no event shall the Limitation Amount exceed the amount of liability insurance proceeds actually available to the Consultant for the claim at issue at the time of settlement or final judgment net of any and all expenses paid or incurred on the claim at issue, payments made or incurred in connection with other claims made against the Consultant, or any other circumstances which may reduce, impair, or eliminate the overall availability of such insurance to the Consultant. It is intended that these limitations apply to any and all liability or cause of action.

3.0 Payment for Services

Consultant will prepare a monthly invoice in accordance with Consultant's standard invoicing practice and submit the invoice to Owner. Invoices are due and payable within 30 days of the date of the invoice. Consultant may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Consultant has been paid in full all amounts due for services, expenses, and other related charges.

4.0 Additional Services

Additional services may be required in Consultant's professional judgement because of changes in the Project, or unforeseen circumstances. The Consultant shall furnish services in addition to those set forth in the PROPOSAL if mutually agreed by Owner and Consultant. Owner shall pay Consultant for any Additional Services provided as follows: (1) as may be mutually agreed to in writing, or (2) in the absence of a mutual agreement an amount equal to the cumulative hours charged to the Project by each member or each class of Consultant's employees engaged in providing the Additional Services times the Consultant's hourly billing rates for each applicable billing class in effect at the time the Additional Services are performed, plus reimbursable expenses and charges for Consultant's Subconsultants, if any.

5.0 Dispute Resolution

Owner and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice by either party of the existence of the dispute. If a dispute involves matters other than a claim by Consultant for payment of fees and the parties fail to resolve the dispute through negotiation then Owner and Consultant agree that they shall first submit any and all such unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation by a mutually acceptable mediator. Owner and Consultant agree to participate in the mediation process in good faith and to share the cost of the mediation equally. The process shall be conducted on a confidential basis, and shall be completed within 150 days of the date of notice by either party of the existence of the dispute. If such mediation is unsuccessful in resolving a Dispute, then (1) the parties may mutually agree to an alternative dispute resolution of their choice, or (2) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

6.0 Accrual of Claims

All causes of action between the parties to this Agreement including those pertaining to acts, failures to act, or failures to perform in accordance with the obligations of the Agreement or failures to perform in accordance with the standard of care shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of Substantial Completion for acts, failures to act or failures to perform occurring prior to Substantial Completion, or the date of issuance of the Notice of Acceptability of Work (or similar notice of the final completion of the Project) for acts, failures to act or failures to perform occurring after Substantial Completion.

7.0 Controlling Law

This Agreement is to be governed by the law of the state in which the project is located.

8.0 Successors, Assigns, and Beneficiaries

Owner and Consultant each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Consultant (and to the extent permitted herein the assigns of Owner and Consultant) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement. Neither Owner nor Consultant may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. This provision shall not preclude Consultant from retaining Subconsultants as it deems reasonably necessary for the completion of the services rendered hereunder.

9.0 Termination

If Consultant's services related to the project are terminated for any reason, Consultant shall be compensated for time plus reasonable expenses associated with demobilizing personnel and equipment, and, if requested in writing by the Owner, for completion of tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

10.0 Total Agreement/Severability

This Agreement, including any expressly incorporated Exhibits, constitutes the entire Agreement between Owner and Consultant and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument. If any term or condition of this Agreement shall, to any extent, be found invalid, void or unenforceable, the remaining provisions shall remain in full force and effect to the extent allowed by applicable law.

RESOLUTION NO.

May 11, 2023

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE PART-TIME
POSITION IN THE HUMAN RESOURCES DEPARTMENT**

By Legislator Laurie Mangano:

WHEREAS, in order to better meet the ever increasing demands on departmental personnel to provide new employee orientations, attend job fair opportunities, and to process applications for exam announcements and job recruitments, while allowing the department to function efficiently and effectively; and

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

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

RESOLVED, that part-time position #143053301, Human Resources Technician, Grade 9, in the CSEA COOP Bargaining Unit be reclassified to a full-time Senior Human Resources Assistant, Grade 7, in the same CSEA COOP Bargaining Unit, 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:



OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

Julie A. Bell
Director of Human Resources

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
(315) 349-8209 • Fax: (315) 349-8254
www.oswegocounty.com

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify one part-time position within the Human Resources Department.

Purpose: Due to a re-evaluation of departmental staffing and ever increasing demands on departmental personnel to provide new employee orientations, attend job fair opportunities, and to process applications for exam announcements and job recruitments, this proposed change will allow the department to function efficiently and effectively while maintaining and providing continued succession planning opportunities within the department.

Summary: With the continued progression of changes to Oswego County employment turnover and job recruitments, the opportunity exists to restructure operations. The change from a part-time employee to a full-time employee will provide the department with a staff member who will assist the Human Resources Administrator in performing key responsibilities of exam and recruitment services, while maintaining a high level of specialized clerical support of the civil service and human resources function of the department.

Recommended Action: To authorize the proposed reclassification of the part-time Human Resources Technician position, Grade 9, in the County of Oswego Office Personnel Bargaining Unit, to a full-time Senior Human Resources Assistant, Grade 7, within the Human Resources Department.

Fiscal Impact: There will be no fiscal impact.

Justification for PT HR Tech to FT Sr. HR Assistant

Increase in recruitments/apps: 2019 total apps: 1792, 2022 total apps: 2534, 2023 total as of 3/29: 1029 (this puts us on track for 3000+ in 2023). We have definitely seen an uptick in apps since waiving the exam fee.

Increase in job fair attendance: The last few years we have averaged 6 job fairs/mock interview days per year. This year we have attended or are scheduled to attend 10 and that is only through May, it is likely that we will triple our normal number. Job fairs take up more than just the time we are in attendance. We always prepare materials before hand to ensure we have the most updated ads/announcements. Generally we like to have two employees available at each job fair. When the PT person attends, that usually amounts to an entire day they are out of the office and unable to do other work.

Need for cross training: Currently only one employee is trained to manage eligible lists. It would be advantageous to best serve our departments to have another staff member able to perform those duties going forward. With lists becoming depleted so quickly, managing the lists has become more time consuming and, overall, eligible list management has become more complex.

Succession planning: For our Civil Service staff (4 FT (includes front desk Typist) and 1 PT) we expect 2 retirements over the next 1-3 years. Our PT position will be vacant at the end of April. This only leaves 2 current staff members, the most senior of which has 5 years in the department. The part time position has been vacated 4 times over the last 5 years. It's very difficult to find someone who wants to work PT and on weekends. Training for this position is difficult as exams only occur every other weekend or so, it really takes a full year to become proficient given the various types of exams we hold. With another full-time person, we hope to bridge the knowledge gaps that will come from the retirements as well as retain someone in the position for future succession planning.

Staffing around orientation/exam flex days/job fairs, etc.: Currently the part-time position is limited to 20 hours and must flex time for Saturday exams. This could amount to upwards of 8 hours per Saturday. They are also responsible for conducting orientation which takes up a full PT day. This leads to very irregular in-office work time and we are in need of more assistance for in office tasks (reviewing apps, inputting RPCs, payroll certification, etc.).

Other: There are other aspects of work on the Civil Service end that may not fall directly on this reclassified position, but do increase the workload for others so it would be helpful to have another full-time person to assist with duties within their scope. High numbers of provisional employees creates extra work both for list management and for tracking for the HR Specialist (sending letters, following up when LFD is approaching, etc.). The huge number of recruitments also leads to more "no-thank you letters" that need to be sent (this could be something the Sr. HR Asst. could help with). We also have a much more involved process for recruitments and exams than we use to so the posting and distributing of each ad is more time consuming. We may have other upcoming projects centered on recruitment (videos?) that will be time consuming and either the Sr. HR Assistant may help with this project, or less complex work can be shifted from the employees involved to give them time to devote to other projects.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: Human Resources

DIVISION/UNIT (NUMBER): 1430

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: Human Resources Tech PT 2. Position #: 143053301

3. Present Salary/Hourly Rate: 21.61 Grade: 9

4. Requested Title: Senior Human Resources Assistant

5. Requested Salary: _____

a. Bargaining Unit: COOP Hourly Rate: 19.23 Grade: 7

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): *This position is a critical position within the HR Department performing higher-level clerical work which involves exam administration, position recruitment, new employee orientation, attends job fairs, maintaining various civil service records, employment, and payroll records to include all county, schools, towns, villages, and special districts. Employee must understand the County's Civil Service Rules and be familiar with Civil Service Laws as they advise school administrators, county department heads, town and village officials on the rules and regulations of civil service. Attention to detail and accuracy is crucial in this position.*

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**
Human Resources

DIVISION, UNIT, OR WORK SECTION

LOCATION OF POSITION

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: *Senior Human Resources Assistant*

PERCENT OF WORK TIME	
10	<i>Maintains civil service eligible lists by calculating and entering exam scores; sending and tracking canvass letters; and providing certified lists to Department Heads, Schools, Towns, Villages and Special Districts when requested;</i>
10	<i>Advises Deparement Heads, Schools, Towns, Villages and Special Districts on proper procedure for filling vacant postions per NYS Civil Service Law and Local Rules;</i>
15	<i>Reviews personnel transactions to ensure conformance with Civil Service Law and Rule and enters all transactions into the Civil Service database;</i>
15	<i>Advises current and prospective employees on employment possibilities and the examination process;</i>
10	<i>Participates in payroll certification functions by inputting roster record entries into Civil Service database, checking validity of job titles, rates of compensation and accuracy of computations;</i>
5	<i>Prepares corrective action memos detailing payroll discrepancies and requests appropriate documentation to resolve and/or clarify discrepancies from county, school, town, village and special district officials;</i>
5	<i>Maintains Veterans' credit records for exam credits and tabulates seniority credits for promotional exams;</i>
5	<i>Prepares written reports and memos, as needed;</i>
5	<i>May serve as receptionist, as needed, requiring answering the telephone, greeting visitors, and answering inquiries.</i>
20	<i>Performs exam adimistration, new employee orientation, job recruitment activities and attends job fairs</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
Jessica Vanella	HR Administrator	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 4 years
☒ College 2 years, with specialization in _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *Graduation from High School and 4 years of clerical experience which must have included the responsibility for personnel transactions involving maintenance of personnel records, payroll processing, benefit administration, civil service records/procedures or related work; OR 60 college credit hours and 2 years of aforementioned experience.*

Essential knowledge, skills and abilities: *Good Knowledge of: office terminology, practices, and procedures; the principles of public personnel administration including NYS Civil Service Law and Rules; operations and functions of local government. Ability to: deal effectively with others; communicate effectively, both orally and in writing; understand and follow complex oral and written instructions.*

Type of license or certificate required: n/a

7. The above statements are accurate and complete.

Date: _____ Title: Director of Human Resources 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: _____

COUNTY OF OSWEGO

From			To			
ACCOUNT NUMBER		ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	
A1430	511100					
			A1430	511000		
			A1325	590308		
TOTAL AMOUNT						-

COMMITTEE SIGNATURES

COMMITTEE SIGNATURES

COUNTY TREASURER

DATE _____

HUMAN RESOURCES DIRECTOR

DATE _____

COUNTY ADMINISTRATOR

DATE _____

DEPARTMENT HEAD

DATE _____

RESOLUTION NO.

May 11, 2023

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 23-HR-001- COMPENSATION STUDY**

By Legislator Laurie Mangano:

WHEREAS, the County issued a request for proposal for a vendor to provide a Compensation Study; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 23-HR-001) from multiple qualified firms to provide a Compensation Study; and

WHEREAS, the Oswego County Human Resources Department and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Burke Group, LLC., Rochester, NY 14625 meets the County's needs;

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Finance and Personnel Committee that the County of Oswego awards the professional service contract for providing a Compensation Study, to Burke Group, LLC., 80 Linden Oaks, Rochester, NY 14625 not to exceed \$36,000.00 and be it further

RESOLVED that a certified copy of this resolution delivered to the Treasurer and Purchasing Director shall be their authority to affect the procurement of services.

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

YES: NO: ABSENT: ABSTAIN:



OSWEGO COUNTY PURCHASING

46 E Bridge Steet, Oswego NY 13126
 Phone (315)326-6051 Fax (315)342-2468
 Email: Purchasing@OswegoCounty.Com

RFP 23-HR-001 – COMPENSATION STUDY

Name of Company	Location	Evaluation Rating	Lump Sum Total	Required Documentation PRCS/PIS/SHC/NCC/RFC
Baker Tilly	2500 Dallas Parkway, Suite 300, Plano, TX 5093	85%	\$102,900.00	X X X X N/A
Burke Group, LLC	80 Linden Oaks Drive, Suite 210, Rochester, NY 14625	98%	\$36,000.00	X X X X N/A
CBIZ Benefits & Insurance Services, Inc.	721 Emerson Road, Suite 400, St. Louis, MO 63141	78.8%	\$153,325.00	X X X X X
Gallagher Benefit Services, Inc.	1612 Westgate Circle, Suite 112, Brentwood, TN 37027	70.6%	\$95,000.00	X X X X
Suite Advice, LLC	9 Bryn Mawr Court, Albany, NY 12211	67.4%	\$176,000.00	X X X X N/A

SHC=Sexual Harassment Certification; PRCS=Proposer Reply Cover Sheet; PIS=Proposer Information Sheet; NCC=Non-Collusion Certification; RFC= Resolution for Corporations

Solicitation Process: RFP 23-HR-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on February 14, 2023. It was also sent directly to the following vendors:

- Burke Group
- BPA's
- JER HR Group
- HR in Tune, Inc.
- Suite Advice, LLC.

Number of Responses: Five (5)

Baker Tilly	<p>Pro: Public sector specialization In business 91 years</p> <p>Con: No experience with any NY municipalities Out of state</p>
Burke Group, LLC.	<p>Pro: References – all NY counties Professional experience included 13 NY counties In business 34 years Located in Rochester Very reasonable cost</p> <p>Con: None</p>
CBIZ Benefits & Insurance Services, Inc.	<p>Pro: Experience with state and local Governments Managing director has been with company for 20 years</p> <p>Con: No experience with any NY municipalities High cost</p>
Gallagher Benefit Services, Inc.	<p>Pro: Public sector consulting since 1981</p> <p>Con: No experience with any NY Municipalities Completion date Nov/Dec</p>
Suite Advice, LLC.	<p>Pro: Certified women owned business Located in Albany</p> <p>Con: Business established in 2021 Limited municipality experience (1 county and 1 town) Very high cost</p>

Proposals Reviewed By:

- Julie Bell
- Holly Carpenter
- Kasey Chewning-Kulick
- Phil Church
- Jessica Vanella

Evaluation Summary: The evaluation committee reviewed and rated each proposal according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to Burke Group, LLC.

Recommended Actions: The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Purchasing Department recommends awarding the contract.

Schedule A

Evaluation Comparison

RFP 23-HR-001 Compensation Study

Total Points	Evaluation Criteria	Baker Tilly					Burke Group					CBIZ				
		JB	HC	KC	PC	JV	JB	HC	KC	PC	JV	JB	HC	KC	PC	JV
40	Evaluator Experience & Capabilities	30	35	35	30	30	40	40	40	40	40	30	35	30	30	30
30	Management Outline and Project Approach	25	29	30	30	30	25	30	30	25	30	30	30	30	27	30
10	Business & Organization	5	10	8	5	10	10	10	10	10	10	10	10	8	5	10
20	Cost	20	15	18	15	15	20	20	20	20	20	15	0	14	10	10
100	Total Points	80	89	91	80	85	95	100	100	95	100	85	75	82	72	80
Rating per Evaluation		85.0					98.0					78.8				

Total Points	Evaluation Criteria	Gallagher					Suite Advice				
		JB	HC	KC	PC	JV	JB	HC	KC	PC	JV
40	Evaluator Experience & Capabilities	30	30	25	30	35	30	35	25	35	35
30	Management Outline and Project Approach	15	20	15	20	10	25	25	20	20	15
10	Business & Organization	10	10	5	5	10	10	8	5	7	5
20	Cost	20	15	18	15	15	15	0	12	5	5
100	Total Points	75	75	63	70	70	80	68	62	67	60
Rating per Evaluation		70.6					67.4				

JB = Julie Bell

HC = Holly Carpenter

KC = Kasey Chewing-Kulick

PC = Phil Church

JV = Jessica Vanella

RESOLUTION NO.

May 11, 2023

**RESOLUTION AMENDING THE SEXUAL HARASSMENT POLICY
FOR THE COUNTY OF OSWEGO**

By Legislator Laurie Mangano:

WHEREAS, the County of Oswego presently has a policy prohibiting sexual harassment; and

WHEREAS, the State of New York adopted significant changes in state law to prevent sexual harassment in the workplace; and

WHEREAS, in April of 2023 New York State Department of Labor, in consultation with the New York State Division of Human Rights, released a revised model policy and guidance for all employers; and

WHEREAS, the County of Oswego wishes to amend its current sexual harassment policy to conform with the changes to law and generally, the most recent model policy and guidelines promulgated by the State,

NOW, THEREFORE, upon recommendation of the Finance & Personnel Committee of this body, it is hereby,

RESOLVED, that the county's current sexual harassment policy be, and is hereby amended to conform with the annexed policy, and it is further

RESOLVED, that the amended policy shall take effect immediately.

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

Julie A. Bell
Director of Human Resources

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
(315) 349-8209 • Fax: (315) 349-8254
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INFORMATIONAL MEMORANDUM

Subject: Request authorization to amend the current Sexual Harassment Policy for the County of Oswego.

Purpose: To be in compliance with the State of New York updated/revised model policy and guidance for all employers.

Summary: The State of New York updated/revised their model policy and guidance for all employers amending/adding language to include discussing the “gender spectrum,” which sets forth “the three most common ways people identify”, and added new sections on bystander intervention and the way sexual harassment can impact the remote workplace.

Recommended To authorize the proposed amendment to the county’s current sexual harassment policy.

Fiscal Impact: There will be no fiscal impact.

PERSONNEL POLICY MANUAL

SECTION 3 - General Personnel

POLICY NUMBER 3.20

SUBJECT: Sexual Harassment

EFFECTIVE: September 13, 2018
Revised 9/10/2020, 10/13/2022, 5/11/23

Introduction

Oswego County is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination that subjects an employee to inferior conditions of employment due to their gender, gender identity, gender expression (perceived or actual), and/or sexual orientation. Oswego County has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of Oswego County's commitment to a discrimination-free work environment.

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Sexual harassment is against the law.¹ All employees have a legal right to a workplace free from sexual harassment, and employees can enforce this right by filing a complaint internally with Oswego County, or with a government agency or in court under federal, state or local antidiscrimination laws.

Policy:

1. Oswego County's Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with Oswego County.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination. In New York, harassment does not need to be severe or pervasive to be illegal. Employees and covered individuals should not feel discouraged from reporting harassment because they do not believe it is bad enough, or conversely because they do not want to see a colleague fired over less severe behavior. Potential discipline for engaging in sexual harassment will depend on the degree of harassment and might include education and counseling.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse employment action including being discharged, disciplined, discriminated against, or otherwise subject to adverse employment action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. Oswego County has a zero-tolerance policy for such retaliation against anyone who, in good faith complains or provides information about suspected sexual harassment. Any employee of Oswego County who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. Any employee, paid or unpaid intern, or non-employee working in the workplace

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¹ While this policy specifically addresses sexual harassment, harassment because of and discrimination against persons of all protected classes is prohibited. In New York State, such classes include age, race, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity or expression, familial status, predisposing genetic characteristics, and criminal history.

who believes they have been subject to such retaliation should inform a supervisor, manager, or the Director of Human Resources. Any employee, paid or unpaid intern or non-employee² who believes they have been a victim of such retaliation may also seek compensation in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and subjects Oswego County to liability for harm to victims of sexual harassment. Harassers may also be individually subject to liability and employers or supervisors who fail to report or act on harassment may be liable for aiding and abetting such behavior. Employees of every level who engage in sexual harassment, including managers and supervisors who engage in sexual harassment or who knowingly allow such behavior to continue, will be penalized for such misconduct.

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5. Oswego County will conduct a prompt, thorough and confidential investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. Oswego County will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. Oswego County will also take steps to ensure a safe work environment for the employee(s) who experienced the discrimination or harassment. All employees, including managers and supervisors, are required to cooperate with any internal investigation of sexual harassment.

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6. All employees are encouraged to report any harassment or behaviors that violate this policy. Oswego County will provide all employees a complaint form for employees to report harassment and file complaints. For anyone who would rather make a complaint verbally, or by email, these complaints will be treated with equal priority. An employee or covered individual who prefers not to report harassment to their manager or employer may instead report harassment to the New York State Division of Human Rights and/or the United States Equal Employment Opportunity Commission. Complaints may be made to both the employer and a government agency.

7. Managers and supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Director of Human Resources.

8. This policy applies to all employees, paid or unpaid interns, and non-employees and all must follow and uphold this policy. This policy must be posted prominently in all work locations and be provided to employees upon hiring. The policy shall also be provided upon request and also available on the County's website.

What is "Sexual Harassment"?

Sexual harassment is a form of sex/gender-based discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. Sexual harassment is not limited to sexual contact, touching, or expressions of a sexually suggestive nature. Sexual harassment includes all forms of gender

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² 2 A non-employee is someone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or anyone providing services in the workplace. Protected non-employees include persons commonly referred to as independent contractors, "gig" workers and temporary workers. Also included are persons providing equipment repair, cleaning services or any other services provided pursuant to a contract with the employer.

discrimination including gender role stereotyping and treating employees differently because of their gender.

Understanding gender diversity is essential to recognizing sexual harassment because discrimination based on sex stereotypes, gender expression and perceived identity are all forms of sexual harassment. The gender spectrum is nuanced, but the three most common ways people identify are cisgender, transgender, and non-binary. A cisgender person is someone whose gender aligns with the sex they were assigned at birth. Generally, this gender will align with the binary of male or female. A transgender person is someone whose gender is different than the sex they were assigned at birth. A non-binary person does not identify exclusively as a man or a woman. They might identify as both, somewhere in between, or completely outside the gender binary. Some may identify as transgender, but not all do. Respecting an individual's gender identity is a necessary first step in establishing a safe workplace.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Every instance of harassment is unique to those experiencing it, and there is no single boundary between petty slights and harassing behavior. However, the Human Rights Law specifies that whether harassing conduct is considered petty or trivial is to be viewed from the standpoint of a reasonable victim of discrimination with the same protected characteristics. Generally, any behavior in which an employee or covered individual is treated worse because of their gender (perceived or actual), sexual orientation, or gender expression is considered a violation of Oswego County's policy. The intent of the behavior, for example, making a joke, does not neutralize a harassment claim. Not intending to harass is not a defense. The impact of the behavior on a person is what counts. Sexual harassment includes any -unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex gender identity of expression (perceived or actual) when:

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- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the complaining individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment consists of words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex, gender identity, or gender expression. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee or covered individual who feels harassed is encouraged to report the behavior should-complain so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of sexual harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited. This list is just a sample of behaviors and should not be considered exhaustive. Any employee who believes they have experienced sexual harassment, even if it does not appear on this list, should feel encouraged to report it:

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- Physical assaults of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or -poking another employee's body;
- Rape, sexual battery, molestation or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy (please contact local law enforcement if you wish to pursue criminal charges).

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- Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the victim's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.
- Repeated requests for dates or romantic gestures, including gift-giving.

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- Sexually oriented gestures, noises, remarks or jokes, or questions and -comments about a person's sexuality or sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.

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- Sex stereotyping; sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

- Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
- Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.

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- Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.

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- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or

- otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.
- Intentional misuse of an individual's preferred pronouns; or
- Creating different expectations for individuals based on their perceived identities:
 - Dress codes that place more emphasis on women's attire;
 - Leaving parents/caregivers out of meetings.

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Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. Harassment does not have to be between members of the opposite sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be anyone in the workplace. -A perpetrator of sexual harassment can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer, patient, constituent, -or visitor.

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Sexual harassment does not happen in a vacuum and discrimination experienced by an employee can be impacted by biases and identities beyond an individual's gender. For example:

- Placing different demands or expectations on black women employees than white women employees can be both racial and gender discrimination;
- An individual's immigration status may lead to perceptions of vulnerability and increased concerns around illegal retaliation for reporting sexual harassment; or
- Past experiences as a survivor of domestic or sexual violence may lead an individual to feel re-traumatized by someone's behaviors in the workplace.

Individuals bring personal history with them to the workplace that might impact how they interact with certain behavior. It is especially important for all employees to be aware of how words or actions might impact someone with a different experience than their own in the interest of creating a safe and equitable workplace.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees or covered individuals can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or not during work hours.

Sexual harassment can occur when employees are working remotely from home as well. Any behaviors outlined above that leave an employee feeling uncomfortable, humiliated, or unable to meet their job requirements constitute harassment even if the employee or covered individual is at home when the harassment occurs. Harassment can happen on virtual meeting platforms, in messaging apps, and after working hours between personal cell phones.

What is "Retaliation"?

Unlawful retaliation can be any action by an employer or supervisor that would keep a worker from coming forward to make or support a sexual harassment claim, or that punishes those who have come forward. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g. threats of physical violence outside of work hours) or disparaging someone on social media would be covered as retaliation under this policy.

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Examples of retaliation may include, but are not limited to:

- Demotion, termination, denying accommodations, reduced hours, or the assignment of less desirable shifts;
- Publicly releasing personnel files;
- Refusing to provide a reference or providing an unwarranted negative reference;
- Labeling an employee as "difficult" and excluding them from projects to avoid "drama";
- Undermining an individual's immigration status; or
- Reducing work responsibilities, passing over for a promotion, or moving an individual's desk to a less desirable office location.

Such retaliation is unlawful under federal, state, and where applicable, local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- filed a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor or manager of suspected harassment;
- complained or reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment. Making intentionally false claims or charges of harassment may subject an employee to disciplinary charges.

Reporting Sexual Harassment

Preventing sexual harassment is everyone's responsibility. Everyone must work toward preventing sexual harassment, but leadership matters. Supervisors and managers have a special responsibility to make sure employees feel safe at work and that workplaces are free from harassment and discrimination. Oswego County cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, manager or the Director of Human Resources. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor, manager or the Director of Human Resources.

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Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form, but the complaint form is not required.

Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee's behalf. A verbal or otherwise written complaint (such as an email) on behalf of oneself or another employee is also acceptable.

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Employees, paid or unpaid interns or non-employees who believe they have been a victim of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

Supervisory Responsibilities

Supervisors and managers have a responsibility to prevent sexual harassment and discrimination. All supervisors and managers who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the Director of Human Resources. Managers and supervisors should not be passive and wait for an employee to make a claim of harassment. If they observe such behavior, they must act.

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In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors and managers will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors and managers will also be subject to discipline for engaging in any retaliation.

While supervisors and managers have a responsibility to report harassment and discrimination, supervisors and managers must be mindful of the impact that harassment and a subsequent investigation has on victims. Being identified as a possible victim of harassment and questioned about harassment and discrimination can be intimidating, uncomfortable and re-traumatizing for individuals. Supervisors and managers must accommodate the needs of individuals who have experienced harassment to ensure the workplace is safe, supportive, and free from retaliation for them during and after any investigation.

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Bystander Intervention

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Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is **required** to report it. There are five standard methods of bystander intervention that can be used when anyone witnesses harassment or discrimination and wants to help.

1. A bystander can interrupt the harassment by engaging with the individual being harassed and distracting them from the harassing behavior;
2. A bystander who feels unsafe interrupting on their own can ask a third party to help intervene in the harassment;
3. A bystander can record or take notes on the harassment incident to benefit a future investigation;
4. A bystander might check in with the person who has been harassed after the incident, see how they are feeling and let them know the behavior was not ok; and

5. If a bystander feels safe, they can confront the harassers and name the behavior as inappropriate. When confronting harassment, physically assaulting an individual is never an appropriate response.

Though not exhaustive, and dependent on the circumstances, the guidelines above can serve as a brief guide of how to react when witnessing harassment in the workplace. Any employee witnessing harassment as a bystander is encouraged to report it. A supervisor or manager that is a bystander to harassment is required to report it.

Complaint And Investigation Of Sexual Harassment

All complaints or information about suspected sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commencing and being completed as soon as possible, and no later than 30 days after filing with the Director of Human Resources. The investigation will be confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. Employees who file complaints, support each other individual's complaint or participate in any investigation regarding a violation of this policy will not be retaliated against and Oswego County will not tolerate such retaliation.

Oswego County recognizes that participating in a harassment investigation can be uncomfortable and has the potential to retraumatize an employee. Those receiving claims and leading investigations will handle complaints and questions with sensitivity toward those participating.

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Investigations will be done in accordance with the following steps:

- Upon receipt of complaint, Director of Human Resources will conduct an immediate review of the allegations, and take any interim actions, as appropriate. If complaint is oral, encourage the individual to complete the "Complaint Form" in writing. If he, she or they refuse, prepare a Complaint Form based on the oral reporting.
- If documents, emails or phone records are relevant to the allegations, take steps to obtain and preserve them.
- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
 - A list of all documents reviewed, along with a detailed summary of relevant documents;
 - A list of names of those interviewed, along with a detailed summary of their statements;
 - A timeline of events;
 - A summary of prior relevant incidents, reported or unreported; and
 - The final resolution of the complaint, together with any corrective actions.
- Keep the written documentation and associated documents in the employer's records.

- Promptly notify the individual who complained and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who complained of their right to file a complaint or charge externally as outlined below.

Legal Protections and External Remedies

Sexual harassment is not only prohibited by Oswego County but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at Oswego County, employees and covered individuals may also choose to pursue legal remedies with the following governmental entities at any time. While a private attorney is not required to file a complaint with a governmental agency, you may also seek the legal advice of an attorney.

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New York State Division of Human Rights (DHR)

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to employers in New York State with regard to sexual harassment in employment, and protects employees, paid or unpaid interns and non-employees regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with DHR or in New York State Supreme Court.

Complaints with DHR may be filed any time within three (3) years of the sexual harassment in employment. If an individual did not file at DHR, they can sue directly in state court under the HRL, within three (3) years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

New York employees may now call a confidential hotline at (800) 427-2773 to receive free legal counseling regarding any complaint of workplace sexual harassment or to submit a complaint regarding such harassment. The hotline will operate during regular business hours and will be staffed by a team of *pro bono* attorneys from the New York State Division of Human Rights.

Complaining internally to Oswego County does not extend your time to file with DHR or in court. The three (3) years is counted from date of the most recent incident of sexual harassment in employment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying monetary damages, punitive damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458, (718) 741-8400 or visit: www.dhr.ny.gov.

Contact DHR at (888) 392-3644 or visit dhr.ny.gov/complaint for more information about filing a complaint. The website has a digital complaint process that can be completed on your computer or mobile device from start to finish. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

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United States Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the most recent incident of harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred. If the EEOC determines that the law may have been violated, the EEOC will try to reach a voluntary settlement with the employer. If the EEOC cannot reach a settlement, the EEOC (or the Department of Justice in certain cases) will decide whether to file a lawsuit. The EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court if the EEOC closes the charge, is unable to determine if federal employment discrimination laws may have been violated, or believes that unlawful discrimination occurred by does not file a lawsuit.

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The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred.

If an employee believes that he/she/they have been discriminated against at work, they he/she can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (1-800-669-6820 (TTY)), visiting their website at www.eeoc.gov or via email at infor@eeoc.gov.

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Contact the Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Those wishing to pursue criminal charges are encouraged to contact their local police department.

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FORM: Oswego County Sexual Harassment Complaint Form

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**OSWEGO COUNTY
SEXUAL HARASSMENT
COMPLAINT FORM**

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for employees to report alleged incidents of sexual harassment.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form and submit it to the Director of Human Resources, Oswego County Legislative Office Building, 46 East Bridge Street, Oswego, NY 13126 in person, by U.S. Mail, by fax: 315-349-8254 or you may call 315-349-8209 for the appropriate e-mail address to submit same. Once you submit this form, your employer must follow its sexual harassment prevention policy and investigate any claims.

If you are more comfortable reporting verbally or in another manner, your employer is still required to follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form.

For additional resources, visit: ny.gov/combating-sexual-harassment

COMPLAINANT INFORMATION

Name: _____ Date: _____

Home Address: _____ Work Address: _____

Home Phone: _____ Work Phone: _____

Job Title: _____ Email: _____

Select Preferred Communication Method: _____

SUPERVISORY INFORMATION

Immediate Supervisor's Name: _____

Title: _____

Work Phone: _____ Work Address: _____

COMPLAINT INFORMATION

I. Your complaint of Sexual Harassment is made against:

Name: _____ Title: _____

Work Address: _____ Work Phone: _____

Relationship to you: ☐ Supervisor ☐ Subordinate ☐ Co-Worker ☐ Other

2. Please describe the conduct or incident(s) that is the basis of this complaint and your reasons for concluding that the conduct is sexual harassment. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

3. Date(s) and locations sexual harassment occurred: _____

Is the sexual harassment continuing? ☐ Yes ☐ No

4. Please list the name and contact information of any witnesses or individuals that may have information related to your complaint:

The last two questions are optional, but may help facilitate the investigation.

5. Have you previously complained or provided information (verbal or written) about sexual harassment at Oswego County? If yes, when and to whom did you complain or provide information?

Employees that file complaints with their employer might have the ability to get help or file claims with other entities including federal, state or local government agencies or in certain courts.

6. Have you filed, a claim regarding this complaint with a federal, state or local government agency? ☐ Yes ☐ No

Have you instituted a legal suit or court action regarding this complaint? ☐ Yes ☐ No

Have you hired an attorney with respect to this complaint? ☐ Yes ☐ No

I request that County of Oswego investigate this complaint of sexual harassment in a timely and to the extent possible, confidential manner, as outlined below, and advise me of the results of the investigation.

Signature: _____ Date: _____

Instructions for Employers

If you receive a complaint about alleged sexual harassment, you must follow your sexual harassment prevention policy by investigating the allegations through actions such as:

- Speaking with the employee
- Speaking with the alleged harasser
- Interviewing witnesses
- Collecting and reviewing any related documents

You should create a written document of the findings of the investigation, along with any corrective actions taken and notify the employee and the individuals) against whom the complaint was made. This may be done via email.

EMPLOYEE ACKNOWLEDGMENT

Sexual Harassment – Policy Number 3.20

My signature below acknowledges my receipt of the above-noted policy.

Employee Name (Please Print)

Date

Signature

Return this signed form to your Department Head by _____ (insert date).

C: Employee Personnel File

RESOLUTION NO.

May 11, 2023

**RESOLUTION PURSUANT TO SECTION 206 OF COUNTY LAW CHANGING
LEGISLATIVE OFFICE BUILDING HOURS FOR JUNE, JULY AND AUGUST**

By Legislator Laurie Mangano:

WHEREAS, Section 206 of the County Law permits the County Legislature to fix the office hours of the County Clerk, County Treasurer, Clerk of the Legislature and other county departments; and

WHEREAS, during the months of June, July and August, the County Law authorizes county offices to be open from at least nine o'clock in the forenoon to four o'clock in the afternoon; and

WHEREAS, it is desired to establish summer hours for county departments housed in the Legislative Office Building from 8:30 a.m. to 4:00 p.m. for the months of June, July and August.

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

RESOLVED, that summer hours of 8:30 a.m. to 4:00 p.m. are hereby established for county departments housed in the Legislative Office Building for the period June 1, 2023 through September 1, 2023, with employees working seven hours per day with a one-half hour lunch; and it is further

RESOLVED, that department heads in said building may, at their discretion, set the work day from 8:00 a.m. to 4:00 p.m. for employees desiring to continue working seven hours per day with a one-hour unpaid lunch; and be it further

RESOLVED, that the Director of Human Resources be and is hereby directed to provide the requisite notice to affected employee unions as may be required under any collective bargaining agreement; and it is further

RESOLVED, that the Clerk of the Legislature be and is hereby directed to provide the public and any building tenants notice of the change in hours.

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

YES:

NO:

ABSENT:

ABSTAIN:

RESOLUTION NO.

May 11, 2023

**RESOLUTION ADOPTING AN INVESTMENT POLICY AND DESIGNATING
BANKS AS DEPOSITORIES OF COUNTY FUNDS**

By Legislator Laurie Mangano:

WHEREAS, the Oswego County Legislature has heretofore, upon the recommendation of the Oswego County Treasurer, adopted an Investment Policy, and

WHEREAS, the Oswego County Treasurer has reviewed said proposed investment policy and has submitted it to the Finance and Personnel Committee of this Legislature and has recommended the adoption of said amended policy, and

WHEREAS, this policy is required by General Municipal Law §39 and a resolution is both necessary and desirable,

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

RESOLVED, that the Oswego County Legislature hereby adopts and amends the Oswego County Investment Policy, to conform with a copy of the policy, which is attached hereto and made a part hereof, and which also includes a list of the banks designated as depositories of county funds; and it is further

RESOLVED, that the Oswego County Treasurer be and is hereby authorized to execute Deposit Placement Agreements consistent with the county's investment policy, as may be necessary, with banks designated as depositories of county funds to increase the availability of FDIC insurance on those public deposits that the County of Oswego invests in a qualified New York State-approved Reciprocal Deposit Program, provided that there is no charge to the county for the program.

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

YES:

NO:

ABSENT:

ABSTAIN:

OSWEGO COUNTY INVESTMENT POLICY AND DESIGNATION OF DEPOSITORIES FOR COUNTY FUNDS

I. SCOPE

This investment policy has been adopted pursuant to New York State General Municipal Law §39 and applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual held by the County of Oswego unless state law specifically provides otherwise (e.g. State monies held by County Clerk under General Municipal Law §11(5)).

II. OBJECTIVES

The primary objectives of the County of Oswego's investment activities are, in order of priority:

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY

The County Legislature's responsibility for administration of the investment program is delegated to the County Treasurer, as Chief Fiscal Officer of the County of Oswego, who shall establish procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the County of Oswego to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the County of Oswego to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROL

It is the policy of the County of Oswego for all monies collected by any officer or employee of the government to transfer those funds to the County Treasurer within the time period specified in law and, if none is specified, by the same or next business day.

The County Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Name of Bank</u>	<u>Maximum Amount</u>
Key Bank N.A.	\$70,000,000.00
J. P. Morgan Chase, N.A.	\$70,000,000.00
Community Bank, N.A.	\$70,000,000.00
Pathfinder Bank, N.A.	\$70,000,000.00
NBT Bank, N.A.	\$70,000,000.00
Bank of America, N.A.	\$70,000,000.00
Bank of New York Mellon	\$70,000,000.00

which are legally authorized for the handling of municipal funds, pursuant to the laws of the State of New York.

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law §10, all deposits of the County of Oswego, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by General Municipal Law §10, equal to the aggregate amount of deposits from the categories designated in **APPENDIX A** to this policy.
2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
4. In lieu of, or in addition to the deposit of eligible securities, the officers making a deposit may, in the case of an irrevocable letter of credit issued in favor of the local government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, accept such letter of credit payable to such local government as security for the payment of one hundred percent of the aggregate amount of public deposits from such officers and the agreed upon interest, if any.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by (the depository and/or a third party) a bank or trust company subject to security and custodial agreements.

The security agreements shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default.

The agreement shall also provide the conditions under which the securities may be sold, presented for payment, substituted, or released and the events which will enable the local government to exercise its rights in the pledged securities. In the event that the securities are

not registered or inscribed in the name of the County of Oswego, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to Oswego County or its custodial bank.

The custodial agreement shall provide the securities held by the bank or trust company, or agent of and custodian for, the County of Oswego, will be kept separate and apart from the general assets of the custodial bank or trust company, and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution, or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the County of Oswego a perfected interest in the securities.

In accordance with New York State General Municipal Law § 10, the County of Oswego authorizes the County Treasurer to deposit funds collateralized through deposit placement programs utilizing reciprocal deposit programs between designated depositories and other banks or authorized institutions. Such funds may be deposited in checking, money market or other special time deposit accounts, as well as in other accounts permitted by General Municipal Law. Participation in a deposit placement program shall be permitted when the following conditions are met:

1. On or after the date the county's funds are received by a designated depository, the designated bank or trust company shall arrange for the redeposit of such funds into deposit accounts in one or more banking institutions and the county's depository bank or trust company shall serve as the custodian for the county with respect to the redeposited funds.
2. The county's funds held in the depository bank or trust company in excess of available FDIC coverage, pending redeposit, must be properly secured and collateralized in accordance with General Municipal Law as if there were no deposit placement program.
3. The full amount of the redeposited funds, plus any accrued interest, shall be covered by the FDIC and the accrued interest paid on any redeposit to the county shall be the same as the interest that is paid by the designated bank or trust company.
4. At the time of the redeposit, the county's depository bank or trust company shall receive an amount from a participating banking institution at least equal to the total amount of the county's funds that are redeposited with said institution.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law §11(2)(a), the County of Oswego authorizes the County Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

(1) in special time deposit accounts in, or certificates of deposit issued by, a bank or trust company located and authorized to do business in this state; or

(2) in accordance with all of the following conditions:

- (i) the moneys are invested through a bank or trust company located and authorized to do business in this state;
- (ii) the bank or trust company arranges for the deposit of the moneys in certificates of deposit in one or more banking institutions, as defined in section nine-r of the banking law, for the account of the local government;
- (iii) the full amount of principal and accrued interest of each such certificate of deposit must be insured by the federal deposit insurance corporation;
- (iv) the bank or trust company acts as custodian for the local government with respect to such certificates of deposit issued for the local government's account; and
- (v) at the same time that the County of Oswego's moneys are deposited, and the certificates of deposit are issued for the account of the local government, the bank or trust company receives an amount of deposits from customers of other financial institutions equal to or greater than the amount of the moneys invested by the local government through the bank or trust company.

For any investment made pursuant to General Municipal Law §11(2)(a), such time deposit account or certificate of deposit shall be payable within such time as the proceeds shall be needed to meet expenditures for which such moneys were obtained and provided further that such time deposit account or certificate of deposit be secured in the same manner as is provided for securing deposits of public funds by subdivision three of section ten of this article.

The County Treasurer is also authorized to make investments pursuant to General Municipal Law §11(3)(a) in the following (*note: GML section changes July 2023*):

- obligations of the United States of America or in obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America
- obligations of the state of New York,
- with the approval of the state comptroller in obligations issued pursuant to section 24.00 or 25.00 of the New York State Local Finance Law by any municipality, school district or district corporation other than the municipality, school district or district corporation investing such moneys pursuant to this paragraph.

- moneys in any reserve fund established pursuant to General Municipal Law sections 6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m or 6-n may be invested in obligations of the municipality, school district, fire district or district corporation which has established the reserve fund, or in the case of a capital reserve fund established for a town or county improvement district, obligations of the town or county issued for the purposes of such district.
- Certificates of Participation under General Municipal Law 109-b(10) which specifically constitute “securities” under that section.

The County Treasurer on behalf of the County of Oswego may also make investments in the following:

- (i) general obligation bonds and notes of any state other than this state, provided that such bonds and notes receive the highest rating of at least one independent rating agency designated by the state comptroller;
- (ii) obligations of any corporation organized under the laws of any state in the United States maturing within two hundred seventy days, provided that such obligations receive the highest rating of two independent rating services designated by the state comptroller and that the issuer of such obligations has maintained such ratings on similar obligations during the preceding six months, provided, however, that the issuer of such obligations need not have received such rating during the prior six month period if such issuer has received the highest rating of two independent rating services designated by the state comptroller and is the successor or wholly owned subsidiary of an issuer that has maintained such ratings on similar obligations during the preceding six month period or if the issuer is the product of a merger of two or more issuers, one of which has maintained such ratings on similar obligations during the preceding six month period, provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one corporation; or
- (iii) bankers’ acceptances maturing within two hundred seventy days which are eligible for purchase in the open market by federal reserve banks and which have been accepted by a bank or trust company which is organized under the laws of the United States or of any state thereof and which is a member of the federal reserve system and whose short-term obligations meet the criteria outlined in clause (ii) of this subparagraph. Provided, however, that no more than two hundred fifty million dollars may be invested in such bankers’ acceptances of any one bank or trust company; or
- (iv) obligations of, or instruments issued by or fully guaranteed as to principal and interest by, any agency or instrumentality of the United States acting pursuant to a grant of authority from the congress of the United States, including but not limited to, any federal home loan bank or banks, the Tennessee Valley Authority, the federal national mortgage association, the federal home loan mortgage corporation and the United States postal service,

provided, however, that no more than two hundred fifty million dollars may be invested in such obligations of any one agency.

- (v) no-load money market mutual funds registered under the Securities Act of 1933, 1 as amended, and operated in accordance with Rule 2a-7 of the Investment Company Act of 1940, 2 as amended, provided that such funds are limited to investments in obligations issued or guaranteed by the United States of America or in obligations of agencies or instrumentalities of the United States of America where the payment of principal and interest are guaranteed by the United States of America (including contracts for the sale and repurchase of any such obligations), and are rated in the highest rating category by at least one nationally recognized statistical rating organization, provided, however, that no more than two hundred fifty million dollars may be invested in such funds.

All investments made pursuant to General Municipal Law §11(3)(a) shall be subject to the following conditions:

(1) Such obligations shall be payable or redeemable at the option of the County of Oswego within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable in any event, at the option of the County of Oswego, within two years of the date of purchase. Obligations that are purchased pursuant to a repurchase agreement shall be deemed to be payable or redeemable for purposes of this paragraph on the date on which the purchased obligations are scheduled to be repurchased by the seller thereof. Any obligation that provides for the adjustment of its interest rate on set dates shall be deemed to be payable or redeemable for purposes of this paragraph on the date on which the principal amount can be recovered through demand by the holder thereof.

(2) Such obligations, unless registered or inscribed in the name of the County of Oswego, shall be purchased through, delivered to and held in the custody of a bank or trust company or, with respect to the city of New York and counties, a reputable dealer in such obligations as shall be designated by the state comptroller, in this state. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company or dealer in obligations only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the County of Oswego by the bank or trust company. All obligations held in the custody of a bank or trust company pursuant to this paragraph shall be held by such bank or trust company pursuant to a written custodial agreement as set forth in paragraph a of subdivision three of section ten of the General Municipal Law.

All investment obligations shall be payable or redeemable at the option of the County of Oswego within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided, and, in the case of obligations purchased with the

proceeds of bonds or notes, shall be payable or redeemable at the option of the County of Oswego within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The County Treasurer on behalf of the County of Oswego shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amounts of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the County of Oswego. Security dealers not affiliated with the bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The County Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The County Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner when authorized by the County Legislature.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by resolution of the Oswego County Legislature.
3. By utilizing an ongoing investment program with an authorized tracking partner pursuant to a contract authorized by resolution of the Oswego County Legislature.

All purchased obligations, unless registered or inscribed in the name of the County of Oswego, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the County of Oswego by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law§10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of or custodian for, the County of Oswego, will be kept separate and apart from the general assets of this custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities.

The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the County of Oswego a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a master repurchase agreement approved by the Oswego County Legislature.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations of agencies of the United States of America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.
- Repurchase agreement maturities shall be limited to 30 days or less.

XIV. COURIER SERVICE

The Oswego County Legislature hereby authorizes the County Treasurer to enter into a contract with a courier or armored car service for the purpose of causing the deposit of public funds with a bank or trust company as provided for under General Municipal Law section 10(4), as may be necessary, consistent with the County of Oswego's Procurement Policy.

**APPENDIX A
COUNTY OF OSWEGO
Schedule of Eligible Securities**

The following eligible securities shall be valued at their market value:

- Obligations issued by the United States of America, an agency thereof or a United States government sponsored corporation or obligations fully insured or guaranteed as to the payment of principal and interest by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the Inter-American Development Bank, the Asian Development Bank, and the African Development Bank.
- Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the market value of the obligation that represents the amount of the insurance or guaranty.
- Obligations issued or fully insured or guaranteed by this state, obligations issued by a municipal corporation, school district or district corporation of this state or obligations of any public benefit corporation which under a specific state statute may be accepted as security for deposit of public moneys.

The following securities rated in the highest category shall be valued at one hundred percent (100%) of their market value; those securities rated in the second highest rating category shall be valued at ninety percent (90%) of their market value; and those securities rated in the third highest rating category shall be valued at eighty percent (80%) of their market value (where two nationally recognized statistical rating organizations rate a security in two different categories, the security shall be considered to be rated in the higher of the two categories):

- Obligations issued by states (other than this state) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of counties, cities and other governmental entities of another state having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

The following securities shall be valued at eighty percent (80%) of their market value under GML §10(3)(d):

- Obligations of domestic corporations rated in one of the four highest rating categories by at least one nationally recognized statistical rating organization.
- Commercial paper and bankers' acceptances issued by a bank (other than the bank with which the money is being deposited or invested) rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of no longer than sixty days from the date they are pledged.
- Zero-coupon obligations of the United States government marketed as "Treasury STRIPS".

The following shall be valued at seventy percent (70%) of their market value under GML §10(3)(d):

- Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by federal bank regulatory agencies.

RESOLUTION NO.

May 11, 2023

RESOLUTION RELATIVE TO A HOME RULE REQUEST

By Legislator Laurie Mangano:

WHEREAS, current statutory authority for Oswego County to impose an additional one per cent sales and compensatory use tax expires on November 30, 2023; and

WHEREAS, property tax relief remains a priority for this body, and

WHEREAS, it is necessary that a Home Rule Request be made to the New York State Senate and Assembly, and

WHEREAS, Assembly Minority Leader Will Barclay and State Senator John Mannion have introduced bills A6498 and S6505 to authorize the County to extend the one percent sales and compensating use tax.

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

RESOLVED, that pursuant to Article IX of the Constitution of the State of New York, the Oswego County Legislature hereby requests the NYS Senate and Assembly and New York State Governor to support A6498 and S6505, extending the special additional one-percent sales and compensating use tax rate for two years, and be it further

RESOLVED, that the Clerk of the Legislature is directed to provide certified copies of this Resolution to Governor Kathy Hochul, Assembly Minority Leader Will Barclay and State Senator John Mannion.

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

YES: NO: ABSENT: ABSTAIN:



COUNTY OF OSWEGO OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8235 Fax 315-349-8237
Philip R. Church, County Administrator

March 23, 2023

Honorable John Mannion
New York State Senator, 50th District
188 Legislative Office Building, room 814
Albany, NY 12247

Dear Senator Mannion:

The County of Oswego's statutory authority to continue its Home Rule 1% sales tax will expire on November 30, 2023. On behalf of Oswego County, I respectfully request your assistance in the Senate and Assembly to extend our statutory authority and help us continue to provide property tax stability to the people of Oswego County. This is not a request to approve an additional tax, but simply to maintain the current rate.

Sales tax revenue is a vital component of Oswego County's multi-year budgeting plan to maintain its financial health for taxpayers. Sales tax was a key factor in the County achieving its goal of producing a balanced budget that eliminated debt and reliance on fund balance and reserves.

Since its initial adoption, sales tax has been used to lower or minimize Oswego County property taxes. It is not a source of additional funding for new spending. Oswego County manages its finances responsibly by planning for the short and long term. Sales tax revenue is a vital part of this planning and has helped the County stabilize and minimize property tax rates and the levy for the past nineteen years. We've adopted budgets within the New York State tax cap. In 2004, the generic property tax rate was at a high of \$9.20 per thousand dollars of assessed value. This year the generic tax rate \$6.19.

Oswego County shares its sales tax with its towns and villages and the City of Fulton. In 2022, Oswego County collected \$ \$60,586,875 in sales tax, of which \$12,462,275 was provided to the municipalities. By sharing the sales tax with municipalities, we have helped those municipalities keep their local property taxes in check.

The County's portion of the sales tax is 20.9% of our budget. To put the importance of the 1% extension in perspective, the loss of the statutory authority would result in the immediate loss of \$1.1 million of December sales tax revenue in the adopted 2023 budget, and an estimated \$13.8 million in for the County and municipalities the 2024 budget. **Loss of the 1% extension, by itself, would cause an 23% county property tax increase in 2024.**

If you agree to sponsor our extension request, please provide me with the appropriate bill numbers, and we will begin the formal process of making our Home Rule Request.

If you have any questions or concerns about this request for the sales tax extension, please feel free to contact me.

Thank you for considering this request. I know this is a time of hard choices for State leaders, and I appreciate the work you are doing on behalf of the people of Oswego County.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Church", written in a cursive style.

Philip R. Church
County Administrator / Budget Officer

Cc: Hon. James Weatherup, Legislature Chairman
Hon. Laurie Mangano, Chairwoman, Finance and Personnel Committee
Hon. Kevin Gardner, County Treasurer



COUNTY OF OSWEGO OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8235 Fax 315-349-8237
Philip R. Church, County Administrator

March 23, 2023

Honorable William Barclay,
Minority Leader
New York State Assembly, 120th District
933 Legislative Office Building
Albany, NY 12248

Dear Minority Leader Barclay:

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If you agree to sponsor our extension request, please provide me with the appropriate bill numbers, and we will begin the formal process of making our Home Rule Request.

If you have any questions or concerns about this request for the sales tax extension, please feel free to contact me.

Thank you for considering this request. I know this is a time of hard choices for State leaders, and I appreciate the work you are doing on behalf of the people of Oswego County.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip R. Church". The signature is fluid and cursive, with the first name "Philip" being more prominent than the last name "Church".

Philip R. Church
County Administrator / Budget Officer

Cc: Hon. James Weatherup, Legislature Chairman
Hon. Laurie Mangano, Chairwoman, Finance and Personnel Committee
Hon. Kevin Gardner, County Treasurer



COUNTY OF OSWEGO OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8235 Fax 315-349-8237
Philip R. Church, County Administrator

March 23, 2023

Honorable Mark Walczyk
New York State Senator, 49th District
188 Legislative Office Building, Room 302
Albany, NY 12247

Dear Senator Walczyk:

The County of Oswego's statutory authority to continue its Home Rule 1% sales tax will expire on November 30, 2023. On behalf of Oswego County, I respectfully request your assistance in the Senate and Assembly to extend our statutory authority and help us continue to provide property tax stability to the people of Oswego County. This is not a request to approve an additional tax, but simply to maintain the current rate.

Sales tax revenue is a vital component of Oswego County's multi-year budgeting plan to maintain its financial health for taxpayers. Sales tax was a key factor in the County achieving its goal of producing a balanced budget that eliminated debt and reliance on fund balance and reserves.

Since its initial adoption, sales tax has been used to lower or minimize Oswego County property taxes. It is not a source of additional funding for new spending. Oswego County manages its finances responsibly by planning for the short and long term. Sales tax revenue is a vital part of this planning and has helped the County stabilize and minimize property tax rates and the levy for the past nineteen years. We've adopted budgets within the New York State tax cap. In 2004, the generic property tax rate was at a high of \$9.20 per thousand dollars of assessed valued. This year the generic tax rate \$6.19.

Oswego County shares its sales tax with its towns and villages and the City of Fulton. In 2022, Oswego County collected \$ \$60,586,875 in sales tax, of which \$12,462,275 was provided to the municipalities. By sharing the sales tax with municipalities, we have helped those municipalities keep their local property taxes in check.

The County's portion of the sales tax is 20.9% of our budget. To put the importance of the 1% extension in perspective, the loss of the statutory authority would result in the immediate loss of \$1.1 million of December sales tax revenue in the adopted 2023 budget, and an estimated \$13.8 million in for the County and municipalities the 2024 budget. **Loss of the 1% extension, by itself, would cause an 23% county property tax increase in 2024.**

If you agree to sponsor our extension request, please provide me with the appropriate bill numbers, and we will begin the formal process of making our Home Rule Request.

If you have any questions or concerns about this request for the sales tax extension, please feel free to contact me.

Thank you for considering this request. I know this is a time of hard choices for State leaders, and I appreciate the work you are doing on behalf of the people of Oswego County.

Sincerely,

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Philip R. Church
County Administrator / Budget Officer

Cc: Hon. James Weatherup, Legislature Chairman
Hon. Laurie Mangano, Chairwoman, Finance and Personnel Committee
Hon. Kevin Gardner, County Treasurer

RESOLUTION NO.

May 11, 2023

RESOLUTION AMENDING THE MANAGEMENT COMPENSATION PLAN 2023

By Legislator Laurie Mangano:

WHEREAS, the County's Management Compensation Plan was amended on November 10, 2022, and

WHEREAS, there were four positions whose Salary Grades were inadvertently unchanged from a SG40 to a SG50 in the new Management Compensation Plan amended on November 10, 2022, Clerk of the Oswego County Legislature, Director of Emergency Management, County Fire Coordinator, and Director of Veteran's Services, and

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

RESOLVED, that the positions of Clerk of the Oswego County Legislature, Director of Emergency Management, County Fire Coordinator, and Director of Veteran's Services be adjusted to a Grade 50, in the Management Personnel Compensation Plan; and be it further

RESOLVED, that the Oswego County Legislature directs the Human Resource Department to amend the Oswego County Management Personnel Compensation Plan, May 11, 2023, to include the changes as set forth in the attached.

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

YES:

NO:

ABSENT:

ABSTAIN:



INFORMATIONAL MEMORANDUM

Subject: Setting Salary

Purpose: To set the salary for the following positions that were inadvertently unchanged in the new Management Compensation Plan

Summary: It is requested that the following changes are set:

- Clerk of the Oswego County Legislature – SG 50 Step XX
- Director of Emergency Management – SG 50 Step XX
- County Fire Coordinator – SG 50 Step XX
- Director of Veteran's Services – SG 50 Step XX

Recommended Action: The Chairman of the Legislature and the Finance & Personnel Committee authorize Human Resources to set salary as recommended, pending Legislative approval.



LOUIS R. LOMBARDI
PUBLIC DEFENDER

**OSWEGO COUNTY
PUBLIC DEFENDER'S OFFICE**

COUNTY BUILDING
70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3201
www.oswegocounty.com

Date: April 18, 2023

To: Members of the Finance and Public Safety Committees

From: Louis R. Lombardi
Public Defender

Re: Request to Set Salary for Investigator in the Public Defender's Office

Summary: The position of Investigator in the the Public Defender's Office is a newly created position within the Public Defender's Office and the county of Oswego.

An external candidate has been selected for the position who will be an asset to the office through effective management of responsibilities and operations. The candidate has more than thirty years of professional experience working in law enforcement within the county of Oswego. The candidate also has extensive experience as an investigator both as to internal issues and for crimes, including major crimes. The candidate has training and field knowledge in the use of polygraphs and forensics along with other techniques in modern investigations.

I respectfully request that a starting salary of \$63,569.00 (Management Plan, SG 40, Step 10) be set for this position and candidate appointment.



LOUIS R. LOMBARDI
PUBLIC DEFENDER

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OSWEGO, NEW YORK 13126
(315) 349-3201
www.oswegocounty.com

Date: April 18, 2023

To: Members of the Finance and Public Safety Committees

From: Louis R. Lombardi
Public Defender

Re: Request to Set Salary for Secretary to the Public Defender

Summary: The position of Secretary to the Public Defender is a newly created position within the Public Defender's Office and the county of Oswego.

An external candidate has been selected for the position who will be an asset to the office through effective management of responsibilities and operations. The candidate has more than fifteen years of professional experience working in the Jefferson County Clerk's Office. The candidate has assumed ever increasing responsibilities within that clerk's office working now as the Deputy County Clerk.

I respectfully request that a starting salary of \$56,837.00 (Management Plan, SG 30, Step 14) be set for this position and candidate appointment.



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

Subject: Salary Setting – Senior Social Services Attorney

Purpose: To set the salary of a new Senior Social Services Attorney - pending Legislative approval of the reclassification of one Social Services Attorney to Sr. Social Services Attorney

Summary: Oswego County Department of Social Services seeks to offer an existing Social Services Attorney with over 10 years of Family Court experience the position of Senior Social Services Attorney. This attorney has evidenced a high degree of expertise, diligence, and incredible follow-through during the candidate's tenure with our department. This candidate shows excellent leadership qualities and has a solid rapport with all colleagues within the Legal Services unit.

The Department respectfully requests approval for the setting of this salary at \$104,263, Step 15 of SG70 on the management wage schedule. This salary set about mid-point step in SG70 classification. The salary will be 75% reimbursed by federal/state funding with **annual local share cost of \$26,065**. In 2023 county fiscal year, this is budget neutral due to the cost savings of vacancies.

Recommended Action: The Social Services Department recommends the Finance & Personnel Committee authorize DSS to set salary as recommended, pending Legislative approval of the reclassification of one Social Services Attorney to Sr. Social Services Attorney.