Finance & Personnel Committee

AGENDA - REGULAR MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Thursday, July 7, 2022 at 2:00 p.m.
Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego

COMMITTEE MEMBERS:

John Martino, Chair	Legislator, 6th District
Stephen Walpole, Vice Chair	Legislator, 14th District
David Holst	Legislator, 4th District
Linda Lockwood	Legislator, 11th District
Laurie Mangano-Cornelius	Legislator, 17th District
Patrick Twiss	Legislator, 13th District
Nathan Emmons	Legislator, 15th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of minutes for the Finance & Personnel Committee's Regular Meeting on June 2, 2022 and Special Meeting on June 9, 2022

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

GC-6 Resolution Authorizing Position Reclassification County Clerk – Motor Vehicle

PUBLIC SAFETY COMMITTEE

PS-1 Resolution Authorizing Budgetary Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) to Automotive Equipment (Road Division) – Ford Explorer

PS-2 Resolution Authorizing Budgetary Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) to Automotive Equipment (Road Division) – Nissan

PS-3 Resolution Authorizing Budgetary Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) to Other Equipment (Emergency Management) -- Drone

PS-4 Resolution Authorizing Budgetary Modification Sheriff's Office Transfer from Insurance Recovery (Treasurer's Office) to Automotive Equipment (Road Division) – Ford Utility Police Interceptor

PS-6 Resolution Authorizing Budgetary Modification E911 -- Overtime

PS-7 Resolution Authorizing the Amendment of the Management Compensation Plan to Provide Stipend for Additional Duties Performed by Members of the District Attorney's Office

PS-8 Resolution Authorizing the Reclassification of One Position in the District Attorney's Office

---

HUMAN SERVICES COMMITTEE

HS-1 Resolution Authorizing Creation of One Position in the Department of Social Services – Social Welfare Examiner

HS-2 Resolution Authorizing Reclassification of One Position in the Department of Social Services – Community Services Worker to Social Welfare Examiner

HS-4 Resolution Authorizing the Creation of Four (4) Positions within DSS Services Unit

---

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

EP-2 Resolution Amending Capital Project #80, Oswego County Government Website Project

---

HEALTH COMMITTEE

- **None**

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

IT-2 Resolution Appointing Director of Solid Waste Programs

IT-3 Resolution Appointing a Superintendent of Highways in and for the County of Oswego Pursuant to New York State Highway Law §100 and County Law §400(4)(a)

IT-4 Resolution Authorizing Budget Modification Highway – Gas and Oil

IT-5 Resolution Authorizing Budget Modification Airport

IT-9 Resolution Authorizing Creation Of One Temporary Position In The Highway Department

---

FINANCE & PERSONNEL COMMITTEE

- **None**

REPORTING DEPARTMENTS:

- Department of Social Services
    - Set Salary for Director of Services

- Personnel Position Vacancy Report
    - Vacancy Reports/Employee Counts/Employees on Leaves of Absence/Current Exams

- Administration
    - Update on state legislation impacting counties
    - Department Updates

- Treasurer
    - Department Updates

- Purchasing
    - Department Updates

ADJOURNMENT:

Finance & Personnel Committee

DRAFT

MINUTES - REGULAR MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Thursday, June 2, 2022 at 2:00pm
Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

John Martino, Chair	Legislator, 6th District	Present
Stephen Walpole, Vice Chair	Legislator, 14th District	Present
David Holst	Legislator, 4th District	Present
Linda Lockwood	Legislator, 11th District	Present
Laurie Mangano-Cornelius	Legislator, 17th District	Present
Patrick Twiss	Legislator, 13th District	Present
Nathan Emmons	Legislator, 15th District	Present

Staff & Guests:

Phil Church	Julie Bell	Carl Schmidt	Shannele Porter
Marti Babcock	Brain Chetney	Kevin Gardner	Rick Doten
Holly Carpenter	Chris Baldwin	Shawn Walker	Shane Law
James Weatherup	Stacy Alvord	David Turner	

CALL TO ORDER:

A Regular Meeting of the Finance and Personnel Committee was called to order at 2:07 pm by Committee Chair John Martino with the Deputy Clerk of the Legislature Present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes: Legislator Twiss
Second: Legislator Mangano
Vote: Unanimous, motion carried

The minutes for the Finance & Personnel Committee Regular Meeting on May 5, 2022 and Special Meeting on May 12, 2022

RESOLUTIONS:

Legislator Holst motions to untable HS-3, tabled at the May 5 meeting, to the floor. Legislator Walpole seconds. Legislator Walpole motions to amend at a new pay rate of $84,793 annually, seconded by Legislator Holst. Amended resolution is approved unanimously.

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

GC-1 Resolution Allocating Funds Made Available to The County of Oswego Through the American Rescue Plan Act to Certain Sub-Recipients and Beneficiaries
**Pending Government Approval*
Motion to table: Legislator Holst
Second: Legislator Mangano
Vote: Unanimous, motion carried

PUBLIC SAFETY COMMITTEE

PS-3 Resolution Establishing Capital Project E0222 - County Fire Vehicles and Equipment
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

PS-4 Resolution Authorizing Budgetary Modification Stop-DWI FFY 2022 High Visibility Engagement Campaign
Motion to approve: Legislator Mangano
Second: Legislator Lockwood
Vote: Unanimous, motion carried

PS-6 Resolution Authorizing Budgetary Modification Sheriff's Office Transfer from Sale of Equipment (Sheriff's Office) To Automotive Equipment (Road Division)
Motion to approve: Legislator Mangano
Second: Legislator Holst
Vote: Unanimous, motion carried

PS-7 Resolution Authorizing the Oswego County Emergency Management Office to Accept Funding from the Walmart Community Grant Program
Motion to approve: Legislator Walpole
Second: Legislator Twiss
Vote: Unanimous, motion carried

HUMAN SERVICES COMMITTEE

Motion to move HS-1, HS-2 and HS-4 as a Block: Legislator Twiss
Second: Legislator Walpole
Vote: Unanimous, motion carried

HS-1 Resolution Authorizing Budget Modification Youth Bureau- Additional 2022 NYS Youth Development Program Funds

HS-2 Resolution Authorizing Budget Modification Youth Bureau- 2022 NYS Sports & Education Opportunity Funds

HS-3 Resolution Authorizing Restructure of DSS/Employment and Training
Motion to approve: Legislator Twiss
Second: Legislator Lockwood
Vote: Unanimous, motion carried

HS-4 Resolution Authorizing Budget Modification Department of Social Services to Accept Raise the Age State Aid

ECONOMIC DEVELOPMENT & PLANNING COMMITTEE

EP-1 Resolution Authorizing the Creation of One Position in The Community Development, Tourism and Planning Department

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

HEALTH COMMITTEE

HE-3 Resolution Making Appointments to Ensure Continuity of Leadership at The Health Department

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

HE-5 Resolution for The Reclassification of The Healthy Families Program Manager Position from SPHN To Coordinator of The Program

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

INFRASTRUCTURE, FACILITIES & TECHNOLOGY COMMITTEE

IT-2 Resolution Establishing Capital Project No. 0422, ERF Capital Repairs

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

FINANCE & PERSONNEL COMMITTEE

FP-1 Resolution Awarding Custodial Trustee Services for The Oswego County Deferred Compensation Plan

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

COMMITTEE REVIEW & DECISIONS:

Committee approves solid waste request to increase pay rate for shift supervisors at ERF.

Committee approves request from County Administrator Phil Church to temporarily suspend the county's vacancy review policy until January 2023, allowing department heads to fill vacant positions without authorization from the Finance & Personnel Committee.

REPORTING DEPARTMENTS:

- Personnel Position Vacancy Report
  -Julie Bell, Director of Human Resources presented a vacancy report, noting 132 positions are currently vacant resulting in $2 million in year-to-date savings

- Administration
  -County Administrator, Phil Church asked for committee approval to suspend the vacancy review policy and provided a handout and verbal overview

- Treasurer
  -Treasurer Kevin Gardner and Chief Accountant Robin McMillen provided reports on sales tax and a summary of the 2021 Annual Financial Report

- Purchasing
  -Purchasing Director Holly Carpenter gave verbal department update

ADJOURNMENT:

Motion to adjourn at 2:41 pm: Legislator Twiss
Second: Legislator Walpole
Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

Finance & Personnel Committee

DRAFT

MINUTES - SPECIAL MEETING **OSWEGO COUNTY, NEW YORK**

Date/ Time: Thursday, June 9, 2022 at 6:15 p.m.
Location: Conference Room E - Legislative Office Building 46 East Bridge Street Oswego, New York 13126

COMMITTEE MEMBERS:

John Martino, Chair	Legislator, 6th District	Present
Stephen Walpole, Vice Chair	Legislator, 14th District	Absent, excused
David Holst	Legislator, 4th District	Present
Linda Lockwood	Legislator, 11th District	Present
Laurie Mangano-Cornelius	Legislator, 17th District	Present
Patrick Twiss	Legislator, 13th District	Absent, excused
Nathan Emmons	Legislator, 15th District	Absent, excused

Staff & Guests:

Phil Church	Kevin Gardner	James Weatherup	David Turner

CALL TO ORDER:

A Special Meeting of the Finance and Personnel Committee was called to order at 6:17 p.m. by Committee Chair John Martino with the Deputy Clerk of the Legislature Present. The meeting commenced with the Pledge of Allegiance.

RESOLUTIONS:

GOVERNMENT, COURTS AND CONSUMER AFFAIRS COMMITTEE

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

Motion to approve Arise request: Legislator Lockwood
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to table St. Luke's Family of Caring request, refer back to Human Services: Legislator Mangano
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

Motion to table Farnham Family Services request, refer back to Human Services: Legislator Mangano
Second: Lockwood
Vote: 4-0-3, motion carried

Motion to approve request for Salvation Army Pathway of Hope: Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to table request for Pulaski Water Treatment: Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to approve $20,000 for Friends of Oswego County Hospice: Legislator Mangano
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

Motion to approve $60,000 for Riverview Pediatrics: Legislator Holst
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

Motion to approve funds for Quality Inn Expansion ($500,000), Sandy Pond Dredging ($300,000), 4 Minnows Café ($25,000), Fairways & Dreams ($200,000), Mexico Historical Society ($40,000), Fulton Block Builders ($49,999), Oswego Renaissance Association ($49,999), Authentic Beauty ($3,500), Sandy Pond Quality Study ($19,218): Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to approve $325,977 for Legends Field: Legislator Lockwood
Second: Legislator Mangano
Vote: 4-0-3, motion carried

Motion to approve Town of Richland ($260,000), Town of Hastings ($250,000) water projects: Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to approve Northern Oswego County Ambulance ($139,000) request: Legislator Lockwood
Second: Legislator Holst
Vote: 4-0-3, motion carried

Motion to table Fulton Police Department request: Legislator Mangano
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

HUMAN SERVICES COMMITTEE

HS-6 Resolution Approving Appointment of Director of Veterans Services
Motion to amend to reflect July 4 start date: Legislator Mangano
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

Motion to approve, as amended: Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

HEALTH COMMITTEE

HE-5 Resolution for The Reclassification of The Healthy Families Program Manager Position from SPHN To Coordinator of The Program

Motion to approve: Legislator Mangano
Second: Legislator Lockwood
Vote: 4-0-3, motion carried

ADJOURNMENT:

Motion to adjourn at 6:34 p.m.: Legislator Mangano
Second: Legislator Holst
Vote: 4-0-3, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

DRAFT

AGENDA #GC-6

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING POSITION RECLASSIFICATION
COUNTY CLERK – MOTOR VEHICLE

By Legislator David Holst:

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

RESOLVED, that the Oswego County Clerk has identified the need to reclassify one (1) existing full-time Motor Vehicle Clerk to a full-time Senior Motor Vehicle Clerk to properly staff all three Department of Motor Vehicle offices.

RESOLVED, that one full-time Motor Vehicle Clerk position, 141116123, grade five (5) in the CSEA Oswego County Local 838 Agreement, be reclassified to a full-time Senior Motor Vehicle Clerk, grade six (6) in the CSEA Oswego County Local 838 Agreement, and be it,

RESOLVED, that the salary increase due to the reclassification will not require budget modification as it will be absorbed by the current salary and wages allocations, and be it further,

RESOLVED, that a certified copy of this resolution be delivered to the Oswego County Treasurer's Budget Office and the Human Resources Director shall be their authority to 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)

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

CATHY M. SHARKEY
SUPERVISOR – MOTOR VEHICLES
DMV OFFICES
OSWEGO/FULTON/PULASKI

MATTHEW BACON
DEPUTY CLERK
NANCY BELCHER
DEPUTY CLERK OF OPERATIONS

Date: June 22, 2022

To: Members of the Government, Courts and Consumer Affairs Committee

From: Terry M. Wilbur, County Clerk

Informational Memorandum

Subject: Reclassification of Job Title

Purpose: Reclassify a Motor Vehicle Clerk to a Senior Motor Vehicle Clerk

Summary: This reclassification allows the Motor Vehicle offices to function autonomously for supervision and opening & closing of the offices. Currently there are two Senior Motor Vehicle Clerks in each office but one. Having a consistent administrative structure will allow seamless supervision and alleviate the need to repurpose staff and pay mileage.

Recommended Action: The Government, Courts and Consumer Affairs Committee approve the reclassification.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: OSWEGO COUNTY CLERK-MOTOR VEHICLE **DIVISION/UNIT:** 1411

A. NEW POSITION REQUEST

1. Position Title

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

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

   b. Management or PEF – 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: Motor Vehicle Clerk 2. Position #: 141116123

3. Present Salary/Hourly Rate: $16.94 Grade: 5

4. Requested Title: Senior Motor Vehicle Clerk

5. Requested Salary: $17.77

   a. Bargaining Unit: CO-OP Hourly Rate: $17.77 Grade: 6

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

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

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

   This reclassification allows the Motor Vehicle offices to function more efficiently and effectively for supervision and opening & closing of the offices. Currently there are two Senior Motor Vehicle Clerks in each office but one. Having to repurpose staff has a budgetary cost in mileage and often times creates a gap in supervision and related job duties.

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

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

SD 222

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY DEPARTMENT OF PERSONNEL **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
OSWEGO COUNTY CLERK	MOTOR VEHICLE	MOTOR VEHICLE

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

Title requested: *SENIOR MOTOR VEHICLE CLERK*

PERCENT OF WORK TIME	**SEE ATTACHED JOB DESCRIPTION**
75%	*OPEN AND CLOSE OFFICE, PROVIDE SUPERVISION TO STAFF INCLUDING BUT NOT LIMITED TO ANSWERING QUESTIONS, CASHING UP, MAKING JUDGMENT CALLS, OVERRIDING TRANSACTIONS, AUDITING WORK PERFORMED BY STAFF, HANDLING ACCRUALS AND STAFFING ISSUES*
25%	*EDIT & PROCESS DAILY WORK INCLUDING BUT NOT LIMITED TO LICENSES, REGISTRATIONS, PLATE SURRENDERS, INSURANCE ISSUES, ETC.*

	(Attach additional sheets if more space is needed)

5/01

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

NAME	TITLE	TYPE OF SUPERVISION
CATHY SHARKEY	MOTOR VEHICLE SUPERVISOR	GENERAL/DIRECT

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

NAME	TITLE	TYPE OF SUPERVISION
VARIOUS	MOTOR VEHICLE CLERK	GENERAL/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
MICHELLE HARDY	SENIOR MOTOR VEHICLE CLERK	PULASKI
DANA SEINOSKI	SENIOR MOTOR VEHICLE CLERK	FULTON
DIANE PAROW	SENIOR MOTOR VEHICLE CLERK	OSWEGO

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): *SEE ATTACHED JOB DESCRIPTION*

Essential knowledge, skills and abilities: *SEE ATTACHED JOB DESCRIPTION*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: June 22, 2022 **Title: OSWEGO COUNTY CLERK** **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:**

5/01

POSITION CLASS TITLE: **SENIOR MOTOR VEHICLE CLERK**

JURISDICTIONAL CLASS: Competitive
CIVIL DIVISION: County
AUTHORIZATION: Oswego County Personnel Officer
December 1993

POSITION CLASS DEFINITION:

Essential nature of work, degree of difficulty and responsibility.

This position involves responsibility for supervising and directing the daily activities of an office of the Motor Vehicle Bureau.

Independent judgment is exercised in planning and overseeing clerical activities on a moderately large scale. The work is performed under the general supervision of the Motor Vehicle Bureau Supervisor and in accordance with the Vehicle and Traffic Law and the procedures established by the Commissioner of Motor Vehicles. Employee may be assigned responsibility for a branch office or assists Motor Vehicle Bureau Supervisor with administrative duties. Direct supervision is exercised over Motor Vehicle Clerks and other clerical staff assigned. The incumbent does related work as required.

PRIMARY WORK ACTIVITIES:
Typical activities characteristic of the class.

-- Trains, supervises, and evaluates staff;
-- Supervises and assists in the issuance of license plates and registrations;
-- Supervises and assists in the collection, recording, and depositing of monies;
-- Supervises and assists in giving written, vision, and color tests for learner's permits;
-- Provides information to the public on all phases of law and procedures related to motor vehicles;
-- Prepares routine correspondence on matters where policies and procedures are well defined;
-- Prepares and maintains a variety of financial and statistical records and reports on a regular basis;
-- Maintains stock levels of documents, license plates, and general supplies;
-- Assists Motor Vehicle Clerks in dealing with unruly customers or unusual problems;
-- Keeps informed of new laws and impending changes to the Vehicle and Traffic Law as they relate to the Bureau, so that necessary changes can be initiated promptly and effectively;
-- Makes suggestions on improving methods and procedures and assists with implementing changes;
-- Enters and retrieves data through use of a computer terminal.

SENIOR MOTOR VEHICLE CLERK (212)

KNOWLEDGE, SKILLS AND ABILITIES:
Summary of full performance level characteristics.

GOOD KNOWLEDGE OF: 21. business arithmetic; 22. business English; 196.Vehicle and Traffic Laws; 107. office equipment; 108.office terminology, practices, and procedures; 150. procedures and reports of New York State as applicable to the operations of a County Motor Vehicle Bureau; 135. principles and practices of supervision;

ABILITY TO: 209. understand and follow oral and written instructions; 107. manipulate an alphanumeric keyboard such as a typewriter, word processor or microcomputer; 43. deal with unruly and often impatient customers with tact and courtesy; 125. perform detailed work involving visual effort and strain; 151. prepare financial and statistical reports; 178. secure the cooperation of others; 25. communicate effectively, both orally and in writing; 137. plan, assign, and review the work of others.

MINIMUM QUALIFICATIONS:
Education, specialized background, training and experience.

A. Completion of 60 credit hours from a regionally accredited or NYS registered college, university, or business school and one year of clerical experience; **OR**

B. Graduation from high school or possession of an equivalency diploma and three years of clerical experience; **OR**

C. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.

AGENDA# PS-1

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO AUTOMOTIVE EQUIPMENT (ROAD DIVISION)

By Legislator Marc Greco:

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

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

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

OSWEGO COUNTY SHERIFF'S OFFICE

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

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

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: June 16, 2022

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 $5,381.29 into Automotive Equipment (A3110.523000) to repair one 2018 Ford Explorer Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. **0000123404**

Description	Check Amount
Claim No: OSWEG-2022-021-001, Commercial Automobile Comprehensive/Glass, Invoice No:	$5,381.29
First and Final - Claimant: Oswego County	
DOL: 5/12/2022, 2018 Ford, VIN: 5767, Less $500 Ded	
CHECK TOTAL	$5,381.29

6/16/22
Sent to Treasurer's
& Bill Buzzell

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. **0000123404**

29-7
213

DATE
6/07/22

PAY: *Five thousand three hundred eighty one and 29/100 Dollars*

TO THE ORDER OF **OSWEGO COUNTY**

CHECK AMOUNT
$*******5,381.29

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

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123404⑈ ⑆021300077⑆ 3256800041 74⑈

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

Date: June 16, 2022

FROM (OR REVENUE) ACCOUNT NUMBER			TO (OR APPROPRIATION) ACCOUNT NUMBER				
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	REASON FOR REQUEST	DOLLAR AMOUNT
A1325	426800					Insurance Recovery	($5,381.29)
			A3110	523000		Automotive Equipment	$5,381.29
						TOTAL AMOUNT	0.00

COMMITTEE SIGNATURES

DEPARTMENT HEAD

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE
(Personnel Services Only)

COUNTY ADMINISTRATOR DATE

AGENDA# PS-2

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO AUTOMOTIVE EQUIPMENT (ROAD DIVISION)

By Legislator Marc Greco:

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

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

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

OSWEGO COUNTY SHERIFF'S OFFICE

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

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

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: June 16, 2022

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 $1,021.07 into Automotive Equipment (A3110.523000) to repair one 2018 Nissan that collided with a 2015 Kia. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. **0000123435**

Description	Check Amount
Claim No: OSWEG-2022-005-002, Commercial Automobile Collision, Invoice No:	$1,021.07
First and Final - Claimant: Oswego County	
DOL: 1/12/2022, COLL LESS 500 DED 18 NISSAN 5506	
CHECK TOTAL	$1,021.07

6/16/22
sent to Treasurer
& Bill Buzzell
(Sheriff's Dept)

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. **0000123435**

29-7
213

DATE
6/07/22

PAY: *One thousand twenty one and 07/100 Dollars*

TO THE ORDER OF **OSWEGO COUNTY**

CHECK AMOUNT
$******1,021.07

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

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123435⑈ ⑆021300077⑆ 3256800041 74⑈

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

Date: June 16, 2022

FROM (OR REVENUE) ACCOUNT NUMBER			TO (OR APPROPRIATION) ACCOUNT NUMBER				
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	REASON FOR REQUEST	DOLLAR AMOUNT
A1325	426800					Insurance Recovery	($1,021.07)
			A3110	523000		Automotive Equipment	$1, 021.07
						TOTAL AMOUNT	0.00

COMMITTEE SIGNATURES

DEPARTMENT HEAD

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE
(Personnel Services Only)

COUNTY ADMINISTRATOR DATE

AGENDA# PS-3

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION SHERIFF'S OFFICE TRANSFER FROM INSURANCE RECOVERY (TREASURER'S OFFICE) TO OTHER EQUIPMENT-DRONE (EMERGENCY MANAGEMENT)

By Legislator Marc Greco:

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

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

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

OSWEGO COUNTY SHERIFF'S OFFICE

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

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

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: June 15, 2022

SUBJECT: Drone purchase 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 $8,785.00 into Other Equipment-Drone (A33640.526000) to purchase a replacement drone for one that was damaged. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/07/22

CHECK NO. **0000123400**

Description	Check Amount
Claim No: OSWEG-2022-020-001, Commercial Inland Marine Other, Invoice No: First and Final - Claimant: Oswego County DOL: 5/3/2022, damaged drone	$8,785.00
CHECK TOTAL	$8,785.00

6/13 - Sent to Treasurer's Office E. H. Wills

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. **0000123400**

29-7
213

DATE
6/07/22

PAY: *Eight thousand seven hundred eighty five and 00/100 Dollars*

TO THE ORDER OF **OSWEGO COUNTY**

CHECK AMOUNT
$******8,785.00

MAIL TO **OSWEGO COUNTY**
46 EAST BRIDGE STREET
ATTN: JENNIFER SHEPARDSON
OSWEGO, NY 13126

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123400⑈ ⑆021300077⑆ 3256800041 74⑈

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

Date: June 15, 2022

FROM (OR REVENUE) ACCOUNT NUMBER			TO (OR APPROPRIATION) ACCOUNT NUMBER				
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	REASON FOR REQUEST	DOLLAR AMOUNT
A1325	426800					Insurance Recovery	($8,785.00)
			A3640	526000		Other Equipment -Drone	$8,785.00
						TOTAL AMOUNT	0.00

COMMITTEE SIGNATURES

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE
(Personnel Services Only)

DEPARTMENT HEAD

COUNTY ADMINISTRATOR DATE

AGENDA# PS-4

RESOLUTION NO.

July 14, 2022

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:

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:**

OSWEGO COUNTY SHERIFF'S OFFICE

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

DONALD R. HILTON
SHERIFF

JOHN F. TOOMEY
UNDERSHERIFF
MICHAEL R. BENJAMIN
JAIL ADMINISTRATOR

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: June 22, 2022

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 $9,958.62 into Automotive Supplies and Repair (A3110.544100) to repair one 2016 Ford Utility Police Interceptor that collided with a deer. Attached is a copy of the claim check sent from New York Municipal Insurance Reciprocal.

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

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 4/26/22

CHECK NO. **0000122563**

Description	Check Amount
Claim No: OSWEG-2022-011-001, Commercial Automobile Comprehensive/Glass, Invoice No: First and Final - Claimant: Oswego County DOL: 4/4/2022, COMP LESS $500 DED 2016 FORD 6812	$6,517.55
CHECK TOTAL	$6,517.55

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. **0000122563**

29-7 / 213

DATE
4/26/22

PAY: *Six thousand five hundred seventeen and 55/100 Dollars*

TO THE ORDER OF **OSWEGO COUNTY**

CHECK AMOUNT
$*******6,517.55

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

SIGNATURE HAS A COLORED BACKGROUND

⑈0000122563⑈ ⑆021300077⑆ 3256800041 74⑈

NEW YORK MUNICIPAL INSURANCE RECIPROCAL

DATE ISSUED 6/14/22

CHECK NO. **0000123547**

Description	Check Amount
Claim No: OSWEG-2022-011-001, Commercial Automobile Comprehensive/Glass, Invoice No:	$3,441.07
Claimant: Oswego County	
DOL: 4/4/2022, SUPPLEMENT 16 FORD 6812	
CHECK TOTAL	$3,441.07

6/21/2022
sent to Treasurer
c Bill Bozzell

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. **0000123547**

29-7
213

DATE
6/14/22

PAY: *Three thousand four hundred forty one and 07/100 Dollars*

TO THE ORDER OF **OSWEGO COUNTY**

CHECK AMOUNT
$*******3,441.07

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

SIGNATURE HAS A COLORED BACKGROUND

⑈0000123547⑈ ⑆021300077⑆ 3256800041 74⑈

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

Date: June 22, 2022

FROM (OR REVENUE) ACCOUNT NUMBER			TO (OR APPROPRIATION) ACCOUNT NUMBER				
DEPT.	OBJECT	SUB.	DEPT.	OBJECT	SUB.	REASON FOR REQUEST	DOLLAR AMOUNT
A1325	426800					Insurance Recovery	($9,958.62)
			A3110	544100		Automotive Supplies and Repair	$9,958.62
						TOTAL AMOUNT	0.00

COMMITTEE SIGNATURES

DEPARTMENT HEAD

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE
(Personnel Services Only)

COUNTY ADMINISTRATOR DATE

AGENDA# PS-6

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGETARY MODIFICATION E911 – Overtime

By Legislator Marc Greco:

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

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

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

OSWEGO COUNTY
E-9-1-1 EMERGENCY COMMUNICATIONS DEPARTMENT
315-349-8215
Fax 315-349-8500
PUBLIC SAFETY CENTER 39 CHURCHILL ROAD OSWEGO, NY 13126
Kevin B. Pooley
Director

Informational Memo

E911 Overtime budget mod request
6/20/2022

2022 has again been a difficult year with staffing for the E911 Department. E911 currently has 5 full time telecommunicator positions and 2 part time telecommunicator positions open. These vacancies have increased our overtime costs unexpectedly in the last couple months to maintain appropriate coverage of the department. We also installed a 911 phone system upgrade earlier this year that required staff to come in for an extra day which had to be scheduled on over time due to coverage requirements.

I am requesting a budget modification from salaries and wages to overtime to cover the required overtime that E911 is incurring. I am requesting to move $15,000 to the overtime budget line A3020-512000 from salaries and wages line A3020-511000. This amount should cover overtime expenses for the remainder of 2022 barring any further major impacts to staffing.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

From ACCOUNT NUMBER			To ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A3020	511000					SALARIES AND WAGES REG	$ (15,000.00)
			A3020	512000		OVERTIME PAYMENTS	15,000.00
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

AGENDA# PS-7

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING THE AMENDMENT OF THE MANAGEMENT COMPENSATION PLAN TO PROVIDE STIPEND FOR ADDITIONAL DUTIES PERFORMED BY MEMBERS OF DISTRICT ATTORNEY'S OFFICE

By Legislator Marc Greco:

WHEREAS, in January of 2020, Oswego County had to implement a Centralized Arraignment Part (CAP Court) to make sure that assigned counsel attorneys were present for all criminal arraignments, as required by law, and

WHEREAS, the CAP Court meets at the Public Safety Center, 39 Churchill Road, in Oswego, every evening from 5:30 pm to 10:00 pm, 365 days a year, as well as every weekend morning and holiday mornings at 8:00 am, and

WHEREAS, assigned counsel attorneys who are part of the 18-B Panel are compensated for all evening, weekend, and holiday appearances at CAP Court; and

WHEREAS, prosecutors from the Oswego County District Attorney's Office appear at all evening CAP Court arraignments, either virtually or in person, and facilitate every weekend / holiday morning arraignment; and

WHEREAS, the CAP Court appearances occur outside of standard business hours and are in addition to the normal duties performed by prosecutors in the District Attorney's Office, and

WHEREAS, adequately and compensating prosecutors who appear at and perform additional duties for CAP Court helps to promote the retention of experienced Assistant District Attorneys, which is in the County's best interest; and

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

RESOLVED, that the Management Compensation Plan should be amended to provide for a stipend to compensate prosecutors for the additional appearances and duties related to CAP Court, at a rate of $200 per evening ($300 if it's a holiday), and at a rate of $75 per weekend morning (non-holiday), and at a rate of $125 per holiday morning, and that the Human Resources Department will establish pay codes and develop ancillary documents or forms as may be necessary to effectuate same; and FURTHER, that a separate line should be established within the District Attorney's Office budget from which the CAP Court stipend will be paid, to be funded in 2022 from salary and benefits associated with a full-time Assistant District Attorney position (116501306) that is now vacant; and FURTHER, that vacant Assistant District Attorney position (116501306) shall hereby be eliminated from the budget of the

District Attorney's Office.

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

DATE: May 18, 2022

TO: Public Safety / Finance & Personnel Committee Members

FROM: Gregory Oakes, District Attorney

INFORMATIONAL MEMO

SUBJECT: Modify the Management Compensation Plan to provide a Stipend for additional duties performed by prosecutors related to the Centralized Arraignment Part (CAP Court)

PURPOSE: To establish a stipend for additional duties regularly performed by prosecutors on evenings, weekends, and holidays, outside of standard business hours.

SUMMARY: In January of 2020, Oswego County had to implement a Centralized Arraignment Part (CAP Court) to make sure that a defense attorney is present for all criminal arraignments, as required by law. The CAP Court meets at the Public Safety Center, 39 Churchill Road in Oswego, every evening from 5:30 pm to 10:00 pm, 365 days a year. Additionally, CAP Court meets at 8:00 am on both weekend days and on holidays.

Defense attorneys under the County's 18-B Assigned Counsel Plan appear at CAP Court and are compensated at a rate of $325 per night ($475 on holidays), $150 per weekend morning, and $250 per morning on holidays.

Prosecutors from the District Attorney's Office have appeared at and facilitated all CAP Court appearances since the inception of the program but have received no additional compensation or renumeration for these additional duties that occur outside of normal business hours, as well as on weekends and holidays.

To fairly compensate the prosecutors for their work at CAP Court, which will help promote the retention of qualified and experienced Assistant District Attorneys, I would like to provide a stipend for this additional work at a rate of $200 per evening ($300 on holiday evenings), $75 per weekend morning, and $125 on holiday mornings.

This stipend would be funded by eliminating a full-time Assistant District Attorney position that was recently vacated (position 116501306) and transferring the salary and fringe benefits associated with that position to a new budget line within the District Attorney's Office, to be used to pay prosecutors the CAP Court stipend.

RECOMMENDED
ACTION: It is respectfully recommended that the Public Safety and Finance & Personnel Committees amend the Management Compensation Plan to provide a stipend to compensate prosecutors for the additional appearances and duties related to CAP Court, at a rate of $200 per evening ($300 if it's a holiday), and at a rate of $75 per weekend morning (non-holiday), and at a rate of $125 per holiday morning, and direct the Human Resources Department to establish pay codes and develop ancillary documents or forms as may be necessary to effectuate same; and further, that a separate line should be established within the District Attorney's Office budget from which the CAP Court stipend will be paid, to be funded in 2022 from salary and benefits associated with a full-time Assistant District Attorney position (116501306) that is now vacant; and further, that vacant Assistant District Attorney position (116501306) shall hereby be eliminated from the budget of the District Attorney's Office.

AGENDA# PS-8

RESOLUTION NO.

July 14, 2022

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

By Legislator Marc Greco:

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

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

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

RESOLVED, that position #116524701, Typist, Grade 3, County of Oswego Office Personnel Unit (COOP), be reclassified to a Senior Typist, Grade 5, in the same COOP Bargaining Unit, and be it further

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

INFORMATIONAL MEMORANDUM

Subject: Request for authorization to reclassify the Typist position (COOP Grade 3) to Senior Typist (COOP Grade 5) within the District Attorney's Office.

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

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

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

Fiscal Impact: This reclassification will have a minimal budgetary impact, as the employee currently makes $16.07/hr as a Typist and will earn $17.48/hr as a Senior Typist. This would result in an annual salary increase of approximately $2,566.0. (A Typist position at the office has been vacant throughout most of this year and will remain so through the balance of this year, so funds will not need to be transferred to cover the additional pay for this year.)

AGENDA# HS-1

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING CREATION OF ONE POSITION IN THE DEPARTMENT OF SOCIAL SERVICES

By Legislator Roy Reehil:

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

RESOLVED, the Social Services Commissioner has identified the need to add one (1) Social Welfare Examiner position to assist in maintaining the Child Care Assistance caseload due to expanded eligibility and outreach requirements, and be it

RESOLVED, that one (1) Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838 be created, and be it

RESOLVED, that the salary for this one (1) position will not require a budget modification as it will be paid for by Child Care grant funds and absorbed into Salaries/Wages for 2022, and be it further

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

Date: June 20, 2022

SUBJECT: Creation of one Social Welfare Examiner position for the Child Care program

SUMMARY: New York State has enacted emergency changes to the Child Care Assistance Program. These changes increase the provider market rates and expand income eligibility for the program to 300% of the Federal Poverty level. The new regulations also provide a 12-month guarantee of assistance under the program and remove some work requirements for parents attending school.

With the changes to the program, growing caseloads, and expanded eligibility and outreach requirements, DSS respectfully requests the addition of this one (1) Social Welfare Examiner position to focus on the Child Care program.

FISCAL IMPACT: This position is 100% funded through the department's childcare allocation.

RECOMMENDED ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the addition of this Social Welfare Examiner position.

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: 6010 **DIVISION/UNIT (NUMBER):**

A. NEW POSITION REQUEST

1. Position Title Requested: Social Welfare Examiner - Child Care Assistance
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $19.77 Grade: 8
   b. Management or OCPA – Salary Requested: _____ Grade: _____
4. Percent of Federal and or State Reimbursement: 100% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   New York State recently enacted emergency changes to make the Child Care Assistance Program more accessible and affordable. The change increases provider market rates, raises the income eligiblity guidelines to 300%; provides a 12 month guarantee for assistance and removes some of the work requirements that were associated with receiving assistance while attending school. Based on these changes, local districts anticipate a significant increase in caseload size and need for outreach and education within our community.
6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:
3. Present Salary/Hourly Rate: Grade:
4. Requested Title:
5. Requested Salary: _____
   a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____
   b. Management or OCPA – Salary Requested: _____ Grade: _____
6. Percent of Federal and/or State Reimbursement: ____ Fringe Reimbursed: ☐ Yes ☐ No
7. Justification of Need (use additional sheets as necessary):
8. Complete New Position Duties Statement (p. 3 & 4).

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

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Assistance Programs	Mexico, NY

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

Title requested: *Social Welfare Examiner*

PERCENT OF WORK TIME	
60%	*Interviewing, Collecting Documentatin and Eligibility Determinations for Child Care Assistance*
10%	*Data entry of case notes, child care payments, work schedules and other required information into the Child Care Assistance state mandated system*
30%	*Outreach & Education of the Child Care Assistance program within the community; assisting individuals in the community with applying and navigating through the paperwork needed for assistance as well as provider approval.*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Christine Bradshaw	Senior Social Welfare Examiner	Direct Supervisor

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

NAME	TITLE	TYPE OF SUPERVISION

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

NAME	TITLE	LOCATION OF POSITION
Madeline Pieretti	Social Welfare Examiner	Assistance Programs

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

Education: ☒ **High School** 4 **years**

☒ **College** 2 **years, with specialization in** _____

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *2 years of previous experience or a combination of education and experience as outlined in the civil service testing requirements*

Essential knowledge, skills and abilities: *Determining eligibility for a government program or insurance.*

Type of license or certificate required:

7. **The above statements are accurate and complete.**

Date: **Title: Commissioner of Social Services** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

AGENDA# HS-2

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING RECLASSIFICATION OF ONE POSITION IN THE DEPARTMENT OF SOCIAL SERVICES

By Legislator Roy Reehil:

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

RESOLVED, the Social Services Commissioner has identified the need to reclassify one (1) existing part-time Community Service Worker position to part-time Social Welfare Examiner to align with current job duties and to facilitate work duties in the Assistance Programs Home Energy Assistance Program, and

RESOLVED, that one (1) part-time Community Service Worker position, 601005920, Grade four (4) in the CSEA Oswego County Local 838, be reclassified to Social Welfare Examiner, Grade eight (8) in the CSEA Oswego County Local 838, and be it

RESOLVED, that the salary increase due to the reclassification of this one (1) position will not require a budget modification as it will be absorbed by Salaries/Wages for 2022, and be it further

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

Date: June 20, 2022

SUBJECT: Reclassification of Seasonal HEAP CSW to Social Welfare Examiner

SUMMARY: Earlier this year, DSS Assistance Programs reclassified one of the part-time, seasonal Community Service Worker (CSW) positions to Social Welfare Examiner. (SWE) This was a successful upgrade as it removed 100% review of the employee's work as it was performed by the higher-grade Social Welfare Examiner. Eligibility determinations are in the SWE job description, but not in that of the CSW. Having two seasonal SWE's would relieve the HEAP supervisor of 100% review of every case. Spot reviews of work performed by the seasonal SWE's will continue to occur.

Also, the part-time, seasonal positions within the HEAP program have been difficult to recruit. DSS also currently has several full-time permanent CSW vacancies and when candidates become available, they choose the full-time position as opposed to the part-time seasonal HEAP title. The higher-grade seasonal SWE position makes it easier to recruit, and in one instance the department was able to bring back a retired, fully trained staff person to assist with the HEAP program.

FISCAL IMPACT: This position is 100% Federally funded. The additional salary cost will be covered by the department's HEAP allocation.

RECOMMENDED ACTION: The Department of Social Services recommends that the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of this Community Service Worker position to Social Welfare Examiner

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6010

A. NEW POSITION REQUEST

1. Position Title Requested:

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

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

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

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

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

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

B. RECLASSIFICATION REQUEST

1. Present Title: Community Service Worker 2. Position #: 601005920

3. Present Salary/Hourly Rate: 16.09 Grade: 4

4. Requested Title: Social Welfare Examiner

5. Requested Salary: _____

   a. Bargaining Unit: CO-OP Hourly Rate: 19.77 Grade: 8

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

6. Percent of Federal and/or State Reimbursement: 100.0 Fringe Reimbursed: ☒ Yes ☐ No

7. Justification of Need (use additional sheets as necessary): *This Community Service Worker (CSW) position is part-time, seasonal for the Home Energy Assistance Program which is 100% federally funded. DSS hires seasonal staff to manage the volume of work associated with this program. Recruitment for seasonal CSW's has been difficult and there are vacancies. The lower-grade CSW position requires their work to be reviewed by a supervisor, whereas the higher-grade Social Welfare Examiner does not. Given our turnover and vacancies, upgrading this position to SWE would expedite the processing of cases and make for more efficient workflow, not requiring the second-level review prior to benefits being issued.*

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
DSS	Assistance Programs	Mexico

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

Title requested: *Social Welfare Examiner*

PERCENT OF WORK TIME	
70	*Determine eligibility for the Home Energy Assistance Program*
20	*Data Entry of payment and eligiblity information in to the NYS Welfare Management System*
10	*Phone and in-person client contact as it pertain to eligiblity for HEAP*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Susan Wallace	Senior Social Welfare Examiner	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
Karen Heagerty	Social Welfare Examiner	HEAP Unit

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): *2 years of related experience*

Essential knowledge, skills and abilities: *Experience in determining eligibility for a government or insurance program.*

Type of license or certificate required: N/A

7. **The above statements are accurate and complete.**

Date: **Title:** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

AGENDA# HS-4

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING THE CREATION OF FOUR (4) POSITIONS WITHIN DSS SERVICES UNIT

By Legislator Roy Reehil:

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

RESOLVED, the Social Services Commissioner has identified the need to restructure the Services Unit and to add additional management-level positions to prepare for a necessary increase in Casework staffing, so be it

RESOLVED, to approve the attached budget modification to transfer funds from the General Reserve fund to Wages and Salaries, and be it

RESOLVED, that one (1) Case Supervisor A, SG40 in the Oswego County Professional Association be created, and be it

RESOLVED, that three (3) Case Supervisor Bs, Grade 13 in the CSEA Oswego County Local 838 be created, and be it

RESOLVED, that a certified copy of this resolution be delivered to the County Treasurer, Budget Officer, 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

Informational Memorandum

Date: June 21, 2022

To: James Weatherup, Chairman of the Legislature
Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Salary adjustment of DSS Director of Services and Creation of One (1) Case Supervisor A and Three (3) Case Supervisor Bs

Summary: **DSS seeks additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These changes as described below, along with further changes and additions which will be presented at future meetings, are fully supported by the sitting Child Protection Advisory Council as a part of our Recruitment & Retention Strategy for the Services Unit.**

- Add a Case Supervisor A position in Oswego County Professionals Association (OCPA) SG40. This position will assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.
- Add 3 additional Case Supervisor Bs to the Services Division – to be in CSEA, Grade 13, until further upgrade is negotiated with CSEA. The new Case Supervisor B positions are necessary for better monitoring of case actions, compliance with procedures & protocols and ensuring communication of changes to all staff. These Case Supervisor Bs will be assigned to do the following:

- 1 – Additional manager over CPS Unit – currently has 8 teams (each with 1 Sr CW and 5-6 CWs) and all managed by one Case Supervisor B. This position will allow for better monitoring of cases, coaching & support of Seniors and Caseworkers and better communication with partners in our Multi-Disciplinary Teams.
- 2 – Adds manager to focus on case review and internal audit of preventive services caseload, communication, and implementation of training plans to address deficiencies identified. This QA Grade B will be responsible for reviewing documentation that is tied to Federal IV-E reimbursement, ensuring the agency is meeting state mandates as well as the FFPSA initiatives- Blind removals, Kin Fire Wall, Foster Care Candidacy, FFPSA Candidacy, and QI Assessment referrals, assessments and required meetings. This person would further be responsible for ensuring Permanency Goals are being met.
- 3 – Adds manager to focus on preventive services provided by contracted partners, review of their case actions, and communication with staff. This manager will also be responsible for supervision of the Sobriety Treatment and Recovery Teams that the Department will be implementing later this year. START focuses on families with a child(ren) under six about whom we receive a new CPS report with allegations of substance use/abuse as a safety risk.

- Make salary adjustment to Director of Services title. This is a high-level management position that supervises more employees than many other directors in county departments and takes on a higher level of liability/consequence of error than others. The intended increases in staffing and the increased programming changes that are now in progress add significantly to her responsibilities. We recommend this increase to adequately compensate the Director for these responsibilities.

The following summary provides the financial impact for the changes we are recommending now:

Remainder of 2022 = 115 workdays/holidays	**7/25-12/31 Current wage**	**Proposed 7/25 - 12/31**	**Difference**	**7/25 - 12/31/22 Local Share Diff**
Director of Services	$33,415	$36,404	$2,989	$1,136
Add Case Supervisor A - 1	0	$32,979	$32,979	$12,532
Add Case Supervisor B - 3	0	$85,612	$85,612	$32,533
	$33,415	**$154,995**	**$121,580**	**$46,201**

Additional local share for the remainder of 2022 is $46,201.

Annualized financial info	Current Annual	Proposed Annual	Difference	Local Share Difference	Total Annual Local Share
Director of Services	$75,547	$82,305	$6,758	$2,568	$31,276
Add Case Supervisor A - 1	$0	$74,561	$74,561	$28,333	$28,333
Add Case Supervisor B - 3	$0	$193,557	$193,557	$73,541	$73,552
	$75,547	**$350,423**	**$274,876**	**$104,442**	**$133,161**

Additional Annual Local Share for the upgrade and new positions is: $133,161.

Recommended Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee and the Legislature approve the staff changes as outlined above.

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

Informational Memorandum

Date: June 21, 2022

To: Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Request for Salary Set for DSS Director of Services

Summary: DSS has been working closely with staff from across the Department as well as with the members of CPAC to create a viable recruitment & retention strategy within the Services Division. As part of that strategy, we are seeking additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS.

As a part of our Recruitment & Retention Strategy, we will also be seeking additional staffing in Caseworker, line supervisor and support staff roles to allow for the possibility of reduced caseloads, improved staff morale, and improved outcomes and relationships with the families we work with. We will seek to reduce Sr. Caseworker workloads to allow for better support to the caseworkers and allow for closer attention to the details of their teams' cases. Our Caseworker turn-over rate in Child & Family Services continues to be a problem due to the high level of stress/anxiety experienced by the staff, and the resulting increased caseload that each remaining Caseworker needs to manage due to the vacancies and new cases coming in. Caseworkers often leave for higher paying jobs that carry a lot less stress.

The implementation of FFPSA and requirements to provide more & better Preventive Services will require the Department to implement new evidence-based programming and seek more Preventive Services contracts that will require intensive planning, management, and oversight.

With the anticipated growth in the staffing of the Services Unit and the increasing responsibilities of planning, collaboration, monitoring, and reporting, we are

recommending a salary adjustment for the Director of Services to set her salary at $82,305.

Recommended Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee approve the **salary adjustment for the Director of Services at $82,305.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor A
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: $74,561 Grade: SG40
4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   The Department respectfully requests the addition of a Case Supervisor A to be added to our Services Division to assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.
6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:
3. Present Salary/Hourly Rate: Grade:
4. Requested Title:
5. Requested Salary: _____
   a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____
   b. Management or OCPA – Salary Requested: _____ Grade: _____
6. Percent of Federal and/or State Reimbursement: ____ Fringe Reimbursed: ☐ Yes ☐ No
7. Justification of Need (use additional sheets as necessary):
8. Complete New Position Duties Statement (p. 3 & 4).

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

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	Mexico

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

Title requested: *Case Supervisor Grade A*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services in formulation of case plans and program policies and procedures, including annual plan and budget*
25%	*Supervises social services staff in administering and rendering services, including determining policy and program standards and monitoring performance*
10%	*Establishes and maintains productive working relationships with other units in the department, the courts, and other public and private agencies in the community*
5%	*Interprets agency programs to the community through personal presentations and preparation of material such as brochures, slide presentations, videos, etc.*
25%	*Guides processes determining client needs and advocating for, analyzing, and implementing new or revised programs as needed*
10%	*Prepares or directs preparation of various plans and reports detailing division operations, community/client needs and plans for new or expanded services or program evaluation*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
5%	*Establishes controls for determining staff performance and conducts required employee evaluations*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Sara Finley	Director of Social Services	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Melisa Verdoliva	Case Supervisor B (Preventive)	Direct
Meghan Rose	Case Supervisor B (Child Protective)	Direct
TBD	Case Supervisor B (Adult Protective)	Direct

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

NAME	TITLE	LOCATION OF POSITION
N/A		

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *six (6) years of experience in social work/casework/case management, four (4) years of which must have involved the supervision of staff*

Essential knowledge, skills and abilities: *Knowledge of principles/practices of social casework; federal, State, and local social service laws and programs; techniques of case recording; applying modern principles/practices of social casework and group work; causes and characteristics of social and behavioral problems; principles and practices of supervision; communicate effectively, both orally and in writing; prepare clear and accurate records and reports; interpret the work of the agency; understand and interpret complex written material*

Type of license or certificate required: Valid New York State Driver's License is required.

7. The above statements are accurate and complete.

Date: **Title: Commissioner of Social Services** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13
   b. Management or OCPA – Salary Requested: _____ Grade: _____
4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   In order to more effectively monitor the case actions and movement of our preventive services caseload toward a safe self-reliance and reunification/sustained unification of their households, we need to be able to complete deep dives into data. We need to be regularly looking into case documentation in detail to assist with identification of service gaps, training needs and potential safety risks that may be missed due to high caseloads and relative inexperience of current staffing. Current caseload sizes do not allow for the level of detailed supervision that will consistently meet required standards, and provide adequate guidance and support of our most inexperienced staff.
6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:
3. Present Salary/Hourly Rate: Grade:
4. Requested Title:
5. Requested Salary: _____
   a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____
   b. Management or OCPA – Salary Requested: _____ Grade: _____
6. Percent of Federal and/or State Reimbursement: ____ Fringe Reimbursed: ☐ Yes ☐ No
7. Justification of Need (use additional sheets as necessary):
8. Complete New Position Duties Statement (p. 3 & 4).

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

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	Mexico

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

Title requested: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
30%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
20%	*Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
20%	*Maintains necessary records and prepares deatiled reports of casework compliance with regulations and local policies*
5%	*Prepares and assists with completion of internal and external audits*
5%	*Assists Director of Social Services and Case Supervisor A with program improvement planning following reviews and audits*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	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
Laura Peters Murphy	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

7. The above statements are accurate and complete.

Date: **Title: Commissioner of Social Services** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13
   b. Management or OCPA – Salary Requested: _____ Grade: _____
4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   In order to more effectively supervisor and monitor the case investigations performed by the Child Protective Services Unit (CPS), we are requesting this additional Case Supervisor B position. The current Case Supervisor B over CPS is responsible for 8 teams of Caseworkers, including a Multi-Disciplinary Team and a Drug-Endangered Children Multi-Disciplinary Team. Each team has up to 5-6 Caseworkers assigned to a Senior Caseworker. This is an extremely heavy workload for one manager, especially when vacancies cause her to take on direct supervision of Caseworkers as needed.

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

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:
3. Present Salary/Hourly Rate: Grade:
4. Requested Title:
5. Requested Salary: _____
   a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____
   b. Management or OCPA – Salary Requested: _____ Grade: _____
6. Percent of Federal and/or State Reimbursement: ____ Fringe Reimbursed: ☐ Yes ☐ No
7. Justification of Need (use additional sheets as necessary):
8. Complete New Position Duties Statement (p. 3 & 4).

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

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	Mexico

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

Title requested: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
20%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
30%	*Supervises casework staff in administering the social services program and in rendering social services to promote the welfare of clients*
15%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
5%	*Maintains necessary records and prepares reports*
10%	*Conducts individual and group conferences*
5%	*Establishes controls for determining staff performance and conducts required employee evaluations*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Paul LaBarge	Sr. Caseworker	Direct
Jennifer Delmar	Sr. Caseworker	Direct
Kate Schmidt	Sr. Caseworker	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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico
Leanne Garlock	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of otherscommunity resources and programs; interviewing techniques; causes and characteristics of social and behavioral problems.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

7. The above statements are accurate and complete.

Date: **Title: Commissioner of Social Services** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: **DSS** **DIVISION/UNIT (NUMBER):** 6070

A. NEW POSITION REQUEST

1. Position Title Requested: Case Supervisor B
2. Bargaining Unit: ☒ CO-OP ☐ Highway ☐ Silver Star ☐ Deputies ☐ OCPA ☐ Mgmt.
3. a. Bargaining Unit – Hourly Rate from Grade plan: $29.16 Grade: 13
   b. Management or OCPA – Salary Requested: _____ Grade: _____
4. Percent of Federal and or State Reimbursement: 62% Fringe Reimbursed: ☒ Yes ☐ No
5. Justification of Need (Use additional sheets as necessary):

   In order to more effectively monitor the case actions on the part of Contract Preventive Services Staff, as well as to oversee the implementation and management of the Sobriety Treatment and Recovery Teams(START) that will be put forth to be implemented toward the end of 2022, we are requesting an additional Case Supervisor B. START is an evidence-based program that targets families w/ a child(ren) under the age of six who have new CPS reports that include substance use/abuse as a safety factor. This program will support the goals of Families First Preventive Services Act (FFPSA) which are mandated across the state to enhance support services for families enhance support services for families to help children remain at home, reduce the unnecessary use of congregate care, and build the capacity of communities to support children and families
6. Complete New Position Duties Statement (p. 3 & 4).

B. RECLASSIFICATION REQUEST

1. Present Title: 2. Position #:
3. Present Salary/Hourly Rate: Grade:
4. Requested Title:
5. Requested Salary: _____
   a. Bargaining Unit: _____ Hourly Rate: _____ Grade: _____
   b. Management or OCPA – Salary Requested: _____ Grade: _____
6. Percent of Federal and/or State Reimbursement: ____ Fringe Reimbursed: ☐ Yes ☐ No
7. Justification of Need (use additional sheets as necessary):
8. Complete New Position Duties Statement (p. 3 & 4).

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

Civil Service Law: Section 22. Certification for positions. Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.	OSWEGO COUNTY HUMAN RESOURCES DEPARTMENT **NEW POSITION DUTIES STATEMENT** Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

1. DEPARTMENTS/SCHOOL DISTRICT/TOWN OR VILLAGE	DIVISION, UNIT, OR WORK SECTION	LOCATION OF POSITION
DSS	Services	Mexico

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

Title requested: *Case Supervisor B*

PERCENT OF WORK TIME	
15%	*Assists Director of Social Services and Case Supervisor A in interpreting federal, State, and local policies and programs*
30%	*Regularly and routinely reviews case records for compliance with regulations and evidence of good casework practice*
20%	*Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency*
5%	*Attends staff meetings and conferences to plan, analyze, and evaluate services*
20%	*Maintains necessary records and prepares deatiled reports of casework compliance with regulations and local policies*
10%	*Manages contract compliance with partners providing Preventive Services under contract with the Department*
	(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Case Supervisor A	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
Rachael Pelow	Case Supervisor B	Mexico
Melisa Verdoliva	Case Supervisor B	Mexico

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

Education: ☐ **High School** _____ **years**

☒ **College** 4 **years, with specialization in** 30 credit hrs in Behavioral Sciences

☐ **Other** _____ **years, with specialization in** _____

Experience (list amount and type): *5 years experience in social work, social science, health, or a closely related field, 2 years of which must have included supervision of staff*

Essential knowledge, skills and abilities: *Thorough knowledge of principles and practices of social casework and case management; federal, State, and local social service laws and programs; principles and practices of supervision; prepare records and reports; interpret the work of the agency; understand and interpret complex written material; plan, assign, and review the work of others.*

Type of license or certificate required: Must have a valid NYS Driver's Licence

7. The above statements are accurate and complete.

Date: **Title: Commissioner of Social Services** **Signature:**

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date: **Signature:**

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

22-18-L

2022 Budget
6/22/2022

ACCOUNT NUMBER			ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A6070	511000					AFS - Salaries and Wages Reg	$ 121,580.00
			A	100000		General Fund - Pooled Cash	$ (46,201.00)
			A6070	436090		AFS - State Aid Family Assistance	$ (75,379.00)
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

AGENDA# EP-2

RESOLUTION NO.

July 14, 2022

RESOLUTION AMENDING CAPITAL PROJECT #80, OSWEGO COUNTY GOVERNMENT WEBSITE PROJECT

By Legislator Tim Stahl:

WHEREAS, resolution #081 of 2018 established Capital Project #80 for the purpose of funding the redevelopment of the County's government services website www.oswegocounty.com, and

WHEREAS, now that this project is substantially complete it is time to begin work on upgrading and updating the County's tourism website www.visitoswegocounty.com , and

WHEREAS, there are funds remaining in CP #80 that could be applied to this new project if supplemented by an additional $75,000, and

WHEREAS, there is new legislation in New York State that will require us to change our web addresses from .com to .gov which could be incorporated into this capital project, then therefore be it and it is hereby

RESOLVED, that Capital Project #80, the Oswego County Government Website Project be amended to facilitate these activities and that $75,000 be added to CP#80 for that purpose, and be it further

RESOLVED, that the Chairman of the Legislature be, and hereby is, authorized to execute any and all documents that may be necessary to advance this initiative, and be it further

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

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

YES: **NO:** **ABSENT:** **ABSTAIN:**

OSWEGO COUNTY DEPARTMENT OF COMMUNITY DEVELOPMENT, TOURISM AND PLANNING

COUNTY BUILDING
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126

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

David R. Turner
Director

Office of Promotion And Tourism

Donna B. Scanlon
Office of Community Development Programs

Kelly Allen
Office of Housing Assistance

INFORMATIONAL MEMORANDUM

SUBJECT: Amend Capital Project #80 and modify the budget accordingly.

PURPOSE: To authorize the amendment of Capital Project #80 to include the upgrade and enhancements to the County's tourism website.

SUMMARY: Oswego County currently has two websites, www.visitoswegocounty.com established for tourism promotion and www.oswegocounty.com the main county government services website. The later was rebuilt under CP #80 through an appropriation in May of 2018. The tourism website was redesigned in 2006 and again in 2010/11. This site is now significantly outdated in its ability to effectively share with the world, all that is good to see and do in Oswego County.

CP#80 has about $24,000 left in it and we would like to increase that by $75,000 which should be enough to fully redevelop the tourism site to a technological level that will allow us to appropriately display the great opportunities that we have here. Funds would come from our fund balance account.

FISCAL IMPACT: An addition of $75,000 should cover the costs necessary to develop, host and maintain this site for a four-year period.

RECOMMENDED ACTION: The committee on Economic Development & Planning with concurrence from the Finance and Personnel committee recommend that the Oswego County Legislature authorize this action.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

ACCOUNT NUMBER			ACCOUNT NUMBER				
ORG	OBJECT	PROJ	ORG	OBJECT	PROJ	DESCRIPTION	DOLLAR AMOUNT
H	450310	80				Revenue Transfer In from General Fund	($75,000)
			A9901	599014		Transfer to Capital Project #80	$75,000
						TOTAL AMOUNT	-

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

PERSONNEL DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

AGENDA# IT-2

RESOLUTION NO.

July 14, 2022

RESOLUTION APPOINTING DIRECTOR OF SOLID WASTE PROGRAMS

By Legislator Stephen Walpole:

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

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

WHEREAS, Carl Schmidt has been Acting Director of Solid Waste since February 10, 2022; and

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

RESOLVED, that Carl L. Schmidt be appointed as Director of Solid Waste Programs, effective July 15, 2022 and to run concurrently with the Oswego County Legislature, at a salary of $_____, in the Management Personnel Compensation Plan.

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

YES: NO: ABSENT: ABSTAIN:

Carl L. Schmidt
[redacted]
Fulton, NY 13069
[redacted]

EDUCATION:

Syracuse University School of Law: Syracuse, NY
Juris Doctor, *cum laude*, May 2011.

Honors:

- Syracuse University Graduate Fellowship
- Certificate in Technology Commercialization Law

United States Merchant Marine Academy: Kings Point, NY
Bachelor of Science in Marine Engineering Systems, *magna cum laude*, June 2003.

WORK EXPERIENCE:

Oswego County Department of Solid Waste *Fulton, New York*
Operations Manager October 2015-Present
Supervise operation of the County's main solid waste facility, landfill and five (5) remote transfer stations. Schedule and direct day-to-day operation of thirty (30) employees. Ensure compliance with State and federal environmental regulations and permit requirements. Maintain contact with regulatory authorities. Compile records and complete regulatory reporting. Write submissions, engineering specifications and purchase requisitions. Oversee relevant construction and consulting projects.

Oswego County Department of Solid Waste *Fulton, New York*
Shift Supervisor July 2014-October 2015
Supervised operation of the County's 200 ton-per-day waste-to-energy steam plant. Ensured operational compliance with State and federal environmental regulations and permit requirements. Operated steam plant to supply industrial process steam, or, alternatively, to power turbine-generators. Ensured proper maintenance of plant systems and efficient plant operation.

DiMartino Law Office *Oswego, New York*
Attorney, Law Clerk 2010-July 2014
Counseled local clients in civil, criminal and administrative matters. Performed research and drafted pleadings and memoranda concerning diverse legal issues with a focus on domestic relations law, criminal law, social security disability and residential real estate matters. Appeared before State and federal courts representing clients.

New York State Science & Technology Law Center *Syracuse, New York*
Senior Research Associate/ Research Associate (student position) 2009-2011
Partnered with various Upstate New York firms to research technical and legal issues relative to regulatory compliance and commercialization of emerging technologies. Directed research teams in preparing advisory reports and presented recommendations to clients.

Interocean American Shipping *M/V Independence, M/V Independence II*
2nd Assistant Engineer, 3rd Assistant Engineer 2006-2008
Operated ship propulsion and auxiliary systems. Troubleshot mechanical, electrical and piping systems as required. Ensured operational compliance with environmental and industrial safety regulations. Managed maintenance of assigned ship systems.

Rochester Ferry Company *HSV Spirit of Ontario*
Senior Maintenance Engineer 2005-2006
Managed off-duty maintenance of all ship systems aboard a modern high-speed passenger vessel. Directed night maintenance crew in various preventative and corrective maintenance duties upon varied systems.

American Overseas Marine (General Dynamics) *USNS Capella, USNS Altair*
3rd Assistant Engineer 2004-2005
Operated steam propulsion and auxiliary systems. Performed preventative and corrective maintenance at direction of Chief Engineer.

Alaska Tanker Company *M/V Marine Columbia*
3rd Assistant Engineer 2003-2004
Operated ship propulsion and auxiliary systems. Ensured operational compliance with environmental and industrial safety regulations. Managed maintenance of assigned ship systems.

SPECIAL QUALIFICATIONS:

- **New York State Bar License No.: 5005491**
- **American Society of Mechanical Engineers QRO Certified Plant Operator, Oswego County Energy Recovery Facility**
- **United States Navy Reserve (2003-2012): Honorably Discharged as Lieutenant**

AGENDA# IT-3

RESOLUTION NO.

July 14, 2022

A RESOLUTION APPOINTING A SUPERINTENDENT OF HIGHWAYS IN AND FOR THE COUNTY OF OSWEGO PURSUANT TO NEW YORK STATE HIGHWAY LAW §100 AND COUNTY LAW §400(4)(a)

By Legislator Stephen Walpole:

WHEREAS, as of March 24, 2022 due to the retirement of the incumbent the position of Acting Highway Superintendent was held by Christopher Baldwin; and

WHEREAS, Christopher N. Baldwin, P.E. of the Town of Mexico shall revert back to performing only those duties of pervious position of Highway Engineer and step/grade pay under the Oswego County Professionals Association collective bargaining agreement; and

WHEREAS, the appointment of a Highway Superintendent in and for the County of Oswego under Highway Law §100 is both necessary and desirable for continuity of operations in the Oswego County Highway Department and general oversight of the department, its employees and equipment; and

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

RESOLVED, that Shawn Walker of the City of Oswego, New York be and hereby is appointed Superintendent of Highways in and for the County of Oswego with all of the rights, privileges and authority appurtenant to said office as provided for by law for a term of four (4) years commencing on August 1, 2022; and, it is further

RESOLVED, that in light of his prior service to this government, the requirement that the appointee post a bond be, and is hereby, waived in its entirety; and, it is further

RESOLVED, that the salary and benefits for the Superintendent of Highways shall be in accordance with the Management Compensation Plan in the amount of $_____.

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

YES: NO: ABSENT: ABSTAIN:

Shawn P. Walker

[redacted] • Oswego, NY 13126 • United States

Education

Oswego High School 1985

Oswego County BOCES 1983-1985
- Heavy Equipment Repair (three years)
- Heavy Equipment Operator
- Criminal Justice

Cayuga Community College 1986
- Studied Criminal Justice

Work Experience

Oswego County Department of Public Works (DPW)
Supervisor/Crew Leader Oswego, NY 1986 - Present
- Schedule crew for daily task
- Oversee general operations
- Manage everyday activities and contribute assistance when necessary

Heavy Equipment Operator 1991 - 2014
- Operated tractor trailers, dozers, pans, dump trucks, trackhoe, paver rollers and other equipment

Temporary Employee 1986 - 1991
- Worked with highway department, ERF, solid waste, general maintenance and operations

G&R Builders/Palmitesso Construction Oswego, NY 1997 - Present
Project Manager
- Update the owner regularly with progress on the project
- Review blueprints and put together specs for sub work all phases of projects
- Schedule all project assembling job specs for bids on all work subcontracted
- Coordinate work groups throughout the project including mobilizing and demobilizing

City of Oswego 2007 - 2017, 2020 - Present
Counselor
- Help pass and enact laws
- Manage City of Oswego's $30,000,000.00 budget
- Assist constituents with concerns

Oswego Port of Authority Summer of 1985
- General maintenance

Alcan Rolled Products Summer of 1986
- Worked in cold mill and operated scrap bailers

Special Licenses

- Class 1/A New York State Drivers License
- Class A Tanker Endorsement
- Passenger Endorsement

AGENDA# IT-4

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGET MODIFICATION HIGHWAY

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure, Facilities & Technology 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:

COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT:	Gasoline and Oil Funding
PURPOSE:	To amend the Highway departments budget to fund anticipated short fall in budget line DM5130 544200 – Gasoline and Oil.
SUMMARY:	The Highway department is anticipating a short fall in the budget line DM5130 544200 – Gasoline and Oil. The price of fuel that the Highway department is buying has nearly doubled since the first of the year. See attached chart.
RECOMMENDED: ACTION:	To transfer $500,000 from General Fund to DM5130 544200 – Gasoline and Oil.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

From			To				
ACCOUNT NUMBER			ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A159900						General Fund	$ (500,000.00)
			DM5130	544200		Gasoline & Oil	$ 500,000.00
						TOTAL AMOUNT	$ -

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

AGENDA# IT-5

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING BUDGET MODIFICATION AIRPORT

By Legislator Stephen Walpole:

Upon recommendation of the Infrastructure, Facilities & Technology 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:

COUNTY OF OSWEGO
HIGHWAY DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT:	Gasoline and Oil Funding
PURPOSE:	To amend the Airport budget to fund anticipated short fall in budget line D5610.544200 – Gasoline and Oil.
SUMMARY:	The Airport is anticipating a short fall in the budget line D5610.544200 – Gasoline and Oil. The price of fuel that the Airport purchases for resale has nearly doubled since January 2022.
RECOMMENDED: ACTION:	To transfer $75,000 from General Fund to D5610.544200 – Gasoline and Oil.

COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST

From ACCOUNT NUMBER			To ACCOUNT NUMBER				
ORG.	OBJECT	PROJ.	ORG.	OBJECT	PROJ.	DESCRIPTION	DOLLAR AMOUNT
A159900						General Fund	$ (75,000.00)
			D5610	544200		Gasoline & Oil	$ 75,000.00
						TOTAL AMOUNT	$ -

COMMITTEE SIGNATURES DATE

COUNTY TREASURER DATE

HUMAN RESOURCES DIRECTOR DATE

COUNTY ADMINISTRATOR DATE

DEPARTMENT HEAD DATE

AGENDA #IT-9

RESOLUTION NO.

July 14, 2022

RESOLUTION AUTHORIZING CREATION OF ONE TEMPORARY POSITION IN THE HIGHWAY DEPARTMENT

By Legislator Stephen Walpole:

Upon the recommendation of the Government Committee, with the approval of the Finance and Personnel Committee, be it

RESOLVED, the Highway department will need a temporary position as Highway Supervisor for the maintenance garage to fill the position during the period of time that the position is temporarily vacant, and

RESOLVED, that one Temporary Highway Supervisor for the maintenance garage be created effective July 15, 2022, in accordance with the Oswego County Public Works Unit, grade 5 salary plan.

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
HIGHWAY DEPARTMENT

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

INFORMATIONAL MEMORANDUM

SUBJECT:	Creation of one temporary position
PURPOSE:	The Highway department needs one temporary position as a Highway Supervisor for the maintenance garage to fill the position that is temporarily vacant.
SUMMARY:	The current Highway Supervisor for the maintenance garage is on unpaid leave of absence.
RECOMMENDED: ACTION:	Create the temporary Highway Supervisor position for the maintenance garage.

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

Informational Memorandum

Date: June 21, 2022

To: James Weatherup, Chairman of the Legislature
Roy Reehil, Chair of Human Services Committee
John Martino, Chair of Finance & Personnel Committee
Phil Church, County Administrator

From: Stacy Alvord, Commissioner
Marti Babcock, Deputy Commissioner

Subject: Salary adjustment of DSS Director of Services and Creation of One (1) Case Supervisor A and Three (3) Case Supervisor Bs

Summary: **DSS seeks additional upper-level positions necessary to assist with policy decisions and resulting procedures, as initially recommended by the Bonadio Study of 2017. These upper-level positions were also recommended in our most recent Program Improvement Plan (PIP) issued by NYS OCFS. The need for more upper-level management continues to grow as regulations change and new programming is implemented to meet State mandates, and some programming will position us for improved funding for services. These changes as described below, along with further changes and additions which will be presented at future meetings, are fully supported by the sitting Child Protection Advisory Council as a part of our Recruitment & Retention Strategy for the Services Unit.**

- Add a Case Supervisor A position in Oswego County Professionals Association (OCPA) SG40. This position will assist the Director of Services in policy and procedure planning, guidance and implementation, submission of required State plans for all service provision, and direct supervision of Case Supervisor B staff that oversee Preventive Service provision, QA & Audit. With the addition of requirements brought on by the Families First Preventive Services Act (FFPSA), the Department is working diligently at building supports for families that will aid in keeping children safe within their homes, rather than being removed & placed into foster care. This Case Supervisor A will be instrumental in the planning and implementation work required to make these changes possible.
- Add 3 additional Case Supervisor Bs to the Services Division – to be in CSEA, Grade 13, until further upgrade is negotiated with CSEA. The new Case Supervisor B positions are necessary for better monitoring of case actions, compliance with procedures & protocols and ensuring communication of changes to all staff. These Case Supervisor Bs will be assigned to do the following:

- 1 – Additional manager over CPS Unit – currently has 8 teams (each with 1 Sr CW and 5-6 CWs) and all managed by one Case Supervisor B. This position will allow for better monitoring of cases, coaching & support of Seniors and Caseworkers and better communication with partners in our Multi-Disciplinary Teams.
- 2 – Adds manager to focus on case review and internal audit of preventive services caseload, communication, and implementation of training plans to address deficiencies identified. This QA Grade B will be responsible for reviewing documentation that is tied to Federal IV-E reimbursement, ensuring the agency is meeting state mandates as well as the FFPSA initiatives- Blind removals, Kin Fire Wall, Foster Care Candidacy, FFPSA Candidacy, and QI Assessment referrals, assessments and required meetings. This person would further be responsible for ensuring Permanency Goals are being met.
- 3 – Adds manager to focus on preventive services provided by contracted partners, review of their case actions, and communication with staff. This manager will also be responsible for supervision of the Sobriety Treatment and Recovery Teams that the Department will be implementing later this year. START focuses on families with a child(ren) under six about whom we receive a new CPS report with allegations of substance use/abuse as a safety risk.

- Make salary adjustment to Director of Services title. This is a high-level management position that supervises more employees than many other directors in county departments and takes on a higher level of liability/consequence of error than others. The intended increases in staffing and the increased programming changes that are now in progress add significantly to her responsibilities. We recommend this increase to adequately compensate the Director for these responsibilities.

The following summary provides the financial impact for the changes we are recommending now:

Remainder of 2022 = 115 workdays/holidays	7/25-12/31 Current wage	Proposed 7/25 - 12/31	Difference	7/25 - 12/31/22 Local Share Diff
Director of Services	$33,415	$36,404	$2,989	$1,136
Add Case Supervisor A - 1	0	$32,979	$32,979	$12,532
Add Case Supervisor B - 3	0	$85,612	$85,612	$32,533
	$33,415	**$154,995**	**$121,580**	**$46,201**

Additional local share for the remainder of 2022 is $46,201.

Annualized financial info	Current Annual	Proposed Annual	Difference	Local Share Difference	Total Annual Local Share
Director of Services	$75,547	$82,305	$6,758	$2,568	$31,276
Add Case Supervisor A - 1	$0	$74,561	$74,561	$28,333	$28,333
Add Case Supervisor B - 3	$0	$193,557	$193,557	$73,541	$73,552
	$75,547	**$350,423**	**$274,876**	**$104,442**	**$133,161**

Additional Annual Local Share for the upgrade and new positions is: $133,161.

Recommended Action: The Department of Social Services Respectfully recommends the Human Services Committee, the Finance & Personnel Committee and the Legislature approve the staff changes as outlined above.

COUNTY OF OSWEGO
OFFICE OF THE COUNTY ADMINISTRATOR

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

To: Finance & Personnel Committee
From: Philip Church, County Administrator
Date: June 20, 2022
Re: Relevant State Legislation

The following bills impact counties. Unless otherwise indicated, they have passed both houses and are awaiting the Governor's signature or veto. They are summarized here in case the committee feels strongly that the county should weigh in with the Governor's Office.

Piggybacking Extension - A.9880 (Thiele) / S.8717 (Gaughran)
This legislation extends until 2026 the authority of localities to purchase goods and services that were competitively bid from federal and state contracts, otherwise known as "piggybacking."
Status: Passed Both Houses

Study on the Current Civil Service Examination Process - A.8767 (Reyes) / S.7695 (Sepulveda)
This legislation directs the President of the Civil Service Commission to conduct a study on the current civil service examination process to identify areas for improvement in the examination process to ensure diversity in recruitment and hiring.
Status: Passed Both Houses

Accidental Disability Retirement for Deputy Sheriffs - S.8559 (Gounardes) / A.9666 (Abbate)
This legislation authorizes local governments to provide an accidental disability retirement benefit for deputy sheriffs in the amount of ¾ of the deputy sheriff's final average salary.
Status: Passed Both Houses

Buy American Salt Act - A.7919-A (Bronson) / S.9441 (Kennedy)
This legislation enacts the Buy American Salt Act, which requires that salt used or supplied in the performance of a government contract be mined or harvested in the United States.
Status: Passed Both Houses