

Finance & Personnel Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Thursday, April 4, 2024 at 2:00 p.m.

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

COMMITTEE MEMBERS:

Stephen Walpole, Chair	Legislator, 14 th District
John Martino, Vice Chair	Legislator, 6 th District
David Holst	Legislator, 4 th District
Paul House	Legislator, 8 th District
Linda Lockwood	Legislator, 11 th District
Patrick Twiss	Legislator, 13 th District
Michael Solowy	Legislator, 23 rd District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of minutes for the Finance & Personnel Committee's Regular Meeting on March 7, 2024.

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- GC-3** Resolution Authorizing the Reclassification of one Position in the County Clerk's Office
- GC-4** Resolution Authorizing increase in Witness Fees for the Public Defender's Office

PUBLIC SAFETY COMMITTEE

- PS-3** Resolution Authorizing The Execution of an Agreement With Advent Financial Systems, LLC (Traffic Diversion Program)
- PS-4** Resolution Authorizing Budgetary Modification Sheriff's Office Transfer From Insurance Recovery (Treasurer's Office) to Automotive Supplies and Repair (Road Division)
- PS-5** Resolution Authorizing Oswego County District Attorney's Office to Enter a Service Contract with Finger Lakes Paralegal Services

HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Budgetary Modification – Department of Social Services/Day Care
- HS-2** Resolution Authorizing Budgetary Modification Department of Social Services to Accept Federal Capta/Cara Funds for SFY2023-24
- HS-3** Resolution Awarding Professional Services Contract – RFP 24-DSS-001 – Case Management Assistants

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

- EP-1** Resolution of the County Legislature of the County of Oswego, New York, Approving the Oswego County Civic Facilities Corporation Revenue Bonds, Series 2024 (North Oswego County Health Services, INC. D/B/A Connexicare Project) Issue in an Aggregate Principal Amount Not to Exceed \$8,000,000
- EP-3** Resolution Providing Authorized Agency Funding Under County Law 224 to the Oswego County Historical Society (Dr. Mary Walker Congressional Medal of Honor Display Case)

HEALTH COMMITTEE

- HE-2** Resolution Authorizing Budgetary Modification Due to Increased Legal Fees Associated with Illegal Vapor Products Hearings

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Authorizing The Execution of an Intrastate Mutual Aid Program (IMAP) Reimbursement Agreement With the New York State Department of Transportation (Erie County/Buffalo – 2022 Storm Assistance)
- IT-3** Resolution Increasing Authorization of Capital Project R0121- Pulaski Courthouse
- IT-5** Resolution Establishing Capital Project No. B0124 County Route 12 Bridge Over Fish Creek
- IT-7** Resolution Authorizing Budgetary Modification Department of Solid Waste – Unappropriated Fund Balance to Landfill and Transfer Stations Other Equipment

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Authorizing The Reclassification of One Position in the Human Resources Department
- FP-2** Resolution Authorizing Reclassification of Two Position in the County Administrators' Department

COMMITTEE REVIEW & DECISIONS:

- None

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, March 7, 2024 at 2:00 pm

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

COMMITTEE MEMBERS:

Stephen Walpole, Chair	Legislator, 14th District	Present
John Martino, Vice Chair	Legislator, 6th District	Excused
David Holst	Legislator, 4th District	Present
Paul House	Legislator, 8th District	Present
Linda Lockwood	Legislator, 11th District	Present
Patrick Twiss	Legislator, 13th District	Excused
Michael Solowy	Legislator, 23rd District	Present

Staff & Guests:

Phil Church	Veronica Turner	Terry Wilbur	Rick Doten
Shawn Walker	Brandon Schwerdt	Brian Chetney	Mike Lutestanski II
Cathleen Palmitesso	Holly Carpenter	Marti Babcock	Sara Finley
Vera Dunsmoor	Kate Davis	Stacy Alvord	Greg Powlin
David Hall	Tony DiMartino	Julie Bell	Louis Lombardi
Brian Chetney	Savannah Wyckoff	Rich Mitchell	

CALL TO ORDER:

A Regular Meeting of the Finance and Personnel Committee was called to order at 2:03 p.m. by Committee Chair Stephen Walpole 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 Holst

Second: Legislator Solowy

Vote: Unanimous, motion carried

The minutes for the Finance & Personnel Committee Regular Meeting on February 8, 2024, are approved.

RESOLUTIONS:

Motion to Approve GC-3: Legislator Holst

Second: Legislator House

Vote: Unanimous, motion carried

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

- GC-3** Resolution Appointing Acting Assigned Counsel Plan Administrator for The County of Oswego
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PUBLIC SAFETY COMMITTEE

- PS-1** Resolution Authorizing Budgetary Modification Sheriff's Office Transfer From Insurance Recovery (Treasurer's Office) to Automotive Supplies and Repair (Road Division)
Motion to Approve: Legislator Holst
Second: Legislator Lockwood
Vote: Unanimous, motion carried
- PS-2** Resolution Authorizing the Approval of Oswego County's 2024 STOP-DWI Plan and The Chairman of the Legislature Be Authorized to Execute Any Related Documents
Motion to Approve: Legislator Lockwood
Second: Legislator Holst
Vote: Unanimous, motion carried
- PS-5** Resolution Authorizing Budgetary Modification Creating One Fulltime Position and Deleting One Part Time Position in The Office Of Emergency Management
Motion to Approve: Legislator Lockwood
Second: Legislator Solowy
Vote: Unanimous, motion carried
- PS-6** Resolution Authorizing The Deletion of Two Positions Sheriff's Office (Drug Task Force)
Motion to Approve: Legislator Solowy
Second: Legislator Holst
Vote: Unanimous, motion carried
- PS-7** Resolution Authorizing The Creation of Two Positions in the Office of the District Attorney
Motion to Approve: Legislator Solowy
Second: Legislator Holst
Vote: Unanimous, motion carried
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HUMAN SERVICES COMMITTEE

- HS-1** Resolution Authorizing Budgetary Modification – Department of Social Services to Fund Eligibility Verification Assistant Automated System
Motion to Approve: Legislator House
Second: Legislator Lockwood
Vote: Unanimous, motion carried

HS-2 Resolution Authorizing Budgetary Modification Department of Social Services to Accept State Funds for the Rental Supplement Program

Motion to Approve: Legislator Lockwood

Second: Legislator House

Vote: Unanimous, motion carried

HS-3 Resolution Authorizing Budgetary Modification Department of Social Services to Accept Federal Funds for Non-Residential Domestic Violence Services

Motion to Approve: Legislator Solowy

Second: Legislator House

Vote: Unanimous, motion carried

HS-4 Resolution Authorizing Budgetary Modification Department of Social Services for Laserfiche RIO Upgrade

Motion to Approve: Legislator Lockwood

Second: Legislator House

Vote: Unanimous, motion carried

HS-5 Resolution Authorizing Budgetary Modification Department of Social Services – Overtime

Motion to Approve: Legislator House

Second: Legislator Solowy

Vote: Unanimous, motion carried

HS-6 Resolution Authorizing Budgetary Modification Department of Social Services to Accept State Funds for the Safe Harbor Program

Motion to Approve: Legislator House

Second: Legislator Lockwood

Vote: Unanimous, motion carried

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

EP-1 Resolution Authorizing Budgetary Modification Capital Project No. 95- Department of Community Development, Tourism and Planning Public Transit Capital Funds- Mobility Management

Motion to Approve: Legislator House

Second: Legislator Holst

Vote: Unanimous, motion carried

HEALTH COMMITTEE

HE-1 Resolution Adding New York State Healthcare Worker Bonus Funds to the Oswego County Health Department Preventative Health Budget

Motion to Approve as amended: Legislator Holst

Second: Legislator Lockwood

Vote: Unanimous, motion carried

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

- IT-1** Resolution Authorizing Budgetary Modification – Central Services Supplement Existing Capital Project to Fund Audio/Visual Upgrades

Motion to Approve: Legislator House

Second: Legislator Holst

Vote: Unanimous, motion carried

- IT-3** Resolution Authorizing Budgetary Modification Department of Solid Waste- to Establish a Capital Project No. 0324 for The Bristol Hill Landfill Cell #5 Expansion- Solid Waste Unappropriated Fund Balance to Capital Project No. 0324

Motion to Approve: Legislator Holst

Second: Legislator Lockwood

Vote: Unanimous, motion carried

FINANCE & PERSONNEL COMMITTEE

- FP-1** Resolution Closing Capital Project 0822 of 2022 and Authorizing Remaining Funds to Be Transferred to Purchasing Department's Operating Budget

Motion to Amend with replacement resolution and approve:

Legislator Solowy

Second: Legislator Holst

Vote: Unanimous, motion carried

- FP-2** Resolution Authorizing Capital Project Closures and Transfer of Project Balances

Motion to Amend with replacement resolution and approve:

Legislator Holst

Second: Legislator Lockwood

Vote: Unanimous, motion carried

Motion to Approve: Legislator

Second: Legislator

Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

- Set Salary for Energy Recovery Facility Shift Supervisor, SG 40 at \$73,360.00

Motion to Approve: Legislator Holst

Second: Legislator House

Vote: Unanimous, motion carried

- Set Salary for Weights and Measures Director, SG30 at \$64,500.00

Motion to Approve: Legislator House

Second: Legislator Holst

Vote: Unanimous, motion carried

- Set Salary for Two District Attorney Investigator positions, SG40, Step 15 at \$68,482

Motion to Approve: Legislator Solowy

Second: Legislator Holst

Vote: Unanimous, motion carried

REPORTING DEPARTMENTS:

- Julie Bell provided a Personnel Position Vacancy Report and Human Resources Department Update.
- Phil Church provided an administration Department Update.
- Holly Carpenter provided a Purchasing Department Update.

ADJOURNMENT:

Motion to adjourn at 2:31 p.m.: Legislator House

Second: Legislator Holst

Vote: Unanimous, motion carried

DRAFT

Raven Ahart
Deputy Clerk of the Legislature

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING THE RECLASSIFICATION OF ONE POSITION IN
THE COUNTY CLERK'S OFFICE**

By Legislator David Holst:

WHEREAS, a review of workload, staffing, and constituent services has been conducted; and

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

NOW, upon recommendation of the Government, Courts and Consumer Affairs Committee with approval of the Finance and Personnel Committee of this body, be it

RESOLVED, that position #141121204, Senior Motor Vehicle Clerk, Grade 6, CSEA Bargaining Unit, be reclassified to a Principal Motor Vehicle Clerk, Grade 9, in the same CSEA Bargaining Unit; and be it further

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, Budget Officer, and Director of Human Resources and it 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 CLERK'S OFFICE
46 EAST BRIDGE STREET, OSWEGO, NEW YORK 13126
Phone 315-349-8621 315-349-8383 (Fax)

MATHEW F BACON
DEPUTY CLERK
DIANE PAROW
DEPUTY CLERK OF MOTOR
VEHICLES

TERRY M. WILBUR
OSWEGO COUNTY CLERK
CLERK OF SUPREME
AND COUNTY COURTS

NANCY L. BELCHER
DEPUTY CLERK OF
OPERATIONS

Date: April 11, 2024

To: Members of the Finance and Personnel Legislative Committee

From: Terry M. Wilbur, County Clerk

Informational Memorandum

Subject: Request for authorization to reclassify one position in the County Clerk's Office.

Purpose: To streamline duties in both the County Clerk's Office along with Department of Motor Vehicles we have reevaluated the job duties of the Senior Account Clerk. As a result, it has become apparent that we need to move some daily and weekly accounting duties to Motor Vehicle. This has led to the request for a Principal Motor Vehicle Clerk.

Summary: With the County Clerk's Office focusing on better serving our constituents along with helping modernize the office this reclass is needed to meet the new demands for our department. The position of Principal Motor Vehicle Clerk is going to rectify a couple of issues that I have seen arise since becoming County Clerk. Not only is this going to put into place more continuity on the accounting side it is going to make sure we have better customer service and knowledge base for our Motor Vehicle Clerk's. The Principal Motor Vehicle Clerk not only will help with the daily and weekly accounting/reporting at all three Motor Vehicles it will also be a position that will help with our continuing education program for our Motor Vehicle Clerk's. This position will also work as a floating supervisor should an absence occur in the supervisor position in any of the motor vehicle offices.

Recommended

Action: To authorize the proposed reclassification of the Senior Motor Vehicle position (CSEA Grade 6) to Principal Motor Vehicle Clerk (CSEA Grade 9) within the County Clerk's Office.

Fiscal Impact: The most recent individual to hold this position was paid \$19.46/hr as a Senior Motor Vehicle Clerk. The proposed change would start the Principal Account Clerk at \$22.26/hr. The annual salary difference \$5,096.00 which will be absorbed from vacancies in line 1411-511000.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: County Clerk

DIVISION/UNIT (NUMBER): 1411

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: Sr Motor Vehicle Clerk 2. Position #: 141121204

3. Present Salary/Hourly Rate: \$19.46 Grade: 6

4. Requested Title: Principle Motor Vehicle Clerk

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: \$22.26 Grade: 9

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): *The job duties for this position align more closely with that of a Principle Motor Vehicle Clerk compared to a Senior Motor Clerk. Currently this position is tasked with balancing daily deposits, going to the bank, overseeing motor vehicle clerks. The new position would also take over all training to keep up with new york state requirments, daily ledger entries for tracking of all sales tax, weekly balancing and transfer of money to the state. tracking and reconciling bad checks. Overseeing all dealer transactions, recruitment and lianson with all auto dealers. backup for all payroll duties. This postion requires a higher level of accounting and fiscal knowledge in relation to motor vehicle transactions.*

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 County Clerk	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: <i>Principle Motor Vehicle Clerk</i>		
PERCENT OF WORK TIME		
5%	<i>unlocking and locking of office, work stations and desk drawers, setting up of drawers for clerks at the beginning and end of work day.</i>	
15%	<i>Balancing of daily deposits for all motor vehicle clerks, running all reports and reconciling all paperwork with New York State . taking deposits to the bank.</i>	
10%	<i>Empty and take care of DMV daily envelopes from all three dmv offices, sort and track DMV sales tax documents, lock reports, deposit slips Tracking and collecting of bad checks, reconciling ledger and sending to the state if uncollectable..</i>	
10%	<i>Daily ledger entries for tracking of sales tax, reconcile with state sales tax account, transfer sales tax money and motor vehicle fees to the state weekly and receipt county portion</i>	
25%	<i>Oversee all training for motor vehicle employees reagarding New York State requirments, county work procedure's and job functions</i>	
20%	<i>Oversee all auto dealer transaction and is a dedicated contact for all dealers. Has constant contact with auto dealerships to maintain good customer service and actively recruits new dealerships for increase business.</i>	
5%	<i>Oversee all corporate fleet accounts, issues checks and maintains checkbook, keeps in contant contact to maintain good customer service</i>	
5%	<i>Acts as a floater for senior motor vehhicle clerks, runs and oversees office in their absense,.answers general questions and needs of motor vehicle clerks.</i>	
2%	<i>Inventory all license plates and verify with plate report. Account for all plates to the state. Recieves and sorts license plates and pre numbered stickers and documents., Inventory and orders all office supplies</i>	
3%	<i>Acts as backup to Deputy of Motor vehicles for timesheets and payroll entering. Acts as a general backup for all duties of the Deputy of Motor vehicles in her absence..</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
Nancy Belcher	Dep. Co. Clerk of Operations	Direct
Diane Parow	Dep. Co. Clerk of Motor Vehicles	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
numerous	Sr. Motor Vehicle Clerk	Direct
numerous	Motor Vehicle Clerk	Direct

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

NAME	TITLE	LOCATION OF POSITION

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

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

Experience (list amount and type): *Clerical*

Essential knowledge, skills and abilities:

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:

PART-TIME/TEMPORARY BUDGET REQUEST FORM

DEPARTMENT:

DIVISION/UNIT (NUMBER):

1. Please provide the following information for positions which you intend to employ on a part-time/temporary basis:

TITLE	POSITION NUMBER	HOURS/ WEEK	HOURLY RATE	NO. WEEKS	JUSTIFY THE NEED FOR EACH TITLE	DOLLARS REQUESTED

(Add pages as needed.)

-OVER-

PART-TIME/TEMPORARY BUDGET REQUEST FORM

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

OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: _____

DIVISION/UNIT (NUMBER): _____

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

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING INCREASE IN WITNESS FEES FOR THE
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, the Public Defender's Office does not have sufficient funds to cover witness fees for representation and courtroom trials of the indigent accused of crimes; and

WHEREAS, the proposed addition \$50,000.00 for witness would assist the office in its mission of representing indigent clients so a competent defense can be raised during litigation and ultimately trial; and this request having been reviewed by the County Administrator with a recommendation to provide such funding; and

NOW, upon recommendation of the Government and Courts and Consumer Affair Committee with approval of the Finance and Personnel Committee of this body, be it

RESOLVED, that the requested funding of \$50,000.00 be approved for witness fees in the Public Defender's Office; and be it further

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

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

YES:

NO:

ABSENT:

ABSTAIN:



LOUIS R. LOMBARDI
PUBLIC DEFENDER

OSWEGO COUNTY PUBLIC DEFENDER'S OFFICE

COUNTY BUILDING
44 E. BRIDGE STREET, SUITE 301
OSWEGO, NEW YORK 13126
(315) 746-4210
www.oswegocounty.com

TO: Philip Church, County Administrator
FROM: Louis R. Lombardi, Public Defender
DATE: 03/04/2024
RE: Budget Modification – Witness Fees

INFORMATIONAL MEMORANDUM

SUBJECT:

Budget Modification to move funds from Salaries & Wages to Witness Fees.

BACKGROUND:

The Public Defender's Office represents indigent individuals within the County of Oswego. To provide our clients with an adequate defense, expert witnesses and professional evaluations are necessary.

FISCAL IMPACT:

Increase the Witness Fees account by \$50,000.00 with funds currently allocated to Salaries & Wages. There will be no net county impact for 2024 as this funding is already allocated to the PD office, and there are several vacant positions. The costs associated with Witness Fees are reimbursed by NYS Indigent Legal Services.

RECOMMENDATION:

Approve this budget modification moving \$50,000 from Salaries & Wages (A1171.511000), allocating it to the Witness Fees expense account (A1171.543200).

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A1171	511000					Salaries & Wages	(50,000.00)
			A1171	543200		Witness Fees	50,000.00
						To increase the Witness Fees line in the PD Budget	

3/4/2024

COUNTY ADMINISTRATOR	DATE
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*DIRECTOR OF HUMAN RESOURCES	DATE
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CHAIRPERSON	DATE
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***If Personnel Services are impacted**

COUNTY TREASURER	DATE
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RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
ADVENT FINANCIAL SYSTEMS, LLC (TRAFFIC DIVERSION PROGRAM)**

By Legislator Greco:

WHEREAS, the County of Oswego has adopted a Traffic Diversion Program Local Law to improve outcomes for routine Vehicle & Traffic infractions, improve public safety and lessen the administrative burden upon the District Attorney's Office and local courts; and

WHEREAS, Advent Financial System, LLC possesses suitable skills and experience to assist the District Attorney's Office in this regard and has been determined to be a sole source vendor by the Purchasing Department; and

WHEREAS, a resolution is both necessary and desirable,

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

RESOLVED, that the District Attorney be and is hereby authorized a contract substantially in the form of the annexed draft agreement with Advent Financial Systems, LLC, a Kentucky limited liability company, 400 Ring Road, Suite 162, Elizabethtown, Kentucky 42701 for the provision of traffic diversion program educational and related services.

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

YES:

NO:

ABSENT:

ABSTAIN:

Advent Financial Systems, LLC Subscription Agreement

(Oswego County District Attorney's Office – Traffic Diversion Program)

THIS SUBSCRIPTION AGREEMENT ("**Agreement**") made and entered into this _____ day of March, 2024, by and between **Advent Financial Systems, LLC, a Kentucky limited liability company**, 400 Ring Road, Suite 162, Elizabethtown, Kentucky 42701 ("**Advent**"), and the Oswego County District Attorney's Office, Oswego County Public Safety Center, 39 Churchill Road, Oswego, NY 13126 ("**Subscriber**").

WHEREAS, Advent owns and maintains a software program designed to aid Prosecutors, Courts, and other appropriate law enforcement agencies with operating an online alternative resolution program. The Advent eLearning platform includes a mailing service, access to an online offense specific education library, an online tracking and monitoring platform, and payment processing functionality. All educational programs that are automatically made available to the Subscriber via eLearning can be found in Exhibit A. (herein referred to as the "**Service**").

WHEREAS, eLearning programs are available online; and

WHEREAS, the Subscriber desires to subscribe to and avail itself of the eLearning Platform.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein provided, the parties agree as follows:

1. License Grant & Restrictions

Advent hereby grants to Subscriber a non-exclusive, non-transferable, right to use the Service, solely for the Subscriber's internal business purposes, subject to the terms and conditions of this Agreement. All rights not expressly granted to Subscriber are reserved by Advent and its licensors.

Subscriber shall not (i) license, sublicense, sell, resell, transfer, assign, distribute or otherwise commercially exploit or make available to any third party the Service or any of its content in any way; (ii) modify or make derivative works based upon the Service or its content; (iii) create Internet "links" to the Service or "frame" or "mirror" any content on any other server or wireless or Internet-based device; or (iv) reverse engineer or access the Service in order to (a) build a competitive product or service, (b) build a product using similar ideas, features, functions or graphics of the Service, or (c) copy any ideas, features, functions or graphics of the Service. The Subscriber will be authorized to grant User licenses to employees and authorized personnel, the number of which is established in Exhibit A. Such User licenses cannot be shared or used by more than one individual User but may be reassigned from time to time to new Users who are replacing former Users who have terminated employment or otherwise changed job status or function and

Revised 08/21/20

no longer use the Service.

Subscriber may use the Service only for its internal purposes and shall not: (i) send spam or otherwise duplicative or unsolicited messages in violation of applicable laws; (ii) send or store infringing, obscene, threatening, libelous, or otherwise unlawful or tortuous material, including material harmful to children or violate third party privacy rights; (iii) send or store material containing software viruses, worms, Trojan horses or other harmful computer code, files, scripts, agents or programs; (iv) interfere with or disrupt the integrity or performance of the Service or the data contained therein; or (v) attempt to gain unauthorized access to the Service or its related systems or networks.

2. Fees

Subscriber shall receive the service for no charge; the service is offender paid. To participate in any eLearning program the offender shall pay all fees or charges to their account in accordance with the fees, charges, and billing terms set out on **Exhibit A**, which is attached hereto and made a part of this Agreement. Alternatively, Subscriber can operate an agency funded program, whereby Advent will invoice the Subscriber on a monthly basis for services rendered. Advent reserves the right to modify its fees and charges and to introduce new charges at any time, upon no less than thirty (30) days prior notice to Subscriber, which notice may be provided by email or written notice. Subscriber shall have the right to terminate this Agreement immediately in the event of an increase in fees and charges by written notice to Advent.

3. Privacy & Security; Disclosure

Advent Financial Systems respects your privacy. Advent utilizes 128-bit encryption and maintains a secure socket layer (SSL) certificate to protect the integrity of Subscriber information. Information may be released when legally required or permitted in connection with litigation, fraud investigation, or in affiliation with business sales or purchases. Advent reserves the right to modify its privacy and security policies in its reasonable discretion from time to time. Advent will notify all users of the Service, via e-mail, of important announcements regarding the operation of the Service. Subscriber agrees that Advent can disclose that Subscriber uses the Service and can disclose which edition of the Service that Subscriber is currently using.

4. Subscriber Responsibilities

Subscriber is responsible for all activity occurring under its User licenses/ID's referred to in Exhibit A and shall abide by all applicable local, state, and national laws in connection with Subscriber's use of the Service, including those related to data privacy, international communications and the transmission of technical or personal data. Subscriber shall: (i) notify Advent immediately of any unauthorized use of any password or account or any other known or suspected breach of security; (ii) report to Advent immediately and use reasonable efforts to immediately cease any copying or distribution of content that is known or suspected by Subscriber or Subscriber's office staff; and (iii) not impersonate another Advent Subscriber or provide false identity information to gain

access to or use the Service.

5. Account Information and Data

Subscriber shall have sole responsibility for the accuracy of any data, information or material that Subscriber submits to the Service in the course of using the Service ("Customer Data"). Subscriber shall be further responsible for the quality, integrity, legality, reliability, appropriateness, and intellectual property ownership or right to use such Customer Data. Upon written request by Subscriber, Advent will provide to Subscriber on an annual basis, all Customer Data in electronic format. In the event this Agreement is terminated, Advent will make available to Subscriber a file of the Customer Data within thirty (30) days of termination if the Subscriber so requests at the time of termination.

6. Intellectual Property Ownership

Advent (and its licensors, where applicable) shall own all right, title and interest, including all related Intellectual Property Rights, in and to Advent's technology, the Content and the Service and any suggestions, ideas, enhancement requests, feedback, recommendations or other information provided by Subscriber or any other party relating to the Service. This Agreement is not a sale and does not convey to Subscriber any rights of ownership in or related to the Service, Advent's technology or the Intellectual Property Rights owned by Advent. The Advent name, the Advent logo, and the product names associated with the Service are trademarks of Advent or third parties, and no right or license is granted to use them.

7. Term

The license granted to the Subscriber under this Agreement will remain in effect for twelve (12) months, with up to four (4) additional one-year renewals. The license will stay active until the subscriber gives the other party a sixty (60) day notice of termination. In the event this Agreement is terminated without cause Advent will make available to Subscriber all Customer Data in a workable, comma delimited, flat-file format within 10 working days of the termination.

8. Termination for Cause

During the term of this Agreement, any unauthorized use of Advent's technology or Service will be deemed a material breach of this Agreement. Advent, in its sole discretion, may terminate Subscriber's password and use of the Service if Subscriber breaches or otherwise fails to comply with this Agreement. In the event of such termination, Advent will make available to Subscriber all Customer Data in a workable, comma delimited, flat-file format within 5 working days of the termination.

If Subscriber determines that Advent has breached this Agreement by reason of its failure to perform the Service as herein provided, and if Advent fails to cure such breach within thirty (30) days following written notice from Subscriber describing such

breach, the Subscriber shall have the right to terminate this Agreement for cause. Advent acknowledges that the information provided to Advent is sensitive and confidential and that employees of Advent who have access to the Subscriber's information must meet high standards of honesty and integrity. Advent grants to the Subscriber the right to examine the personnel records of the employees of Advent as may be reasonably requested by the Subscriber on the condition that the Subscriber maintains the confidentiality of such records.

If the Subscriber determines that any employee of Advent does not meet the high standards of honesty and integrity required by the Subscriber and if, after notice, Advent fails, within thirty (30) days thereof, to protect the Subscriber's information from such employee, the Subscriber may terminate this Agreement for cause.

9. Representations & Warranties

Each party represents and warrants that it has the legal power and authority to enter into this Agreement. Advent represents and warrants that it will provide the Service in a manner consistent with general industry standards reasonably applicable to the provision thereof and that the Service will perform substantially in accordance with the online Advent help documentation under normal use and circumstances. Advent represents that it bonded with a good and reliable insurance company for coverage up to \$250,000. Advent will deposit a copy of the current bond with the Subscriber. Subscriber represents and warrants that Subscriber has not falsely identified itself nor provided any false information to gain access to the Service and that the billing information is correct.

10. Internet Delays

Advent's Services may be subject to limitations, delays, and other problems inherent in the use of the Internet and electronic communications. Advent is not responsible for any delays, delivery failures, or other damage resulting from such problems.

11. Governing Law; Remedies

This Agreement has been executed in the State of New York and this Agreement shall be governed by New York law and controlling United States federal law, and any disputes, actions, claims or causes of action arising out of or in connection with this Agreement or the Service shall be subject to the exclusive jurisdiction of Oswego County New York or where applicable at the U.S District Court for the Northern District located in Syracuse, New York.

12. Local Laws and Export Control

This site provides services and uses software and technology that may be subject to United States export controls administered by the U.S. Department of Commerce, the United States Department of Treasury Office of Foreign Assets Control, and other U.S. agencies. Subscriber and its users acknowledge and agree that the site shall not be

used, and none of the underlying information, software, or technology may be transferred or otherwise exported or re-exported to countries as to which the United States maintains an embargo (collectively, "Embargoed Countries"), or to or by a national or resident thereof, or any person or entity on the U.S. Department of Treasury's List of Specially Designated National or the U.S. Department of Commerce's Table of Denial Orders (collectively, "Designated Nationals"). The lists of Embargoed Countries and Designated Nationals are subject to change without notice. Subscriber agrees to comply strictly with all U.S. export laws and assume sole responsibility for obtaining licenses to export or re-export as may be required.

13. Independent Contractor

In providing Services hereunder Advent shall operate as, and have the status of, an independent contractor and shall not act as agent, or be an agent, of the Subscriber. As an independent contractor, Advent shall be solely responsible for determining the means and methods of performing the Services and shall have complete charge and responsibility for Advent's personnel engaged in the performance of the same.

In accordance with such status as independent contractor, Advent covenants and agrees that neither it nor its employees or agents will hold themselves out as, nor claim to be officers or employees of the Subscriber, or of any department, agency or unit thereof by reason hereof, and that they will not, by reason hereof, make any claim, demand or application to or for any right or privilege applicable to an officer or employee of the County of Oswego including, but not limited to, Worker's Compensation coverage health coverage, Unemployment Insurance Benefits, Social Security coverage or employee New York State Retirement System membership or credit.

14. Assignment and Subcontracting

Advent shall not assign any of its rights, interests or obligations under this Agreement, or subcontract any of the Services to be performed by it under this Agreement, without the prior express written consent of the Subscriber. Any such subcontract, assignment, transfer, conveyance or other disposition without such prior consent shall be void and any Services provided thereunder will not be compensated. Any subcontract or assignment properly consented to by the Subscriber shall be subject to all of the terms and conditions of this Agreement. The provisions of this clause shall not hinder, prevent, or affect any assignment by Vendor for the benefit of its creditors made pursuant to the law.

15. Books and Records

Advent agrees to maintain separate and accurate books, records, documents and other evidence and accounting procedures and practices which sufficiently and properly reflect all revenues received and costs expended in the performance of this Agreement.

16. Retention of Records

Advent agrees to retain all books, records and other documents relevant to this Agreement for six (6) years after the final payment or termination of this Agreement, whichever later occurs. County, or any State and/or Federal auditors, and any other persons duly authorized by the County, shall have full access and the right to examine any of said materials during said period.

17. Insurance and Statutory Compliance

In acceptance of this Agreement, Advent covenants and certifies that it will comply, in all respects, with all federal, state and county laws regarding work for municipal corporations including, but not limited to, New York State Workers' Compensation Law sections 57 (or provide a certificate of exemption CE-200), and state and federal non-discrimination laws in the performance of services hereunder.

Pursuant to New York Finance Law § 139-L, Advent, by signing this Agreement, further certifies under penalty of perjury that it: (i) has implemented a written policy addressing sexual harassment prevention in the workplace, and (ii) provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the New York State Labor Law.

18. Sales and Compensation Use Taxes

The Subscriber in an official/governmental capacity and the County of Oswego are exempt from the payment of sales and compensating use taxes, manufacturer's excise taxes and all other taxes imposed by the State of New York and the Federal Government. Taxes shall not be included in any contract or bid price. A Tax Exempt Certificate will be executed upon Advent's request.

19. Non-Discrimination Requirements.

The failure of either party to this Agreement to insist upon strict performance of any of the terms, covenants, or conditions hereof shall not be deemed a waiver of any rights or remedies that party or any other such party may have and shall not be deemed a waiver of any subsequent breach or default in any of such terms, covenants, or conditions.

20. Notices

Advent and the Subscriber shall provide any notices to the respective signatory of this Agreement in writing in care of the address listed hereinabove.

21. No Waiver

The failure of either party to this Agreement to insist upon strict performance of any of the terms, covenants, or conditions hereof shall not be deemed a waiver of any rights or remedies that party or any other such party may have and shall not be deemed a waiver

of any subsequent breach or default in any of such terms, covenants, or conditions

22. Modification

The failure of either party to this Agreement to insist upon strict performance of any of the terms, covenants, or conditions hereof shall not be deemed a waiver of any rights or remedies that party or any other such party may have and shall not be deemed a waiver of any subsequent breach or default in any of such terms, covenants, or conditions.

23. Severability

If any clause, sentence, paragraph, subdivision, section or part of this law, or the application thereof to any person, individual, corporation, firm, partnership, entity or circumstance shall be adjudged by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof but shall be confined in its operation to the clause, sentence, paragraph, subdivision, section or part of this law, or in its application to the person, individual, corporation, firm, partnership, entity, or circumstance directly involved in the controversy in which such order or judgment shall be rendered.

24. Entire Agreement

The rights and obligation of the parties and their respective agents, successors and assignees shall be subject to and governed by this Agreement, including Schedule A, which supersedes all negotiations, conversations any other verbal or written understandings or writings between or among the parties.

ADVENT:

ADVENT FINANCIAL SYSTEMS, LLC

By: _____

Title: _____

Date: _____

SUBSCRIBER:

Oswego County District Attorney's Office

By: _____

Title: Oswego County District Attorney

Date: _____

Exhibit A

Subscription & Fee Schedule

Advent Financial Systems, LLC Services

❖ eLearning

Online application to manage alternative resolution programs

○ Includes:

- Access to all education programs (see price schedule below)
- Unlimited user access to the program
- Yearly subscription to application
- Printing and mailing of program communications
- Funds Management
- Maintenance and security

○ Pricing Schedule of Education Programs:

- | | |
|----------------------------|-------------|
| ▪ Traffic Safety | \$40 |
| ▪ <u>Defensive Driving</u> | <u>\$50</u> |

Oswego County Scope of Work – EXHIBIT A

Overview:

This Statement of Work (SOW) outlines the scope, objectives, and deliverables for the implementation of the Traffic Diversion Program for Oswego County District Attorney.

Advent will configure an online process to facilitate (and accommodate) the district attorney's process for traffic diversion. This process will include online registration, traffic safety education, payment processing, notifications, and electronic reporting.

Objectives:

1. Develop and implement a traffic diversion program for the Oswego County Traffic Diversion Program.
2. Enable an end-to-end process for defendant registration, driver improvement program, fee processing, handling and distribution, and electronic disposition compliance reporting.
3. Traffic Program Awareness cards/marketing.
4. Client training and support.
5. Defendant live support.
6. Client Success Manager support.

End-to-End Process:

1. Defendant accesses the DAO website to learn about the Traffic Diversion Program: https://www.oswegocounty.com/departments/public_safety/district_attorney/index.php
2. Defendant clicks on "Register for Traffic Diversion Program" (Advent assigned HTML traffic link).
3. Defendant fills out the registration page and submits it.
4. Defendant pays for traffic course \$50/ DA program fee \$250.
5. Defendant completes driver improvement program.
6. Once completed, the dispo document/compliance is sent electronically to the selected justice court electronically.
7. DAO fees are provided via ACH or Live Check to the County with justice court breakdown.

Deliverables:

1. Configure account.
2. Implementation of end-to-end process.
3. Training materials for client use.
4. Ongoing support during and after implementation.

Program Awareness

Our Marketing department can assist in developing awareness materials that will help you successfully launch the program into your community with the assistance of your law enforcement personnel, defense attorneys, courts and others.

Client Support

As you go live with your program, you will be assigned a Customer Success Manager (CSM) who will lead in managing your account to ensure your continued success. You will also have access to a dedicated (ticketed) Client Services department to quickly investigate and resolve any issues that you may encounter.

with immediate support via telephone, Internet or chat.

Defendant Support

Finally, the defendants in your programs have around-the-clock (ticketed) support via a dedicated Help Desk group to support their use of our online technologies using most any Internet-compatible devices. Our bilingual operators are available via dedicated 800 telephone numbers, a centralized ticketing system, and context-determined live chat dialogs throughout the technologies.

Client Support Line: (866) 203-2807

Defendant Support Line: (866) 494-8556

Email Support: help@adventfs.com

Contact Information

Advent Financial Systems
Anthony Miller, Sales Manager
amiller@adventfs.com

Angela Coker, Sales Engineer
acoker@adventfs.com

Kristen Larson, Client Success Manager
klarson@adventfs.com

RESOLUTION NO.

April 11, 2024

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

By Legislator Marc Greco:

WHEREAS, now 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) 349-3483

ROAD PATROL
(315) 349-3411
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



CIVIL DIVISION
(315) 349-3302
FAX (315) 349-3373
1-800-582-7583

JAIL DIVISION
(315) 349-3300
FAX (315) 349-3349

39 Churchill Road, Oswego, New York 13126-6613

INFORMATIONAL MEMORANDUM

DATE: March 13, 2024

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 \$ 10,313.01 into Automotive Supplies and Repair (A3110.544100) to repair one 2018 Police Interceptor Ford Explorer that collided with an earth embankment.

Attached is a copy of the claim check sent from New York Mutual Insurance Reciprocal.

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 2/29/24

CHECK NO. 0000136971

Description	Check Amount
Claim No: OSWEG-2024-003-001, Commercial Automobile Collision, Invoice No: Patrol veh 5027 First and Final - Claimant: Oswego County DOL: 1/28/2024, Sheriff veh 5027 repair plus tow	\$10,313.01
CHECK TOTAL	\$10,313.01

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

119 WASHINGTON AVENUE
ALBANY, NY 12210

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

CHECK NO. 0000136971

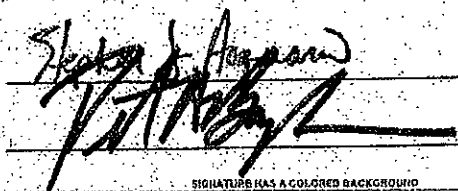
29-7
213
DATE
2/29/24

PAY: Ten thousand three hundred thirteen and 01/100 Dollars

TO THE ORDER OF
OSWEGO COUNTY

CHECK AMOUNT
\$*****10,313.01

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



SIGNATURE HAS A COLORED BACKGROUND

⑈0000136971⑈ ⑆021300077⑆ 325680004174⑈

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE
*DIRECTOR OF HUMAN RESOURCES	
DATE	DATE
COUNTY ADMINISTRATOR	DATE
CHAIRPERSON	DATE
COUNTY TREASURER	DATE

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING OSWEGO COUNTY DISTRICT ATTORNEY'S
OFFICE TO ENTER A SERVICE CONTRACT WITH FINGER LAKES
PARALEGAL SERVICES**

By Legislator Marc Greco:

WHEREAS, due to changes in bail/discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing attorneys over the past several years. Given the staffing changes and challenges currently facing the DA's Office and which are likely to continue facing this coming year, we need to find ways to use our software to streamline everything we do in a much more consistent and efficient manner; and

WHEREAS, the Oswego County District would like to hire a consultant who specializes in one of our key software products, Prosecutors Case Management System (PCMS) that helps us manage all cases in the Oswego County District Attorney's Office; and

WHEREAS, a budget modification transferring funds from the Appropriated Fund Balance to the District Attorney's Other Fees & Services accounts is necessary to cover the cost of these necessary consultation services; and

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

RESOLVED, that Oswego County will enter into a contract for the service suggested; and

RESOLVED, that the County Treasurer be, and hereby is, authorized to transfer the funds \$9,500 from A.159900 (Appropriated Fund Balance) to account A1161-54300 (Other Fees and Services)

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer, shall be their authority to make such changes.

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

YES:

NO:

ABSENT:

ABSTAIN:

PUBLIC SAFETY CENTER
39 CHURCHILL ROAD
OSWEGO, NY 13126



TELEPHONE: (315) 349-3200
FAX: (315) 349-3212

Office of the District Attorney

LOUIS H. MANNARA
CHIEF ASSISTANT
DISTRICT ATTORNEY

ANTHONY J. DIMARTINO, JR.
DISTRICT ATTORNEY / CORONER

JASON R. DELANO
INVESTIGATOR

TO: Members of the Public Safety and Finance and Personnel Committee

FROM: Anthony J. DiMartino, Jr., District Attorney, District Attorney's Office

RE: Request to enter a contract for services with Finger Lakes Paralegal Services

DATE: March 14, 2024

PURPOSE: To hire a consultant who specializes in one of our key software products, Prosecutors Case Management System (PCMS) that helps us manage all cases in the Oswego County District Attorney's Office. Due to changes in bail / discovery reform, as well as the increased opportunities within the legal profession, District Attorney Offices across New York have been losing attorneys over the past several years. Given the staffing changes and challenges currently facing the DA's Office and which are likely to continue facing this coming year, we need to find ways to use our software to streamline all work production and tasks with less on a more consistent and efficient manner.

SUMMARY: The Oswego County District Attorney's Office requests permission to enter a contract with Finger Lakes Paralegal Services for consulting and training services and the funds necessary as noted on the attached budget modification. This consultant will review and evaluate our current processes and procedures, including our partner Law Enforcement Agencies. She will work with us to develop new processes to streamline the use of PCMS and our other office functions to run more efficiently. She will then do in-depth training for all staff in the District Attorney's Office and law enforcement as needed on PCMS so that everyone completes tasks in a consistent manner.

RECOMMENDED

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



FINGER LAKES
PARALEGAL SERVICES

414 Fairview Avenue
Hornell, New York 14843
(607) 281-7428

**** NYS Certified Woman Owned Business*

February 26, 2024

Anthony DiMartino, Esq.
Oswego County District Attorney
Via Email

Dear DA DiMartino:

It was a pleasure to speak with you and Deana last week. I am confident that I can help your office develop processes to use PCMS/DEMS to its highest potential. These processes will save you time and keep records of everything in the same place.

NYPTI has created a masterpiece with PCMS and more recently DEMS. Years of continuing to listen to the requests, concerns and questions from District Attorney staff has enabled NYPTI to develop PCMS/DEMS as the one stop shop for record keeping, report and document generation, discovery compliance and all-around DA's office management. NYPTI didn't stop there, they continue to listen and regularly update the system as well as offer training on every aspect of the program through documentation, videos, and webinars.

As with any system with the ability to generate outcome, there needs to be accurate input; "Garbage in, Garbage out." Therefore, it is imperative for District Attorney offices to develop processes for the accurate input into the system to yield the maximum information from the system as possible. Many DA's offices have developed intricate systems using PCMS/DEMS that have enabled them to be a 100% paperless office.

PCMS/DEMS is most effectively used by a District Attorney's office after analyzing how to best use the program by the individual county. With over 23 years of experience as a paralegal for the District Attorney and a user, a member of the troubleshooting team, and trainer with PCMS/DEMS, and current trainer for multiple DA's Offices of varying sizes all around the state, I offer the opportunity to work with your office to analyze and streamline work load and work flow using NYPTI's latest versions of PCMS/DEMS. My specialty in training DA staff is analyzing the roles of the staff members and developing systems that tie the work together with an eye toward the outcomes desired. The outcomes may include accurate records, tracking mechanisms, office



management, report generation or all of this and more. Regular contact, troubleshooting and review with you and members of your office will determine the outcomes that best serve Oswego County.

During my years of service with the Steuben County District Attorney's Office, I have been involved with NYPTI through their development and launching of PCMS (Prosecutor's Case Management System). I was involved with the first user group in troubleshooting and testing PCMS prior to its release, was a part of the working group through multiple editions of PCMS and was the Steuben County liaison that NYPTI staff consulted regarding use of the program. After leaving Steuben County, I worked directly with NYPTI, as they enhanced PCMS. Currently I am again working with NYPTI assisting in developing and conducting lunch time webinars and working in a test environment with PCMS/DEMS testing scenarios and learning new ways to use the program.

Most recently I have worked with DA's offices around New York State developing processes and customizing trainings to meet the need of their office relating to topics including CPL 245 compliance, record keeping and case tracking strategies and more. My work in these counties have also included law enforcement communication and training to polish the transfer of information in an accurate and timely fashion. These processes are then further developed to track staff workload, timeframes and deadlines, discovery sharing and compliance, reporting at every phase and much more. All with using PCMS/DEMS.

While the processes and training that we will develop will be customized to meet the needs of your county, I propose the following as a general guide:

- Complete office review, including necessary calls, virtual meetings and emails, to understand the mechanisms currently in use in your office for record keeping and case tracking, including but not limited to defendant files, grant management, county reports and statistics.
- Conference calls and/or emails to further understand your office dynamics and how PCMS/DEM is currently being used, not used or under used.
- Development of a guide for streamlining the use of PCMS/DEMS to incorporate all of the record keeping needs of your office.
- Conduct a review of the process for transfer of information with law enforcement.
- Throughout these development stages, continual review and troubleshooting with members of your office will occur.



FINGER LAKES
PARALEGAL SERVICES

414 Fairview Avenue
Hornell, New York 14843
(607) 281-7428

*** NYS Certified Woman Owned Business

- Once a process is developed and approved, we will create guidelines, tip sheets and other information that can be shared with DA and LE staff relating to the new systems and processes.
- I will conduct 2 full days of in person consultation and training, at your office (or a place designated by your office), to assist with implementation of these systems and processes.

As we discussed, PCMS/DEMS has the ability to house much if not all of the information that your office currently tracks using a variety of methods. Our partnership will develop systems to best utilize the resources available and to train all involved to ensure a seamless transition to using NYPTI's PCMS/DEMS for most of your needs. This will enable all members of your staff to be able to access all necessary information remotely as well if necessary.

Consideration - \$9,500

1. \$4,500 invoiced upon execution of this agreement.
2. \$5,000 invoiced upon completion of the in-person training.

All expenses are included in this proposal (including travel).

Terms:

All fees are payable within 15 days of date of invoice. Additional hours beyond those quoted will be billed at \$85.00 per hour. The fees quoted will not be exceeded unless the project changes substantially and new fees are agreed upon in writing.

Thank you for this opportunity, I look forward to working with you.

Pamela A. Aini

Pamela A. Aini, Paralegal
Finger Lakes Paralegal Services

Hon. Anthony DiMartino
Oswego County District Attorney

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

ACCOUNT NUMBER		ACCOUNT NUMBER		DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ
A1165	54300			OTHER FEES & SERVICES	9,500.00
			A	APPROPRIATED FUND BALANCE	(9,500.00)
				Requesting funds to pay for a consultant to help us utilize	
				PCMS/DEMS at it's fullest potential to streamline processes	
				and help our office run more efficiently. This also includes	
				training for all staff.	

DEPARTMENT HEAD	DATE
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">COUNTY ADMINISTRATOR</div> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">CHAIRPERSON</div> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</div> </div>	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">COUNTY TREASURER</div> <div style="width: 45%; border-bottom: 1px solid black; padding-bottom: 5px;">DATE</div> </div>	

*If Personnel Services are impacted

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES/DAY CARE**

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 315.963.5000 • fax 315.963.5477

TO: Human Services Committee, Oswego County Legislature
FROM: Stacy Alvord, Department of Social Services Commissioner
DATE: April 11, 2024
RE: Budget Modification – DAY CARE – OTHER SUPPLIES & EXPENSES

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification to cover the increase in the Integrated Community Planning, Inc. contract.

BACKGROUND: The Department of Social Services contracts with Integrated Community Planning, Inc. to provide day care/childcare registration and inspection services. Integrated Community Planning has not had an increase in their contractual amount since 2015 and an increased contract amount was approved for 2024.

These are 100% state funds with no local share other than the Child Care Block Grant (CCBG) Maintenance of Effort (MOE) which is \$41,453 for 2024.

FISCAL IMPACT: Increase the A6055.545500 OTHER SUPPLIES & EXPENSES budget line \$25,600 and decrease the A6055.545500 OTHER SUPPLIES & EXPENSE - LIDC budget line \$25,600.

RECOMMENDATION: Approve this budget modification to transfer \$25,600 to cover the increase in the 2024 ICP contract.

/lfw

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT FEDERAL CAPTA/CARA FUNDS FOR
SFY2023-24**

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 315.963.5000 • fax 315.963.5477

TO: Human Services Committee, Oswego County Legislature
FROM: Stacy Alvord, Department of Social Services Commissioner
DATE: April 11, 2024
RE: Budget Modification – AFS – OTHER SUPPLIES & EXPENSES – PPCON

INFORMATIONAL MEMORANDUM

SUBJECT: Budget Modification to accept \$70,000 in CAPTA/CARA SFY2023-24 funding.

BACKGROUND: The Child Abuse Prevention and Treatment Act (CAPTA) Comprehensive Addiction and Recovery Act of 2016(CARA) SFY2023-24 allocation provides federal funding through the NYSOCFS to hire or to contract for a full-time or part-time behavioral health consultant, public health nurse, early childhood specialist, peer recovery specialist, and/or parent advocates to work alongside child protective services (CPS) and preventive services caseworkers, to identify and support the behavioral health needs of children and their caregivers who have been affected by substance use.

These funds are used to contract for a full-time behavioral health consultant through the Huntington Family Centers.

These are 100% federal funds with no local share.

FISCAL IMPACT: Increase the A6070.545500 Other Supplies & Expenses PPCON budget line \$70,000 and increase the A6070.446700 Fed Aid Services for Recipients revenue line \$70,000. There will be no local share for 2024.

RECOMMENDATION: Approve this budget modification to accept \$70,000 in Federal CAPTA/CARA funding for CY 2024.

/lfw

2024
4/11/2024

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

April 11, 2024

**RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT –
RFP 24-DSS-001 – CASE MANAGEMENT ASSISTANTS**

By Legislator Roy Reehil:

WHEREAS, the County issued a request for proposal for a vendor to provide Case Management Assistants; and

WHEREAS, in accordance with Oswego County Purchasing Policy, the Oswego County Purchasing Department solicited Requests for Proposals (RFP 24-DSS-001) from multiple qualified firms to provide Case Management Assistants; and

WHEREAS, the Oswego County Department of Social Services and Oswego County Purchasing Department have reviewed the proposals received and determined the proposal from Oswego County Opportunities, Inc., of Fulton, NY 13069 meets the County's needs; and

NOW, THEREFORE, BE IT RESOLVED, that upon the recommendation of the Human Service Committee that the County of Oswego awards the professional service contract for Case Management Assistants, to Oswego County Opportunities of 239 Oneida Street, Fulton, NY 13069, not to exceed \$331,818.00; 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 24-DSS-001 – CASE MANAGEMENT ASSISTANTS

Name of Company	Location	Proposed Price	Evaluation Rating	Required Documentation PRCS/PIS/SHC/NCC/RFC					
The Salvation Army	73 W 2 nd Street Oswego, NY 13126	\$269,102.00	76.33%	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	X	X	X	X	X
X	X	X	X	X					
Oswego County Opportunities	239 Oneida Street Fulton, NY 13069	\$331,818.00	89.33%	<table border="1"> <tr> <td>X</td><td>X</td><td>X</td><td>X</td><td>X</td></tr> </table>	X	X	X	X	X
X	X	X	X	X					

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

Solicitation Process: RFP 24-DSS-001 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on February 9, 2024. It was also sent directly to the following five (5) vendors:

Catholic Charities Liberty Resources Oswego County Opportunities
 The Salvation Army Victory Transformation Center

Number of Responses: Two (2)

The Salvation Army	<p>Pro</p> <ul style="list-style-type: none"> Known agency which has a long history of assisting customers living in poverty. <p>Con</p> <ul style="list-style-type: none"> Less staff assigned to project; not tailored to fit specific request – intention is to expand a current project.
Oswego County Opportunities	<p>Pro</p> <ul style="list-style-type: none"> OCO is familiar with Case Management programs to assist the homeless population. Has 70% of staff identified for the project, all of which have experience and knowledge of the DSS model and requirements. <p>Con</p> <ul style="list-style-type: none"> None

Proposals Reviewed By:

Gidget Stevens, Jacquelyn Robinson, Karryn D. Anthony

Evaluation Summary: The evaluation committee reviewed and rated the proposals according to the criteria listed on the attached schedule. The Committee recommends awarding the contract to **Oswego County Opportunities**.

Recommended Actions: 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.

Evaluation Comparison
RFP 24-DSS-001 CASE MANAGEMENT ASSISTANTS

Total	Evaluation	The Salvation Army			Oswego County Opportunities		
Points	Criteria	Oswego, NY 13126			Fulton, NY 13069		
	Evaluator	G.S.	J.R.	K.A.	G.S.	J.R.	K.A.
40	Experience & Capabilities	38	30	25	40	38	35
30	Management Outline and Project Approach	28	20	15	30	28	25
10	Business & Organization	10	10	5	10	10	8
20	Cost	18	15	15	19	15	10
100	Total Points	94	75	60	99	91	78
Rating per Evaluation		76.33			89.33		

G.C. = Gidget Stevens
J.R. = Jacquelyn Robinson
K.A. = Karryn D. Anthony

RESOLUTION NO.

April 11, 2024

**RESOLUTION OF THE COUNTY LEGISLATURE OF THE COUNTY OF
OSWEGO, NEW YORK, APPROVING THE OSWEGO COUNTY CIVIC
FACILITIES CORPORATION REVENUE BONDS, SERIES 2024 (NORTH
OSWEGO COUNTY HEALTH SERVICES, INC. D/B/A CONNEXTCARE
PROJECT) ISSUE IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED
\$8,000,000**

By Legislator Mary Ellen Chesbro:

WHEREAS, Northern Oswego County Health Services, Inc., d/b/a ConnexCare, a not-for profit corporation (the "*Institution*"), described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "*Code*") has requested that the Oswego County Civic Facilities Corporation (the "*Corporation*") issue its tax-exempt and taxable bonds, in one or more issues or series, and/or subseries, in an aggregate principal amount not to exceed \$8,000,000 (the "*Bonds*") for the purposes of (A) financing and/or reimbursing a portion of the costs associated with the leasehold improvements comprising of (i) the renovation and reconstruction of the first and second floors consisting of approximately 16,100 square feet of an approximately 35,960 square foot, four-story building located at 120 East First Street, in the City of Oswego, Oswego County, New York (the "*Facility*"), in order to create clinical space for medical, dental and mental health services, (ii) the renovation and reconstruction of the adjacent surface parking lot located at 104 East First Street in the City of Oswego, Oswego County, New York (the "*Parking Lot*"), and (iii) the acquisition and installation therein and thereon of various building materials, furniture, fixtures, machinery, equipment and personal property (the "*Equipment*" and, together with the Parking Lot and the Facility, the "*Project Facility*"); and (B) paying certain costs in connection with the issuance of the Bonds including costs of issuance, reserve funds necessary to secure the Bonds, if any, and capitalized interest during the construction period, if any (the foregoing (A) and (B) together, the "*Project*"). The Institution will have a leasehold interest in the Project Facility; and

WHEREAS, the Institution has requested that the interest on all or a portion of the Bonds be excluded from the gross income of the owners thereof for federal income tax purposes pursuant to Sections 103 and 145 of the Code; and

WHEREAS, the County Legislature of the County of Oswego (the "*County Legislature*") has been advised by the Corporation that the Corporation purposes to issue, subsequent to the adoption of this resolution, its Bonds in the principal amount not to exceed \$8,000,000 to finance costs of the Project; and

WHEREAS, the Bonds shall specifically provide that neither the Bonds nor any other obligation of the Corporation shall be a debt of the County of Oswego, New York, the municipality for whose benefit the Corporation was established, nor shall the County of Oswego, New York be liable thereon; and

WHEREAS, pursuant to Section 147(f) of the Code, interest on the Bonds will not be excluded from gross income unless the County Legislature shall approve the issuance of

the Bonds after the Corporation has conducted a public hearing thereon following reasonable public notice; and

WHEREAS, the Bonds issued on a tax-exempt basis are intended to be issued as qualified 501(c)(3) bonds under Section 145 of the Code; and

WHEREAS, a notice of a public hearing with respect to the Bonds pursuant to Section 147(f) of the Code was published in *The Post Standard* on Tuesday, March 26, 2024, and such public hearing was conducted on April 5, 2024, a copy of the notice and the transcript thereof having been furnished to the County Legislature as of the date hereof; and

NOW, upon the recommendation of the Economic Development & Planning and Finance & Personnel Committees of this body, be it

RESOLVED AS FOLLOWS:

Section 1. The undersigned, the County Legislature of Oswego County, New York, being the “applicable elected representative” (as such term is defined in Section 147(f) of the Code) of such governmental unit and having considered the transcript of the public hearing hereby approves the issuance of the Bonds by the Corporation in the principal amount not to exceed \$8,000,000 for the purpose of financing all or a portion of the costs of the Project.

Section 2. This approval is given for the sole purpose of qualifying any interest payable on all or a portion of the Bonds for exclusion from gross income for federal income tax purposes pursuant to the provisions of Sections 103 and 141-150 of the Code.

Section 3. The Bonds are not and shall not be a debt of the State of New York nor the County of Oswego, New York, and neither the State of New York nor the County of Oswego, New York shall be liable thereon. The Bonds shall not give rise to a pecuniary liability or charge against the general credit or taxing power of the State of New York or the County of Oswego, New York.

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

YES:

NO:

ABSENT:

ABSTAIN:

INFORMATIONAL MEMORANDUM

TO: Oswego County Economic Development & Planning Committee:
Mary Ellen Chesbro (Chair), Noelle Beckwith-Salmons (Vice Chair),
Edward Gilson, Paul House, Paul Connolly Roy E. Reehil, and Marie C.
Schadt

FROM: Gary T. Toth (Chair) and Austin M. Wheelock (CEO)

SUBJECT: Authorize the issuance of up to \$8,000,000 in tax-exempt civic facility
revenue bond financing by the Oswego County Civic Facilities Corporation
for the renovation of 120 E. First St. by Connexicare.

PURPOSE: To authorize the Oswego County Civic Facilities Corporation to issue up to
\$8,000,000 in civic facility bond financing to Northern Oswego County
Health Services, Inc. d/b/a Connexicare, a non-profit healthcare organization,
for a "Project" consisting of the renovation and reconstruction of the first and
second floors consisting of approximately 16,100 square feet of an
approximately 35,960 square foot, four-story building located at 120 East
First Street, in the City of Oswego, Oswego County, New York in order to
create clinical space for medical, dental and mental health services. This
financing will allow Connexicare to transform a mostly vacant downtown
office building into a modern medical facility providing expanded healthcare
services and creating 23 new jobs and retaining 30 in the City of Oswego.
The bonds will not be a debt or a liability to Oswego County.

A TEFRA public hearing will be held in the City of Oswego for the Project
prior to the approval of the resolution and the minutes from that public
hearing will be made available to the Legislature before April 11th.

RECOMMENDED

ACTION: The Oswego County Civic Facility Corporation respectfully requests the
Economic Development & Planning Committee to recommend to the
Oswego County Legislature to consider the proposed resolution at their next
Legislative meeting to approve the issuance of revenue bond financing up to
\$8,000,000 to finance costs of the Project for Connexicare at 120 East First
Street, Oswego, NY.

RESOLUTION NO.

April 11, 2024

**RESOLUTION PROVIDING AUTHORIZED AGENCY FUNDING UNDER
COUNTY LAW §224 TO THE OSWEGO COUNTY HISTORICAL SOCIETY
(DR. MARY WALKER CONGRESSIONAL MEDAL OF HONOR DISPLAY CASE)**

By Legislator Mary Ellen Chesbro:

WHEREAS, the Oswego County Historical Society was founded in 1896 and officially incorporated through an act of the New York State Legislature and is subject to the guidelines of the New York State Board of Regents under the New York State Education Law; and

WHEREAS, the Oswego County Historical Society (OCHS) is a non-profit corporation organized with a mission to discover, to collect, to preserve and to interpret materials and objects germane to the history of Oswego County, to sponsor writings, publications, and to promote public interest in Oswego County's historical resources; and

WHEREAS, the Richardson-Bates House Museum is owned and operated by the Oswego County Historical Society and draws tourists to the County of Oswego from New York State and beyond; and

WHEREAS, Dr. Mary E. Walker is among the most prominent residents of the County of Oswego due to her remarkable life and achievements which include being the second woman in the United States to become a medical doctor; providing volunteer medical services in hospitals during the early months of the Civil War; being taken prisoner by Confederate forces and held in a prison in Richmond, Virginia for four months; lobbying for women's suffrage in the late 1800s and thereafter; being the only female to be awarded the Congressional Medal of Honor (posthumously); being the namesake of fort walker and, being featured on a U.S. postage stamp and the US quarter coin because of her being a medal of honor winner and remarkable life; and

WHEREAS, the Oswego County Historical Society is the owner of a Congressional Medal of Honor awarded to Dr. Mary E. Walker and, due to the significant public interest in same, wishes to display same to the public in a secure case; and

WHEREAS, the Oswego County Historical Society and this body believe that a public display of Dr. Mary Walker's Congressional Medal of Honor is both fitting and appropriate and will attract students from local schools in this and adjoining counties, tourists and persons interested in local and national history to the county thereby promoting county tourism; and

WHEREAS, the Oswego County Historical Society has raised significant funds towards the purchase of a secure display case but has not yet achieved its goal; and

WHEREAS, this Oswego County Historical Society is eligible to receive optional county appropriations and contracts for public benefit services under New York State County Law §§224(2)(12)& (14) regarding, respectively, the commemoration programs of

historical events of county-wide interest and concern; maintenance and operation of a public museum and publicizing the advantages of the county or region; and

WHEREAS, the county has sufficient funds raised from occupancy taxes which can be used to assist the Oswego County Historical Society for the acquisition of a display case; and

WHEREAS, a resolution both necessary and desirable,

NOW, THEREFORE, upon recommendation of the Economic Development & Planning Committee of this body, it is hereby,

RESOLVED, that this body hereby authorizes the payment of the sum of \$10,000 to the Oswego County Historical Society to assist with the acquisition of a display case for Dr. Mary Walker's Congressional Medal of Honor to be paid from the special tourism and convention fund established by local law or related expense line; and it is further

RESOLVED, that any remaining funds are to be used to publicize the display of the Congressional Medal of Honor awarded to Dr. Mary Walker; and be it even further

RESOLVED, the Chair of the Legislature be, and is hereby, authorized to execute any authorized agency agreement with the Oswego County Historical Society related to same.

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

YES:

NO:

ABSENT:

ABSTAIN:



OSWEGO COUNTY DEPARTMENT OF COMMUNITY
DEVELOPMENT, TOURISM AND PLANNING

46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

TELEPHONE 315-349-8292
FAX 315-349-8279

Tim Stahl
Director

Daniel Breitweg
Deputy Director

INFORMATIONAL MEMORANDUM

DATE: March 21, 2024

SUBJECT: Provide authorized agency funding under county law §224

PURPOSE: To provide financial support to the Oswego County Historical Society for the public display of the U.S. Congressional Medal of Honor of Dr. Mary Edwards Walker, Oswego Town native and the only female recipient in the history of this highest military decoration.

SUMMARY: The Oswego County Historical Society, a non-profit organization that aims to collect, preserve and promote public interest in the history of this area, owns the Medal of Honor awarded to Dr. Mary Walker for her bravery and service during the Civil War. One of the county's most prominent citizens, Dr. Walker appeared on a U.S. postage stamp in 1982, was recognized with U.S. Army base Fort Walker in 2023, and, in June of this year, will be featured on a U.S. quarter as part of the U.S. Mint's American Women Quarters program.

Due to the national attention of this occasion, the Oswego County Historical Society aims to display Dr. Walker's Medal of Honor and, while it has raised significant funds for the purchase of a secure display case to protect this prized artifact, it has not yet reached its goal.

Oswego County has funds raised from occupancy taxes meant to support tourism promotion and, as this display will help with the county's tourism efforts by attracting students, visitors and others interested in local and national history, we believe it is a fitting and appropriate use of those funds.

RECOMMENDED ACTION:

The Oswego County Department of Community Development, Tourism and Planning respectfully asks for the Legislature's support of this request.

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION
DUE TO INCREASED LEGAL FEES ASSOCIATED WITH ILLEGAL VAPOR
PRODUCTS HEARINGS**

By Legislator James Karasek:

WHEREAS, a new fine policy for the sale of illegal flavored vapor products was put in place by the Board of health in 2022; and

WHEREAS, hearings to set fines have begun for businesses in violation, causing an increase in legal fees; and

WHEREAS, OCHD is requesting to use a portion of the known but not yet received fines to offset the increased legal fees; and

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

RESOLVED, that the County Treasurer , and hereby is, authorized to increase Fine revenue line \$15,000 and increase Legal Fees \$15,000; and be it further

RESOLVED, that a certified copy of this resolution delivered to the County Treasurer shall be his authority to effect such a 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 MEMORANDUM

Subject: Environmental Fines and Legal Fees

Purpose: Increase fine revenue and associated legal fees.

Summary: In 2022 the Board of Health adopted a new fine policy for the sale of illegal flavored vapor products. Several businesses were found in violation and hearings have begun to set the fines. With these hearings comes an increase in legal fees. Some of the hearings have concluded and we would like to use a portion of the fines, known to us but not yet received, to offset the increase in legal fees.

Fiscal Impact 2024: No local share impacts. Increase Fine revenue line \$15,000 and increase Legal Fees \$15,000.

Fiscal Impact 2025: None.

Recommended

Action: The Health Committee approve and recommend the use of revenue generated by fines to pay for legal fees and the corresponding budget modification.

4.11.24

ACCOUNT NUMBER				ACCOUNT NUMBER			
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	DESCRIPTION	DOLLAR AMOUNT
A4090	416020					Env; Env Violations Fine	(15,000.00)
			A4090	543800		Other Fees and Services	15,000.00
						Increase revenue from fines and increase funds for legal fees.	

Department Head

Date _____

County Administrator

DATE _____

Director of Human Resource

Date _____

Chairperson

DATE _____

County Treasurer

DATE _____

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING THE EXECUTION OF AN INTRASTATE
MUTUAL AID PROGRAM (IMAP) REIMBURSEMENT AGREEMENT WITH THE
NEW YORK STATE DEPARTMENT OF TRANSPORTATION (ERIE
COUNTY/BUFFALO – 2022 STORM ASSISTANCE)**

By Legislator Paul House:

WHEREAS, on December 22, 2022, a severe winter storm created hazardous conditions posing an imminent danger to public transportation, utility services, public health, and the public safety systems statewide and in particular within Erie County and the City of Buffalo; and

WHEREAS, on December 26, 2022, the Department submitted a Mutual Aid request to the State Division of Homeland Security and Emergency Services (DSHES), pursuant to Executive Law§ 24, requesting assistance for Erie County and local municipalities with snow removal operations focusing on the City of Buffalo where many locations within the City were inaccessible and without power; and

WHEREAS, the County of Oswego Highway Department provided snow-removal assistance in connection with the snow accumulation from the storm in Buffalo and Erie County by sending personnel, trucks and equipment in response to the mutual aid request; and

WHEREAS, the state is willing to reimburse the County of Oswego for assistance related expenses on certain terms and conditions; and

WHEREAS, a resolution is required,

NOW, THEREFORE, upon recommendation of the Infrastructure and Facilities Committee of this body, it is hereby,

RESOLVED, that the Chair of the Legislature and County Attorney be and are hereby authorized to execute the annexed reimbursement agreement with the New York State Department of Transportation and any other NYSDOT paperwork necessary to effectuate same.

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

YES:

NO:

ABSENT:

ABSTAIN:



Emergency Management Assistance Compact

**Emergency Management Assistance Compact (EMAC)
Intrastate Reimbursement Summary Form R-2**

Event: 2022-12-22 Statewide Weather System - Buffalo Blizzard

Requesting State/Province: New York State DOT Date Submitted:

Resource Provider: Oswego County

Resource Provider / Vendor Number: 1000002597

State Mission Number: NY 408830 EMAC Mission Number:

Copies of all source documentation to support expenses in this claim are attached (please select):

Personnel Costs					
Total Regular Hours	\$	6,960.08	Total Regular Fringe	\$	-
Total Overtime Hours	\$	8,822.47	Total Overtime Fringe	\$	-
Total Backfill Hours	\$	-	Total Backfill Fringe	\$	-
Total Holiday Pay Hours	\$	-	Total Holiday Pay Fringe	\$	-
Total Compensatory Hours	\$	-	Total Compensatory Fringe	\$	-
Total Personnel Costs				\$	15,782.55
Travel Costs					
Meals: Per Diem	\$	482.41	Meals: Receipt	\$	-
Air Travel	\$	-	Airfare Baggage and Fees	\$	-
Lodging	\$	640.00	Parking/Tolls	\$	120.49
POV/GOV/Rental	\$	-	POV/GOV/Mileage and Fuel	\$	-
Total Travel Costs				\$	1,242.90
Equipment Costs					
Equipment by Rate	\$	22,560.81	Equipment Repair/Replacement	\$	-
Total Equipment Costs				\$	22,560.81
Commodity Costs					
Total Commodity				\$	-
Total Commodity Costs				\$	-
Other Costs					
Other by Rate	\$	-	Other by Quantity	\$	-
Total Other Costs				\$	-
Total Reimbursement				\$	39,586.26
Total Donated				\$	-

Comments

REIMBURSEMENT PACKAGE CERTIFICATION

By signing below, you the authorized official of the Resource Provider, certifies that the totals for each category/claim represents the actual costs expended in performance of the requested services identified in the RSA/Mission Order and that all expenditures were made in accordance with the Resource Provider's pre-existing policies. You also certify that all accompanying support to the claim is source documentation and shall be considered accurate and complete.

Certified and Authorized By:

Print Name	Title	Date
<hr/>		
Signature	v 11/23/21	

PIN: AE22.23.701
Contract No: T041362

NEW YORK STATE INTRASTATE MUTUAL AID PROGRAM (IMAP) REIMBURSEMENT AGREEMENT

This **AGREEMENT** is by and between **NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYSDOT)**, with offices at 50 Wolf Road, Albany, NY 12232, hereinafter referred to as the “**Department**”,
and

Oswego County, a municipality participating in the New York State Intrastate Mutual Aid Program (IMAP), with an office at 46 E. Bridge St., Oswego, NY 13126, hereinafter referred to as the “**Municipality**”, both collectively referred to as “**Parties**”.

WITNESSETH:

WHEREAS, the Legislature of the State of New York established an Intrastate Mutual Aid Program (“IMAP”) on July 1, 2010, as codified in the Executive Law Section 29-h, which provides for the mutual assistance among the participating local governments in the prevention of, response to, and recovery from, any disaster that results in a formal declaration of an emergency by a participating local government; and,

WHEREAS, on December 22, 2022, a severe winter storm was expected to create hazardous conditions posing an imminent danger to public transportation, utility services, public health, and the public safety systems statewide; and,

WHEREAS, on December 22, 2022, the Office of the Governor of the State of New York issued Executive Order Number 26, declaring that a disaster was imminent for which the affected local governments were unable to respond adequately and declared a State Disaster Emergency effective on December 23, 2022, and directed the implementation of the State Comprehensive Emergency Management Plan and authorized State agencies to take appropriate action to protect State property and assist affected local governments and individuals in responding to and recovering from the disaster, and to provide “such other assistance as necessary” to protect the public health and safety; and,

WHEREAS, on December 26, 2022, the Department submitted a Mutual Aid request to the State Division of Homeland Security and Emergency Services (DSHES), pursuant to Executive Law Section 24, requesting assistance for Erie County and local municipalities with snow removal operations focusing on the City of Buffalo where many locations within the City were inaccessible and without power; and,

WHEREAS, pursuant to the IMAP Standard Operating Procedures, the Municipality responded as an Assisting Local Jurisdiction; and,

WHEREAS, NYSDOT is required under Executive Law Section 29-h(8)(c) to reimburse the Assisting Local Jurisdiction for any moneys paid for salaries or other compensation and traveling and maintenance expenses incurred from activities performed while rendering assistance; and,

PIN: AE22.23.701
Contract No: T041362

WHEREAS, NYSDOT is authorized to enter into this AGREEMENT pursuant to its general functions, powers and duties set forth in the New York State Transportation Law, Article II, Section 14 and do all things necessary and convenient to carry out the functions, powers and duties of NYSDOT; and,

WHEREAS, the parties desire to enter into an agreement to reimburse the Municipality as required by Executive Law Section 29-h.

NOW, THEREFORE, in consideration of the mutual benefits accruing to each of the parties hereto, it is hereby agreed as follows:

Section 1. Documents forming this Agreement

- Agreement – this document entitled “New York State Intrastate Mutual Aid Program (IMAP) Agreement”
- Appendix A – Standard Clauses for NYS Contracts
- Appendix A-1 – Supplemental Title VI Provisions
- Schedule A – Project Agreement

Section 2. Request For Reimbursement

Municipality, as an Assisting Local Jurisdiction, shall submit a request for reimbursement as required by the IMAP Standard Operating Procedures.

Section 3. Supporting Documentation

The Municipality shall provide complete and accurate supporting documentation of eligible local expenditures to NYSDOT. Supporting documentation should include NYS Intrastate Mutual Aid Resource Request Form and EMAC Intrastate Reimbursement Summary Form R-2.

Municipality shall submit all documents to:

Gregory Bailey
FEMA Coordinator, Local Program Bureau
50 Wolf Road 6th Floor, Albany NY 12232
518-457-0193
Gregory.Bailey@dot.ny.gov

PIN: AE22.23.701
Contract No: T041362

Section 4. Reimbursement

Following NYSDOT approval of such supporting documentation, requests for reimbursement submitted by the Municipality shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with ordinary State procedures and practices from the Statewide Financial System (SFS). The contracting local Municipality shall comply with the State Comptroller's procedures for all Federal and applicable State Aid to authorize electronic payments.

Instructions and authorization forms are available on the State Comptroller's website at <https://www.osc.ny.gov/state-vendors>. Registration forms and instructions can be found at the NYSDOT Electronic Payment Guidelines website at: <https://www.dot.ny.gov/divisions/operating/opdm/local-programs-bureau/locally-administered-federal-aid-projects/Electronic%20Payment%20Guidelines>.

The Municipality herein acknowledges that it will not receive payment on any requests for reimbursement submitted under this Agreement if it does not comply with the applicable State Comptroller and/or NYS State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Section 5. Indemnification Clause

The Municipality shall indemnify and save harmless the State for all damages and costs arising out of any claims, suits, actions, or proceedings resulting from the performance of work by or on behalf of the Municipality its officers, agents, servants, employees, contractors, subcontractors, or others under this Agreement.

Section 6. Term of Agreement

The term is identified in Schedule A executed herewith and incorporated herein or as subsequently identified in a duly executed and approved supplemental Schedule(s) A as of the date of such supplemental Schedule A.

Section 7. Entire Agreement

This Agreement constitutes the entire agreement between the parties. There are no agreements, whether express or implied except as may be expressly set forth or agreed to herein. All prior agreements and understandings between the parties with respect to the

PIN: AE22.23.701
Contract No: T041362

provision of Service as provided in the attached Schedule A or any Supplemental Schedule(s) A. No change or modification in or to this Agreement shall be of any force or effect unless in writing, dated and executed by duly authorized representatives of the parties.

Section 8. Assignment or Other Disposition of Agreement

The Municipality agrees not to assign, transfer, convey, sublet, or otherwise dispose of this Agreement or any part thereof, or of its right, title or interest therein, or its power to execute such Agreement to any person, company, or corporation without previous consent in writing of the Commissioner.

[Signatures to follow on next page]

PIN: AE22.23.701
Contract No: T041362

IN WITNESS WHEREOF the Parties hereto have caused this Agreement to be executed by its duly authorized officers or state authorized agent

Municipality:

By: _____

Print Name: _____

Title: _____

MUNICIPALITY ATTORNEY

Approval as to Form and Consent:

By: _____

APPROVED FOR NYSDOT:

BY:

For the Commissioner of Transportation

Agency Certification: In addition to the acceptance of this contract I also certify that original copies of this signature page will be attached to all other exact copies of this contract.

DATE: _____

APPROVED AS TO FORM:

**STATE OF NEW YORK ATTORNEY
GENERAL**

BY:

NYS Attorney General

COMPTROLLER'S APPROVAL:

BY:

For the NYS Comptroller pursuant
to Section 112, State Finance Law

Project Agreement – Schedule A

Instruction: One Schedule may be used for all Phases

OSC Contract # T041362

Project Commencement Date: 12/20/2022

Project Completion Date: 01/20/2023

AGREEMENT PURPOSE: ☒ **MAIN** (Master) Agreement ☐ **SUPPLEMENTAL** Agreement or Schedule

AGREEMENT COVERS (Check all boxes that apply as shown in area below):

- ☒ Program Funding Only (as stated on page 1, appropriation language)
☐ Program Funding & other State Funding

PROJECT TYPE (Check only one box below):

- ☐ Aviation ☐ State System Highway/Bridge ☒ Local Highway/Bridge ☐ Other: _____

PROJECT ID NUMBER: AE22.23.701

Project: IMAP - Buffalo Blizzard Snow Removal

Location: City of Buffalo, Erie County

Project Owner/Operating & Maintenance Responsibility: N/A

Type of Organization:

- ☒ Municipality ☐ Public Authority ☐ Transportation Corporation ☐ Airport
☐ Other (list): _____

Check Project Phases Covered by this Agreement:

- ☐ P.E./Design ☐ ROW Incidentals ☐ ROW Acquisition ☒ Construction, C/S, & C/I

List all applicable 6 or 9-digit PIN Fiscal Shares eligible for funding (e.g., 123456.101; 123456.201): AE22.23.701

Work Type(s): Highway

A. Program Funding

Reference or, if applicable, List Project Identification Number	DESCRIPTION	Maximum Authorized Program Funding Amount
AE22.23.701	IMAP – Buffalo Blizzard Snow Removal	\$39,586.26
TOTAL		\$39,586.26

A. Summary of Approved State Funding & Other Eligible Costs UNDER THIS CONTRACT Number

List Eligible Funding Share(s) by applicable Project ID Number or PIN	PROGRAM Funds	OTHER STATE Funding (If Applicable)	LOCAL Funding (If Applicable)	TOTALS
AE22.23.701	\$39,586.26	\$	\$	\$39,586.26
TOTAL ELIGIBLE COSTS	\$39,586.26	\$	\$	\$39,586.26

B. Summary of Project Costs NOT Under this Contract #, if any (For Information Purposes Only)

List any Other Funding or Fiscal Share(s) by Project ID Number or PIN (if applicable)	List Name of Fund SOURCE Type	List any Other STATE Funding Amounts	List any Other NON-STATE (e.g. Local) Funding Amounts	TOTALS
		\$	\$	\$
		TOTAL Other Costs:	\$	\$

C. TOTAL PROJECT COST SUMMARY (all Section "B" + "C" funding listed above)

TOTAL PROGRAM SHARE	TOTAL LOCAL SHARE	TOTAL OTHER AID (including any Other State Aid)	TOTAL FUNDING (all sources)
\$39,586.26	\$ -0-	\$-0-	\$39,586.26

Footnotes:

- The Sponsor understands that funding is contingent upon the Sponsor's compliance with the program guidelines.

APPENDIX A

STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS

**PLEASE RETAIN THIS DOCUMENT
FOR FUTURE REFERENCE.**

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STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. COMPTROLLER'S APPROVAL. In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller's approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

4. WORKERS' COMPENSATION BENEFITS. In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.

5. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. WAGE AND HOURS PROVISIONS. If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the

premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

7. NON-COLLUSIVE BIDDING CERTIFICATION. In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

8. INTERNATIONAL BOYCOTT PROHIBITION. In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

9. SET-OFF RIGHTS. The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

10. RECORDS. The Contractor shall establish and maintain complete and accurate books, records, documents,

accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION. (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within

the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. CONFLICTING TERMS. In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

14. GOVERNING LAW. This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

15. LATE PAYMENT. Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

16. NO ARBITRATION. Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

17. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that

all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES. (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS). In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

20. OMNIBUS PROCUREMENT ACT OF 1992. (APPLICABLE ONLY IN NON-FEDERAL AID NEW YORK STATE CONTRACTS). It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business and Technology Development
625 Broadway
Albany, New York 12245
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development

Division of Minority and Women's Business Development
633 Third Avenue 33rd Floor
New York, NY 10017
646-846-7364
email: mwbebusinessdev@esd.ny.gov
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information

Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

24. PROCUREMENT LOBBYING. To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities

Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT. Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

APPENDIX A-1 SUPPLEMENTAL TITLE VI PROVISIONS (CIVIL RIGHTS ACT)

(To be included in all contracts)

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

- (1) Compliance with Regulations: The contractor shall comply with the Regulation relative to nondiscrimination in Federally assisted programs of the Department of Transportation of the United States, Title 49, Code of Federal Regulations, Part 21, and the Federal Highway Administration (hereinafter "FHWA") Title 23, Code of Federal Regulations, Part 200 as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The Contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, religion, age, color, sex, national origin, and/or disability/handicap in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by 49 CFR, section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin, sex, age, and disability/handicap.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by NYSDOT or the FHWA to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to NYSDOT's Office of Civil Rights or FHWA, as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, NYSDOT shall impose such contract sanctions as it or the FHWA may determine to be appropriate, including, but not limited to:
 - a) Withholding of payments to the contractor under the contract until the contractor complies; and/or
 - b) Cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto.

The contractor shall take such action with respect to any subcontractor procurement as NYSDOT or the FHWA may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request NYSDOT to enter into such litigation to protect the interests of NYSDOT, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

RESOLUTION NO.

April 11, 2024

**RESOLUTION INCREASING AUTHORIZATION OF CAPITAL PROJECT R0121
– PULASKI COURTHOUSE**

By Legislator Paul House:

WHEREAS, this body has previously approved Resolution Number 123 of 2021 for renovation and repair needs at the H. Douglas Barclay Courthouse; and

WHEREAS, this capital project authorization needs to be increased to begin engineering and architectural work; and

NOW, upon recommendation of the Infrastructure & Facilities and Finance & Personnel Committees of this Legislature; be it

RESOLVED, that the county Treasurer be, and hereby is, authorized to increase Capital Project R0121 by \$115,600 from Building Renovation Capital Reserve No. 21; 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:



Rick Doten
Superintendent

COUNTY OF OSWEGO
BUILDINGS & GROUNDS DEPARTMENT

111 East 11th Street
Oswego, N.Y. 13126

Phone: (315) 349-8233
Fax: (315) 342-2481

INFORMATIONAL MEMORANDUM

SUBJECT: To increase the authorization level of Capital Project # R0121 – Pulaski Court House.

PURPOSE: To increase the authorization level of Capital Project # R0121 -Pulaski Court House by \$ 115,600 using funding from Building Renovations Reserves.

SUMMARY: After establishing this Capital Project, the project needs to be increased to begin architectural and engineering work to start the repairs to the exterior of the building, replacing windows and restoring the steps and pillars of the historical building.

RECOMMENDED: I request the transfer of \$ 115,600 from Building Renovation Reserves to Capital Project # R0121 – Pulaski Court House.

ACTION: Transfer \$ 115,600 from the Buildings Renovation Reserve to Capitol Project # R0121 – Pulaski Court House, which will increase the authorization level to \$ 123,100.

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

[illegible]

DEPARTMENT HEAD	DATE	COUNTY ADMINISTRATOR	DATE
*DIRECTOR OF HUMAN RESOURCES	DATE	CHAIRPERSON	DATE
*If Personnel Services are impacted		COUNTY TREASURER	DATE

RESOLUTION NO.

April 11, 2024

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. B0124 COUNTY
ROUTE 12 BRIDGE OVER FISH CREEK**

By Legislator Paul House:

WHEREAS, the CR 12 bridge over Fish Creek, BIN 3313530, in the Town of Schroepfel, Oswego County, New York has several bridge superstructure components that are not functioning as originally designed; and

WHEREAS, this bridge received two Yellow Structural Flags in 2020. Due to the condition of the steel the Highway Department has decided to replace the entire superstructure; and

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

RESOLVED, that the Treasurer is hereby authorized to transfer \$175,000 from Capital Reserve No. 16 - Bridges to Capital Project No. B0124 CR 12 bridge over Fish Creek.

Capital Project No. B0124**Total Authorization**Bridge – CR 12 Bridge
over Fish Creek

\$175,000

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



**COUNTY OF OSWEGO
HIGHWAY DEPARTMENT**

31 Schaad Drive
Oswego NY 13126
(315) 349-8712 Fax (315) 349-8256

Shawn Walker, Highway Superintendent

Chris Baldwin, P.E., Highway Engineer

INFORMATIONAL MEMORANDUM

SUBJECT: To establish a capital project for the purpose of replacing the CR 12 bridge over Fish Creek, BIN 3313530, in the Town of Schroepfel, Oswego County, New York.

SUMMARY: To recommend that the Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize to establish Capital Project No. B0124 with an authorization level of \$175,000 for the replacement of the CR 12 bridge over Fish Creek.

SUMMARY: This project is necessary to begin work on replacing the superstructure of the bridge. The bridge received two Yellow Structural Flags in 2020. Due to the condition of the steel the entire superstructure needs to be replaced or the bridge will continue to be flagged and eventually will have to be closed to traffic.

RECOMMENDED ACTION: The Infrastructure, Facilities and Technology Committee, the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project B0124.

Shawn Walker
Highway Superintendent

Date

BUDGET MODIFICATION REQUEST

[illegible]

DEPARTMENT HEAD

DATE _____

COUNTY ADMINISTRATOR

DATE _____

***DIRECTOR OF HUMAN RESOURCES**

DATE _____

CHAIRPERSON

DATE _____

***If Personnel Services are impacted**

COUNTY TREASURER

DATE _____

RESOLUTION NO.

April 11, 2024

**RESOLUTION AUTHORIZING BUDGETARY MODIFICATION DEPARTMENT
OF SOLID WASTE- UNAPPROPRIATED FUND BALANCE TO LANDFILL AND
TRANSFER STATIONS OTHER EQUIPMENT**

By Legislator Paul House:

WHEREAS, The Department of Solid Waste has had to remove multiple pieces of rolling equipment from service, due to use and age, to maintain material flows at various transfer stations, the landfill, the ERF and proper landfill management, Oswego County Dept of solid waste requests the funding from the unappropriated fund balance to purchase two (2) compact loaders, one (1) additional ejector trailer for MSW, one (1) Dirt roller/vibrating compactor; and

NOW, 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 the County Treasurer be, and hereby is, authorized to transfer the funds from and to the accounts shown on the attached budget modification request; and be it further

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

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

YES: NO: ABSENT: ABSTAIN:



Oswego County Department of Solid Waste

TO: Legislator Paul House, Chairman
Infrastructure, Facilities and Technology Committee
Legislator Stephen Walpole, Chairman
Finance & Personnel Committee

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

RE: Solid Waste and Transfer Stations Budgetary Modification Unappropriated fund balance to
Other equipment – For Various Solid Waste Mobile Equipment

DATE: March 18, 2024

The Department of Solid Waste continues to repair and maintain mobile equipment that has high hours and is aging. Last year (2023) we purchased 5 ejector trailers for hauling msw, the plan for this year is for 2 which have been budgeted for (and are currently out for bid). I would like to increase that from 2 to 3.

We currently have a 1987 BOMAG dirt roller/vibrating compactor that is worn out, (very difficult to source parts for) and it is an open cab. The rules now call for anything on the landfill to be an enclosed cab. We use the roller to build and maintain the roads, and slopes on the landfill. We have rented a 2023 unit, (for \$4,500.00 a month) and would like to purchase this unit.

We are also having major issues with our fleet of wheeled loaders. We currently have a full size wheel loader at each transfer. They are units that cycled through the ERF as unit loaders and have 20,000 plus hours on them. Due to the materials handled and the environment, the electronics and wiring have corrosion and animal damage. The emissions systems, engines are wearing out and need to be replaced, which on the tier 4 emission systems, can be 15-20K, engine rebuild/replace is 30-40k. Going forward we will plan better for the spending on aged equipment vs replacing the equipment and machine usage. We can utilize a compact loader at some of the transfers vs a full size loader and a skidsteer. This will potentially eliminate the need for some of the skidsteers as well. The compact loaders also fall below the DEF horsepower requirement for emissions. We are currently renting a large wheel loader for our operations at Bristol Hill for \$4,500.00 per month.

The dept would like to purchase 2 compact loaders, one for Bristol Hill Transfer and one for Hannibal Transfer. These are 90k each, the MSW Ejector trailers are \$96.4k ea, and a 2023 roller is 112k. The total for this budget modification is \$388,400.00

RESOLUTION NO.

April 11, 2024

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

By Legislator Stephen Walpole:

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

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

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

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



Julie A. Bell
Director of Human Resources

OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT

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 position within the Human Resources Department.

Purpose: Due to a retirement of a long term employee and the re-evaluation of departmental staffing and ever increasing demands on departmental personnel to provide new employee orientations, attend job fair opportunities, process applications for exam announcements and job recruitments, and to better administer examinations, 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 reclassification 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 Senior Human Resources Assistant position, Grade 7, in the County of Oswego Office Personnel Bargaining Unit, to a Human Resources Technician, Grade 9, within the Human Resources Department.

Fiscal Impact: There will be no fiscal impact.

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: Sr Human Resources Asst 2. Position #: 143053301

3. Present Salary/Hourly Rate: 19.80 Grade: 7

4. Requested Title: Human Resources Technician

5. Requested Salary: _____

a. Bargaining Unit: COOP Hourly Rate: 22.26 Grade: 9

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 professional 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: <i>Human Resources Technician</i>		
PERCENT OF WORK TIME		
10	<i>Conducts new employee orientations</i>	
10	<i>Performs routine administrative duties of an examination program including but not limited to: ordering exams and exam materials, scheduling monitors, organizing exam material, planning seating arrangements, instructing candidates during examinations, etc</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>Reviews applications for examination and makes determinations as to the qualification of applicants;</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>Assists in preparation of procedural manuals, bulletins, and personnel policies</i>	
5	<i>May assist in preparation of research studies and prepare a variety of written reports, recommendations and position papers</i>	
5	<i>Prepares written reports and memos, as needed;</i>	
5	<i>May assist in the classification of positions and prepares job specifications</i>	
20	<i>Acts as Civil Service Exam Administrator for civil service exams held by Oswego County</i>	
(Attach additional sheets if more space is needed)		

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

NAME	TITLE	TYPE OF SUPERVISION
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 labor relations, human resource management, business administration, public administration or related

☐ Other _____ years, with specialization in _____

Experience (list amount and type): *clerical experience which must have included leading presentations or providing instructions for groups*

Essential knowledge, skills and abilities: *Good Knowledge of: human resource administration; business English; office terminology, practices, and procedures; communicate effectively both orally and in writing; understand and follow complex oral and written instructions; prepare and maintain records and reports; communicate effectively, both orally and in writ*

Type of license or certificate required: n/a

7. The above statements are accurate and complete.

Date: _____ Title: Director of Human Resrouces 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.

April 11, 2024

**RESOLUTION AUTHORIZING RECLASSIFICATION OF TWO POSITIONS IN
THE COUNTY ADMINISTRATORS' DEPARTMENT**

By Legislator Stephan Walpole:

WHEREAS, a review of the work being performed by the Audit Assistants has been conducted; and

WHEREAS, the Budget Analyst/Auditor has identified the need to better reflect the high level of administrative duties and independent responsibility in the work performed; and

WHEREAS, the amount of work and attention to detail has increased greatly with the implementation of countywide financial software; and

WHEREAS, the duties performed are better reflected in the primary work activities under the position class of Principal Account Clerk verses Senior Account Clerk; and

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

RESOLVED, that position #123020301, Senior Account Clerk, Grade 6, and position #123020302, Senior Account Clerk, Grade 6 shall both be reclassified to Principal Account Clerks, Grade 9; and be it further

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



COUNTY OF OSWEGO
OFFICE OF THE COUNTY ADMINISTRATOR

County Office Building • 46 East Bridge Street • Oswego, NY 13126
Phone 315-349-8375 Fax 315-349-8237
Veronica L Turner, Budget Analyst/County Auditor

Informational Memorandum

Date: April 11, 2024

Subject: Position Reclassification – Audit Assistants

Summary: A review of the duties performed by the Audit staff revealed that the job duties performed are more complex than those identified in the Senior Account Clerk job description. Audit Staff are expected to use independent judgement to perform a high level of auditing verifications on a complex variety of receipts and expenditures for all county fiscal transactions according to prescribed codes. They routinely monitor a wide variety of financial records and instruct accounts payable employees. They audit all employee reimbursement request ensuring all county policies and specifications are followed. Additionally, they prepare spreadsheets and maintain reports of all accounts payable and reconcile the batches entered by all accounts payable staff into the County financial system. The work they perform is done under strict time constraints. Oswego County does not have an Audit Assistant or Clerk title, however, a review of the Principal Account Clerk duties revealed that several of the job activities listed were in line with the job duties performed by the Audit Assistants.

Recommended Action: Respectfully request the reclassification of the Audit Staff from Senior Account Clerks, Grade 6 CSEA Bargaining Unit to Principal Account Clerks, Grade 9, CSEA Bargaining Unit.

Fiscal Impact 2024 A1230 Salaries and Wages increase for both positions \$10,345 using Unappropriated Fund Balance

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: County Administrator

DIVISION/UNIT (NUMBER): A1230

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Senior Account Clerk 2. Position #: 123020301

3. Present Salary/Hourly Rate: 23.66 Grade: 6

4. Requested Title: Principal Account Clerk

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: 27.92 Grade: 9

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): *A review of the duties performed by the Audit staff revealed that the job duties performed are more complex than those identified in the Senior Account Clerk job description. The Audit Staff are expected to use independent judgement to perform a high level of auditing verifications on all county departments fiscal transactions and employee reimbursement requests, applying county policies and specifications, while working under strict time constraints. Oswego County does not have an Audit Assistant title, however, a review of the Principal Account Clerk duties revealed that several of the activities listed were in line with the job duties performed by the Audit Assistants. Therefore, I am requesting that a reclassification of the title be approved for the audit staff.*

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	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:		
PERCENT OF WORK TIME		
	<i>Reviews a wide variety of time sensitive financial documents in the MUNIS accounts payable system including invoices, bills, contracts, employee reimbursements and travel receipts. Performs auditing functions ensuring accuracy of computation and completeness of data entries. Audits various accounts and balances for payment eligibility. Corresponds with employees when errors are found. Work requires ability to work independently under general supervision of the county auditor for consultation, escalates work when more complex issues arise.</i>	
	<i>Assist and instruct departmental accounts payable personnel in the classification of a complex variety of expenditures as well as distribution of costs according to prescribed expenditure codes.</i>	
	<i>Assist with the preparation of purchase orders ensuring correct accounts are being used. Ensures funds are available prior to requisitions becoming a purchase order.</i>	
	<i>Ensures financial controls of contracts by recording and tracking payments in Excel Spreadsheet and corresponding with departments when errors are found.</i>	
	<i>Audits vendor eligibility for payment. Corresponding when needed to instruct on process for updating needed information necessary to ensure proper payment and correct address information.</i>	
	<i>Assist a wide variety of employees with expense claims, expense limitations, GSA rates and guidelines and proper entry into county employee self-serve program. Ensure request are allowable expense per county policy and OMB regulations</i>	
	<i>Provide information/varification in response to personnel inquiries regarding status of accounts payable, adjustments made to accounts, adjustments to allocations of accounts and proper used of accounts and county policy on employee reimbursements</i>	
	<i>Compiles and maintains a variety of financial and audit reports for year end as required to be included in the completion of the County Cost Allocation Report</i>	
	<i>Maintains an ongoing Excel Workbook data program used to accurately document bi-weekly number of vouchers and total amounts paid for each department in the county, reconciling totals back to the county financial system and reporting bi-weekly amounts to Treasurers office.</i>	
	<i>Performs routine clerical work post audit to maintain all records of pre-audit and post audit transactions</i>	
<p align="center">(Attach additional sheets if more space is needed)</p>		

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

NAME	TITLE	TYPE OF SUPERVISION
------	-------	---------------------

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 _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

Essential knowledge, skills and abilities:

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:

PART-TIME/TEMPORARY BUDGET REQUEST FORM

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

(Add pages as needed.)

-OVER-

PART-TIME/TEMPORARY BUDGET REQUEST FORM

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

OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: DIVISION/UNIT (NUMBER):

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

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: County Administrator

DIVISION/UNIT (NUMBER): A1230

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Senior Account Clerk 2. Position #: 123020302

3. Present Salary/Hourly Rate: 21.96 Grade: 6

4. Requested Title: Principal Account Clerk

5. Requested Salary: _____

a. Bargaining Unit: CO-OP Hourly Rate: 25.91 Grade: 9

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): *A review of the duties performed by the Audit staff revealed that the job duties performed are more complex than those identified in the Senior Account Clerk job description. The Audit Staff are expected to use independent judgement to perform a high level of auditing verifications on all county departments fiscal transactions and employee reimbursement requests, applying county policies and specifications, while working under strict time constraints. Oswego County does not have an Audit Assistant title, however, a review of the Principal Account Clerk duties revealed that several of the activities listed were in line with the job duties performed by the Audit Assistants. Therefore, I am requesting that a reclassification of the title be approved for the audit staff.*

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 County Administrator	DIVISION, UNIT, OR WORK SECTION AUDIT	LOCATION OF POSITION Legislative Office Building
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>Principal Account Clerk</i>		
PERCENT OF WORK TIME		
	<i>Reviews a wide variety of time sensitive financial documents in the MUNIS accounts payable system including, invoices, bills, contracts, employee reimbursements and travel receipts. Performs auditing functions ensuring accuracy of computation and completeness of data entries. Audits various accounts and balances for payment eligibility. Corresponds with employees when errors are found. Work requires ability to work independently under general supervision of the county auditor for consultation, escalates work when more complex issues arise.</i>	
	<i>Assist and instruct departmental accounts payable personnel in the classification of a complex variety of expenditures as well as distribution of costs according to prescribed expenditure codes.</i>	
	<i>Assist with the preparation of purchase orders ensuring correct accounts are being used. Ensures funds are available prior to requisitions becoming a purchase order.</i>	
	<i>Ensures financial controls of contracts by recording and tracking payments in Excel Spreadsheet and corresponding with departments when errors are found.</i>	
	<i>Audits vendor eligibility for payment. Corresponding when needed to instruct on process for updating needed information necessary to ensure proper payment and correct address information.</i>	
	<i>Assist a wide variety of employees with expense claims, expense limitations, GSA rates and guidelines and proper entry into county employee self-serve program. Ensure request are allowable expense per county policy and OMB regulations.</i>	
	<i>Provide information/varification in response to personnel inquiries regarding status of accounts payable, adjustments made to accounts, adjustments to allocations of accounts and proper used of accounts and county policy on employee reimbursements</i>	
	<i>Compiles and maintains a variety of financial and audit reports for year end as required to be included in the completion of the County Cost Allocation Report</i>	
	<i>Maintains an ongoing Excel Workbook data program used to accurately document bi-weekly number of vouchers and total amounts paid for each department in the county, reconciling totals back to the county financial system and reporting bi-weekly amounts to Treasurers office.</i>	
	<i>Performs routine clerical work post audit to maintain all records of pre-audit and post audit transactions</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

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 _____
☐ Other _____ years, with specialization in _____

Experience (list amount and type):

Essential knowledge, skills and abilities:

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:

PART-TIME/TEMPORARY BUDGET REQUEST FORM

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

(Add pages as needed.)

-OVER-

PART-TIME/TEMPORARY BUDGET REQUEST FORM

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

OTHER HOURS BUDGET REQUEST FORM

DEPARTMENT: DIVISION/UNIT (NUMBER):

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

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ		
A	159900					Unappropriated Fund	(11,137.00)
			A1230	511000		Salaries and wages	10,345.00
			A1230	590308		Social Security	792.00
						The increase will be funded by General Fund Balance	

DEPARTMENT HEAD	DATE
<div> <div>* DIRECTOR OF HUMAN RESOURCES</div> <div>DATE</div> </div>	
<div> <div>COUNTY ADMINISTRATOR</div> <div>DATE</div> </div>	
<div> <div>CHAIRPERSON</div> <div>DATE</div> </div>	
<div> <div>COUNTY TREASURER</div> <div>DATE</div> </div>	

HUMAN RESOURCES DEPARTMENT

Routine Activity Summary for 2023

Employment/Civil Service

- Held **103** Civil Service exams for **3,053** candidates (includes **1,617** Director of Facilities candidates)
- Processed additional **2,678** applicants (for other than exams)
- Processed **2,683** County Report of Personnel Change (RPC) forms
- Processed an additional **8,135** transactions for school districts, towns, villages, and special districts
- Produced **156** "Certifications of Eligibles" for civil service hiring
- Conducted **63** special recruitment campaigns
- Processed **\$630** in exam fees (exam fees waived in 2023; these were just stragglers from exams announced before the decision was made)
- Processed **2** Section 71/72/73 Reviews
- Participated in **14** Career Fairs and **2** Mock Interview Days and **2** class presentations (SUNY Oswego & Hannibal)
- Submitted **19** Civil Service Rules Appendices changes to NYS Civil Service
- Submitted Annual Report to NYS Civil Service

Employee/Labor Relations

- Processed **12** Union Grievances
- Assisted Department Heads with **11** Counseling/Disciplinary Actions/Arbitrations
- Processed **11** Improper Practice Charges/Complaints/Human Rights/EEOC Investigations/Charges
- Participated in **9** Labor-Management meetings with 3 bargaining units

Employee Benefits/Payroll/Workers' Compensation

- Processed **91** Family Medical Leave/Leave of Absence Requests
- Processed **35** Short-Term Disability claims
- Processed **630** employee benefit changes (Health, Life, Dental/Vision)
- Processed **20** Retirements for County employees
- Processed **224** Workers' Compensation claims
- Facilitated **4** Workers' Compensation Claims Committee meetings
- Facilitated **5** Workers' Compensation Safety Committee meetings
- Processed **42** Unemployment Insurance claims
- Processed **26** death claims (for life insurance)
- Processed **132** NYS Retirement System inquiries
- Processed **106** Employment Verification inquiries
- Processed **5,376** payroll changes (e.g., Deferred Compensation, United Way, Direct Deposit, Garnishments, Accruals, etc.)

Other

- Prepared **92** Employee Recognition Certificates for years of service
- Provided **11,803** trainings for **1,221** employees
- Provided new employee orientation to **248** full-time employees in **45** sessions
- Prepared information for **4** Freedom of Information Requests

Additional Projects

- Staff Development (employee position changes/new hires)
- Updated/distributed Sexual Harassment Policy
- Began negotiating OCPA, Silver Star and Public Works Contracts
- Submitted data for vesting period **4** of the Health Care Worker Bonus
- Submitted Federal 2023 EEO-4 Report
- Negotiated & ratified OCPA and Silver Star Contracts; began negotiations with Deputies and Public Works
- Issued RFP & awarded services for Compensation Study
- Issued RFP & awarded services for Health TPA & Pharmacy Benefits Manager

Positions Vacated after Vacancy Review Suspended

3/17/2024

Dept.	Position	Title	Budgeted	Date Vacant	Reason	Date Filled
AC	142000801	Admin - Indigent	\$ 87,186.00	2/15/2024	Retirement	
B&G	162005001	Cleaning Supervisor	\$ 41,501.00	1/1/2024	New Position	2/19/2024
B&G	162005105	Cleaner	\$ 29,921.00	8/17/2023	Deceased	10/2/2023
B&G	162005120	Cleaner	\$ 29,139.00	11/12/2023	Resignation	
B&G	162095206	Sr Bldg Maint Mech	\$ 43,223.00	7/24/2023	Resignation	9/1/2023
B&G	162095209	Building Maint Mech	\$ 40,034.00	2/18/2024	Promotion	
B&G	162095210	Building Maint Mech	\$ 35,932.00	6/20/2022	Resignation	7/11/2022
B&G	162095306	Sr Bldg Maint Mech	\$ 35,267.82	5/17/2023	NEW POSITION	6/12/2023
B&G	162096001	Building Maint Sup	\$ 64,460.00	1/1/2023	Promotion	
CDTP	802054201	Dir of Planning	\$ 92,597.00	6/9/2022	New Position	5/1/2023
Co Attorney	142049804	Asst County Attorney	\$ 72,969.00	1/1/2023	New Position	9/6/2023
Co Clerk	141012401	Index Clerk	\$ 30,831.00	8/19/2022	Resignation	9/12/2022
Co Clerk	141012401	Index Clerk	\$ 32,069.00	2/14/2023	Termination	4/24/2023
Co Clerk	141012408	Index Clerk	\$ 31,055.00	10/10/2022	Resignation	1/9/2023
Co Clerk	141012408	Index Clerk	\$ 31,759.00	3/30/2023	Resignation	5/15/2023
Co Clerk	141072001	Index Clerk	\$ 33,725.00	7/24/2023	Resignation	8/21/2023
Co Clerk	141108602	Dep Co Clerk of MV	\$ 46,202.00	9/15/2022	New Position	10/17/2022
Co Clerk	141115701	MV Clerk	\$ 31,814.00	8/19/2022	Resignation	12/12/2022
Co Clerk	141116102	MV Clerk	\$ 30,831.00	8/22/2022	Promotion	12/27/2022
Co Clerk	141116102	MV Clerk	\$ 32,779.00	1/27/2023	Termination	5/15/2023
Co Clerk	141116104	MV Clerk	\$ 32,957.00	1/22/2024	Termination	
Co Clerk	141116106	MV Clerk	\$ 32,712.00	7/10/2023	Resignation	
Co Clerk	141116108	MV Clerk	\$ 31,759.00	7/22/2022	Promotion	10/2/2023
Co Clerk	141116111	MV Clerk	\$ 32,677.00	3/31/2023	Resignation	4/17/2023
Co Clerk	141116112	MV Clerk	\$ 31,759.00	9/25/2022	Promotion	
Co Clerk	141116115	MV Clerk	\$ 32,779.00	8/21/2022	Promotion	
Co Clerk	141116120	MV Clerk	\$ 32,779.00	3/3/2023	Resignation	5/30/2023
Co Clerk	141116301	MV Clerk	\$ 52,640.00	10/17/2022	Union Change	
Co Clerk	146069401	Records Reten Clerk	\$ 36,783.00	7/24/2023	Retirement	
Co Clerk	146069402	Records Ret Clerk	\$ 38,402.00	8/19/2022	Resignation	9/1/2023
CS	168096102	Computer Specialist	\$ 46,733.00	6/26/2023	Resignation	9/18/2023
CS	168096103	Computer Specialist	\$ 47,153.00	1/1/2024	New Position	
DA	116501301	Assistant DA	\$ 85,954.00	12/6/2022	Resignation	2/6/2023
DA	116501301	Assistant DA	\$ 85,954.00	11/12/2023	Dept Change	
DA	116501305	Assistant DA	\$ 99,753.00	1/13/2023	Resignation	5/31/2023
DA	116501305	Assistant DA	\$ 99,753.00	9/17/2023	Pos Change	
DA	116501307	Assistant DA	\$ 77,447.00	5/12/2023	Resignation	11/13/2023
DA	116501308	Assistant DA	\$ 78,609.00	6/9/2023	Resignation	10/16/2023
DA	116501308	Assistant DA	\$ 89,840.00	3/3/2024	Resignation	
DA	116501309	Assistant DA	\$ 86,065.00	7/8/2022	Resignation	8/22/2022
DA	116501309	Assistant DA	\$ 110,661.00	12/31/2023	Resignation	2/12/2024
DA	116504501	1st Assistant DA	\$ 153,518.00	9/14/2023	Resignation	1/2/2024
DA	116531201	Sec to DA/CORN	\$ 46,835.00	11/25/2023	Retirement	1/22/2024
DA	116547001	Sr Typist	\$ 31,759.00	1/13/2023	Resignation	5/30/2023
DA	116547001	Sr Typist	\$ 32,957.00	11/26/2023	Dept Change	
DSS	403694202	Health Prog Spec		9/11/2023	NEW POSITION	10/16/2023
DSS	403694401	Sr Health Prog Spec		9/11/2023	NEW POSITION	10/16/2023
DSS	431045501	Com Serv Prog Coord	\$ 58,670.00	1/21/2024	Pos Change	
DSS	601000101	Account Clerk	\$ 30,853.00	12/9/2022	Resignation	6/12/2023
DSS	601000104	Account Clerk	\$ 29,432.00	6/27/2022	Promotion	10/3/2022
DSS	601000104	Account Clerk	\$ 30,240.00	3/6/2023	Promotion	9/18/2023

DSS	601000105	Account Clerk	\$ 30,158.00	3/20/2023		10/16/2023
DSS	601000106	Account Clerk	\$ 37,056.00	9/2/2022	Resignation	
DSS	601000109	Account Clerk	\$ 31,141.00	8/4/2023	Promotion	
DSS	601000601	Ad Asst to Comm	\$ 46,835.00	12/7/2022	Resignation	2/21/2023
DSS	601000602	Admin Sec	\$ 40,934.00	1/1/2024	New Position	1/22/2024
DSS	601004401	Caseworker	\$ 50,876.00	11/17/2024	Resignation	
DSS	601004402	Caseworker	\$ 50,706.00	5/24/2023	Resignation	8/21/2023
DSS	601004402	Caseworker	\$ 50,706.00	10/20/2023	Termination	
DSS	601005202	CSW	\$ 29,175.00	7/24/2022	Promotion	5/15/2023
DSS	601005501	Dep Com of Soc Serv	\$ 46,610.00	1/1/2024	New Position	
DSS	601005801	DSS Attorney	\$ 93,567.00	5/15/2023	Promotion	9/5/2023
DSS	601005805	DSS Attorney	\$ 84,793.00	9/15/2022	New Position	
DSS	601005901	CSW	\$ 29,563.00	10/3/2022	Promotion	11/14/2022
DSS	601005901	CSW	\$ 30,286.00	7/10/2023	Position Change	8/21/2023
DSS	601005905	CSW	\$ 29,284.00	10/25/2022	Resignation	11/14/2022
DSS	601005906	CSW	\$ 30,340.00	3/6/2023	Promotion	
DSS	601005907	CSW	\$ 32,334.00	12/8/2023	Resignation	2/5/2024
DSS	601005907	CSW	\$ 32,334.00	3/1/2024	Resignation	
DSS	601005909	CSW	\$ 30,438.00	7/23/2023	Position Change	10/30/2023
DSS	601005911	CSW	\$ 30,324.00	8/30/2023	Resignation	9/18/2023
DSS	601005916	CSW	\$ 29,599.00	8/18/2022	Resignation	10/3/2022
DSS	601005916	CSW	\$ 30,340.00	11/12/2023	Position Change	
DSS	601005921	CSW	\$ 30,158.00	3/15/2023		5/15/2023
DSS	601005922	CSW	\$ 31,141.00	12/22/2022	Resignation	4/3/2023
DSS	601005924	CSW	\$ 31,307.00	1/1/2024	New Position	2/5/2024
DSS	601005925	CSW	\$ 31,307.00	1/1/2024	New Position	
DSS	601015203	Typist	\$ 29,175.00	11/22/2022	Promotion	5/1/2023
DSS	601015203	CSW	\$ 29,175.00	7/24/2023	Position Change	9/18/2023
DSS	601015206	Typist	\$ 29,477.00	12/2/2022	changed jobs	2/21/2023
DSS	601015206	Typist	\$ 30,740.00	3/15/2024	Position Change	
DSS	601017601	Prin Account Clerk	\$ 40,825.00	1/1/2024	New Position	
DSS	601017804	Principal SWE	\$ 43,705.00	7/13/2023	New Position	3/4/2024
DSS	601020302	Sr Account Clerk	\$ 33,306.00	11/14/2022	Promotion	3/6/2023
DSS	601020302	Sr Account Clerk	\$ 34,571.00	9/4/2023	Promotion	1/8/2024
DSS	601020304	Sr Account Clerk	\$ 33,306.00	9/19/2022	Promotion	
DSS	601020306	Sr Account Clerk	\$ 33,306.00	2/15/2023	New Position	8/4/2023
DSS	601021604	Sr SWE	\$ 44,155.00	9/26/2023	Resignation	11/12/2023
DSS	601021606	Sr SWE	\$ 43,430.00	3/3/2024	Promotion	
DSS	601021607	Sr SWE	\$ 40,598.00	2/20/2023	Promotion	6/23/2023
DSS	601021610	Sr SWE	\$ 41,842.00	5/14/2023	Promotion	7/21/2023
DSS	601021612	Sr SWE	\$ 41,597.00	7/3/2023	Resignation	11/13/2023
DSS	601021902	Sr Typist	\$ 39,331.00	11/25/2022	pos change	3/20/2023
DSS	601021902	Sr Typist	\$ 31,759.00	6/26/2023	Pos Change	7/21/2023
DSS	601021903	Sr Typist	\$ 32,957.00	1/1/2024	New Position	
DSS	601022303	SWE	\$ 37,074.00	10/17/2022	changed jobs	1/23/2023
DSS	601022305	SWE	\$ 39,221.00	2/5/2023	Promotion	2/21/2023
DSS	601022305	SWE	\$ 38,478.00	1/19/2024	Resignation	
DSS	601022306	SWE	\$ 38,166.00	7/10/2023	Resignation	10/2/2023
DSS	601022313	CSW	\$ 30,997.00	6/1/2023	Resignation	6/23/2023
DSS	601022313	CSW	\$ 30,997.00	10/2/2023	Position Change	11/13/2023
DSS	601022314	SWE	\$ 38,166.00	3/31/2023	Resignation	4/17/2023
DSS	601022314	SWE	\$ 39,281.00	1/5/2024	New Position	
DSS	601022315	SWE	\$ 38,166.00	1/13/2023	Promotion	10/16/2023
DSS	601022316	SWE	\$ 38,166.00	1/23/2023	Promotion	6/23/2023
DSS	601022316	SWE	\$ 38,166.00	9/1/2023	Resignation	10/30/2023

DSS	601022316	SWE	\$ 38,803.00	3/1/2024	Resignation	
DSS	601022317	SWE	\$ 37,312.00	3/15/2023	Resignation	9/18/2023
DSS	601022320	SWE	\$ 39,294.00	11/12/2023	Promotion	
DSS	601022323	SWE	\$ 37,056.00	8/29/2022	Resignation	11/28/2022
DSS	601022323	SWE	\$ 38,478.00	10/9/2023	Resignation	1/8/2024
DSS	601022324	SWE	\$ 40,386.00	7/25/2023	Promotion	
DSS	601022325	SWE	\$ 39,615.00	12/22/2023	Resignation	2/5/2024
DSS	601022326	SWE	\$ 38,990.00	6/13/2022	Promotion	9/19/2022
DSS	601022329	SWE	\$ 48,433.00	6/29/2022	Retirement	7/25/2022
DSS	601022329	SWE	\$ 37,074.00	9/19/2022	Promotion	3/6/2023
DSS	601022329	SWE	\$ 39,615.00	2/4/2024	Promotion	
DSS	601022330	SWE	\$ 37,056.00	7/11/2022	Resignation	9/19/2022
DSS	601022333	SWE	\$ 38,166.00	11/12/2023	Promotion	
DSS	601022335	SWE	\$ 39,294.00	4/25/2023	Promotion	7/21/2023
DSS	601022338	SWE	\$ 39,221.00	7/7/2023	Pos Change	10/2/2023
DSS	601022341	SWE	\$ 35,982.00	9/2/2022	Termination	12/12/2022
DSS	601022341	SWE	\$ 37,074.00	10/2/2023	Position Change	11/13/2023
DSS	601022343	SWE	\$ 38,248.00	6/25/2023	Promotion	
DSS	601022345	SWE	\$ 37,056.00	9/19/2022	Resignation	11/14/2022
DSS	601022345	SWE	\$ 37,312.00	3/31/2023	Resignation	4/17/2023
DSS	601022346	SWE	\$ 39,331.00	10/2/2022	FT to PT	3/6/2023
DSS	601022346	SWE	\$ 39,331.00	9/15/2023	Resignation	
DSS	601022348	SWE	\$ 42,109.00	1/7/2024	New Position	3/4/2024
DSS	601022349	SWE - Temp	\$ 37,712.00	3/20/2023	Pos Change	
DSS	601022352	SWE	\$ 37,074.00	7/24/2022	New Position	3/6/2023
DSS	601022352	SWE	\$ 39,551.00	12/15/2023	Resignation	2/20/2024
DSS	601022353	SWE	\$ 37,074.00	9/15/2022	New Position	4/17/2023
DSS	601022354	SWE	\$ 37,074.00	9/15/2022	New Position	5/1/2023
DSS	601022355	SWE	\$ 37,074.00	9/15/2022	New Position	7/24/2023
DSS	601022355	SWE	\$ 37,074.00	10/1/2023	New Position	
DSS	601024001	Sr SWE	\$ 39,331.00	5/30/2022	Promotion	2/6/2023
DSS	601024002	SSI	\$ 39,873.00	2/5/2023	Promotion	9/6/2023
DSS	601024003	SSI	\$ 48,849.00	10/20/2022	Resignation	12/12/2022
DSS	601024003	SSI	\$ 39,331.00	2/5/2023	Pos Change	3/20/2023
DSS	601024004	SSI	\$ 45,128.00	12/23/2022	pos change	7/7/2023
DSS	601024701	Sr Typist	\$ 34,920.00	1/21/2024	Promotion	
DSS	601024702	Typist	\$ 28,320.00	6/27/2022	Promotion	12/12/2022
DSS	601024702	Typist	\$ 29,175.00	7/13/2023	Resignation	9/18/2023
DSS	601024702	Typist	\$ 29,175.00	11/3/2023	Resignation	
DSS	601024703	Typist	\$ 32,051.00	6/15/2023	Resignation	10/30/2023
DSS	601024704	Typist	\$ 30,558.00	12/1/2023	Pos Change	
DSS	601024708	Typist	\$ 29,517.00	7/24/2023	Promotion	11/13/2023
DSS	601024709	Typist	\$ 30,280.00	11/27/2023	Pos Change	
DSS	601024710	Typist	\$ 29,175.00	11/14/2022	Promotion	4/17/2023
DSS	601024710	CSW	\$ 29,175.00	10/2/2023	Pos Change	10/30/2023
DSS	601024711	Typist	\$ 29,175.00	7/22/2022	Resignation	4/3/2023
DSS	601024711	Typist	\$ 31,003.00	2/16/2024	Resignation	
DSS	601024713	Typist	\$ 30,538.00	10/24/2022	Retirement	12/12/2022
DSS	601024713	Typist	\$ 29,175.00	4/16/2023	Promotion	5/30/2023
DSS	601024713	Typist	\$ 29,175.00	8/21/2023	Promotion	10/30/2023
DSS	601024715	Typist	\$ 28,320.00	9/23/2021	Resignation	7/11/2022
DSS	601024719	Temp Typist	\$ 30,280.00	2/9/2024	Termination	
DSS	601024720	Temp Typist	\$ 29,175.00	10/29/2023	Pos Change	
DSS	601024720	Temp Typist	\$ 30,280.00	1/12/2024	Pos Change	
DSS	601024721	TEMPORARY TYPIST	\$ 30,280.00	1/1/2024	NEW	2/20/2024

DSS	601024723	Typist	\$ 30,280.00	1/1/2024	New Position	2/19/2024
DSS	601038202	Acct Super B	\$ 47,207.16	2/15/2023	New Position	4/3/2023
DSS	601048201	Prin Emp Specialist	\$ 61,164.00	1/1/2024	New Position	2/5/2024
DSS	601054001	Resource Coordinator	\$ 54,957.00	4/3/2023	Promotion	5/15/2023
DSS	601093801	Support Examiner	\$ 40,005.00	9/2/2022	Resignation	11/14/2022
DSS	601093809	Support Examiner	\$ 36,113.00	10/7/2022	Resignation	12/12/2022
DSS	601096803	Comp Serv Assistant	\$ 36,314.00	1/1/2024	New Position	
DSS	607004302	Case Supervisor B	\$ 68,123.00	8/7/2022	Promotion	12/12/2022
DSS	607004307	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004308	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004309	Case Supervisor B	\$ 53,071.00	7/14/2022	New Position	11/28/2022
DSS	607004403	Caseworker	\$ 44,099.00	6/13/2022	Promotion	11/28/2022
DSS	607004405	Caseworker	\$ 49,031.00	9/12/2022	Resignation	4/3/2023
DSS	607004405	Caseworker	\$ 49,031.00	7/17/2023	Resignation	8/21/2023
DSS	607004406	Caseworker	\$ 49,031.00	9/18/2023	Position Change	
DSS	607004407	Caseworker	\$ 50,706.00	4/3/2023	Promotion	
DSS	607004409	Caseworker	\$ 50,706.00	1/23/2023	Resignation	5/1/2023
DSS	607004414	Caseworker	\$ 50,706.00	5/19/2023	Resignation	7/7/2023
DSS	607004415	Caseworker	\$ 50,706.00	11/18/2022	Resignation	5/1/2023
DSS	607004418	Caseworker	\$ 53,672.00	9/1/2023	Deceased	
DSS	607004419	Caseworker	\$ 49,637.00	9/13/2023	Resignation	10/16/2023
DSS	607004420	Caseworker	\$ 50,706.00	12/23/2022	changed loc	4/17/2023
DSS	607004420	Caseworker	\$ 50,706.00	6/16/2023	Resignation	8/21/2023
DSS	607004428	Caseworker	\$ 44,099.00	6/20/2022	FT to PT	9/19/2022
DSS	607004428	Caseworker	\$ 50,075.00	4/17/2023	Resignation	6/12/2023
DSS	607004429	Caseworker	\$ 49,031.00	8/22/2022	Promotion	3/20/2023
DSS	607004435	Caseworker	\$ 50,876.00	3/6/2023	Promotion	1/8/2024
DSS	607004437	Caseworker	\$ 49,031.00	7/8/2022	Resignation	2/6/2023
DSS	607004437	Caseworker	\$ 49,031.00	2/10/2023	Promotion	5/30/2023
DSS	607004438	Caseworker	\$ 50,876.00	3/6/2023	Promotion	1/22/2024
DSS	607004440	Caseworker	\$ 50,706.00	3/6/2023	Promotion	10/30/2023
DSS	607004441	Caseworker	\$ 48,358.00	7/25/2022	Promotion	9/19/2022
DSS	607004444	Caseworker	\$ 49,031.00	8/22/2022	Resignation	3/6/2023
DSS	607004448	Caseworker	\$ 53,672.00	12/20/2023	Retirement	6/12/2023
DSS	607004450	Caseworker	\$ 50,345.00	11/11/2022	Resignation	4/3/2023
DSS	607004455	Caseworker	\$ 49,031.00	10/28/2022	Resignation	4/17/2023
DSS	607004460	Caseworker	\$ 49,031.00	11/9/2022	Resignation	4/3/2023
DSS	607004463	Caseworker	\$ 49,031.00	9/8/2022	Resignation	10/30/2023
DSS	607004466	Caseworker	\$ 49,031.00	7/13/2022	Resignation	2/6/2023
DSS	607004467	Caseworker	\$ 44,099.00	6/22/2022	Resignation	11/28/2022
DSS	607004468	Caseworker	\$ 52,636.00	9/28/2023	Resignation	3/4/2024
DSS	607004469	Caseworker	\$ 52,162.00	12/5/2022	Resignation	4/17/2023
DSS	607004470	Caseworker	\$ 61,311.00	1/31/2024	Retirement	
DSS	607004472	Caseworker	\$ 50,706.00	3/22/2023	Resignation	5/30/2023
DSS	607004472	Caseworker	\$ 51,911.00	1/17/2024	Termination	
DSS	607004475	Caseworker	\$ 50,706.00	12/2/2022	Resignation	4/3/2023
DSS	607004478	Caseworker	\$ 49,031.00	7/6/2022	Resignation	10/30/2023
DSS	607004482	Caseworker	\$ 45,482.00	6/9/2022	Resignation	6/27/2022
DSS	607004482	Caseworker	\$ 49,031.00	5/11/2023	Termination	6/23/2023
DSS	607004482	Caseworker	\$ 50,876.00	10/2/2023	Position Change	3/4/2024
DSS	607004482	Caseworker	\$ 49,031.00	10/2/2023	Position Change	
DSS	607004484	Caseworker	\$ 50,706.00	1/10/2023	Resignation	4/17/2023
DSS	607004484	Caseworker	\$ 50,706.00	7/17/2023	Resignation	10/2/2023
DSS	607004487	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023
DSS	607004488	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023

DSS	607004489	Caseworker	\$ 49,031.00	9/15/2022	New Position	7/21/2023
DSS	607004490	Caseworker	\$ 49,031.00	9/15/2022	New Position	8/4/2023
DSS	607004602	Caseworker Aide	\$ 33,743.00	12/2/2022	Resignation	2/21/2023
DSS	607004606	Caseworker Aide	\$ 32,402.00	10/2/2023	Promotion	
DSS	607004607	CSW	\$ 33,081.00	2/4/2024	Promotion	
DSS	607004608	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	5/1/2023
DSS	607004609	Caseworker Aide	\$ 31,759.00	1/1/2023	New Position	5/15/2023
DSS	607004609	Caseworker Aide	\$ 31,759.00	6/26/2023	Resignation	8/4/2023
DSS	607004612	Caseworker Aide	\$ 33,100.00	12/5/2023	Resignation	
DSS	607005901	SWE	\$ 37,312.00	4/13/2023	Promotion	7/7/2023
DSS	607005902	CSW	\$ 31,141.00	10/12/2023	Resignation	
DSS	607005902	CSW	\$ 31,405.00	1/30/2024	Termination	
DSS	607005905	CSW	\$ 30,158.00	1/1/2023	New Position	2/6/2023
DSS	607005905	CSW	\$ 30,158.00	11/3/2023	Resignation	
DSS	607005906	CSW	\$ 30,158.00	1/1/2023	New Position	2/21/2023
DSS	607005907	CSW	\$ 30,158.00	1/1/2023	New Position	2/13/2023
DSS	607005907	CSW	\$ 30,158.00	6/26/2023	Reinstatement	8/4/2023
DSS	607020608	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020612	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020614	Sr Caseworker	\$ 53,053.00	8/19/2022	Resignation	2/6/2023
DSS	607020617	Sr Caseworker	\$ 53,053.00	11/28/2022	Promotion	3/6/2023
DSS	607020619	Sr Caseworker	\$ 59,943.00	12/12/2022	Promotion	3/6/2023
DSS	607020623	Sr Caseworker	\$ 53,053.00	9/15/2022	New Position	4/3/2023
DSS	607024702	CSW	\$ 30,158.00	7/10/2023	Position Change	8/21/2023
DSS	607024704	CSW	\$ 29,284.00	10/13/2022	Resignation	1/9/2023
DSS	607047002	Paralegal	\$ 47,679.00	1/9/2023	Changed Jobs	5/1/2023
DSS	607047002	Paralegal	\$ 48,127.00	1/3/2024	Resignation	
DSS	607047003	Paralegal	\$ 45,428.00	9/6/2022	changed jobs	4/17/2023
DSS	607047004	Paralegal	\$ 45,995.00	9/29/2023	Resignation	
DSS	607069702	Casewroker SS	\$ 51,056.00	3/6/2023	Promotion	10/30/2023
DSS	607096801	Comp Serv Assistant	\$ 36,314.00	1/1/2024	New Position	2/5/2024
DSS	629200101	Account Clerk	\$ 36,437.00	9/22/2022	Retirement	12/12/2022
DSS	629200101	Account Clerk	\$ 30,158.00	3/31/2023	Termination	8/4/2023
DSS	629205901	CSW	\$ 30,627.00	11/21/2022	Resignation	1/23/2023
DSS	629205901	CSW	\$ 32,334.00	2/20/2024	Termination	
DSS	629205902	CSW	\$ 30,121.00	6/16/2023	Resignation	7/7/2023
DSS	629248001	Emp Specialist	\$ 45,384.00	6/9/2023	Resignation	10/2/2023
DSS	629248003	Emp Specialist	\$ 44,354.00	9/4/2023	Promotion	10/2/2023
DSS	629248005	Emp Specialist	\$ 42,115.00	7/3/2023	Resignation	9/18/2023
DSS	629248007	Emp Specialist	\$ 44,878.00	2/4/2024	Promotion	
DSS	629248008	Emp Specialist	\$ 46,767.00	3/3/2024	Position Change	
DSS	629248011	Emp Specialist	\$ 45,007.00	3/2/2024	Resignation	
DSS	629248014	Employment Spec	\$ 46,065.00	12/23/2022	changed jobs	1/23/2023
DSS	629248014	Emp Specialist	\$ 46,065.00	6/23/2023	Pos Change	10/2/2023
DSS	629248101	Sr Employ Spec	\$ 51,943.00	7/11/2022	Promotion	7/25/2022
DSS	629248101	Sr Emp Spec	\$ 63,191.00	4/29/2023	Retirement	9/4/2023
DSS	629248106	Sr Employ Spec	\$ 50,706.00	6/9/2022	New Position	3/6/2023
DSS	629248106	Sr Emp Specialist	\$ 54,910.00	2/5/2024	Retirement	3/4/2024
DSS	629274102	Emp Advisor	\$ 34,571.00	8/11/2023	Resignation	
DSS	639224702	Typist	\$ 30,121.00	10/27/2023	Resignation	
DSS	639224702	Typist	\$ 33,269.00	2/18/2024	Dept Change	
DSS	731165701	Youth Service Spec	\$ 41,487.00	5/13/2023	Position Change	8/21/2023
DSS***	607004611	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	10/2/2023
DSS***	607004612	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	11/13/2023
DSS***	607004613	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	

DSS***	607004614	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	
DSS***	607004615	Caseworker Aide	\$ 12,215.00	8/10/2023	New Position	10/30/2023
DSS***	607004801	Sr Caseworker Aide	\$ 13,461.00	8/10/2023	New Position	10/2/2023
DSS***	607004901	Prin Caseworker Aide	\$ 15,127.00	8/10/2023	New Position	10/9/2023
DWI	331524701	Coop Typist	\$ 30,158.00	9/30/2022	Promotion	10/17/2022
E-911	302080802	Telecommunicator	\$ 40,020.00	7/23/2022	changed jobs	9/6/2022
E-911	302080802	Sr Telecomm	\$ 42,768.00	6/29/2023	Resignation	8/21/2023
E-911	302080802	Sr Telecomm	\$ 36,314.00	10/12/2023	Resignation	1/22/2024
E-911	302080803	Sr Telecomm	\$ 36,314.00	8/4/2023	Resignation	1/22/2024
E-911	302080805	Sr Telecomm	\$ 45,091.00	11/25/2023	Resignation	1/22/2024
E-911	302080807	Sr Telecommunicator	\$ 43,618.00	3/7/2023	Resignation	8/21/2023
E-911	302080813	Sr Telecommunicator	\$ 50,836.00	4/7/2023	Resignation	8/21/2023
E-911	302080814	Sr Telecommunicator	\$ 57,492.00	4/15/2023	Retirement	8/21/2023
E-911	302080815	Sr Telecommunicator	\$ 42,768.00	4/29/2023	Resignation	8/21/2023
E-911	302080816	Telecommunicator	\$ 40,707.00	7/12/2022	Resignation	7/12/2022
E-911	302080817	Sr Telecomm	\$ 36,314.00	9/17/2023	Position Change	1/22/2024
E-911	302080818	Telecommunicator	\$ 42,370.00	8/23/2022	Resignation	8/21/2023
E-911	302080820	Sr Telecomm	\$ 43,618.00	7/24/2023	Position Change	8/21/2023
E-911	302080821	Sr Telecomm	\$ 36,314.00	7/23/2023	Position Change	1/22/2024
E-911	302081401	Adv Pub Safety Tele	\$ 44,949.00	1/1/2023	New Position	
E-911	302081501	911 Comm Specialist	\$ 53,889.00	1/1/2024	Promotion	
E-911	302082401	911 Dispatch Coord	\$ 72,706.00	8/18/2023	Retirement	
EMO	364097201	Radiological Spec	\$ 49,231.00	7/4/2022	Changed Loc	9/6/2022
Health	298019401	EDU Specialist	\$ 58,452.00	4/6/2023	Retirement	9/1/2023
Health	298099301	Spec Ed Prog Coord	\$ 46,492.00	3/3/2024	Promotion	
Health	401009601	Dir of Patient Serv	\$ 74,326.00	6/13/2022	Promotion	
Health	401020301	Sr Account Clerk	\$ 42,050.00	8/31/2022	Retirement	
Health	401095501	Sr Accountant	\$ 74,736.00	1/29/2024	Retirement	
Health	403518801	Sr Pub Health Nurse	\$ 57,148.00	2/6/2023	Retirement	3/6/2023
Health	403518801	Sr PH Nurse	\$ 57,148.00	4/21/2023	Resignation	
Health	403518802	Pub Health Nurse	\$ 54,291.00	9/16/2022	Resignation	10/17/2022
Health	403518802	Sr Health Prog Spec	\$ 53,053.00	4/17/2023	Promotion	5/29/2023
Health	403518803	Sr PH Nurse	\$ 57,148.00	11/18/2022	Resignation	4/17/2023
Health	403519403	RPN	\$ 45,428.00	4/6/2022	Resignation	7/7/2023
Health	403519404	RPN	\$ 45,777.00	3/6/2023	Termination	
Health	403523101	Account Clerk	\$ 30,158.00	7/25/2022	Changed Pos	
Health	403524702	Typist	\$ 29,175.00	11/14/2022	Promotion	1/9/2023
Health	403530501	Sr Lic Prac Nurse	\$ 53,235.00	3/31/2023	Retirement	
Health	403587001	Dir Prevent Hlth Serv	\$ 73,926.00	5/29/2023	Promotion	
Health	403594501	PH Educator	\$ 42,115.00	7/25/2022	Changed Pos	10/30/2023
Health	403594502	PH Educator	\$ 43,705.00	6/12/2023	Promotion	1/22/2024
Health	403594599	PH Ed	\$ 42,115.00	7/25/2022	Changed Pos	6/12/2023
Health	403794601	PH Educator Assist	\$ 34,999.00	12/12/2022	changed pos	2/6/2023
Health	403794601	PH Educator Asst	\$ 34,999.00	7/24/2023	Pos Change	9/5/2023
Health	403794602	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	4/3/2023
Health	403794603	PH Ed Asst - Temp**	\$ 34,999.00	3/10/2023	New Position	5/15/2023
Health	403794801	Pub Health Info Spec	\$ 35,818.00	10/10/2022	Resignation	11/24/2022
Health	405906001	C&Y SP Needs Coord	\$ 42,096.60	10/13/2022	New Position	11/28/2022
Health	409001102	Pub Health Tech	\$ 37,018.00	11/22/2023	Resignation	
Health	409020301	Sr Account Clerk	\$ 52,106.00	1/22/2023	Retirement	11/13/2023
Health	409021102	Assoc PH Sanitarian	\$ 43,371.00	2/4/2023	Pos Change	2/20/2023
Health	409021502	Sr Pub Health San	\$ 53,375.00	11/16/2023	Resignation	2/5/2024
Health	409021901	Principal Clerk	\$ 45,355.00	6/30/2022	Retirement	7/11/2022
Health	409024702	Typist	\$ 29,248.00	7/25/2022	Promotion	11/14/2022
Health	409071001	Pub Health Tech	\$ 35,788.00	2/20/2023	Promotion	5/30/2023

Health	409071001	Pub Health Tech	\$ 36,971.00	2/4/2024	Promotion	
Health	418903601	Data Entry Operator	\$ 43,626.00	7/29/2022	Retirement	
Health	418912201	Home Health Aide	\$ 29,248.00	9/12/2022	Changed Pos	
Health	418912202	Home Health Aide	\$ 27,300.00	8/12/2022	Layoff	
Health	418918801	PH Nurse - Hospice	\$ 58,987.00	9/12/2022	Layoff	
Health	418930501	LPN	\$ 35,017.00	6/23/2022	Resignation	
Health	418995101	Social Worker	\$ 49,392.00	7/23/2022	Changed Jobs	
Health	418995102	Sr Social Worker	\$ 60,679.00	6/13/2022	Pos Change	
Health	431005802	Com svc Prog Coord	\$ 50,876.00	1/1/2024	New Position	1/22/2024
Highway	501005201	Sr Typist	\$ 35,254.00	10/17/2022	Promotion	2/13/2023
Highway	501005201	Sr Typist	\$ 33,895.00	10/27/2023	Position Change	2/15/2024
Highway	501020301	Sr Account Clerk	\$ 54,796.00	6/12/2023	Resignation	7/21/2023
Highway	501020302	Sr Acct Clerk	\$ 34,571.00	11/16/2023	Resignation	3/4/2024
Highway	511011604	HEO	\$ 47,328.00	2/2/2024	Resignation	
Highway	511011606	HEO	\$ 50,607.00	5/15/2023	Promotion	5/29/2023
Highway	511011607	HEO	\$ 48,255.00	10/6/2022	Resignation	11/28/2023
Highway	511011608	HEO	\$ 47,367.00	9/19/2022	Resignation	11/28/2022
Highway	511011609	HEO	\$ 46,842.00	8/25/2023	Resignation	11/13/2023
Highway	511011614	HEO	\$ 53,290.00	4/19/2023	Retirement	5/29/2023
Highway	511011619	HEO	\$ 50,648.00	7/26/2023	Resignation	11/13/2023
Highway	511011624	HEO	\$ 47,202.00	8/10/2023	Resignation	1/8/2024
Highway	511011628	HEO	\$ 49,359.00	7/23/2022	Resignation	8/22/2022
Highway	511011631	HEO	\$ 48,652.00	3/17/2023	Resignation	5/29/2023
Highway	511011634	HEO	\$ 50,367.00	2/27/2024	Resignation	
Highway	511011638	HEO	\$ 49,983.00	5/14/2023	Promotion	5/29/2023
Highway	511011803	Crew Leader	\$ 55,417.00	3/31/2023	Retirement	5/15/2023
Highway	511015905	MEO	\$ 46,967.00	5/29/2023	Promotion	8/11/2023
Highway	511015905	MEO	\$ 46,967.00	11/9/2023	Resignation	
Highway	511015906	MEO	\$ 44,616.00	11/12/2023	Promotion	
Highway	511015906	MEO	\$ 47,328.00	2/5/2024	Resignation	
Highway	511015907	MEO	\$ 46,343.00	11/12/2023	Promotion	
Highway	511015907	MEO	\$ 47,551.00	3/1/2024	Resignation	
Highway	511015908	MEO	\$ 46,343.00	5/29/2023	Promotion	8/11/2023
Highway	511015909	MEO	\$ 46,755.00	11/12/2023	Promotion	2/5/2024
Highway	511016001	MEO	\$ 46,343.00	12/26/2022	Promotion	5/15/2023
Highway	511016001	MEO	\$ 46,343.00	6/5/2023	Termination	7/7/2023
Highway	511016002	MEO	\$ 44,960.00	1/27/2024	Resignation	
Highway	511016005	MEO	\$ 47,591.00	5/29/2023	Promotion	8/11/2023
Highway	511016007	MEO	\$ 47,632.00	6/27/2022	Promotion	7/11/2022
Highway	511016008	MEO	\$ 48,298.00	7/27/2022	Resignation	8/22/2022
Highway	511016008	MEO	\$ 44,616.00	7/31/2023	Termination	8/21/2023
Highway	511016009	MEO	\$ 46,967.00	5/29/2023	Promotion	
Highway	511016012	MEO	\$ 47,019.00	1/7/2024	Promotion	
Highway	511016014	MEO	\$ 48,298.00	6/9/2022	Resignation	7/25/2022
Highway	511016014	MEO	\$ 45,312.00	3/1/2024	Resignation	
Highway	511016016	MEO	\$ 48,298.00	6/27/2022	Promotion	7/25/2022
Highway	511016016	MEO	\$ 48,298.00	8/22/2022	Promotion	10/31/2022
Highway	511016020	MEO	\$ 47,632.00	10/7/2022	Promotion	5/30/2023
Highway	513002901	EMI	\$ 44,616.00	2/3/2023	Resignation	5/30/2023
Highway	513020401	EM II	\$ 48,848.00	6/1/2022	Resignation	8/22/2022
Highway	513020404	EM II	\$ 50,669.00	7/24/2022	Promotion	11/14/2022
Highway	513020408	EMII	\$ 54,350.00	1/31/2024	Retirement	
Highway	513046201	EMI	\$ 44,616.00	12/12/2022	Termination	7/21/2023
Highway	513046201	EMI	\$ 44,616.00	9/21/2023	Resignation	
HR	143003101	Payroll Specialist	\$ 39,385.00	9/19/2022	Promotion	11/2/2022

HR	143003101	Payroll Specialist	\$ 39,531.00	4/10/2023	Pos Change	6/19/2023
HR	143053301	Sr HR Assistant	\$ 35,267.82	5/11/2023	Resignation	6/5/2023
HR	904093101	Sr Emp Ben Asst	\$ 35,308.00	9/2/2022	Resignation	10/3/2022
HR	904093101	Sr Emp Ben Asst	\$ 33,571.00	3/17/2023	Resignation	6/23/2023
LEG	104008201	Legislature Clerk	\$ 37,148.00	9/21/2022	Resignation	
OFA	677200101	Sr Acct Clerk	\$ 34,667.00	7/24/2023	Resignation	10/30/2023
OFA	677256701	Aging Sepc	\$ 39,726.00	5/18/2023	Resignation	8/21/2023
OFA	766226904	Aging Serv Coord	\$ 38,166.00	12/9/2022	Resignation	3/6/2023
Planning	642094901	T&P Info Liasion	\$ 31,440.00	6/30/2023	Resignation	8/4/2023
Planning	642094901	T&P Info Liason	\$ 31,440.00	10/13/2023	Resignation	
Planning	802002701	Associate Planner	\$ 57,148.00	7/11/2022	Resignation	2/6/2023
Probation	314018105	Probation Off	\$ 49,031.00	11/28/2022	Promotion	
Probation	314018112	Probation Off	\$ 52,636.00	1/7/2024	Position Change	2/5/2024
Probation	314018117	Probation Off	\$ 52,636.00	1/26/2024	Resignation	
Probation	314021902	Sr Typist	\$ 33,743.00	5/28/2023	Promotion	
Probation	314024702	Typist	\$ 29,154.00	6/12/2022	Promotion	6/27/2022
Pub Def	117111306	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	7/25/2023
Pub Def	117111310	Asst Pub Defender	\$ 72,969.00	1/1/2022	New Position	7/21/2023
Pub Def	117124702	Typist	\$ 29,175.00	1/1/2022	New Position	7/21/2023
Pub Def	117168001	Pub Def Investigator	\$ 55,597.00	1/1/2022	New Position	7/7/2023
Pub Def**	117111307	Asst Pub Defender	\$ 72,969.00	7/10/2023	Position Change	11/13/2023
Pub Def**	117111310	PD Social Wrkr Spec	\$ 72,969.00	8/10/2023	Resignation	11/13/2023
Pub Def**	117124701	Typist	\$ 30,280.00	1/1/2022	New Position	2/20/2024
Pub Def**	117124702	Paralegal	\$ 29,175.00	9/25/2023	Resignation	
Pub Def**	117134101	Law Intern	\$ 47,153.00	1/1/2024	New Position	2/20/2024
Pub Def**	117147003	Paralegal	\$ 47,153.00	1/1/2024	New Position	1/22/2024
Pub Def**	117168001	Pub Def Investigator	\$ 65,490.00	1/5/2024	Resignation	2/20/2024
Pub Def**	117168002	Pub Def Investigator	\$ 55,597.00	1/1/2024	New Position	
Purchasing	134550202	Purchasing Clerk	\$ 34,571.00	1/1/2024	New Position	
Purchasing	134550601	Buyer	\$ 39,331.00	8/25/2023	Resignation	9/18/2023
Real Prop	135511101	Geo Info Specialist	\$ 43,371.00	7/24/2023	Resignation	8/21/2023
Real Prop	135511102	Tax Map Technician	\$ 33,922.00	1/20/2023	Resignation	2/13/2023
Real Prop	135535401	Real Prop Data Asst	\$ 34,380.00	6/19/2023	Position Change	9/18/2023
Sheriff	311000101	Account Clerk	\$ 32,636.00	11/11/2022	Resignation	2/21/2023
Sheriff	311000101	Account Clerk	\$ 37,476.00	12/4/2023	Resignation	2/20/2024
Sheriff	311000102	Account Clerk	\$ 38,517.00	1/30/2023	Pos Change	2/21/2023
Sheriff	311000104	Account Clerk	\$ 33,422.00	6/12/2022	Promotion	10/10/2022
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	
Sheriff	311008903	Patrol Officer	\$ 74,786.00	2/4/2024	Promotion	2/19/2024
Sheriff	311008904	Patrol Officer	\$ 51,917.00	6/27/2022	Retirement	4/3/2023
Sheriff	311008906	Patrol Officer	\$ 68,646.00	2/4/2024	Promotion	
Sheriff	311008913	Patrol Officer	\$ 61,007.00	7/24/2023	Promotion	2/19/2024
Sheriff	311008914	Patrol Officer	\$ 63,898.00	3/5/2023	Promotion	4/17/2023
Sheriff	311008921	Patrol SGT	\$ 57,616.00	5/2/2022	Promotion	2/5/2024
Sheriff	311008923	Patrol Officer	\$ 61,610.00	3/5/2023	Promotion	3/6/2023
Sheriff	311008924	Patrol Officer	\$ 74,215.00	8/21/2022	Retirement	4/3/2023
Sheriff	311008925	Patrol Officer	\$ 61,007.00	6/20/2023	Resignation	2/19/2024
Sheriff	311008946	Patrol Officer	\$ 61,476.00	2/4/2024	Promotion	
Sheriff	311008950	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	4/3/2023
Sheriff	311008951	Patrol Officer	\$ 51,917.00	1/1/2023	New Position	4/3/2023
Sheriff	311008952	Patrol Officer (DSS)	\$ 52,317.00	1/1/2024	New Position	2/19/2024
Sheriff	311012904	Investigator	\$ 55,890.00	2/20/2022	Retirement	7/21/2023
Sheriff	311012911	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	311012912	Investigator	\$ 55,890.00	1/1/2023	New Position	3/6/2023
Sheriff	311012913	Investigator (DSS)	\$ 56,320.00	1/1/2024	New Position	2/5/2024

Sheriff	311022003	Patrol SGT	\$ 79,040.00	3/31/2023	Retirement	2/5/2024
Sheriff	315013011	Correction Officer	\$ 46,946.00	7/30/2022	Retirement	9/29/2023
Sheriff	315013016	Correction Officer	\$ 46,946.00	1/1/2023	Promotion	1/23/2023
Sheriff	315013016	Correction Officer	\$ 46,946.00	8/1/2023	Resignation	9/18/2023
Sheriff	315013021	Correction Officer	\$ 64,432.00	1/22/2024	Retirement	
Sheriff	315013022	Correction Officer	\$ 46,946.00	10/31/2022	Retirement	
Sheriff	315013025	Correction Officer	\$ 55,204.00	8/24/2023	Resignation	9/18/2023
Sheriff	315013025	Correction Officer	\$ 52,973.00	1/18/2024	Termination	
Sheriff	315013029	Correction Officer	\$ 58,220.00	12/24/2022	Resignation	10/2/2023
Sheriff	315013030	Correction Officer	\$ 62,563.00	3/3/2023	Resignation	7/3/2023
Sheriff	315013032	Correction Officer	\$ 56,618.00	2/9/2023	Resignation	10/2/2023
Sheriff	315013035	Correction Officer	\$ 55,204.00	3/20/2023	Promotion	10/30/2023
Sheriff	315013035	Correction Officer	\$ 52,792.00	12/15/2023	Resignation	1/22/2024
Sheriff	315013039	Correction Officer	\$ 55,204.00	4/3/2023	Pos Change	10/16/2023
Sheriff	315013047	Correction Officer	\$ 55,204.00	7/5/2022	Resignation	9/6/2022
Sheriff	315013047	Correction Officer	\$ 47,484.00	2/21/2023	Resignation	3/20/2023
Sheriff	315013048	Correction Officer	\$ 46,946.00	11/4/2022	Termination	10/2/2023
Sheriff	315013058	Correction Officer	\$ 52,505.00	10/9/2023	Resignation	1/22/2024
Sheriff	315013063	Correction Officer	\$ 46,946.00	1/1/2023	New Position	10/2/2023
Sheriff	315013063	Correction Officer	\$ 52,911.00	1/18/2024	Termination	
Sheriff	315013065	Correction Officer	\$ 46,946.00	1/1/2023	New Position	10/16/2023
Sheriff	315013066	Correction Officer	\$ 52,505.00	1/1/2023	New Position	1/22/2024
Sheriff	315015101	Jail Physician	\$ 66,800.00	8/31/2023	Lay off	
Sheriff	315019401	SR RPN Corrections	\$ 45,012.00	8/31/2023	Lay off	
Sheriff	315019402	SR RPN Corrections	\$ 45,012.00	8/31/2023	Lay off	
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	12/19/2022	Resignation	6/26/2023
Sheriff	315019403	Sr RPN Corrections	\$ 45,297.00	7/27/2023	Resignation	
Sheriff	315019404	Principal LPN	\$ 51,980.00	7/30/2023	Resignation	
Sheriff	315025910	Correction SGT	\$ 59,531.64	2/9/2023	New Position	3/20/2023
Sheriff	315030501	Sup RPN Corr	\$ 46,364.00	8/29/2023	Resignation	
Sheriff	315039301	Chief Correction Adm	\$ 95,396.00	12/30/2022	Resignation	
Sheriff	315050301	Nurse Practioner	\$ 66,200.00	3/7/2023	Resignation	
Sheriff	315050302	Nurse Practioner	\$ 36,050.00	8/31/2023	Lay off	
Sheriff	315051002	Med Social Worker	\$ 65,312.00	11/4/2022	Resignation	
Sheriff	315051003	Med Social Worker	\$ 65,312.00	1/1/2023	New Position	
Sheriff	315080501	Sr LPN	\$ 44,949.00	1/1/2023	New Position	6/26/2023
Sheriff	315080501	Sr LPN	\$ 44,949.00	8/31/2023	Lay off	
SW	816011605	HEO	\$ 51,293.00	6/13/2022	Promotion	6/27/2022
SW	816011606	HEO	\$ 46,842.00	12/30/2022	Resignation	1/23/2023
SW	816011606	HEO	\$ 46,842.00	9/5/2023	Termination	10/16/2023
SW	816011606	HEO	\$ 47,202.00	1/4/2024	Resignation	3/4/2024
SW	816011607	HEO	\$ 48,652.00	10/21/2022	Resignation	11/28/2022
SW	816011607	HEO	\$ 49,359.00	4/2/2023	Resignation	7/21/2023
SW	816011609	HEO	\$ 46,842.00	7/15/2023	Resignation	10/2/2023
SW	816011610	HEO	\$ 51,868.00	6/27/2022	Resignation	11/7/2022
SW	816011612	HEO	\$ 50,670.00	9/8/2022	Job Abandoned	1/9/2023
SW	816011612	HEO	\$ 46,842.00	3/28/2023	Resignation	7/10/2023
SW	816016002	MEO	\$ 48,292.00	3/3/2024	Promotion	
SW	816020403	EMII	\$ 44,616.00	7/29/2022	Resignation	1/9/2023
SW	816020404	EM II	\$ 49,359.00	3/24/2023	Resignation	5/1/2023
SW	816020404	EM II	\$ 49,359.00	7/9/2023	Promotion	8/4/2023
SW	816022701	Staff Engineer	\$ 54,796.00	11/13/2022	Promotion	2/21/2023
SW	816055501	SW OP Manager	\$ 82,500.00	4/14/2023	Resignation	6/12/2023
SW	816068801	SW Prog Coord	\$ 44,782.00	6/11/2023	Promotion	7/10/2023
SW	816120401	EMII	\$ 44,616.00	3/6/2023	Promotion	4/3/2023

SW	816120401	EMI	\$ 44,618.00	11/12/2023	Position Change	
SW	816150802	Shift Sup ERF	\$ 54,796.00	12/9/2022	Resignation	2/6/2023
SW	816150803	Shift Super ERF	\$ 76,628.00	9/19/2023	Resignation	11/13/2023
SW	816151001	Main Mech A	\$ 58,712.00	7/8/2022	Promotion	7/11/2022
SW	816151002	Main Mech A	\$ 57,096.00	2/6/2023	Promotion	3/6/2023
SW	816151002	Main Mech A	\$ 56,190.00	12/25/2023	Promotion	
SW	816151003	Main Mech A	\$ 53,685.00	3/3/2023	Resignation	4/17/2023
SW	816152703	Main Mech B	\$ 50,128.00	1/6/2023	Termination	2/20/2023
SW	816152901	ALO	\$ 48,343.00	2/26/2023	Resignation	4/3/2023
SW	816152905	ALO	\$ 44,616.00	5/23/2023	Resignation	10/2/2023
SW	816152906	Asst Loader Oper	\$ 44,616.00	6/22/2022	Termination	7/18/2022
SW	861021901	Sr Typist	\$ 38,252.00	1/31/2023	Resignation	6/23/2023
Treaurers	132500102	Principal Clerk	\$ 37,056.00	5/22/2023	Resignation	9/1/2023
Treasurer	132504101	Accountant	\$ 47,153.00	9/3/2023	Promotion	1/8/2024
Treasurer	132520300	Jr Accountant	\$ 39,331.00	2/3/2022	Retirement	1/23/2023
VET	651033302	Vet Serv Asst	\$ 32,909.00	7/6/2022	Resignation	9/6/2022
Youth	702057801	Coord Rec Youth Dev	\$ 59,544.00	12/31//23	Position Change	2/5/2024
Youth	702095201	BLDG Main Mech	\$ 32,957.00	1/1/2024	New Position	1/22/2024
Youth	731165701	Youth Serv Spec	\$ 41,291.00	1/1/2024	New Position	

Vacant	139
Filled	371
Total	510

Personnel Position Vacancy Report - Full Time - 3/17/24

Vacant Positions

Dept.	Position	Title	Budgeted Sal	Date Vacant	Reason for Vac	2024 Savings
DA	116501301	Assistant DA	\$ 110,661.00	11/12/2023	Dept Change	\$ 23,409.06
DA	116501305	Assistant DA	\$ 107,414.00	9/17/2023	Pos Change	\$ 22,722.19
DA	116501308	Assistant DA	\$ 89,840.00	3/3/2024	Resignation	\$ 3,455.38
DA	116547001	Sr Typist	\$ 32,957.00	11/26/2023	Dept Change	\$ 6,971.67
Pub Def**	117111302	Asst Pub Defender	\$ 87,204.00	1/1/2022	New Position	\$ -
Pub Def**	117111303	Asst Pub Defender	\$ 83,394.00	1/1/2022	New Position	\$ -
Pub Def**	117111304	Asst Pub Defender	\$ 83,394.00	1/1/2022	New Position	\$ -
Pub Def**	117168002	Pub Def Investigator	\$ 55,597.00	1/1/2024	New Position	\$ -
Purchasing	134550202	Purchasing Clerk	\$ 34,571.00	1/1/2024	New Position	\$ 7,313.10
Co Clerk	141116104	MV Clerk	\$ 32,957.00	1/22/2024	Termination	\$ 6,971.67
Co Clerk	141116112	MV Clerk	\$ 32,957.00	9/25/2022	Promotion	\$ 6,971.67
AC	142000801	Admin - Indigent	\$ 87,186.00	2/15/2024	Retirement	\$ 7,377.28
B&G	162095209	Building Maint Mech	\$ 40,034.00	2/18/2024	Promotion	\$ 3,079.54
B&G	162096001	Building Maint Sup	\$ 43,705.00	1/1/2023	Promotion	\$ 9,245.29
CS	168096103	Computer Specialist	\$ 47,153.00	1/1/2024	New Position	\$ 9,974.67
E-911	302081005	Sup Telecomm Temp	\$ 40,825.00	1/14/2022	Promotion	\$ 8,636.06
E-911	302081401	Adv Pub Safety Tele	\$ 40,825.00	1/1/2023	New Position	\$ 8,636.06
E-911	302081501	911 Comm Specialist	\$ 53,889.00	1/1/2024	Promotion	\$ 11,399.60
E-911	302082401	911 Dispatch Coord	\$ 59,544.00	8/18/2023	Retirement	\$ 12,595.85
Sheriff	311000104	Account Clerk	\$ 32,636.00	2/21/2023	Resignation	\$ 6,903.77
Sheriff	311008906	Patrol Officer	\$ 68,646.00	2/4/2024	Promotion	\$ 7,920.69
Sheriff	311008946	Patrol Officer	\$ 61,476.00	2/4/2024	Promotion	\$ 7,093.38
Probation	314018105	Probation Off	\$ 50,876.00	11/28/2022	Promotion	\$ 10,762.23
Probation	314018117	Probation Off	\$ 52,636.00	1/26/2024	Resignation	\$ 7,288.06
Probation	314021902	Sr Typist	\$ 32,957.00	5/28/2023	Promotion	\$ 6,135.07
Sheriff	315013021	Correction Officer	\$ 64,432.00	1/22/2024	Retirement	\$ 9,912.62
Sheriff	315013025	Correction Officer	\$ 52,973.00	1/18/2024	Termination	\$ 8,557.18
Sheriff	315013063	Correction Officer	\$ 52,911.00	1/18/2024	Termination	\$ 8,547.16
Health	298099301	Spec Ed Prog Coord	\$ 46,492.00	3/3/2024	Promotion	\$ 1,788.15
Health	401095501	Sr Accountant	\$ 74,736.00	1/29/2024	Retirement	\$ 10,060.62
Health	403518801	Sr PH Nurse	\$ 55,076.00	4/21/2023	Resignation	\$ 11,650.69
Health	403519404	RPN	\$ 47,153.00	3/6/2023	Termination	\$ 9,974.67
Health	403523101	Account Clerk	\$ 31,307.00	7/25/2022	Position Change	\$ 6,622.63
Health	403530501	Sr Lic Prac Nurse	\$ 40,825.00	3/31/2023	Retirement	\$ 8,636.06
Health	403794503	PH Educator	\$ 43,705.00	1/1/2022	New Position	\$ 9,245.29
Health	409001102	Pub Health Tech	\$ 37,018.00	11/22/2023	Resignation	\$ 7,830.73
Health	409071001	Pub Health Tech	\$ 36,971.00	2/4/2024	Promotion	\$ 7,820.79
Highway	511011604	HEO	\$ 47,328.00	2/2/2024	Resignation	\$ 5,642.95
Highway	511011634	HEO	\$ 50,367.00	2/27/2024	Resignation	\$ 2,712.07
Highway	511015906	MEO	\$ 47,328.00	2/5/2024	Resignation	\$ 5,460.92
Highway	511015907	MEO	\$ 47,551.00	3/1/2024	Resignation	\$ 2,011.77
Highway	511016002	MEO	\$ 44,960.00	1/27/2024	Resignation	\$ 6,052.31
Highway	511016009	MEO	\$ 44,960.00	5/29/2023	Promotion	\$ 9,510.77
Highway	511016012	MEO	\$ 47,019.00	1/7/2024	Promotion	\$ 9,042.12
Highway	511016014	MEO	\$ 45,312.00	3/1/2024	Resignation	\$ 1,917.05
Highway	513020408	EMII	\$ 54,350.00	1/31/2024	Retirement	\$ 6,898.27
Highway*	513029001	DIR FLEET MGT	\$ 63,354.00	NA	NA	\$ 13,401.81
Highway	513046201	EMI	\$ 44,960.00	9/21/2023	Resignation	\$ 9,510.77
DSS	431045501	Com Serv Prog Coord	\$ 58,670.00	1/21/2024	Pos Change	\$ 9,026.15
DSS	601000109	Account Clerk	\$ 31,307.00	8/4/2023	Promotion	\$ 6,622.63

DSS	601004401	Caseworker	\$ 50,876.00	11/17/2024	Resignation	\$ 10,762.23
DSS	601004402	Caseworker	\$ 52,636.00	10/20/2023	Termination	\$ 11,134.54
DSS	601005501	Dep Com of Soc Serv	\$ 46,610.00	1/1/2024	New Position	\$ 9,859.81
DSS	601005805	DSS Attorney	\$ 83,394.00	9/15/2022	New Position	\$ 17,641.04
DSS	601005907	CSW	\$ 32,334.00	3/1/2024	Resignation	\$ 1,367.98
DSS	601005916	CSW	\$ 31,307.00	11/12/2023	Position Change	\$ 6,622.63
DSS	601005925	CSW	\$ 31,307.00	1/1/2024	New Position	\$ 6,622.63
DSS	601015206	Typist	\$ 30,740.00	3/15/2024	Position Change	\$ -
DSS	601017601	Prin Account Clerk	\$ 40,825.00	1/1/2024	New Position	\$ 8,636.06
DSS	601020304	Sr Account Clerk	\$ 34,571.00	9/19/2022	Promotion	\$ 7,313.10
DSS	601021606	Sr SWE	\$ 43,430.00	3/3/2024	Promotion	\$ 1,670.38
DSS	601021903	Sr Typist	\$ 32,957.00	1/1/2024	New Position	\$ 6,971.67
DSS	601022305	SWE	\$ 38,478.00	1/19/2024	Resignation	\$ 8,139.58
DSS	601022314	SWE	\$ 39,281.00	1/5/2024	New Position	\$ 7,705.12
DSS	601022316	SWE	\$ 38,803.00	3/1/2024	Resignation	\$ 1,641.67
DSS	601022320	SWE	\$ 40,789.00	11/12/2023	Promotion	\$ 8,628.44
DSS	601022324	SWE	\$ 38,478.00	7/25/2023	Promotion	\$ 8,139.58
DSS	601022329	SWE	\$ 39,615.00	2/4/2024	Promotion	\$ 4,570.96
DSS	601022333	SWE	\$ 39,615.00	11/12/2023	Promotion	\$ 8,380.10
DSS	601022343	SWE	\$ 38,478.00	6/25/2023	Promotion	\$ 8,139.58
DSS	601022355	SWE	\$ 38,478.00	10/1/2023	New Position	\$ 8,139.58
DSS	601024701	Sr Typist	\$ 34,920.00	1/21/2024	Promotion	\$ 5,372.31
DSS	601024702	Typist	\$ 30,280.00	11/3/2023	Resignation	\$ 6,405.38
DSS	601024704	Typist	\$ 30,558.00	12/1/2023	Pos Change	\$ 6,464.19
DSS	601024709	Typist	\$ 30,280.00	11/27/2023	Pos Change	\$ 6,405.38
DSS	601024711	Typist	\$ 31,003.00	2/16/2024	Resignation	\$ 2,504.09
DSS	601024719	Temp Typist	\$ 30,280.00	2/9/2024	Termination	\$ 3,028.00
DSS	601024720	Temp Typist	\$ 30,280.00	1/12/2024	Pos Change	\$ 5,357.23
DSS	601096803	Comp Serv Assistant	\$ 36,314.00	1/1/2024	New Position	\$ 7,681.81
DSS	607004406	Caseworker	\$ 52,636.00	9/18/2023	Position Change	\$ 11,134.54
DSS	607004418	Caseworker	\$ 50,876.00	9/1/2023	Deceased	\$ 10,762.23
DSS	607004470	Caseworker	\$ 61,311.00	1/31/2024	Retirement	\$ 19,835.91
DSS	607004472	Caseworker	\$ 51,911.00	1/17/2024	Termination	\$ 21,884.05
DSS	607004606	Caseworker Aide	\$ 34,021.00	10/2/2023	Promotion	\$ 7,196.75
DSS	607004607	CSW	\$ 33,081.00	2/4/2024	Promotion	\$ 3,817.04
DSS	607004612	Caseworker Aide	\$ 33,100.00	12/5/2023	Resignation	\$ 7,001.92
DSS	607004614	Caseworker Aide	\$ 32,957.00	8/10/2023	New Position	\$ 6,752.95
DSS	607005902	CSW	\$ 31,405.00	1/30/2024	Termination	\$ 3,977.97
DSS	607047002	Paralegal	\$ 48,127.00	1/3/2024	Resignation	\$ 9,502.72
DSS	607047004	Paralegal	\$ 47,153.00	9/29/2023	Resignation	\$ 9,661.74
DSS	629205901	CSW	\$ 32,334.00	2/20/2024	Termination	\$ 2,288.74
DSS	629248007	Emp Specialist	\$ 44,878.00	2/4/2024	Promotion	\$ 5,178.23
DSS	629248008	Emp Specialist	\$ 46,767.00	3/3/2024	Position Change	\$ 1,798.73
DSS	629248011	Emp Specialist	\$ 45,007.00	3/2/2024	Resignation	\$ 1,731.04
DSS	629274102	Emp Advisor	\$ 34,571.00	8/11/2023	Resignation	\$ 7,313.10
DSS	639224702	Typist	\$ 33,269.00	2/18/2024	Dept Change	\$ 2,559.15
Youth	731165701	Youth Serv Spec	\$ 41,291.00	1/1/2024	New Position	\$ 8,734.63
SW	816151002	Main Mech A	\$ 56,190.00	12/25/2024	Promotion	\$ 11,886.35
SW	816016002	MEO	\$ 48,292.00	3/3/2024	Promotion	\$ 1,857.38

* Position has never been filled

** Reimbursed 100%

Total 2024 Salary Savings to Date *	\$	973,714.14	Fringe Rate	
Total 2024 Fringe Savings to Date	\$	<u>543,624.61</u>	55.83%	
	\$	1,517,338.75		
Subtract Annual Leave at Term payoffs	\$	99,197.09		
Total 2024 Savings to Date	\$	1,418,141.66	2023 YTD Savings in March	\$ 2,259,437.70
*Includes \$242,072,81 in savings from positions currently filled or deleted but vacant at one time in 2024.				

Number	Department	Full/Part-Time	Title	Salary
104024701	PT Typist	p	Pt Typist	\$ 21,841.00
117111308	PD	p	Assistant Pub Def	\$ 50,000.00
162005122	B&G	p	PT Cleaner	\$ 22,009.00
302080827	E911	p	Pt Sr Telecomm	\$ 21,820.00
311048904	Sheriff	p	Spec Patrol Officer	\$ 49,000.00
311048908	Sheriff	p	Spec Patrol Officer	N/A
311130101	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130125	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130126	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130127	Sheriff	p	Dep Sheriff PT	\$ 20,643.00
311130314	Sheriff	p	Court Attendant	\$ 10,069.00
311130316	Sheriff	p	Court Attendant	\$ 10,069.00
311130317	Sheriff	p	Court Attendant	\$ 10,069.00
311130318	Sheriff	p	Court Attendant	\$ 10,069.00
311130320	Sheriff	p	Court Attendant	\$ 10,069.00
331501302	DA	p	PT Assistant DA	\$ 62,500.00
364024701	EMO	p	Typist	N/A
401095503	Health	p	Sr Accountant - temp	\$ 4,205.00
409033901	Health	p	Enviro Health Aide	\$ 9,246.00
409033902	Health	p	Enviro Health Aide	\$ 9,246.00
409033903	Health	p	Enviro Health Aide	\$ 9,246.00
409033904	Health	p	Enviro Health Aide	\$ 9,246.00
511029202	Highway	p	Seasonal	\$ 9,800.00
511029203	Highway	p	Seasonal	\$ 9,800.00
511029204	Highway	p	Seasonal	\$ 9,800.00
511029205	Highway	p	Seasonal	\$ 9,800.00
511029207	Highway	p	Seasonal	N/A
601000000	DSS	p	Pt Typist	N/A
601005917	DSS	p	Pt CSW	\$ 15,534.00
601005918	DSS	p	Pt CSW	\$ 15,534.00
601024712	DSS	p	PT Typist	\$ 17,732.00
601024717	DSS	p	PT Typist	\$ 15,534.00
601024718	DSS	p	PT Typist	\$ 15,534.00
601024722	DSS	p	Typist	\$ 17,170.00
607004610	DSS	p	Caseworker Aide	\$ 18,689.00
629295502	DSS	p	Sr Accountant - temp	\$ 15,848.00
702029201	Youth	p	Summer Admin	\$ 5,400.00
702029202	Youth	p	Assistant Director	\$ 6,853.00
702029203	Youth	p	Asst Kitchen MGR	\$ 5,513.00
702029204	Youth	p	Seasonal Clerk	\$ 7,735.00
702029205	Youth	p	Counselour	\$ 4,200.00
702029206	Youth	p	Counselour	\$ 4,200.00
702029207	Youth	p	Counselour	\$ 4,200.00
702029208	Youth	p	Counselour	\$ 4,200.00
702029209	Youth	p	Counselor	\$ 4,200.00
702029210	Youth	p	Counselor	\$ 4,200.00
702029211	Youth	p	Counselor	\$ 4,200.00
702029212	Youth	p	Counselor	\$ 4,200.00
702029213	Youth	p	Counselor	\$ 4,200.00
702029214	Youth	p	Counselor	\$ 4,200.00
702029215	Youth	p	Grp Activity Leader	\$ 4,557.00
702029216	Youth	p	Grp Activity Leader	\$ 4,557.00
702029217	Youth	p	Grp Activity Leader	\$ 4,557.00
702029218	Youth	p	Grp Activity Leader	\$ 4,557.00
702029219	Youth	p	Kitchen Help/Counsel	\$ 4,200.00
702029220	Youth	p	Kitchen Help	\$ 4,200.00
702029221	Youth	p	Kitchen Help/Counsel	\$ 4,200.00
702029223	Youth	p	Lifeguard/Counselor	\$ 4,242.00
702029224	Youth	p	Lifeguard/Counselor	\$ 4,242.00
702029225	Youth	p	Lifeguard/Counselor	\$ 4,200.00
702029226	Youth	p	Security Guard	\$ 4,760.00
702029227	Youth	p	Security Substitute	\$ 7,500.00
702029228	Youth	p	Site Director	\$ 6,853.00

* Salaries listed as N/A are not listed in the budget

County Department Employee Count

as of 3/7/2024

Department	Full-Time	Part-Time	Seasonal	Totals
Board of Elections	10	0	10	20
Buildings & Grounds	33	10	1	44
Central Services	11	0	1	12
Clerk of Legislature (includes W&M)	3	0	0	3
Weights & Measures	1	0	0	1
Community Development, Tourism & Planning	17	0	0	17
County Administrator	6	0	0	6
County Attorney	6	0	0	6
County Clerk	39	2	0	41
County Legislature (includes Strategic Initiatives)	2	25	0	27
County Sheriff (includes Jail)	164	66	0	230
County Jail	76	2	0	78
County Treasurer (includes Real Property)	17	1	0	18
Real Property	7	0	0	7
District Attorney	17	7	0	24
Emergency 911	36	5	0	41
Emergency Management	7	1	0	8
Fire Advisory Board	2	20	0	22
Health	62	3	1	66
Highway (includes Airport)	93	0	0	93
Human Resources (includes Insurance Admin)	12	3	1	16
Insurance Administration	1	0	0	1
Office of the Aging	15	0	0	15
Probation	36	1	0	37
Public Defender	17	1	0	18
Purchasing	3	0	0	3
Assigned Counsel	3	0	0	3
Social Services (includes E&T)	314	17	0	331
Employment & Training	0	0	0	0
Solid Waste Programs (includes ERF)	58	2	2	62
Energy Recovery Facility	27	0	0	27
Veteran's Services	3	0	0	3
Workforce Development	16	1	9	26
Youth Bureau (includes Camp Hollis)	7	0	0	7
Totals	1009	165	25	1199

County Department Employee Count

3/8/2024

Department	Full-Time Employees 2024				Part-Time Employees 2024				Total			
	12/28/23	1/25/24	3/7/24		12/28/23	1/25/24	3/7/24		12/28/23	1/25/24	3/7/24	
Board of Elections	10	10	10		0	0	0		11*	11*	20*	
Buildings & Grounds	32	33	33		12	12	10		45*	46*	44*	
Central Services	11	11	11		0	0	0		12*	12*	12*	
Clerk of Legislature (Inc. Weights/Measures)	3	3	3		1	0	0		4	3	3	
Weights & Measures: 1 FT									0			
Community Development/Tourism/Planning	17	17	17		0	0	0		17	17	17	
County Administrator	6	6	6		0	0	0		6	6	6	
County Attorney	6	6	6		0	0	0		6	6	6	
County Clerk	40	39	39		2	2	2		42	41	41	
County Legislature (Inc. Strategic Initiatives)	2	2	2		24	24	25		26	26	27	
County Sheriff (includes County Jail)	159	160	164		64	65	66		223	225	230	
County Jail: 76 FT; 2 PT									0			
County Treasurer (includes Real Property)	16	17	17		1	1	1		17	18	18	
Real Property: 7 FT									0			
District Attorney	13	16	17		8	7	7		21	23	24	
Emergency 911	31	36	36		5	5	5		36	41	41	
Emergency Management	7	7	7		1	1	1		8	8	8	
Fire Advisory Board	2	2	2		20	20	20		22	22	22	
Health	63	64	62		3	3	3		66	68*	66*	
Highway (includes Airport)	97	98	93		0	0	0		97	98	93	
Human Resources (includes Ins. Admin.)	12	12	12		2	2	3		15*	15*	16*	
Insurance Administration: 1 FT									0			
Office for the Aging	15	15	15		0	0	0		15	15	15	
Probation	38	37	36		1	1	1		39	38	37	
Public Defender	13	14	17		1	1	1		14	15	18	
Purchasing	3	3	3		0	0	0		3	3	3	
Assigned Counsel	3	3	3		1	1	0		4	4	3	
Social Services	333	314	314		19	18	17		361*	332	331	
Solid Waste Programs (includes ERF)	58	58	58		2	2	2		62*	62*	62*	
Veterans' Services	3	3	3		0	0	0		3	3	3	
Workforce Development	0	18	16		0	1	1		0	28*	26*	
Youth Bureau (includes Camp Hollis)	6	6	7		0	0	0		6	6	7	
TOTAL	999	1010	1009	0	167	166	165	0	1225*	1192*	1199*	0

*Includes seasonal employees: Board of Elections - 10; B & G - 1; Central Svcs - 1; Health - 1; Hr - 1; Solid Waste - 2; Workforce Dev. - 9

LISTING (BY TITLE) OF EMPLOYEES ON APPROVED LEAVE OF ABSENCE

3/19/2024

DEPARTMENT	TITLE	REASON FOR LEAVE
County Clerk	Motor Vehicle Clerk	Family/Medical Leave - Intermittent (Unpaid)
Highway	Heavy Equipment Operator	Family/Medical Leave - Intermittent (Paid)
	Heavy Equipment Operator	Family/Medical Leave (Paid)
	Heavy Equipment Operator	Workers' Compensation (Paid)
Sheriff	Correction Officer	Family/Medical Leave - Intermittent (Paid)
	Criminal Investigator	207C Workers' Compensation (Paid)
	Patrol Officer PT	Workers' Compensation (Paid)
	Correction Officer	Family/Medical Leave - Intermittent (Paid)
	Correction Officer	Family/Medical Leave - Intermittent (Paid)
	Correction Officer	Family/Medical Leave - Intermittent (Paid)
Social Services	Community Service Worker	Family/Medical Leave - Intermittent (Paid)
	Typist	Family/Medical Leave - Intermittent (Unpaid)
	Senior Caseworker Aide	Family/Medical Leave (Paid)
	Senior Typist	Family/Medical Leave - Intermittent (Paid)
	Social Welfare Examiner	Family/Medical Leave - Intermittent (Paid)
	Community Service Worker	Family/Medical Leave (Unpaid)
	Caseworker p.t.	Medical Leave of Absence (Unpaid)
	Caseworker	Family/Medical Leave (Unpaid)
	Employment Specialist	Family/Medical Leave - Intermittent (Paid)
Solid Waste	Garage Supervisor	Medical Leave of Absence (Unpaid)
	Loader Operator	Workers' Compensation (Paid)
Workforce Development	Employment Specialist	Family/Medical Leave - Intermittent (Unpaid)

SUMMARY

Paid Leave:	15
Unpaid Leave:	<u>7</u>
	22

Exams Waiting Results as of 03/18/2024

Exam No	Title	Type	Deadline	Exam Date
73975	911 DISPATCH COORDINATOR (PROM)	PROM	12/20/2023	01/27/2024
73892	911 QUALITY CONTROL ANALYST (PROM)	PROM	12/20/2023	01/27/2024
24041	ACCOUNT CLERK (OC)	OC	02/14/2024	03/16/2024
72828	ADMINISTRATIVE SECRETARY (NCP)	NCP	01/24/2024	03/02/2024
73308	ADMINISTRATIVE SECRETARY (PROM)	PROM	01/31/2024	03/02/2024
73867	ADVANCED PUBLIC SAFETY TELECOMMUNICATOR (PROM)	PROM	12/20/2023	01/27/2024
68856	ASSISTANT BUYER (OC)	OC	01/03/2024	02/10/2024
73825	ASSOCIATE TELECOMMUNICATOR (PROM)	PROM	12/20/2023	01/27/2024
68843	BUYER (OC)	OC	01/03/2024	02/10/2024
69284	CASE MANAGER (CITI BOCES) (OC)	OC	09/13/2023	10/21/2023
63295	COUNTY FIRE COORDINATOR (OC)	OC	09/13/2023	10/21/2023
24042	CUSTODIAN (OC)	OC	02/14/2024	03/16/2024
73905	DEPUTY DIRECTOR OF PUBLIC HEALTH (NCP)	NCP	10/25/2023	12/02/2023
75032	DIRECTOR OF ADMINISTRATIVE SERVICES (HIGHWAY) (NCP)	NCP	09/27/2023	11/04/2023
85386	EDUCATIONAL SPECIALIST (OC)	OC	01/24/2024	03/02/2024
63309	EMPLOYMENT SPECIALIST (OC)	OC	09/13/2023	10/21/2023
67554	INDEX CLERK (OC)	OC	09/13/2023	10/21/2023
60044	MOTOR VEHICLE CLERK (OC)	OC	09/13/2023	10/21/2023
65850	PARALEGAL (OC)	OC	12/06/2023	01/13/2024
74687	PAYROLL ADMINISTRATOR (NCP)	NCP	09/27/2023	11/04/2023
86159	PRINCIPAL CASEWORKER AIDE (OC)	OC	12/06/2023	01/13/2024
72834	PRINCIPAL SOCIAL WELFARE EXAMINER (PROM)	PROM	01/03/2024	02/10/2024
73853	PRINCIPAL TELECOMMUNICATOR (PROM)	PROM	12/20/2023	01/27/2024
85323	RECEIVING AND INVENTORY SPECIALIST (CITI BOCES) (OC)	OC	01/03/2024	02/10/2024
70695	RECEIVING AND INVENTORY SPECIALIST (CITI BOCES) (PROM)	PROM	01/03/2024	02/10/2024
78710	SECURITY SPECIALIST (PROM)	PROM	10/25/2023	12/02/2023
60373	SENIOR ACCOUNT CLERK (OC)	OC	01/03/2024	02/10/2024
73807	SENIOR CASEWORKER AIDE (PROM)	PROM	12/06/2023	01/13/2024
67853	SENIOR INDEX CLERK (OC)	OC	09/13/2023	10/21/2023
60320	SENIOR MOTOR VEHICLE CLERK (OC)	OC	09/13/2023	10/21/2023
76257	SENIOR MOTOR VEHICLE CLERK (PROM)	PROM	09/13/2023	10/21/2023
72152	SENIOR SUPPORT EXAMINER (PROM)	PROM	10/25/2023	12/02/2023

Exams Waiting Results as of 03/18/2024

Exam No	Title	Type	Deadline	Exam Date
24048	SENIOR TYPIST (OC)	OC	02/14/2024	03/16/2024
24049	SENIOR TYPIST (PROM)	PROM	02/14/2024	03/16/2024
68386	TELECOMMUNICATOR (OC)	OC	12/20/2023	01/27/2024
24045	TYPIST (OC)	OC	02/14/2024	03/16/2024
85112	WORKFORCE LIAISON (CITI BOCES) (OC)	OC	09/13/2023	10/21/2023
**** TOTAL EXAMS REPORTED ****		37		

Exams Scheduled as of 03/18/2024

Exam No	Title	Type	Deadline	Exam Date
86165	911 TRAINING COORDINATOR (OC)	OC	04/24/2024	06/01/2024
73898	911 TRAINING COORDINATOR (PROM)	PROM	04/24/2024	06/01/2024
74415	ADMINISTRATIVE AIDE (CITI BOCES) (PROM)	PROM	03/27/2024	05/04/2024
87060	AGING SERVICES SPECIALIST (OC)	OC	02/14/2024	03/23/2024
86193	CASE MANAGER (AGING) (OC)	OC	02/14/2024	03/23/2024
70160	CASE SUPERVISOR B (PROM)	PROM	03/27/2024	05/04/2024
72283	CRIMINAL INVESTIGATOR (PROM)	PROM	04/24/2024	06/01/2024
87059	HEAD CUSTODIAN (SCHOOLS) (OC)	OC	02/14/2024	03/23/2024
74788	HEAD CUSTODIAN (SCHOOLS) (PROM)	PROM	02/14/2024	03/23/2024
77724	HUMAN RESOURCES SPECIALIST (CITI BOCES) (NCP)	NCP	03/06/2024	04/13/2024
72233	PATROL OFFICER - SERGEANT (PROM)	PROM	04/24/2024	06/01/2024
87827	PRINCIPAL CLERK (OC)	OC	03/27/2024	05/04/2024
64735	PUBLIC HEALTH EDUCATOR (OC)	OC	02/28/2024	03/23/2024
87066	REAL PROPERTY DATA ASSISTANT (OC)	OC	04/24/2024	06/01/2024
72778	REAL PROPERTY DATA COORDINATOR TRAINEE (NCP)	OC	04/24/2024	06/01/2024
87593	SCHOOL BUSINESS EXECUTIVE (MEXICO SCHOOLS) (OC)	OC	04/24/2024	06/01/2024
65957	SENIOR BENEFITS ASSISTANT (OC)	OC	03/06/2024	04/13/2024
70070	SENIOR CASEWORKER (PROM)	PROM	03/27/2024	05/04/2024
87823	SENIOR SOCIAL WELFARE EXAMINER (OC)	OC	05/08/2024	06/15/2024
72099	SENIOR SOCIAL WELFARE EXAMINER (PROM)	PROM	05/08/2024	06/15/2024
85378	SENIOR YOUTH SERVICES SPECIALIST (OC)	OC	04/24/2024	06/01/2024
86192	SOCIAL SERVICES INVESTIGATOR (OC)	OC	03/06/2024	04/13/2024
74019	SOCIAL SERVICES INVESTIGATOR (PROM)	PROM	03/06/2024	04/13/2024
85377	YOUTH SERVICES SPECIALIST (OC)	OC	04/24/2024	06/01/2024
***** TOTAL EXAMS REPORTED *****				24