

Human Services Committee



AGENDA - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, January 30, 2023 at 2:00 p.m.

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

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5 th District
James Scanlon, Vice Chair	Legislator, 16 th District
James Karasek	Legislator, 22 nd District
Frank Bombardo	Legislator, 7 th District
Tim Stahl	Legislator, 20 th District
Herbert Yerdon	Legislator, 2 nd District
Michael Yerdon	Legislator, 1 st District
Nathan Emmons	Legislator, 15 th District

CALL TO ORDER:

- Pledge of Allegiance

APPROVAL OF MINUTES:

- Approval of Minutes for the Human Services Committee's regular meeting on November 28, 2022.

RESOLUTIONS:

- | | |
|-------------|--|
| HS-1 | Resolution Establishing Capital Project No. 0123 Frisbee Golf Course Independence Trail |
| HS-2 | Resolution Amending By-Laws for the Oswego City-County Youth Bureau |
| HS-3 | Resolution Authorizing Creation of Two Positions in the Department of Social Services |
| HS-4 | Resolution Authorizing Reclassification of Three Positions in the Department of Social Services |
| HS-5 | Resolution Authorizing Budget Modification Department of Social Services – Overtime |
| HS-6 | Resolution Authorizing Budget Modification Department of Social Services – Purchase of One Vehicle and Transfer of Three Vehicles from the Health Department |
| HS-7 | Resolution Authorizing Budget Modification Department of Social Services to Accept Code Blue Funding |
| HS-8 | Resolution Authorizing Budget Modification Department of Social Services to Accept SNAP Employment & Training Allocation |
| HS-9 | Resolution Appointing Members to the Community Services Board |

COMMITTEE REVIEW & DECISIONS:

- BID22-YB-002 Camp Hollis Administration Building Insulation
- BID22-YB-003 Camp Hollis Administration Building HVAC
- ARPA Project – Liberty Resources
- Recognize Melissa Peel for 25 years of service (OFA)

REPORTING DEPARTMENTS:

- Veterans Services Department
- Oswego City/County Youth Bureau Program Updates
- Office for the Aging Update
- Department of Social Services Update

ADJOURNMENT:

Human Services Committee

DRAFT



MINUTES - REGULAR MEETING

OSWEGO COUNTY, NEW YORK

Date/ Time: Monday, November 28, 2022 at 2:00 pm

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

COMMITTEE MEMBERS:

Roy Reehil, Chair	Legislator, 5 th District	Present
James Karasek, Vice Chair	Legislator, 22 nd District	Present
Frank Bombardo	Legislator, 7 th District	Present
James Scanlon	Legislator, 16 th District	Present
Tim Stahl	Legislator, 20 th District	Present
Herbert Yerdon	Legislator, 2 nd District	Present
Michael Yerdon	Legislator, 1 st District	Present

STAFF AND GUESTS:

Brain Chetney	Stacy Alvord	Dave Turner	Rich Mitchell
Eric Boozer	Phil Church	Marti Babcock	
Sara Sunday	Dave Turner		

CALL TO ORDER:

Regular Meeting of the Human Services Committee was called to order at 2:00 p.m. by Committee Chair Roy Reehil with the Clerk of the Legislature Present. The meeting commenced with the Pledge of Allegiance.

APPROVAL OF MINUTES:

Motion to approve the meeting minutes as amended: Legislator Karasek

Second: Legislator Bombardo

Vote: Unanimous, motion carried

The minutes for the Human Services Committee's Regular Meeting on October 31, 2022 meeting were approved as amended

RESOLUTIONS:

HS-1 Resolution Awarding Professional Services Contract – RFP22-OFA-006 – Nutritional Services

Motion to approve: Legislator Karasek

Second: Legislator Bombardo

Vote: Unanimous, motion carried

HS-2 Resolution Authorizing Budget Modification Department of Social Services for On Call Holiday Premium

Motion to approve: Legislator Bombardo

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

COMMITTEE REVIEW & DECISIONS:

Committee reviewed proposals for Camp Zerbe improvements

ARPA Projects:

Fulton YMCA \$49,264

Motion to approve: Legislator Reehil

Second: Legislator M. Yerdon

Vote: Unanimous, motion carried

Thank a Service Member \$49,999

Motion to approve at \$49,999: Legislator Karasek

Second: Legislator Scanlon

Vote: Unanimous, motion carried

REPORTING DEPARTMENTS

Veterans Services

Director Eric Boozer provided a department update

Oswego City/County Youth Bureau

Executive Director Brian Chetney provided a department update

Department of Social Services

Commissioner Stacy Alvord provided a department report

Office for the Aging

Director Sunday provided a department update

ADJOURNMENT:

Motion to adjourn at 3:22 p.m.: Legislator M. Yerdon

Second: Legislator Karasek

Vote: Unanimous, motion carried

DRAFT

Matthew Reitz
Deputy Clerk of the Legislature

RESOLUTION NO.

February 9, 2022

**RESOLUTION ESTABLISHING CAPITAL PROJECT NO. 0123 FRISBEE GOLF
COURSE INDEPENDENCE TRAIL**

By Legislator Roy Rechil:

WHEREAS, Independence Trail is located in the Town of Scriba, Oswego County, New York; and

WHEREAS, a Frisbee Golf Course at Independence Trail would bring many benefits to the community. Among the benefits include walking/exercise, and outdoor activity; and

WHEREAS, the estimated cost of this project is \$20,000.00, and is to be funded through American Rescue Plan Act (ARPA) funds through the attached budget modification; and

NOW, THEREFORE, upon, recommendation of the Human Services Committee of this Legislature, with the approval of the Finance & Personnel Committee: it is hereby

RESOLVED, that the Treasurer is hereby authorized to execute the attached budget modification establishing Capital Project 0123 Frisbee Golf Course Independence Trail for the maximum expenditure as indicated.

Capital Project**Total Authorization**

CP#0123 Frisbee Golf Course Independence Trail

\$20,000.00

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



Oswego City-County Youth Bureau

OSWEGO COUNTY COMPLEX
70 BUNNER STREET
OSWEGO, NEW YORK 13126
(315) 349-3451 Fax (315) 349-3231

Brian Chetney, Executive Director



January 30, 2023

Informational Memorandum

Purpose:

To authorize and establish Capital Project #0123 Frisbee Golf Course Independence Trail with an authorization level of \$20,000.00

Summary:

18-hole frisbee (disc) golf course throughout the Independence Trail System. The sport of disc golf is set up like a game of golf. A "round" is played on a disc golf course consisting of a number of "holes", usually 9 or 18. Each hole includes a tee position for starting play and a disc golf target some distance away, often with obstacles such as trees, hills, or bodies of water in between. Players navigate the hole by picking up the disc where it lands and throwing again until they reach the target. The object of the game is to get through the course with the lowest number of total throws.

The creation of Frisbee Golf Course to the Independence Trail would bring many benefits to the community. Among the benefits include walking/exercise, and outdoor activity.

Recommended Action:

The department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the establishment of Capital Project #0123

**COUNTY OF OSWEGO
BUDGET MODIFICATION REQUEST**

To		From				DESCRIPTION	DOLLAR AMOUNT
ACCOUNT NUMBER	ACCOUNT NUMBER	ORG	OBJECT	PROJ	ORG	OBJECT	PROJ
H	529000	0123				CP#0123- Frisbee Golf	20,000.00
					H	450310	123
A	599014					Interfund Transfer	20,000.00
					A	268800	(20,000.00)
						This project will be established with ARPA funds	
TOTAL AMOUNT							-

COMMITTEE SIGNATURES DATE

TOTAL AMOUNT

COUNTY TREASURER

DATE

PERSONNEL DIRECTOR

DATE

COUNTY ADMINISTRATOR

DATE

DEPARTMENT HEAD

DATE

RESOLUTION NO.

February 9, 2023

**RESOLUTION AMENDING BY-LAWS FOR THE OSWEGO CITY-COUNTY
YOUTH BUREAU**

By Legislator Reehil:

WHEREAS, the Oswego City-County Youth Bureau has, heretofore, operated under by-laws that are periodically reviewed; and

WHEREAS, the City-County Youth Bureau is a joint effort between the City of Oswego and Oswego County to provide activities and services for children and families; and

WHEREAS, the bureau's by-laws need to be periodically amended to reflect changes in operations, personnel and service; and

WHEREAS, such changes were recently adopted by the Youth Bureau's 15-member board that reflect an additional Youth Activities Coordinator provided by the City of Oswego,

NOW, therefore, upon recommendation of the Human Services Committee of this body, it is hereby

RESOLVED, that the by-laws of the Oswego City-County Youth Bureau be and are hereby amended.

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

YES:

NO:

ABSENT:

ABSTAIN:

Oswego City-County Youth Bureau BY LAWS

Section 1. There is hereby created jointly with the City of Oswego and the County of Oswego a joint policy board entitled the City-County Youth Board to consist of fifteen (15) voting members including legislative and citizen members. Two of the citizen members shall be youth under the age of 21. The three (3) legislative members are comprised as follows:

2 Members of the County Legislature
1 Member of the Common Council

Citizen Members: 12 persons with demonstrated interest in youth work.

Section 2. The members of the County Legislature shall be appointed by the Chairperson of the Legislature of the County of Oswego. The member of the City Council shall be appointed by the Mayor of the City of Oswego. The appointment of the twelve (12) citizen members shall be made jointly by the Chairperson of the Oswego County Legislature and the Mayor of the City of Oswego; the Chairperson of the Legislature appointing eight (8) persons, including at least one youth representative, and the mayor appointing four (4) persons, including at least one youth representative. The Board shall select a Chairperson from among its own members. Both the Board members and the Chairperson shall serve for such terms as provided for in Article IV.

AGREEMENT

This agreement, by and between the City of Oswego, a municipal corporation with offices in City Hall in the City of Oswego, County of Oswego, New York hereinafter called "City" and the County of Oswego, a municipal corporation with offices in the County Building in the County of Oswego, hereinafter called "County".

WHEREAS, a City-County Youth Bureau was created by the City of Oswego and the County of Oswego, pursuant to Executive Law 422, as amended, and

WHEREAS the members of the Common Council of the City of Oswego and the members of the Human Services Committee of the Legislature of the County of Oswego have expressed the wish that administration be provided by the County of Oswego with the City of Oswego reimbursing the County for its share of administration and operating costs and

WHEREAS, the New York State Office of Children and Family Services has approved such a contract and relationship,

NOW, THEREFORE, it is mutually covenanted and agreed by and between the parties hereto as follows:

That the plan of organization of the City-County Youth Bureau shall be as follows:

ARTICLE I

Name

The name of this organization shall be "Oswego City-County Youth Bureau".

ARTICLE II

Object

The mission of the Youth Bureau shall be to (1) contribute to a collaborative network of effective, integrated programs and services; (2) coordinate comprehensive, county-wide youth and family services planning; (3) provide direct and indirect services and activities for youth and families; (4) improve the quality of life for individuals, families, and the community; and (5) empower youth to become responsible members of society.

ARTICLE III

Membership

The Youth Board shall consist of fifteen (15) members as provided for in sections one (1) and two (2), Article IV of this document. All members shall be residents of the County of Oswego. Members appointed by the mayor if the City of Oswego shall also be residents of the City.

ARTICLE IV

Terms of Members

1. Each adult citizen member shall serve for a term of three (3) years or as hereinafter provided, and each citizen member shall be eligible for nomination to serve successive terms of three (3) years. Each youth citizen member shall serve for a term of two (2) years or as hereinafter provided, and each youth citizen member shall be eligible for nomination to serve successive terms of two (2) years.
2. Each "legislative" member shall serve for a term of two (2) years and may be appointed for successive terms. However, the "legislative" member shall not be eligible to serve when he or she ceases to occupy the office.
3. Any citizen member or "legislative" member appointed to serve for the purpose of filling a vacancy in the membership shall serve for the remainder of the expired term.

3
ARTICLE V

Meetings

1. The Board shall meet for regular meetings during the year. Public notice shall be given in accordance with the Public Officer's Law and published on the county's website.
2. A quorum shall be a majority of the whole number; and not less than a majority of the whole number is necessary to perform a power of duty of the Board relative to matters of finance.
3. No Youth Bureau Board member may vote on any financial allocation for any agency whose board the member sits on.
4. In the event that any member of the board is absent, without notice or excuse, for two (2) successive meetings, the Chairperson of the Board will contact the member to see if they are still interested in remaining on the Board. In the event that any member of the board be absent, without notice or excuse, for three (3) successive meeting, the Chairperson of the Board shall refer his/her membership to the Chairperson of the County Legislature or to the Mayor of the City for appropriate actions. The Mayor and the Chairperson of the County Legislature shall have the authority among other things to declare the position vacant.
5. In the event a member wishes to resign from the Board, the member will write a letter to the Chairperson of the County Legislature or the Mayor of the City.
6. The Chairperson of the Board shall be empowered to call special meetings of the board upon giving three (3) days written notice thereof and must call a special meeting of the Board upon written petition of any five (5) members of the board.
7. Each member of the Board shall have one (1) vote at each meeting.

ARTICLE VI

Officers

1. The officers of the Youth Board shall consist of Chairperson and First Vice-Chairperson, both of whom shall be members of the Board and appointed members.
2. Each officer shall be chosen by the voting members at the first meeting of each year and shall serve for a term of one (1) year.
3. Vacancies in any office of the Board arising at any time shall be filled by the Board

at a meeting of the Board. Such officer elected to fill the vacancy shall serve for the remainder of the unexpired term.

ARTICLE VII

Duties of the Officers

1. The Chairperson shall preside at all meetings of the Board, shall appoint all necessary committees as provided in these By-Laws and shall be an ex-officio member of all committees in addition, the Chairperson will be responsible for the leadership of the Executive Committee.
2. The First Vice-Chairperson shall perform the duties of the Chairperson in his/her absence and will serve as Chairperson of the Program Committee. In addition to any such duties, the First Vice-Chairperson is empowered to perform any duties assigned to him or her by the Board or the Chairperson.

ARTICLE VIII

Committees

1. There shall be the following standing committees:
 - a. Executive Committee: The Executive Committee shall consist of the officers and shall determine long range goals which provide direction for the full Board and shall specify priorities and objectives stated to be met or accomplished.
 - b. Program Committee: The Program Committee shall consist of at least ~~four~~ (4) three (3) board members and ad-hoc members as appointed by the Board Chairperson and shall be responsible for developing a system of rules and guidelines to determine merit and establish criterion for standards to be used in accepting or rejecting an application for pool 'state aid' for an agency or their entity. The Program Committee will recommend funding allocation to the full Board of Directors. The First Vice-Chairperson shall serve as Committee Chairperson.
 - c. Membership Committee: The Membership Committee shall consist of the whole Board and shall make recommendations to the Mayor and the Chairperson of the Oswego County Legislature for filling vacancies as they occur on the Board, either by resignation or expiration of term.

ARTICLE IX

Procedure

1. In all matters of parliamentary procedure not covered by these By-Laws, the organization shall be governed by Robert's Rules of Order.
2. The Oswego City-County Youth Bureau shall submit its proposed annual budget to the Oswego County Legislature and the Common Council of the City of Oswego as stipulated by the County and City budget process. Such annual budget shall be subject to the approval of the County of Oswego Legislature and the Common Council of the City of Oswego. The Treasurer of the County of Oswego will act as a disbursing agent for the Youth Board in connection with expenditures authorized by the said Board within the appropriation set by the County Legislature and the City Common Council. The Treasurer shall disburse said funds upon review and approval of the Oswego County Auditor. The County Legislature and the City Common Council shall include in the annual budget a sufficient sum for the operation of the Oswego City-County Youth Bureau, and the County Legislature and the City Common Council will file or cause to be filed the necessary annual budget statements and applications for State Aid to the New York State Office of Children and Family Services.
3. In all City-County projects involving application for State reimbursement through the New York State Office of Children and Family Services, the applications shall be coordinated by the Youth Board and shall be made in such form as prescribed or required by the New York Office of Children and Family Services.
4. The City-County Youth Bureau shall ensure appointment of employees, in accordance with applicable Civil Service requirements, to such positions on the staff of the City-County Youth Bureau as may be created by the County Legislature of the County of Oswego and the Common Council of the City of Oswego, and said employees who deliver services primarily to and for Oswego City youth and whose wages are paid by the City of Oswego shall be employees of the City of Oswego, whereas, those employees whose wages are paid by the County of Oswego shall be employees of the County of Oswego.
5. It is understood and agreed between the parties that the County shall provide office space, furnishings, phone, computer equipment, copying equipment, and Internet services for Youth Bureau City staff, invoice and voucher preparation for City Youth Bureau expenses, preparation of fiscal claims for state aid for City Youth Bureau expenses, contract management for the Oswego City Youth Center, and administrative supervision. ~~one (1) Youth Activities Coordinator and at least one Youth Activities Aide.~~ The City shall provide two (2) Youth Activities Coordinators. The City shall provide \$13,500 in 2022 for administrative oversight and increase this by \$200 per year through 2027. It is further understood that the County and the City shall each apply for reimbursement from the New York State Office of Children and Family Services. It is further understood and agreed that the County Legislature will not commit the City of Oswego for payment of any

sums for projects undertaken by the Youth Board not included in the City's annual budget without prior approval of such commitment by the City Council. Notwithstanding the foregoing either the County or the City may individually elect to underwrite the entire local cost of any Youth Bureau project.

6. The Youth Bureau, through the County budget process, shall reimburse municipalities, including the City of Oswego, for youth development programs upon receipt of acceptable state aid forms. The Youth Bureau shall then process claims to the New York State Office of Children and Family Services for state aid reimbursement back to the County. The County shall apply, on behalf of the City, for applicable state and federal grants which provide services to youth and families. The County shall reimburse the City of Oswego for services provided by City Youth Bureau staff, that are applicable to said state and federal grants.
7. The terms of this agreement shall be five (5) years commencing at the first meeting of the year and said agreement shall continue after five (5) years on a year-to-year basis unless either party, by written notice to the other or at least six months before the termination date of the contract or any renewal date, thereof, gives notice that it wishes to modify or terminate the agreement.
8. The County shall have the authority to enter into contracts for and on behalf of the Oswego City-County Youth Bureau, subject to the provisions of this contract.
9. This agreement may be amended at any time by mutual consent of both parties.

IN WITNESS WHEREOF, the parties hereto have signed their names and caused their official seals to be hereunto affixed the day and year first above written.

THE COUNTY OF OSWEGO

THE CITY OF OSWEGO

By _____
Chairman of the Legislature

By _____
Mayor, City of Oswego

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING CREATION OF TWO POSITIONS
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

WHEREAS, the Social Services Commissioner has identified the need to add one (1) Senior Account Clerk position and one (1) Accounting Supervisor, Grade B position to adequately staff the Accounting Unit, and be it

RESOLVED, that one (1) Senior Account Clerk, Grade 6 in CSEA Local 838 be created, and be it

RESOLVED, that one (1) Accounting Supervisor Grade B, Grade 11 in CSEA Local 838 be created, and be it

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators
DATE: February 9, 2023
SUBJECT: Request for Two New Positions in DSS Accounting Unit

SUMMARY: The DSS Accounting Unit has struggled with keeping up with their workload over the past year due to staffing issues, and complexity in the workload. We have been unable to attract Account Clerks and retain them successfully for any reasonable length of time, which has caused significant gaps in processing protocols.

We are requesting the addition of one Sr. Account Clerk and one Accounting Supervisor B to help pull the Unit out of backlog and be able to successfully maintain the workload so that vendors can be paid in a reasonable period of time and claiming can be done timely and accurately. The Sr. Account Clerk title will help to streamline the workload on the front end, as the higher title will allow us to distribute the workload more equitably and with no more hand-offs than absolutely required to maintain proper separation of duties. The Accounting Supervisor B will be instrumental in assisting with claims, making sure that all revenue is claimed in a timely manner and at the highest level of reimbursement possible.

Without the addition of these two titles, the Unit will remain backlogged for the foreseeable future. The civil service lists for Account Clerk are gone almost as soon as they are certified, with few candidates wanting to work in Mexico. We are hoping to pull through this difficult time with the higher-level titles, then once we are able to recruit and retain Account Clerks, be able to rebuild the Unit in a much more efficient manner.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification and the creation of the two new positions as requested. The total increase in cost to the 2023 budget for the remainder of the year will be \$65,106, exclusive of fringe. **The total local share increase after 75% reimbursement will be \$16,277.**

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Sr. Account Clerk

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: 18.30 Grade: 6

b. Management or OCPA – Salary Requested: Grade:

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

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

The Sr. Account Clerk plays a critical role in the Accounting unit by monitoring all payments received into the Department, ensuring that all expenditures are claimed appropriately and at the highest level of reimbursement, and creating required reports on a regular schedule. This title allows them the flexibility to take on work of higher complexity and streamline claiming processes wherever possible while ensuring proper separation of duties as required. By upgrading this position, the unit will better be able to meet workflow demands, especially in the absence of Account Clerks which are proving very difficult to hire & retain.

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
DSS**

DIVISION, UNIT, OR WORK SECTION
Accounting

LOCATION OF POSITION
Mexico

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

Title requested: *Sr. Account Clerk*

**PERCENT OF
WORK TIME**

5% *Complete and submit the Abstracts report to the Treasurer's Office*

15% *Monitor all BICS & manual payments to prevent duplicates*

10% *Process & track Foster Care SSI/SSd payments for children in care*

5% *Review vendor rosters to verify correct eligibility levels for payment claiming*

5% *Oversee cash receivables and vendor receivables in CAMS*

30% *Input BICS refunds into CAMS*

5% *Prepare bank deposit*

25% *Process spenddown receipts and payments; Process repayment and recovery receivables; Process Treasury Offset payments & refunds; Process Lottery intercept payments*

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Jeff Familo	Accounting Supervisor Grade B	Direct
TBD	Accounting Supervisor Grade B	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
TBD	Account Clerk	Direct

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

NAME	TITLE	LOCATION OF POSITION
Derrick Hamilton	Account Clerk	Mexico

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

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

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

Essential knowledge, skills and abilities: Knowledge of methods used in maintaining financial records and reports; knowledge of business arithmetic and double entry bookkeeping; perform prolonged fine-finger movement on a keyboard with speed and accuracy; write legibly; organize and maintain records and files; understand/interpret complex oral/written instruction; plan, assign, review the work of others

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title: Commissioner

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

POSITION REQUEST/DELETE BUDGET FORM

DEPARTMENT: DSS

DIVISION/UNIT (NUMBER): 6010

A. NEW POSITION REQUEST

1. Position Title Requested: Accounting Supervisor Grade B

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

3. a. Bargaining Unit – Hourly Rate from Grade plan: \$25.74 Grade: 11

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

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

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

The Accounting Supervisor Grade B is responsible for processing claims, auditing CAMS activity, expungement, voluntary repayments and excess Child Support received. This position is also responsible for EBT payment monitoring, monitoring Treasury Offset and Lottery Intercept funds received; obtaining information about MA pay-in reconciliation; banking required for the Commissioner, Spenddown, and Representative Payee Accounts; determining recovery and refund claims placement when payments are received; verifying all monthly eligibility changes; maintain the Child Welfare Settlement Tool; daily supervision and oversight of accounting unit staff; collaborate with other department staff to ensure expenses are claimed correctly and to trouble-shoot process/payment issues.

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
DSS**

DIVISION, UNIT, OR WORK SECTION

Accounting

LOCATION OF POSITION

Mexico

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

Title requested: *Accounting Supervisor Grade B*

**PERCENT OF
WORK TIME**

30%

Processing claims and submitting to the state on multiple platforms

10%

obtain information about MA pay-in reconciliation

10%

Determine placement of recovery and refund claims when payments are received

10%

EBT payment monitoring, monitoring Treasury Offset and Lottery Intercept funds received

10%

Banking required for Commissioner's, Spenddown, and Representative Payee Accounts

10%

Verify all monthly eligibility changes for payments

10%

Maintain the Child Welfare Settlement Tool

10%

Audit CAMS activity, expungement, voluntary repayments and excess Child Support received

(Attach additional sheets if more space is needed)

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

NAME	TITLE	TYPE OF SUPERVISION
Lorraine Wontkowski	Director of Fiscal Management	Direct

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

NAME	TITLE	TYPE OF SUPERVISION
Rose Harrington	Sr. Account Clerk	Direct
Patti Menter	Sr. Account Clerk	Direct
Derrick Hamilton	Account Clerk	Direct

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

NAME	TITLE	LOCATION OF POSITION
Jeffrey Familo	Accounting Supervisor Grade B	Mexico

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

Education: ☐ High School _____ years
☒ College 2 years, with specialization in accounting, finance, business admin
☐ Other _____ years, with specialization in _____

Experience (list amount and type): *three (3) years of accounting, budgeting, financial coding, or auditing experience, one (1) year of which must have been supervisory;*

Essential knowledge, skills and abilities: *bookkeeping and business arithmetic; statistical techniques involved in administrative analysis; principles and practice of departmental budget preparation and fiscal management; federal/State/local laws, regulations which affect the fiscal operations of a local social services department; fiscal reporting methods and procedures; plan, assign, and review the work of others*

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title: Commissioner

Signature:

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

2023 Budget
2/9/2023

COMMITTEE SIGNATURES

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING RECLASSIFICATION OF THREE POSITIONS
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 (3) existing Typist positions to Community Service Workers to allow for streamlining of current job duties and to facilitate work duties in the Support Center of the Assistance Programs Unit, and

RESOLVED, that three (3) Typist positions, 601005202, 601024710, and 601015203, Grade three (3) in the CSEA Oswego County Local 838, be reclassified to Community Service Workers, Grade four (4) in the CSEA Oswego County Local 838, and be it

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: February 9, 2023

SUBJECT: Request for Reclassification of Three (3) Typist positions to Community Service Worker (CSW)

SUMMARY: DSS is seeing the highest number of applications for assistance across all programs than we have seen in many years. The Unit is working long hours to try to keep up with the influx of applications, but is falling behind due to staffing issues. We have had extremely limited luck in finding Typist candidates that are willing to work at our office in Mexico, and as a result, we are experiencing large gaps in coverage for processing and customer service.

We propose reclassifying three Typist positions within our support team so that we can streamline our work processes and better provide service by eliminating the need to differentiate work assignments among Typists and CSWs. With all on the team working in the same title, workload can be more equitably distributed, and coverage can be more seamless. As the only Department that uses the title of CSW (school districts don't use it either), we have a much better opportunity to retain these staff and eventually promote them within the Unit.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the reclassification of three Typist positions to Community Services Worker. The increase in cost is \$2,948 per year at 75% reimbursement. **Local share difference in cost is \$737.**

DEPARTMENT: Assistance Programs

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: Typist (3) 2. Position #: 601005202, 601024710, 601015203

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

4. Requested Title: Community Service Worker

5. Requested Salary: _____

a. Bargaining Unit: CSEA Hourly Rate: \$16.57 Grade: 4

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

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

7. Justification of Need (use additional sheets as necessary): *The Assistance Program Intake Team is currently comprised of 3 Community Service Workers and 3 Typists to manage all incoming applications for Temporary Assistance, SNAP and HEAP for the agency. The three typist positions have been vacant for an extended period, one dating back to July 2022, due to the inability to recruit individuals at that title. The duties within the team have to be differentiated based on the different titles creating gaps in coverage and cross training abilities when we are short staffed. Reclassification of these 3 typist positions will allow the entire team to work under the title of Community Service Worker providing a larger bench for coverage, ability to cross train across duties and increased ability to support the Social Welfare Examiner.*

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

C. POSITION DELETION

1. Title to be Deleted:

2. Position #

3. Salary Savings:

4. Reason for Deletion:

Civil Service Law: Section 22. Certification for positions.
Before any new positions in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such position reclassified only with the title approved and certified by the commission.

**OSWEGO COUNTY HUMAN RESOURCES
DEPARTMENT**

NEW POSITION DUTIES STATEMENT

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit. Forward two typed copies to this office.

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

DIVISION, UNIT, OR WORK SECTION

Assistance Programs

LOCATION OF POSITION

Mexico

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

Title requested: *Community Service Worker*

**PERCENT OF
WORK TIME**

40%	<i>Manage intake of all incoming applications for Temporary Assistance, SNAP and HEAP to the Assistance Programs Division; screen applications for emergencies and distribute as needed to meet state and federal requirements. Track and manage all incoming recertification applications for programs</i>
25%	<i>Schedule all intake interview appointments and manage the division calendar across 5 Integrated Teams as well as HEAP. Handle all requests for reschedules and changes to appointments as needed.</i>
15%	<i>Responsible for covering front lower desk in the lobby and assisting all incoming individuals for the Assistance Programs Team. Triage emergencies, refer to appropriate internal and community resources and direct clients as needed</i>
10%	<i>Data entry and tracking of all incoming applications and recertification via NYS MyWorkspace as required by state and federal regulation to ensure proper notices are generated.</i>
10%	<i>Related support staff duties for Social Welfare Examiners including issuing vault cards, tracking of periodic reports and other duties as needed</i>

(Attach additional sheets if more space is needed)

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

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

Christine Bradshaw	Senior Social Welfare Examiner	Direct
Dawn Masuicca	Resource Coordinator	2 nd Level Supervision

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

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

NA

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
------	-------	----------------------

Jill Mullen	Community Service Worker	Assistance Programs
Jodi Hummel	Community Service Worer	Assistance Programs
Tammy Smith	Community Service Worker	Assistance Programs

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

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

Experience (list amount and type):

Essential knowledge, skills and abilities:

Type of license or certificate required:

7. The above statements are accurate and complete.

Date:

Title:

Signature:

CERTIFICATE OF OSWEGO COUNTY PERSONNEL OFFICER

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

POSITION CLASS TITLE:

JURISDICTIONAL CLASS:

Date:

Signature:

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES – OVERTIME**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Oswego County Board of Legislators

DATE: February 9, 2023

SUBJECT: Budget Modification due to Assistance Programs(AP) Overtime

SUMMARY: DSS AP staff have been working additional hours and, in some instances, overtime to meet the demand of increased applications and unfilled vacancies. The AP Unit at DSS has 5 vacant Social Welfare Examiner positions; hiring has been completed to fill one position February 6, 2023 and two positions on March 6, 2023. Efforts are being made to fill vacant positions, however there will be a need for current staff to work additional and overtime hours to meet the mandated deadlines until the new employees have been sufficiently trained and are productive.

DSS projects the need through the pay period ending 5/28/2023; to allow for training and productivity from the new employees. This would indicate a shortfall for overtime hours of \$47,113.70. AP wages are reimbursed at 50% Federal, 25% State, and 25% Local. The local portion for this budget modification is being moved from underspent salaries and wages.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Legislature approve the attached budget modification.

COUNTY OF OSWEGO

BUDGET MODIFICATION REQUEST

2023

2/9/2023

ACCOUNT NUMBER		ACCOUNT NUMBER			DESCRIPTION	DOLLAR AMOUNT
ORG.	OBJECT	PROJ.	ORG.	OBJECT		
A6010	512000				SSAdmin - Overtime payments	\$ 47,113.70
			A6010	446100	SSAdmin - Fed Aid Soc Serv Admin	\$ (23,556.85)
			A6010	436100	SSAdmin - St Aid Social Services Admin	\$ (11,778.43)
			A6010	511000	SSAdmin - Salaries & Wages Reg	\$ (11,778.42)
To cover overtime wages for Assistance Programs for five months						
TOTAL AMOUNT						0.00

COMMITTEE SIGNATURES
DATE

COUNTY TREASURER
DATE

HUMAN RESOURCES DIRECTOR
DATE

COUNTY ADMINISTRATOR
DATE

DEPARTMENT HEAD
DATE

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION
DEPARTMENT OF SOCIAL SERVICES – PURCHASE OF ONE VEHICLE AND
TRANSFER OF THREE VEHICLES FROM THE HEALTH DEPARTMENT**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



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: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: January 17, 2023

SUBJECT: Budget Modification to Transfer 4 Vehicles from the Health Department to the Department of Social Services (DSS)

PURPOSE: To amend the Social Services budget to purchase one vehicle from the Oswego County Health Department due to the closure of the Hospice Program and transfer three additional vehicles to meet the needs of DSS.

SUMMARY: DSS will pay \$15,000 for one 2017 Chevy Equinox (approximately 39,000 miles). Additionally, OCHD will transfer one 2018 Chevy Equinox (approximately 35,200 miles) / one 2018 Chevy Equinox (approximately 37,000 miles) / and one 2018 Chevy Equinox (approximately 35,200 miles) to DSS. All four vehicles will be assigned to Services with 62% reimbursement.

The total cost to purchase the vehicle will be \$15,000. Also required is AUTOMOTIVE SUPPLIES & REPAIR and GASOLINE & OIL. The total cost increase for 2023 budget is \$9,158. The **total local share requested for this purchase is \$9,158.**

RECOMMENDED ACTION: The Social Services Department recommends the Human Services Committee; the Finance & Personnel Committee and the Oswego County Legislature authorize the Department of Social Services to amend the budget and purchase the vehicles.

FROM			TO			DESCRIPTION	DOLLAR AMOUNT
ACCOUNT NUMBER	ORG.	OBJECT	ACCOUNT NUMBER	PROJ.	OBJECT		
A6070	523000					AFS - Automotive Equipment	\$15,000
A6070	544200					AFS - Gasoline & Oil	\$5,100
A6070	544100					AFS - Automotive Supplies & Repair	\$4,000
			A6070		436090	AFS - St Aid Family Assistance	(14,942.00)
			A		159900	Appropriated Fund Balance	\$ (9,158.00)
To cover the purchase cost of one vehicle and the increased maintenance expenses for that vehicle and three other vehicles transferred from Public Health to DSS							
TOTAL AMOUNT							-

COMMITTEE SIGNATURES
DATE

COUNTY TREASURER
DATE

HUMAN RESOURCES DIRECTOR
DATE

COUNTY ADMINISTRATOR
DATE

DEPARTMENT HEAD
DATE

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT CODE BLUE FUNDING**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: February 9, 2023

SUBJECT: Request for approval to accept \$160,165.00 in NYS Aid/Code Blue

SUMMARY: Oswego County DSS has been allocated \$160,165 in Code Blue State Aid. Code Blue monies are used to fund the contract with Victory Transformation for their Warming Center and assist with housing individuals during the cold weather months (when temperatures drop below 32 degrees) as required by New York State.

The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. These are 100% state funds.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Oswego County Legislature authorize the Department of Social Services to accept this funding.

RESOLUTION NO.

February 9, 2022

**RESOLUTION AUTHORIZING BUDGET MODIFICATION DEPARTMENT OF
SOCIAL SERVICES TO ACCEPT SNAP EMPLOYMENT & TRAINING
ALLOCATION**

By Legislator Roy Reehil:

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

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

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

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

YES:

NO:

ABSENT:

ABSTAIN:



COUNTY OF OSWEGO
Department of Social Services

Stacy Alvord, MSW
Commissioner

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

INFORMATIONAL MEMORANDUM

TO: Human Services Committee, Oswego County Legislature

FROM: Stacy Alvord, MSW, Commissioner

DATE: February 9, 2023

SUBJECT: SNAP Employment & Training 100% and 50% FFY 2023 Allocation

SUMMARY: The SNAP E&T funds support costs associated with operating the SNAP E&T program. Such costs may include costs related to serving SNAP applicants and recipients, including Safety Net Assistance (SNA) applicants and recipients who are also receiving SNAP benefits and are assigned to a SNAP E&T activity.

The Department respectfully requests acceptance of this funding. The attached budget modification reflects this request. The first \$42,746 is 100% Federally funded. The remaining amount is 50% Federally funded with a non-federal match.

RECOMMENDED

ACTION: The Department of Social Services recommends the Human Services Committee, Finance & Personnel Committee, and the Oswego County Legislature authorize the Department of Social Services to accept this funding.

2023 Budget
1/17/2023

COMMITTEE SIGNATURES

DATE

DATE _____

DATE _____

DATE _____

DATE _____

RESOLUTION NO.

February 9, 2022

**RESOLUTION APPOINTING MEMBERS TO THE COMMUNITY SERVICES
BOARD**

By Legislator Roy Reehil:

WHEREAS, The Community Services Board is a statutory body created in accordance with provisions of the New York State Mental Hygiene law,

WHEREAS, the Board is responsible for overseeing all Mental Health, Developmental Disability and Addictions programs,

WHEREAS, the membership is appointed by the Oswego County Legislature,

NOW, on recommendation of the Human Services Committee of this body, be it

RESOLVED, that the following individual be, and hereby is re-appointed to the Oswego County Community Services Board for term to expire as outlined below:

Mr. Greg Osetek, term expiration 04/30/2027
Mr. Brian Coleman, term expiration 04/30/2027

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

DATE: February 2023

SUBJECT: Re-appointment of Community Services Board Member

PURPOSE: To recommend the re-appointment of Greg Osetek and Brian Coleman to the Community Services Board.

SUMMARY: The Community Services Board is a statutory body of fifteen members created in accordance with provisions of the New York State Mental Hygiene Law. The Board oversees all Mental Health, Developmental Disability, and Addictions programs. Appointments are by the County Legislature for a term of four years.

Community Services Board Nominates:

Greg Osetek (Re-Appointment)	Term to Expire 4/30/2027
Brian Coleman (Re-Appointment)	Term to Expire 4/30/2027

The two members recommended for re-appointment have been faithful in their service to the mission of the Board. Both serve as Officers and leaders to membership and County Director of Community Services. They are true advocates for the vulnerable populations represented by the Community Services Board.

RECOMMENDED

ACTION: The Human Services Committee recommends that the Legislature appoints above named persons to the Community Services Board for the statutory term.



OSWEGO COUNTY PURCHASING
46 East Bridge Street, Oswego, NY 13126
Phone (315) 326-6051
Email: purchasing@oswegocounty.com

TO: Human Service Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: January 30, 2023
RE: BID Report

1. BID 22-YB-002 Camp Hollis Administration Building Insulation

Funding Source: NYS Parks Grant

Solicitation Process: BID 22-YB-002 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on December 13, 2022. It was also sent directly to the 37 contractors (see attached list).

Number of responses: One (1)

Who, by title, evaluated the bid/proposal: Tetra Tech has evaluated the bid response received and recommends approval to EIF Construction pending approval from the New York State Parks Department.

BID 22-YB- 002 CAMP HOLLIS ADMINISTRATION BUILDING INSULATION

Name of Company	Location	Proposed Price \$	Required Documentation SHC/VRCS/VIS/NCC/RFC					
EIF Construction Co, Inc.	2566 State Route 3 Fulton, NY 13069	Attic	\$ 43,169					
		Outside Walls	74,204		X	X	X	X
		Total	\$117,373					

SHC=Sexual Harassment Certification; VRCS=Vendor Reply Cover Sheet; VIS=Vendor Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

Evaluation: EIF Construction was the only bidder. There is no objection to the bidder. Since there is not enough grant funding to insulate both the attic and outside walls, the Youth Bureau has decided to insulate only the attic at this time.

Recommended Action: The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Committee is requested to affirm an award to the low bidder.



OSWEGO COUNTY PURCHASING DEPARTMENT

BID COMPUTATION SHEET

OPENED: January 10, 2023		EIF Construction Co., Inc. 2566 State Route 3 Fulton, NY 13069
BID 22-YB-002 Camp Hollis Administration		
Building Insulation		
Insulate Attic		\$43,169
Insulate Outside Walls		\$74,204
TOTAL COST		\$117,373

New York State Office of Parks, Recreation and Historic Preservation Contractor's Solicitation Log

Project No: 22-YB-002 Insulation Region: Central

Date Submitted:

Page 1 of 4

Contractor/Firm Name & Address:

County: Oswego

Contact Person: Brian Chetney

E-Mail: brian.chetney@oswego-county.com

Telephone No:

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	Angelo Chiodo Heating, Air Cond., & Ref., LLC 618 Wolf Street Syracuse NY 13208 Margaret Chiodo	WBE	315-471-7747 315-471-7061 lynn@angelochiodo.com	12/14/2022	1/10/2023	42		
2	Gomez Comfort Systems, LLC. 503 South Geddes Street Syracuse NY 13204 John Gomez	MBE	315-378-4255 315-218-6583 info@gomezcomfortsystem.com	12/14/2022	1/10/2023	42		
3	JPC LTD 750 Spencer Street Syracuse NY 13204 Helen Smith	WBE	315-214-4021 315-214-4395 22-	12/14/2022	1/10/2023	42		
4	Kondra & Jaquin Enterprises, Inc. 4004 New Court Avenue Syracuse NY 13206 M. Suzanne Kondra	WBE	315-472-3557 315-437-9128 suzanne@potter-perrone.com	12/14/2022	1/10/2023	42		
5	Lovett Mechanical Contractor Inc 742 Spencer Street Syracuse NY 13204 Thaddeus Lovett	MBE	315-385-7027 315-385-7037 lovettmechanical@gmail.com	12/14/2022	1/10/2023	42		
6	Zero Draft 2824 Lemonye Ave Syracuse NY 13211		315-455-9376 dwwhorral@getzerodraft.com	12/14/2022	1/10/2023	42		
7	EPC BUILDING ENVELOP SPECIALIST INC 88 Connecticut Rd Plattsburg NY Mary Ann Whisher	WBE	518-563-0579 518-563-2659 mawhisher@ecp1.com	12/14/2022	1/10/2023	42		
8	Michael R. Boccacino, Inc. 274 North Goodman Street Rochester NY 14607 Karen Falbo	WBE	585-454-2120 585-473-1093 boccacinokaren@rochester.rr.com	12/14/2022	1/10/2023	42		
9	E Plumbing & Piping, Inc. 214 Hamlin Parma Townline Road Hilton NY 14468 Evelyn Lloyd	WBE	585-637-8574 585-637-2783 eplumbing@rochester.rr.com	12/14/2022	1/10/2023	42		
10	Runyon Lightning and Restoration Inc 825 Chase Rd Hilton NY 14468 Kristin Runyon	WBE	585-734-0615 krisrunyon@outlook.com	12/14/2022	1/10/2023	42		

M/WBE Response Codes:
 11 - Submitted Written Quote
 12 - Submitted Verbal Quote
 13 - Negotiating With Prime
 14 - Developing Quote
 21 - Not Certified for Item(s)
 22 - Location Unacceptable
 23 - No Price Agreement
 24 - No Time For Bid
 25 - Schedule Unacceptable

Bidder Action Codes:
 31 - Selected
 32 - Unavailable
 33 - No Longer in Business
 34 - Undeliverable

Method of Contact:
 41 - Mail
 42 - E-Mail
 43 - Phone
 44 - FAX

Program:
 MBE
 WBE
 DBE
 Other

New York State Office of Parks, Recreation and Historic Preservation Contractor's Solicitation Log

Project No: 22-YB-002 Insulation Region: Central

Contractor/Firm Name & Address:

Date Submitted:

Page

2 of 4

County:

Oswego

Contact Person:

Brian Chetney

E-Mail:

brian.chetney@oswegocounty.com

Telephone No:

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	NJ Jones Plumbing LLC 305 N. Crouse Avenue Suite 2 Syracuse NY 132 Nadonte Jones	MBE	njjonesplumbing@gmail.com 585-417-5506 585-417-5496	12/14/2022	1/10/2023	42		
2	Cannon & Noto Enterprise Inc 314 Buffalo Road Rochester NY 14611 Mark Cannon	MBE	mark@cannonandnotoenterpriseinc.com 585-247-9020	12/14/2022	1/10/2023	42		
3	Coldwater Insulation, Inc. 41 W. Main Street - Suite #5 Honeoye Falls NY Majorie Russer	WBE	murray@coldwaterinsulation.com 585-254-6210 585-697-0950	12/14/2022	1/10/2023	42		
4	M.G.M. Insulation, Inc. 3 Sherer Street Rochester NY 14611 Mel S Brooks	MBE	msbrooks@mgm-insulation.com 315-788-2970 315-788-7752	12/14/2022	1/10/2023	42		
5	Cowles Company of Northern New York Inc. 523 New York Avenue Watertown NY 13601 Kathleen Cowles	WBE	kathy@cowlesand company 585-637-6925 585-637-0358	12/14/2022	1/10/2023	42		
6	WYCO Mechanical LLC 81 Shumway Road Brockport NY 14420 Michele Johnson	WBE	wyco101@yahoo.com 315-807-4018	12/14/2022	1/10/2023	42		
7	R.H. Fire, LLC 2610 South Salina St., Suite 21 Syracuse NY 132 Rajahn Hasbin	MBE	rhfire999@gmail.com 315-343-9315	12/14/2022	1/10/2023	42		
8	J & A Mechanical 5814 St Rt 104 East, Oswego, NY 13126 Frederick Volkomer, II		ted.volkomer@jamechanical.biz 315-787-7805 315-787-7806	12/14/2022	1/10/2023	42		
9	Unified Mechanical Contractors, Inc. 166 Middle Street Geneva NY 14456 Stephen E. Scott	MBE	unifiedmechanical@gmail.com 716-852-3418 716-856-8386	12/14/2022	1/10/2023	42		
10	C & R HOUSING INC 230 Pratt Street Buffalo NY 14204 Jabril Shareef	MBE	jabril777@hotmail.com	12/14/2022	1/10/2023	42		

M/WBE Response Codes:

- 11 - Submitted Written Quote
- 12 - Submitted Verbal Quote
- 13 - Negotiating With Prime
- 14 - Developing Quote

21 - Not Certified for Iter Bidder Action Codes:

- 22 - Location Unacceptable
- 23 - No Price Agreement
- 24 - No Time For Bid
- 25 - Schedule Unacceptable

31 - Selected

- 32 - Unavailable
- 33 - No Longer In Business
- 34 - Undeliverable

35 - Unreachable

- 36 - Unresponsive
- 37 - Not Selected

Method of Contact:

- 41 - Mail
- 42 - E-Mail
- 43 - Phone
- 44 - FAX
- 45 - Face to Face

Program:

- MBE
- WBE
- DBE
- Other

Project No: 22-YB-002 Insulation Region: Central

Contractor/Firm Name & Address: _____

Date Submitted: _____ Page 3 of 4

County: Oswego

Contact Person: Brian Chetney

E-Mail: brian.chetney@oswegocounty.com

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	The Insulation Man, LLC 428 Court St Suite 2 Binghamton NY 13904 Susan Gahagan	WBE	607-775-3035 607-775-3045 susan@insulationman.com	12/14/2022	1/10/2023	42		
2	Essential Contracting Group LLC 4318 44th Street, Suite 4D Sunnyside NY 11104 Sebastian Aguas Lozano	MBE	347-870-8443 sebastian@essentialcng.com	12/14/2022	1/10/2023	42		
3	CAG Group, LLC 1510 Surprise Street Elmont NY 11003 Gassi A Goulden	MBE	516-554-9540 516-502-2073 info@caggroupplc.com	12/14/2022	1/10/2023	42		
4	Adirondack Spray Foam, Inc 83 Rowland St Ballston Spa NY 12020 Kevin Theriault	MBE	518-528-7831 518-884-9851 adirondacksprayfoam@yahoo.com	12/14/2022	1/10/2023	42		
5	Eaton Associates, Inc. 242 Blaine Ave Buffalo NY 14208 Robert L Barrette III	MBE	716-886-3118 716-886-3118 eacontractors@gmail.com	12/14/2022	1/10/2023	42		
6	G. M. Insulation Corp. 1345 Rosser Avenue Elmont NY 11003 Izabel Skugor	MBE	516-354-6000 516-354-6001 iskugor4gminsulation@gmail.com	12/14/2022	1/10/2023	42		
7	Energy Pro Insulation LLC 155 Androvette St Staten Island NY 10309 Gary Grecco	MBE	718-984-7211 347-838-3459 lmarusic15@gmail.com	12/14/2022	1/10/2023	42		
8	4 Star Insulation Inc. 33 Wingate Road Yonkers NY 10705 Mark Corpas	MBE	917-559-6490 914-964-6624 mcorpas323@gmail.com	12/14/2022	1/10/2023	42		
9	PAC Associates 11 Fourth Ave Suite FG Oswego NY 13126 Rich & Gardner Construction Co		315-949-7937 jwillis@pacassociates.com	12/14/2022	1/10/2023	42		
10	206 Plum St Syracuse NY		3115-474-1900 joe@rchgrd.com	12/14/2022	1/10/2023	42		

Program:	MBE	WBE	DBE	Other
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New York State Office of Parks, Recreation and Historic Preservation

Contractor's Solicitation Log

Project No: 22-YB-002 Insulation Region: Central Date Submitted: _____ Page 4 of 4

Contractor/Firm Name & Address: _____ County: Oswego

_____ Contact Person: Brian Chetney

_____ E-Mail: brian.chetney@oswegoocounty.com

_____ Telephone No: _____

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	MCK building associates 221 W Division St Syracuse NY Dave Nicoll		315-475-7499 dnicoll@mckbuildingassociates.com	12/14/2022	1/10/2023	42		
2	Bellows Construction 213 W Adams St Syracuse NY 13202 Kim Bellows	WBE	315-476-4718 kim@bellowsconst.com	12/14/2022	1/10/2023	42		
3	Syracuse Environmental & Construc Group 4736 Onondaga Blvd Suite 434 Syracuse NY Brian Welick		315-313-6690 marc@expertenv.com	12/14/2022	1/10/2023	42		
4	TKTD General Contracting Inc 1200 E Fayette ST Syracuse NY	MBE	315-472-5297 kinseycarco@gmail.com	12/14/2022	1/10/2023	42		
5	CHC Construction Group 220 East Second St East Syracuse NY	MBE	315-579-0423 cleve@chc-group.com	12/14/2022	1/10/2023	42		
6	EIF CONSTRUCTION 2566 STATE RT 3 FULTON NY 13069 MICHAEL FRENCH		315-598-0613 315-593-6313 MFRENCH80@HOTMAIL.COM	12/14/2022	1/10/2023	42		
7	VermiX 121 Garfield Ave., Penn Yan, NY 14527 Mathew Ward		607-767-1831 833-837-8469 mwardofficial@gmail.com	1/9/2023	1/10/2023			
8								
9								
10								

M/WBE Response Codes:
 11 - Submitted Written Quote
 12 - Submitted Verbal Quote
 13 - Negotiating With Prime
 14 - Developing Quote

Bidder Action Codes:
 21 - Not Certified for Bidder
 22 - Location Unacceptable
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 25 - Schedule Unacceptable

Method of Contact:
 41 - Mail
 42 - E-Mail
 43 - Phone
 44 - FAX
 45 - Face to Face

Program:
 MBE
 WBE
 DBE
 Other



OSWEGO COUNTY PURCHASING
46 East Bridge Street, Oswego, NY 13126
Phone (315) 326-6050
Email: purchasing@oswegocounty.com

TO: Human Service Committee
FROM: Holly F. Carpenter, Purchasing Director
DATE: January 30, 2023
RE: BID Report

1. BID 22-YB-003 Camp Hollis Administration Building HVAC

Funding Source: NYS Parks Grant

Solicitation Process: BID 22-YB-003 was publicly advertised in the official newspaper, on Bidnet, and on the Oswego County website on December 13, 2022. It was also sent directly to the 50 contractors (see attached list).

Number of responses: Three (3)

Who, by title, evaluated the bid/proposal: Tetra Tech has evaluated the bid responses received and recommends approval to Postler & Jaeckle Corp. pending approval from the New York State Parks Department.

BID 22-YB- 003 CAMP HOLLIS ADMINISTRATION BUILDING HVAC

Name of Company	Location	Proposed Price	Required Documentation SHC/VRCS/VIS/NCC/RFC				
J & A Mechanical Contractors, Inc.	5814 State Route 104 East Oswego, NY 13126	\$188,700	X	X	X	X	X
Oswego Mechanical Inc.	45 West 2 nd Street Oswego, NY 13126	\$211,840	X	X	X	X	X
Postler & Jaeckle Corp.	6766 Old Collamer Road E. Syracuse NY 13057	\$139,992	X	X	X	X	X

SHC=Sexual Harassment Certification; VRCS=Vendor Reply Cover Sheet; VIS=Vendor Information Sheet; NCC=Non-collusion Certification; RFC=Resolution for Corporations

Evaluation: Postler & Jaeckle Corp. was the lowest bidder. There is no objection to the bidder.

Recommended Action: The Oswego County Purchasing Department certifies that the solicitation complies with Oswego County Purchasing Policy and New York State General Municipal Law. The Committee is requested to affirm an award to the low bidder.



OSWEGO COUNTY PURCHASING DEPARTMENT

BID COMPUTATION SHEET

OPENED: January 10, 2023

BID 22-YB-003 Camp Hollis Administration
Building HVAC

J & A Mechanical Contractors 5814 State Route 104 East Oswego, NY 13126	Oswego Mechanical, Inc. PO Box 913, 45 W. 2nd St. Oswego NY 13126	Posteler & Jaekle Corp. 6766 Old Collamer Road East Syracuse, NY 13057
BID PRICE	BID PRICE	BID PRICE
TOTAL COST	\$188,700	\$211,840
		\$139,992

New York State Office of Parks, Recreation and Historic Preservation Contractor's Solicitation Log

Project No: **BID 22-YB-003 HVAC Region: CENTRAL**

Date Submitted:

Page

1 of 5

Contractor/Firm Name & Address:

County: **OSWEGO**

Contact Person:

BRIAN CHETNEY

E-Mail:

brian.chetney@oswego-county.com

Telephone No:

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	The Insulation Man, LLC 428 Court St Suite 2 Binghamton NY 13904 Susan Gahagan	WBE	607-775-3035 607-775-3045 susan@insulationman.com	12/14/2022	1/10/2023	42		
2	J & A Mechanical 5814 St. Rt. 104 East, Oswego, NY 13126 Frederick Volkmer, II		315-343-9315 ed.volkmer@jamechanical.biz	12/14/2022	1/10/2023	42		
3	Zero Draft 2824 Lemonys Ave Syracuse NY 13211		315-455-9376	12/14/2022	1/10/2023	42		
4	C & R HOUSING INC 230 Pratt Street Buffalo NY 14204 Jabril Shareef	MBE	716-852-3418 716-856-8386 jabril77@hotmail.com	12/14/2022	1/10/2023	42		
5	Essential Contracting Group LLC 4318 44th Street, Suite 4D Sunnyside NY 11104 Sebastian Aguas Lozano	MBE	347-870-8443 sebastian@essentialcng.com	12/14/2022	1/10/2023	42		
6	Lovett Mechanical Contractor Inc 742 Spencer Street Syracuse NY 13204 Thaddeus Lovett	MBE	315-385-7027 315-385-7037 lovettmechanical@gmail.com	12/14/2022	1/10/2023	42		
7	Adirondack Spray Foam, Inc 83 Rowland St Ballston Spa NY 12020 Kevin Theriault	MBE	518-528-7831 518-884-9851 irondacksprayfoam@yahoo.co	12/14/2022	1/10/2023	42		
8	E Plumbing & Piping, Inc. 214 Hamlin Parma Townline Road Hilton NY 14468 Evelyn Lloyd	WBE	585-637-8574 585-637-2783 eplumbing@rochester.rr.com	12/14/2022	1/10/2023	42		
9	Cowles Company of Northern New York Inc. 523 New York Avenue Watertown NY 13601 Kathleen Cowles	WBE	315-788-2970 315-788-7752 kathy@cowlesand company	12/14/2022	1/10/2023	42		
10	TKTD General Contracting Inc 1200 E Fayette ST Syracuse NY	MBE	315-472-5297 kinseycarco@gmail.com	12/14/2022	1/10/2023	42		

M/WBE Response Codes:
11 - Submitted Written Quote
12 - Submitted Verbal Quote
13 - Negotiating With Prime
14 - Developing Quote
21 - Not Certified for Item(s)
22 - Location Unacceptable
23 - No Price Agreement
24 - No Time For Bid
25 - Schedule Unacceptable

Bidder Action Codes:
31 - Selected
32 - Unavailable
33 - No Longer in Business
34 - Undeliverable

35 - Unreachable
36 - Unresponsive
37 - Not Selected

Method of Contact:
41 - Mail
42 - E-Mail
43 - Phone
44 - FAX
45 - Face to Face

Program:
MBE
WBE
DBE
Other

Project No: 22-YB-003 HVAC Region: Central Date Submitted: _____ Page _____ 5 of _____

Contractor/Firm Name & Address: _____ County: OSWEGO

_____ Contact Person: BRIAN CHETNEY

_____ E-Mail: brian.chetney@oswegoocounty.com

Bidder	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	Eaton Associates, Inc. 242 Blaine Ave Buffalo NY 14208 Robert L Barnett III	MBE	716-886-3118 716-886-3118 eaicontractors@gmail.com	12/14/2022	1/10/2023	42		
2	G. M. Insulation Corp. 1345 Rosser Avenue Elmont NY 11003 Izabel Skugor	MBE	516-354-6000 516-354-6001 iskugor4gminsulation@gmail.com	12/14/2022	1/10/2023	42		
3	Energy Pro Insulation LLC 155 Androvette St Staten Island NY 10309 Gary Grecco	MBE	718-984-7211 347-838-3459 lmarusic15@gmail.com	12/14/2022	1/10/2023	42		
4	4 Star Insulation Inc. 33 Wingate Road Yonkers NY 10705 Mark Corpas	MBE	917-559-6490 914-964-6624 mcorpas323@gmail.com	12/14/2022	1/10/2023	42		
5	CHC Construction Group 220 East Second St East Syracuse NY	MBE	315-579-0423 cleve@chc-group.com	12/14/2022	1/10/2023	42		
6	Bellows Construction 213 W Adams St Syracuse NY 13202 Kim Bellows	WBE	315-476-4718 kim@bellowsconst.com	12/14/2022	1/10/2023	42		
7	Angelo Chiodo Heating, Air Cond., & Ref., LLC 618 Wolf Street Syracuse NY 13208 Margaret Chiodo	WBE	315-471-7747 315-471-7061 lynn@angelochiodo.com	12/14/2022	1/10/2023	42		
8	Heat and Cool Solutions, LLC. 5858 East Molloy Rd - Suite 107B Syracuse NY Andrew James	MBE	315-280-8890 310-928-1968 andrew@heatandcoolsolutions.com	12/14/2022	1/10/2023	42		
9	PAC Associates 11 Fourth Ave Suite FG Oswego NY 13126 Rich & Gardner Construction Co		315-949-7937 jwillis@pacassociates.com	12/14/2022	1/10/2023	42		
10	206 Plum St Syracuse NY		3115-474-1900 joe@rchgrd.com	12/14/2022	1/10/2023	42		

M/WBE Response Codes:		21 - Not Certified for It Bidder Action Codes:		Method of Contact:		Program:
11 - Submitted Written Quote		22 - Location Unacceptable	31 - Selected	35 - Unresponsive	41 - Mail	MBE
12 - Submitted Verbal Quote		23 - No Price Agreement	32 - Unavailable	36 - Unresponsive	42 - E-Mail	WBE
13 - Negotiating With Prime		24 - No Time For Bid	33 - No Longer in Business	37 - Not Selected	43 - Phone	DBE
14 - Developing Quote		25 - Schedule Unacceptable	34 - Undeliverable		44 - FAX	Other

Project No: 22-YB-003 HVAC Region: Central Date Submitted: _____ Page _____ 3 of 5

Contractor/Firm Name & Address: _____ County: Oswego

_____ Contact Person: BRIAN CHETNEY

_____ E-Mail: brian.chetney@oswegacounty.com

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	EPC BUILDING ENVELOP SPECIALIST INC 88 Connecticut Rd Plattsburg NY Mary Ann Whisher	WBE	518-563-0579 518-563-2659 mawhisher@ecp1.com	12/14/2022	1/10/2023	42		
2	ANR Mechanical Corp. 1906 Stewart Avenue New Hyde Park NY 11040 Anil Roy	MBE	516-414-0165 516-414-0166 anil@anrmechanical.com	12/14/2022	1/10/2023	42		
3	Tedco Group Inc. 140 N 9th St. Lindenhurst NY 11757 Frank Tedschi	MBE	631-807-7679 631-493-0853 frank@tedcomechanical.com	12/14/2022	1/10/2023	42		
4	Three B Supply Inc 66 Brockway PL Whiteplains NY 10601 Rosemarie Birdsall	WBE	914-285-9244 914-285-9245 store223@johnstonesupply.com	12/14/2022	1/10/2023	42		
5	Base Concept HVAC & General Construction Inc. 73-14 52nd Dr. Maspeth NY 11378 Wendolyne Mateo	MBE	347-234-1872 718-478-1996 wmateo@baseconcepthvachvac.com	12/14/2022	1/10/2023	42		
6	CAG Group, LLC 1510 Surprise Street Elmont NY 11003 Gassi A. Goulden	MBE	516-554-9540 516-502-2073 info@caggrouppllc.com	12/14/2022	1/10/2023	42		
7	J.L. Hvac Inc. 323 Scholes Street Brooklyn NY 11212 Charlie Losirisup	MBE	718-381-8808 718-381-8806 cl@jlhvachvac.com	12/14/2022	1/10/2023	42		
8	Micheal Peterson 243 Manhattan Ave Buffalo NY 14214 Micheal Peterson	MBE	716-228-6140 716-228-6140 michealpeterson6140@yahoo.com	12/14/2022	1/10/2023	42		
9	Rand & Jones Enterprises Co Inc 18 Tracey Street Buffalo NY 14201 Joan Yang	MBE	716-626-1080 716-626-1214 joanyang9999@hotmail.com	12/14/2022	1/10/2023	42		
10	Gomez Comfort Systems, LLC. 503 South Geddes Street Syracuse NY 13204 John Gomez	MBE	315-378-4255 315-218-6583 info@gomezcomfortsystem.com	12/14/2022	1/10/2023	42		

Item	Response Codes:	Bidder Action Codes:	Method of Contact:	Program:
11 - Submitted Written Quote	21 - Not Certified for Item(s)	31 - Selected	41 - Mail	MBE
12 - Submitted Verbal Quote	22 - Location Unacceptable	32 - Unavailable	42 - E-Mail	WBE
13 - Negotiating With Prime	23 - No Price Agreement	33 - No Longer in Business	43 - Phone	DBE
14 - Developing Quote	24 - No Time For Bid	34 - Undeliverable	44 - FAX	Other
	25 - Schedule Unacceptable			

New York State Office of Parks, Recreation and Historic Preservation

Contractor's Solicitation Log

Project No: **22-YB-003 HVAC** Region: **CENTRAL** Date Submitted: _____ Page **4** of **5**

Contractor/Firm Name & Address: _____ County: **OSWEGO**

Contact Person: _____ Contact Person: **BRIAN CHETNEY**

E-Mail: _____ E-Mail: **brian.chetney@oswego-county.com**

Telephone No: _____ Telephone No: _____

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	JL Hvac Inc 323 Scholes Street brooklyn NY 11206 Charlie Losirisup	MBE	718-381-8808 718-381-8806 cl@jlhvacin.com	12/14/2022	1/10/2023	42		
2	mij metal corp 434 E 165th Street Bronx NY Luis Flores	MBE	347-990-9485 718-620-8200 luiseflo63@gmail.com	12/14/2022	1/10/2023	42		
3	NW Piping and Welding Inc 251 EAST 91ST STREET Brooklyn Ny Nello N West	MBE	718-345-0469 718-345-6841 shakawest@yahoo.com	12/14/2022	1/10/2023	42		
4	Silk Air Com 4005 Avenue K Brooklyn Ny 11210 Oliver Palmer	MBE	718-253-3137 516-612-3706 silkaicom@aol.com	12/14/2022	1/10/2023	42		
5	Leema Plumbing & Heating Inc 2361 MacLay Avenue Bronx NY 10462 Tariq Ali	MBE	646-731-7219 718-931-1474 tariq@leemaplumbing.com	12/14/2022	1/10/2023	42		
6	OCM Construction inc 400 Ingham Ave. Lackawanna NY 14218 Konrad Ortega	MBE	716-860-2778 716-826-4540 kortega@ocmconstructioninc.com	12/14/2022	1/10/2023	42		
7	Simple Air HVAC Corp 175-20 Wexford Terrace, Apt. 16T Jamaica NY Malik Odeh	MBE	917-595-9707 simpleairhvac@gmail.com 716-417-6686	12/14/2022	1/10/2023	42		
8	Powell's Heating and Cooling 201 Walnut Street Lockport NY 14094 Erick Powell	MBE	powellsheatingandcooling@gmail.com 917-642-2247	12/14/2022	1/10/2023	42		
9	On Point HVAC Corp 103-55 96th street Ozone Park NY 11417 Sean Cumberbatch	MBE	onpointhvaccorp@gmail.com 631-821-8008	12/14/2022	1/10/2023	42		
10	Catan Equipment Sales Inc 62 Valentine Road/Suite 1422 Shoreham NY 11769 Susan Catan	WBE	631-821-7885 mkcatan@ceshv.com	12/14/2022	1/10/2023	42		

M/WBE Response Codes:
 11 - Submitted Written Quote
 12 - Submitted Verbal Quote
 13 - Negotiating With Prime
 14 - Developing Quote
Bidder Action Codes:
 21 - Not Certified for It
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Action Codes:
 31 - Selected
 32 - Unavailable
 33 - No Longer in Business
 34 - Undeliverable
Method of Contact:
 41 - Mail
 42 - E-Mail
 43 - Phone
 44 - FAX
Program:
 MBE
 WBE
 DBE
 Other

New York State Office of Parks, Recreation and Historic Preservation Contractor's Solicitation Log

Project No: BID 22-YB-003 HVAC Region: CENTRAL Date Submitted: OSWEGO Page 5 of 5
 Contractor/Firm Name & Address: BRIAN CHETNEY
 County: OSWEGO
 Contact Person: BRIAN CHETNEY
 E-Mail: brian.chetney@oswegoocounty.com
 Telephone No:

	Firm Name Address, City, State, Zip Contact Person	Program	Telephone No Fax No E-Mail Address	Date of Contact Follow-up Date	Deadline Response Date	Method(s) of Contact	M / WBE Response Code	Bidder Action Code
1	Zapas Construction Company 651 S 9th St New Hyde Park NY 11040 Michael Zapas	MBE	516-567-0394 mzapas@zapasconstruction.com	12/14/2022	1/10/2023	42		
2	R.A.M.S. Mechanical Inc. 50-02 97th Place Corona NY 11368 Steve Chan	MBE	718-888-7120 718-888-7121 info@ramsmechanical.com	12/14/2022	1/10/2023	42		
3	Cross Island Mechanical Group 75 Maiden Lane New York NY 10038 Kristopher Shaw	MBE	646-739-9223 646-607-5855 kris.shaw@pmg-hw.com	12/14/2022	1/10/2023	42		
4	Triple C HVAC & Construction 788 5th Ave Mount Vernon NY 10550 Christopher Hazelhurst	MBE	914-663-0959 914-663-1267 triplechvac@aol.com	12/14/2022	1/10/2023	42		
5	Three B Supply 66 BROCKWAY PL White Plains NY 10601 Rosemarie Birdsall	WBE	914-285-9244 914-285-9245 store223@johnstonesupply.com	12/14/2022	1/10/2023	42		
6	Mec-Con Associates Inc 37-22 55TH Street Woodside NY 11377 Young Ahn Chung	MBE	718-482-9009 718-482-0411 ray@mecconassociates.com	12/14/2022	1/10/2023	42		
7	Three B Supply 66 BROCKWAY PL White Plains NY 10601 Rosemarie Birdsall	WBE	914-285-9244 914-285-9245 store223@johnstonesupply.com	12/14/2022	1/10/2023	42		
8	Mec-Con Associates Inc 37-22 55TH Street Woodside NY 11377 Young Ahn Chung	MBE	718-482-9009 718-482-0411 ray@mecconassociates.com	12/14/2022	1/10/2023	42		
9	Oswego Mechanical Inc. PO Box 913, 45 W 2nd St Oswego, NY 13126		315-343-8031 kiung@oswmec.com	12/21/2022	1/10/2023	42		
10	Postler & Jaeckle Corp 6766 Old Collamer Rd, E Syracuse, NY 13057		315-455-5587 emelfi@postler.com	12/20/2022		42		

M/WBE Response Codes:
 11 - Submitted Written Quote
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 14 - Developing Quote
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 35 - Unreachable
 36 - Unresponsive
 37 - Not Selected
 41 - Mail
 42 - E-Mail
 43 - Phone
 44 - FAX
 45 - Face to Face
Program:
 MBE
 WBE
 DBE
 Other

Schedule F - Proposed Local Disbursements of ARPA Funds				
Project Name/Applicant	Project Description	Jurisdictional Committee	Request	Task Force Suggestion
		Jurisdictional Committee		
Desens House	\$12000 will allow 4 women to become Certified Alcohol and substance Abuse counselors (CASAC) for a residency program that will open in 2023. The certification is through Farmham. Additionally this will pay for 4 refurbished computers to be assigned to them to allow them to help women recover from alcohol and drug abuse in our communities. Desens will work with SUNY Oswego, OCO, CTT, to be able to provide educations services to the women in the program. Program will be funded by Desens house fully once renovations on their building is complete	Health	\$ 12,000	\$ 12,000
Pulaski Farmers Market	Has asked for \$5,000 to offset negative economic impact of COVID and to continue to provide the market and concert series. They have demonstrated through profit and loss statements a loss of \$3,006 over the course of the pandemic to date. This includes a loss of revenue plus increase costs of concerts.	EDP	\$ 5,000	\$ 3,006
Hardwood Transformations	They are seeking \$50,000 to help offset the negative economic impact of COVID and have demonstrated through profit and loss statements just in December of 2019-December of 2020 income loss of \$697,000. They would like to use the funds to maintain LEAD certification and hire back employees. They did receive PPP funds in the amount of \$87,986 bringing total loss for just the one	EDP	\$ 50,000	\$ 50,000
Marks Automotive	They have submitted documentations demonstrating an increase in the cost of the roof to be done of \$20,000. They have submitted documentation about lifts for the shop to be replaced with an increased cost of \$28,396. Demonstrated total amount of \$48,396.	EDP	\$ 35,000	\$ 24,198
Liberty Resources	Requesting \$170,751 for a program that began in Cayuga County with success. Mobile Crisis specifically designed as a co-response model to provide immediate on-site crisis intervention to youth and adults experiencing a mental health emergency on a limited hour structure. This trained response team, composed of Licensed Therapists and Qualified Mental Health providers, deescalated crisis, diverted unnecessary hospitalizations and linked individuals to needed services in the community. This would create Full time crisis responders and Case Managers for the program.	Human Services	\$ 170,751	\$ 170,000
Bridle Manor	is requesting \$35,000 of lost revenue assistance and has demonstrated through complete tax returns at least \$50,000 in lost revenue in just the year of 2019-2020. He would like to use some of the funds to help upgrade air quality in the facility.	EDP	\$ 35,000	\$ 35,000
TOTALS			\$ 307,751	\$ 294,204



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

Date: January 17, 2023
To: Human Services Committee
From: Stacy Alvord, Commissioner
RE: Updates from Department of Social Services

Personnel

All positions are filled in Mental Hygiene.

Financial Assistance Vacancies:

- Senior Social Welfare Examiner – 3
- Social Welfare Examiner – 8
- Social Services Investigator – 2
- Community Services Worker – 1
- HEAP Typist – 2
- Typist – 4.5

At a time when we have experienced historic number of applications for HEAP and SNAP.

Accounting Unit Vacancies:

- Accounting Supervisor Grade B – out effective 1/03/2023 for maternity
- Senior Account Clerk – vacant effective 9/19/2022
- Account Clerk – vacant effective 5/16/2022
- Account Clerk – vacant effective 9/05/2022 – filled with a PT worker effective 12/22/2022

As of 3/06/2023, another Account Clerk position will be vacant.

The lists for the Accounting Supervisor Grade B, Senior Account Clerk and Account Clerk are all exhausted. The civil service exams for the Senior Account Clerk & Account Clerk positions are scheduled to be given in February / March 2023.

Employment Services Vacancies:

- Senior Employment Specialist - 1

Child Support Vacancies:

- Typists – 2
- Account Clerk – 1
- Sr. Account Clerk – 1

Services Vacancies:

Out of 77.5 funded positions in Child Protective and Family Services, there are presently 55 caseworkers. 31 of the 77.5 caseworkers left their position, mostly resigning, in 2022. DSS hired 18.5 caseworkers in 2022. There are presently 27 caseworker vacancies.

Volunteer Transportation Center:

VTC will be closing their doors in Oswego County at the end of 2023. They will fulfill their commitment to DSS and allow us time to come up with a new plan. It is uncertain if DSS will continue with the Rides to Recovery federal grant secured by Representative Katko. The grant started in September 2022, and we have yet to spend any of the funding. The plan to distribute via UNITE US referral platform may not be approved by County Attorney due to concerns of liability and confidentiality issues for the county.

Financial Assistance Updates:

Homelessness During Inclement Weather / Code Blue (October 1, 2022 through September 30, 2023)

Oswego County's plan was approved by NYS Office of Temporary and Disability Assistance with an allocation of \$160,165. Over the last 12 months rising costs of hotel/motels along with transportation has impacted the costs of providing Code Blue Services.

Oswego County's current shelter capacity consists of 1 male and 1 female shelter, both with less than a 15-bed capacity. Because of this Oswego County relies mostly on hotel/motel placements for individuals and families requesting Temporary Housing Assistance throughout the year.

During cold weather season, requests for Temporary Housing Assistance increase due to extreme temperatures and wind chills in Oswego County. Since the onset of the Public Health Emergency in 2020 – and even more so since the eviction moratorium was lifted on January 2022, Oswego County has seen a growing number of homeless individuals and families presenting to the agency for assistance. Oswego County experienced 147 days of Code Blue for the 2021-2022 and expect to experience the same or more for the upcoming season. For individuals who would not otherwise be eligible for assistance or who choose not to apply, Oswego County currently contracts with Victory Transformation Center to provide a Warming Center environment for single individuals and childless couples during code blue evenings. The center has a 15-person capacity and is operational from 8:00 pm – 8:00 am daily and individuals utilizing the center are encouraged to connect and engage in the programs and services offered by Victory's Community Center. The Warming Center also offers basic food and hygiene items for individuals and bus passes as needed to attend a meeting at DSS for the next business day. From October 2021 through May 2022, the Warming Center served 185 unduplicated homeless individuals, most of which utilized the services through the entire season visiting the Warming Center multiple times. The agency will contract with Victory Warming Center for a total of \$109,185 to cover their projected Code Blue Costs. In addition to services provided at the Warming Center, overflow of single individuals and childless couples, individuals with special needs and families are placed in hotel/motel during code blue season. Oswego County expects to see on average an additional 2 S/CC and 1 family per night that would need hotel/motel placement at a rate of \$100 daily. (3 rooms @ \$100 nightly x 150 nights = \$45,000)

Oswego County contracts with Contact Community Services (211) to provide after hour contact and referral services to the Warming Center and hotel/motels as needed. Costs

associated with this contract are based on a per-diem call rate which rises approximately 28% during Code Blue time periods which has resulted in an overall cost to our general contract of \$4,480.

Oswego County is a rural county with transportation being a large barrier within the community. We are also seeking \$1500 in funds for additional transportation needs for individuals presenting to the agency during business hours or who contact 211 for after hour emergency needs when there are no other means of transportation to get the client to housing. Due to the non-traditional hours that individuals contact 211 for housing – the need for taxi transportation is becoming more common.

Supplemental Nutrition Assistance Program (SNAP – formerly known as Food Stamps) – Federal USDA waived regulations during the pandemic and approved all states to provide maximum amount of SNAP benefits allowable given family size and waived recertifications / work requirements. This will sunset this year – projected to be in March. The loss of the SNAP emergency allotments is a federal policy action. It cannot be changed by local social services or by the state. Local Districts are appealing to NYS Office of Temporary and Disability Assistance (OTDA) to provide supports and information to the public. We seek to avoid SNAP participants from requesting Fair Hearings, crowd our lobby, or over-run our local DSS phone lines. Many low income families have come to depend on SNAP over the past three years and DSS is working with the Food Bank of CNY to coordinate efforts with local food pantries to prepare them.

Historic numbers of applicants for Home Energy Assistance Program and SNAP programs in Oswego County –

2022 Assistance Program Data

APPLICATIONS

	2022	2021	Change	% of Change
Family Assistance (TANF)	1751	1312	+439	+33.4%
Safety Net Assistance SN	2182	1729	+453	+26.2%
SNAP	8047	6475	+1572	+24.2%
Medicaid	2377	2050	+327	+15.9%
HEAP	2900	2658	+242	+9.1%

- **November 2022 SNAP Applications = 848: more applications than in any month in the last 5 years**
- **November 2022 HEAP Applications = 878: more applications than in any month in the last 5 years**

Comparative #s of applications to active cases demonstrates the number of individuals in our communities in need who are asking for assistance even though they are ineligible. With the current state of the economy households who have never reached out for additional support are now doing so just to make ends meet.

The most time-consuming piece of Financial Assistance Eligibility is assessing the household need, interviewing and collecting documentation needed to determine eligibility. Even though households may be eligible for shorter periods of time or not eligible at all as they have in

previous years – applications continue to come in at large numbers to the team to see if any help is available.

Homeless Housing Assistance Sees Increase as Eviction Moratorium Lifted

	Homeless Numbers
2019	696 • 331 Single Individuals
2020	558 • 316 Single Individuals
2021	651 • 403 Single Individuals
2022	888 • 664 Single Individuals

Hiring Emergency Limited Placement Program (HELP Program) –

The New York State Department of Civil Service worked with the Office of Children and Family Services (OCFS) and the Office of Temporary and Disability Assistance (OTDA) who advocated for the establishment of HELP on behalf of Local Districts of Social Services (LDSS) statewide given the aggravated recruitment difficulty some LDSS are experiencing filling Caseworkers and Social Welfare Examiners on a permanent basis. Local DSS advocated through our New York Public Welfare Association and made it clear that health and safety positions have the greatest number of vacancies or positions filled by provisional appointments. Caseworkers and Social Welfare Examiners can be hired in non-competitive class. At the end of 12-month period, employees occupying positions filled through the local HELP Program will be granted competitive class status without the need to participate in a competitive examination. This will be a heavy lift for our Human Resources colleagues as there are many tasks to accomplish to be able to participate in HELP. We are encouraged and hopeful this will assist the Department in recruiting. At this point our provisional workforce knows they will lose their job if they don't pass a test and/or score high enough to be reached. HELP resolves that concern for prospective candidates.